

cna

Office 365 First time sign in

How to sign in to your office 365 account for the first time and secure your account



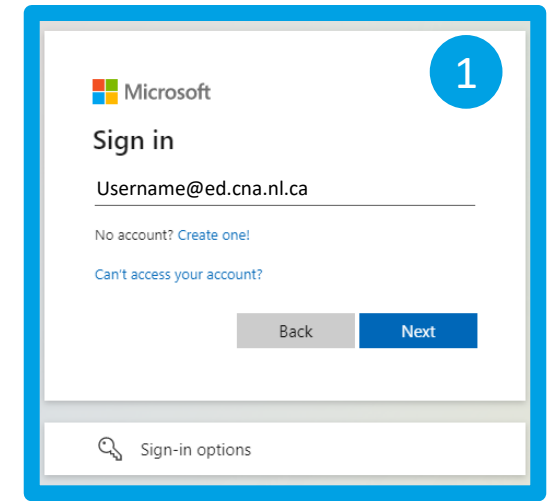
Signing in for the first time

To sign in to your Office 365 account, visit **office.com**

1. Use your CNA email address to sign in

You will be required to update your password

2. Enter **current password**, then the **new password** and **confirm** the new password



1

Microsoft

Sign in

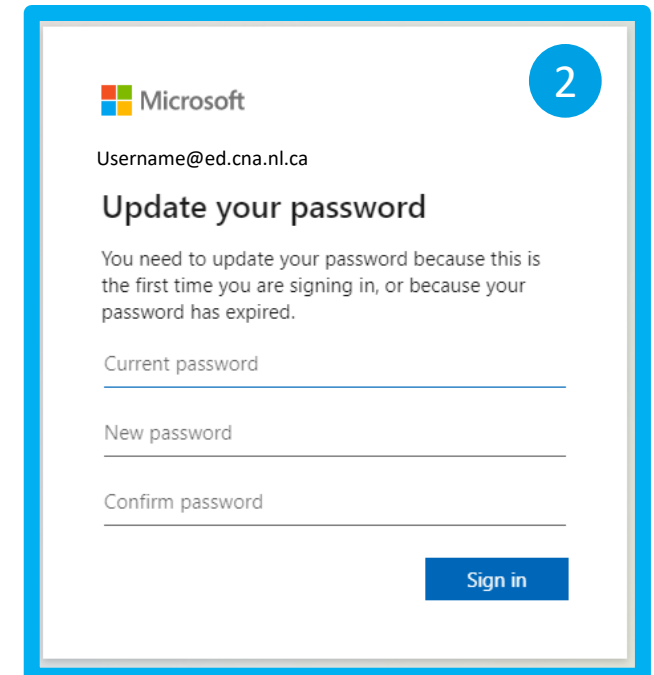
Username@ed.cna.nl.ca

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

Sign-in options



2

Microsoft

Username@ed.cna.nl.ca

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

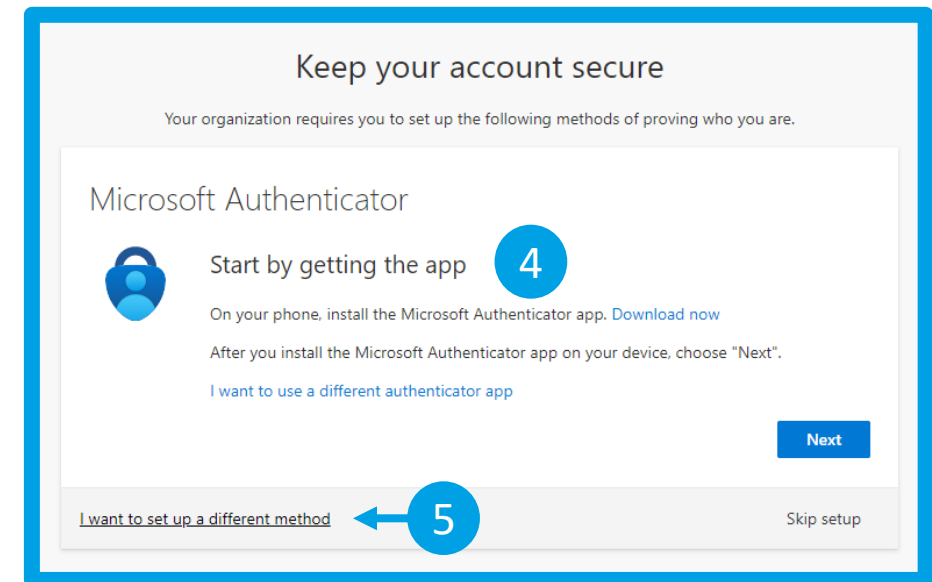
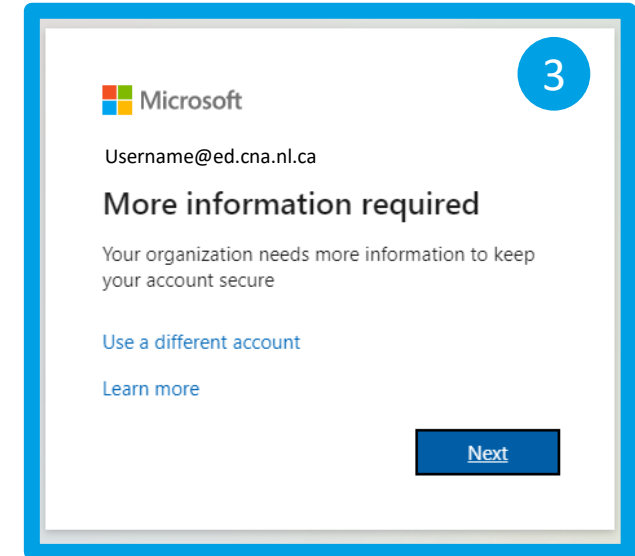
New password

Confirm password

Sign in

More information

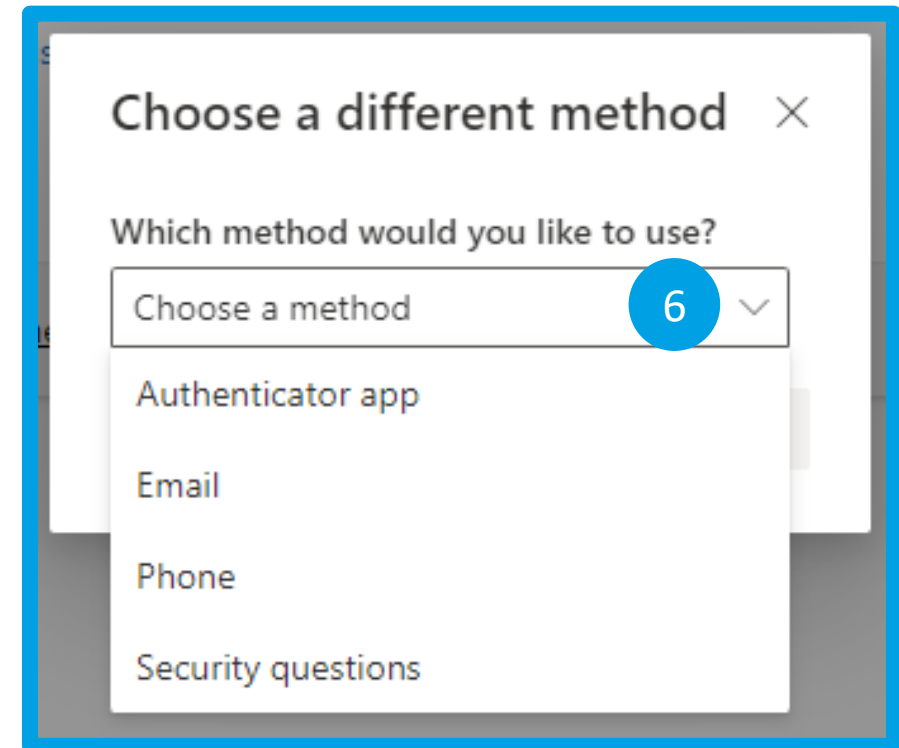
3. More information is required to keep your account secure
4. Get the **Microsoft Authenticator app** for your mobile device
5. Or you can choose a **different authentication method**



Choose a different method

There are several authentication methods that you can choose from

6. Use the drop-down menu to select your preferred method



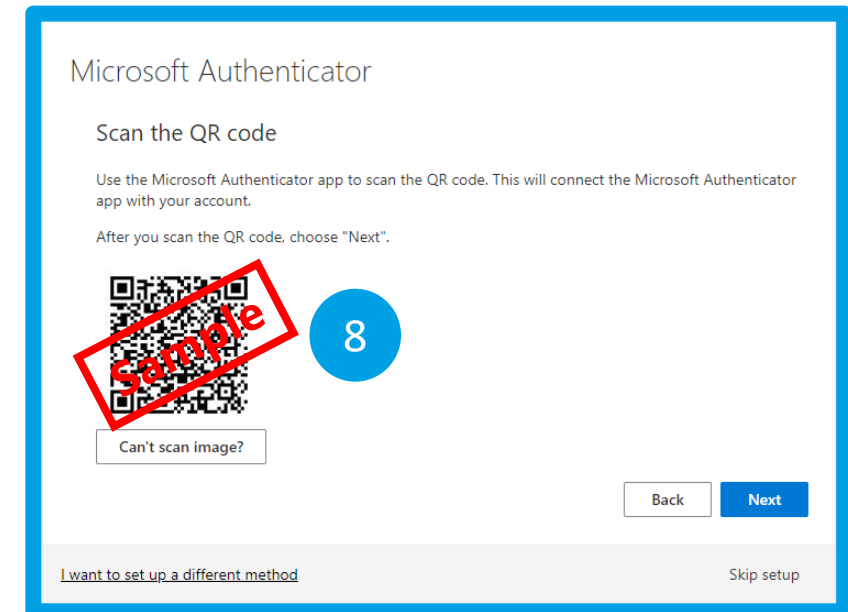
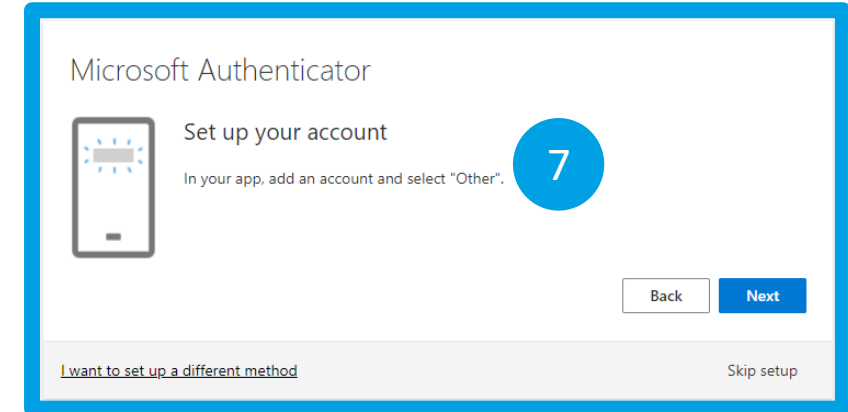
Microsoft Authenticator

Selecting **Microsoft Authenticator** as the authentication method:

After downloading and installing the app you will need to configure it

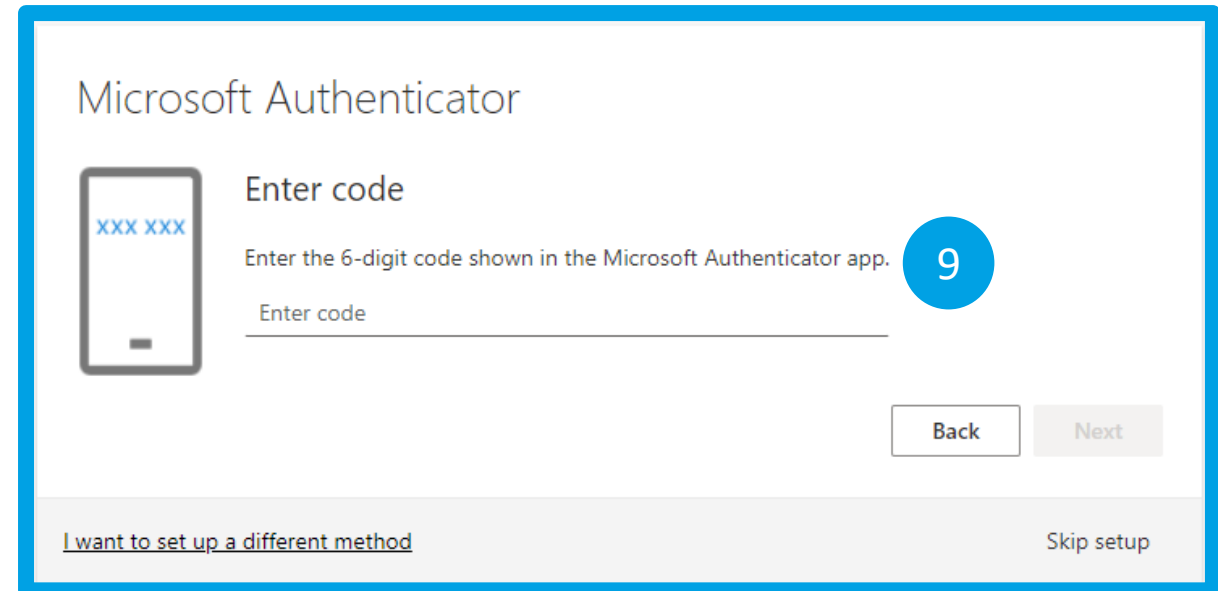
7. From the app **add an account** and select **Other**

8. **Scan the QR code** to connect the app with your account



Microsoft Authenticator

9. Enter the **6-digit code** from the app to complete the configuration



Email

Selecting **Email** as the authentication method:

10. Enter the **email address** you prefer to use

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Email

What email would you like to use?

Enter email

10

Next

[I want to set up a different method](#) Skip setup

11. Check your email for a code and enter the code

Email

We just sent a code to Personal email address

Enter code

[Resend code](#)

11

Next

[I want to set up a different method](#) Skip setup

Phone

Selecting **Phone** as the authentication method:

12. Select your **country code** and enter your **10-digit** phone number

13. Choose to **receive a code** via text message or receive **a call**

The screenshot shows a Microsoft account setup screen titled "Keep your account secure". Below the title, it says "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below this, it says "You can prove who you are by answering a call on your phone or texting a code to your phone." The question is "What phone number would you like to use?". There are two input fields: a dropdown menu for the country code, currently set to "United States (+1)", and a text box for the phone number, labeled "Enter phone number". A blue circle with the number "12" is overlaid on the dropdown menu. Below the input fields, there are two radio button options: "Text me a code" (which is selected) and "Call me". A blue circle with the number "13" is overlaid on the "Text me a code" option. Below the radio buttons, there is a note: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom right, there is a blue "Next" button. At the bottom left, there is a link: "[I want to set up a different method](#)". At the bottom right, there is a "Skip setup" link.

Keep your account secure

14. You will be required to setup several **security questions** and answers

The screenshot shows a web page titled "Keep your account secure" with a sub-header "Your organization requires you to set up the following methods of proving who you are." Below this is a section labeled "Security questions" with a blue circular badge containing the number "14". There are five dropdown menus, each with the text "Select a question" and a downward arrow. At the bottom right, there is a "Done" button. At the bottom left, there is a link that says "I want to set up a different method". At the bottom right, there is a "Skip setup" button.

15. When you've entered all the required information you will receive a confirmation message that you have successfully secured your account

The screenshot shows a web page titled "Keep your account secure" with a sub-header "Your organization requires you to set up the following methods of proving who you are." Below this is a section labeled "Success!" with a blue circular badge containing the number "15". The text reads: "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Below this is a section labeled "Default sign-in method:" with a phone icon and the text "Phone +1 7096853587". At the bottom right, there is a blue "Done" button.