cna

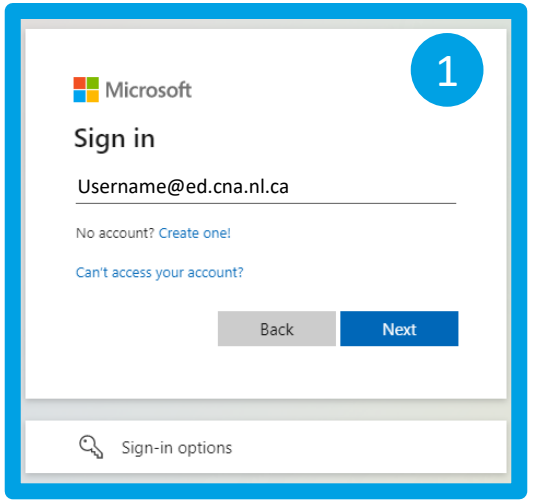
Office 365
First time sign in

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

Signing in for the first time

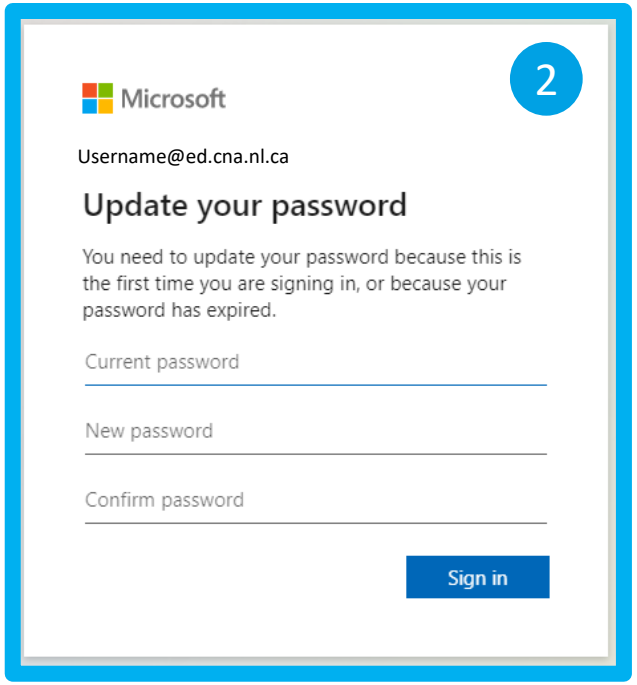
To sign in to your Office 365 account, visit **office.com**

1. Use your CNA email address to sign in



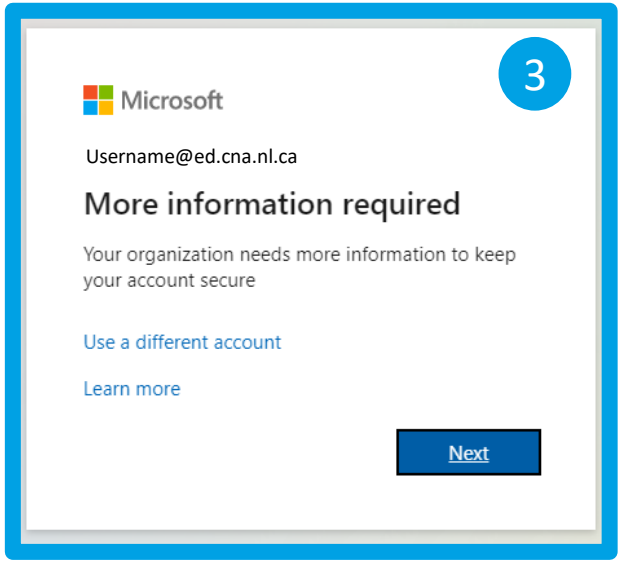
You will be required to update your password

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



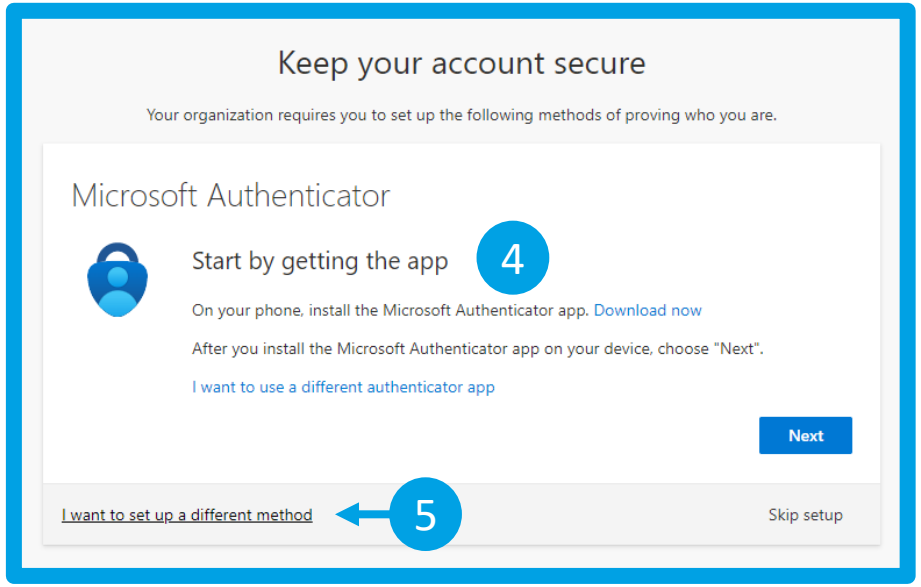
More information

3. More information is required to keep your account secure



4. Get the **Microsoft Authenticator app** for your mobile device

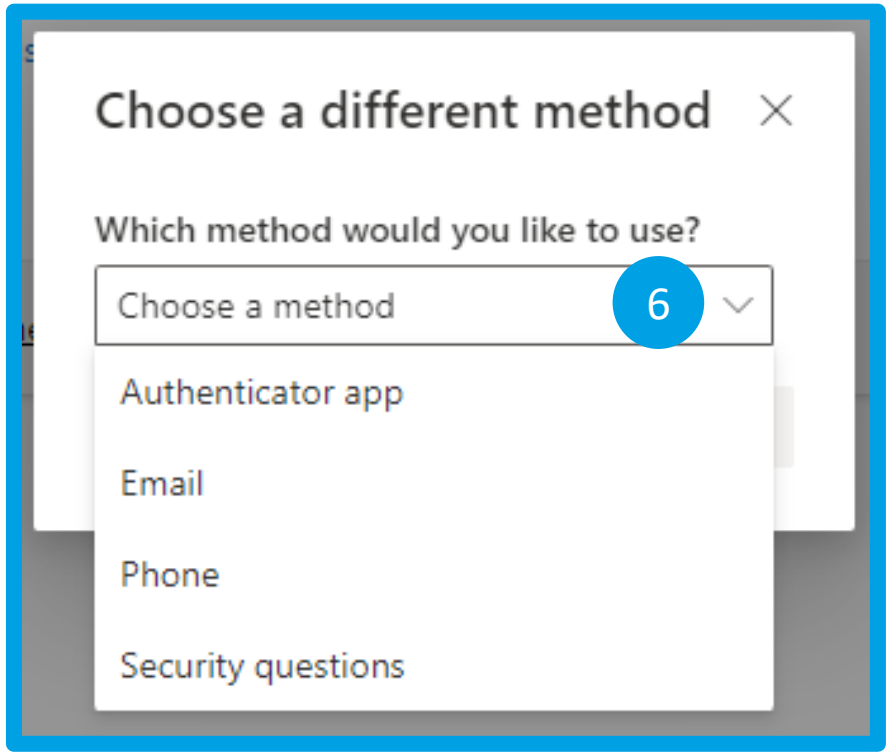
5. Or you can choose a **different authentication method**



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



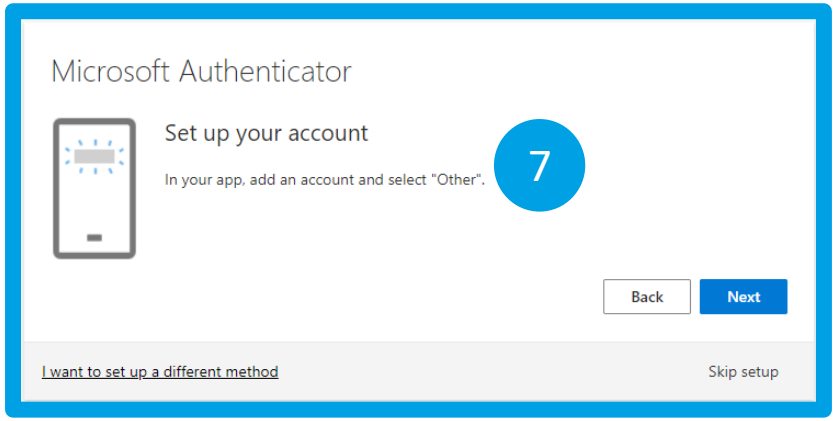
Microsoft Authenticator

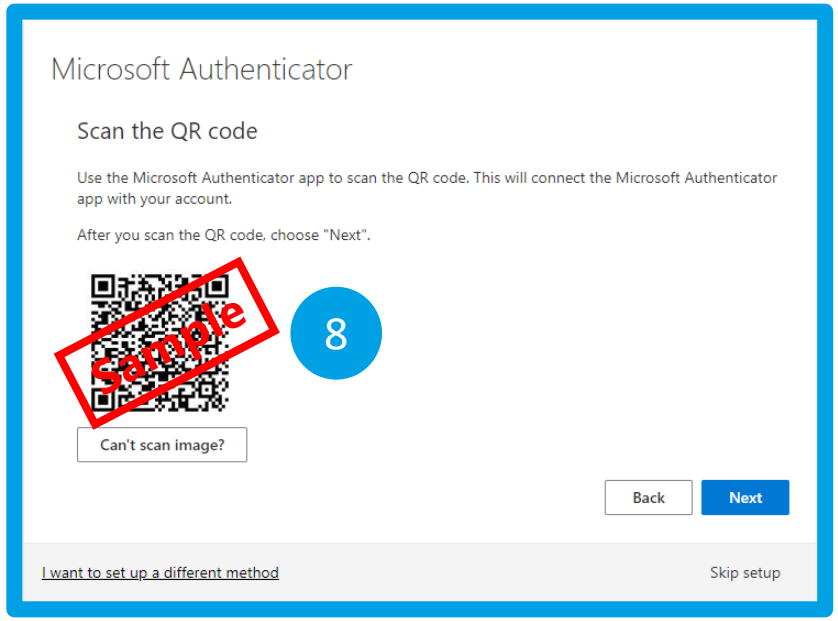
Selecting **Microsoft Authenticator** as the authentication method:

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

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

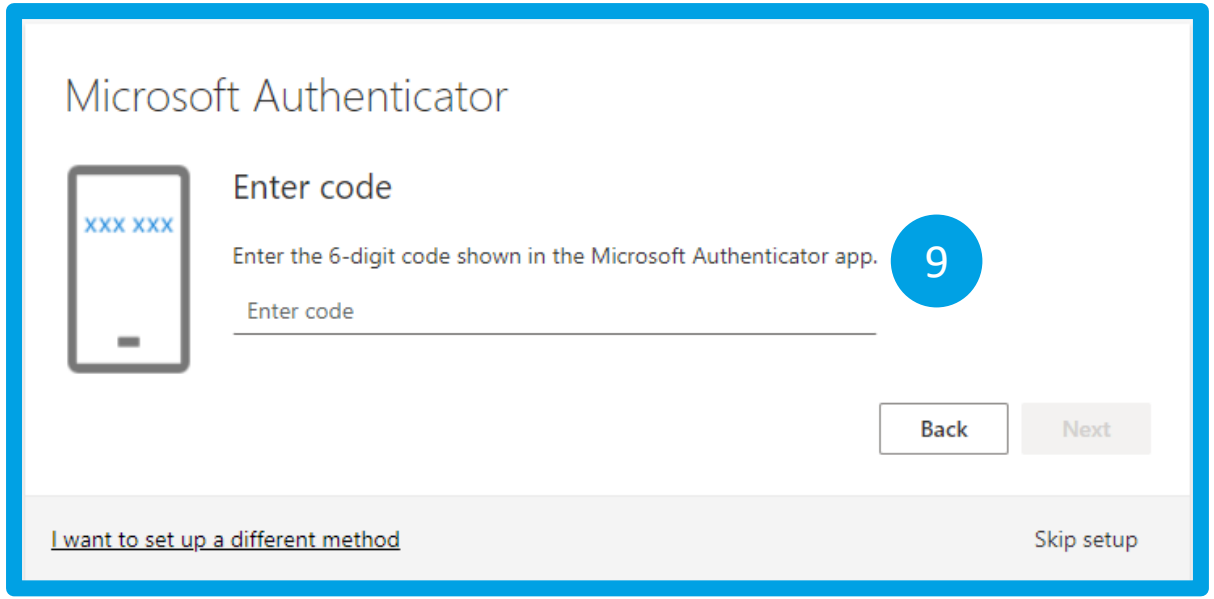
8. **Scan the QR code** to connect the app with your account





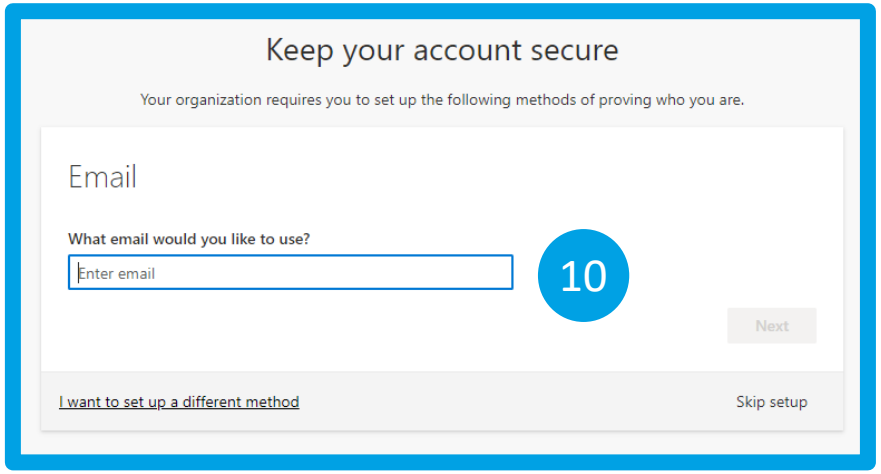
Microsoft Authenticator

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



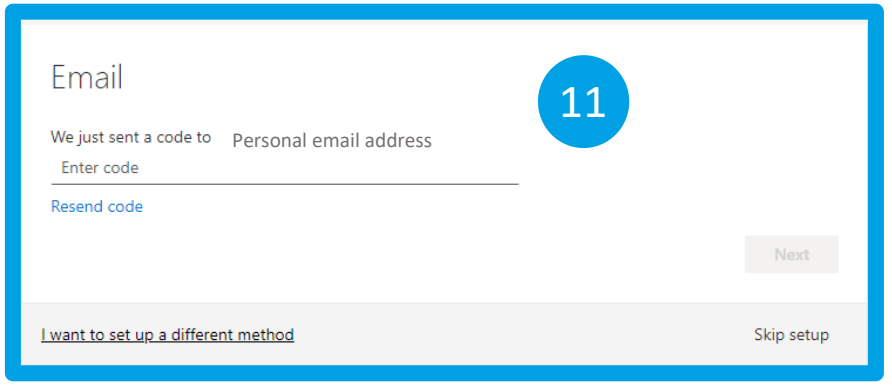
Email

Selecting **Email** as the authentication method:



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

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

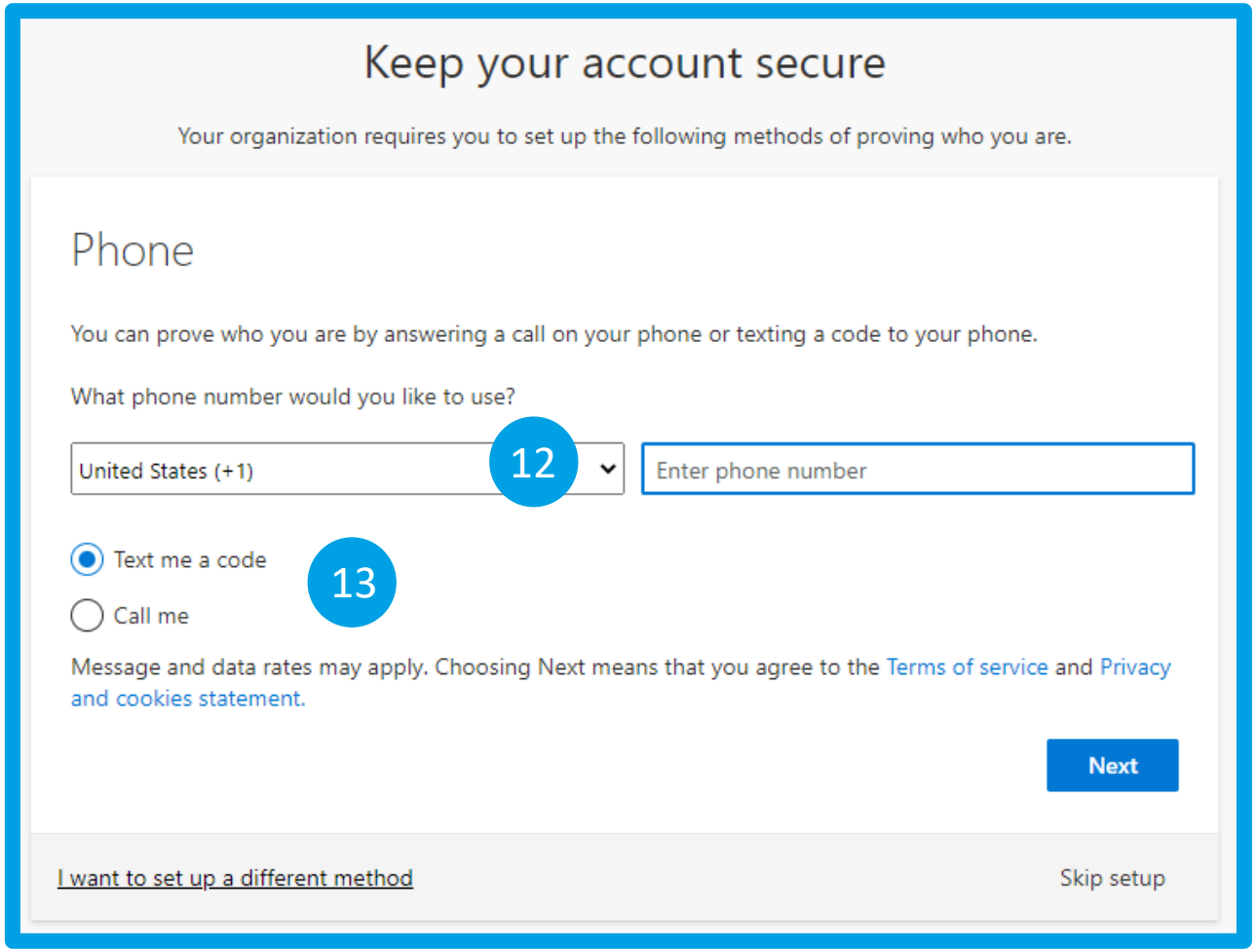


Phone

Selecting **Phone** as the authentication method:

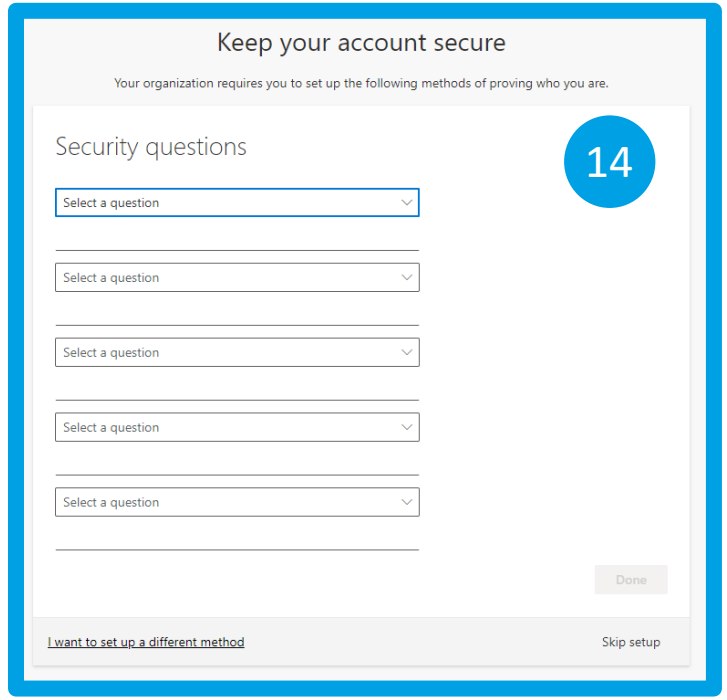
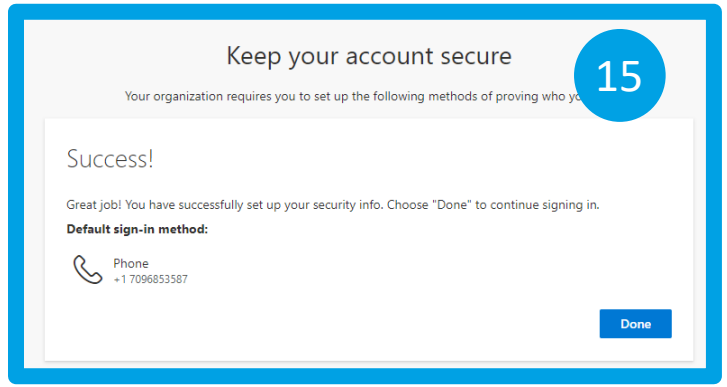
12. Select your **country code** and enter your **10-digit** phone number

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



Keep your account secure

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



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