

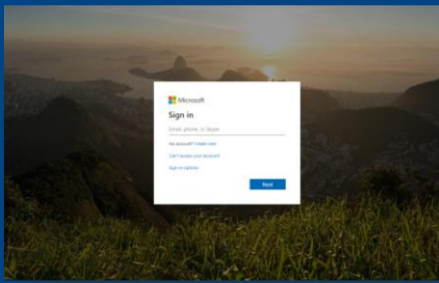


How to Login to Microsoft Apps

This visual guide will help you quickly and easily log in to Office 365 and Outlook following MFA enrolment. You will need internet access on a desktop or laptop and a compatible smartphone.

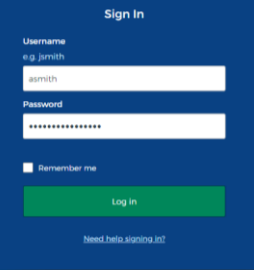
Logging into Office 365:

Step 1



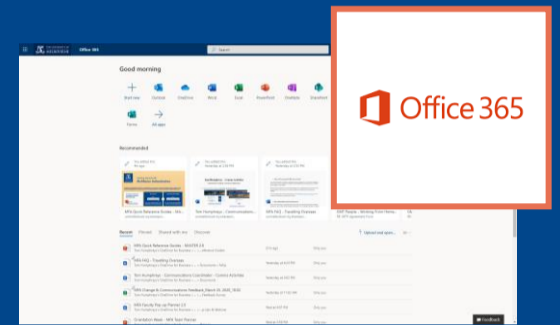
On your preferred web browser, visit **login.microsoftonline.com**. Enter your University email address.

Step 2



You will be required to **login with your existing University Username and password** and verify your identity with MFA

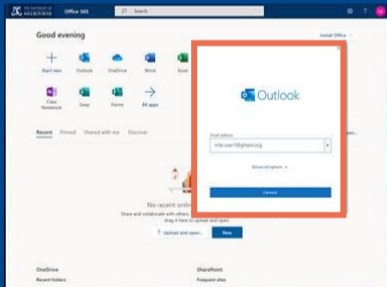
Step 3



Congratulations! You have successfully logged into Office 365 online.

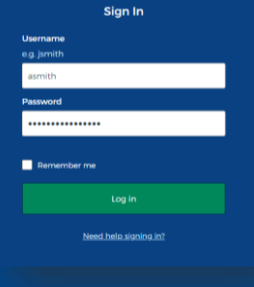
Logging into Outlook:

Step 1



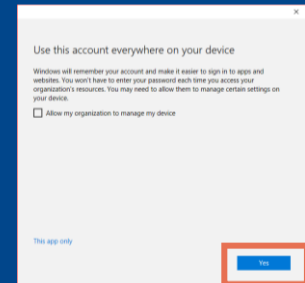
On your computer, **open Outlook** and **login with your University email address**.

Step 2



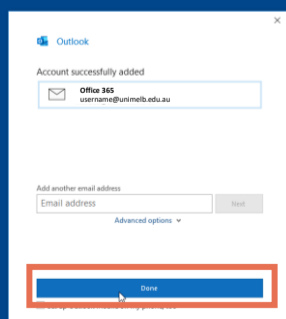
You will be required to **login with your existing University Username and password** and verify your identity with MFA

Step 3



Untick 'Allow my organization to manage my device'. Then select **Yes**.

Step 4



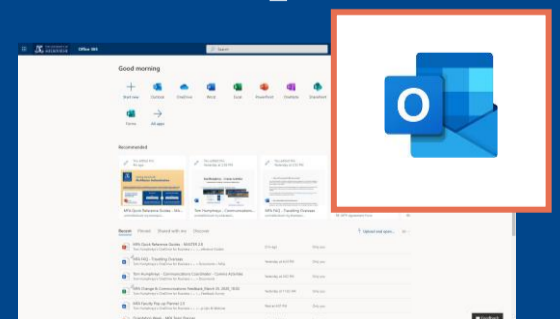
You have now successfully added your university Office 365 account. Select **Done**.

Step 5



Select **Accept** to accept the Microsoft license agreement.

Step 6



Congratulations! You have successfully signed into your university Outlook account.

Need help with MFA? If you require further assistance, please contact the Service Centre (Staff) or Stop 1 (Students).