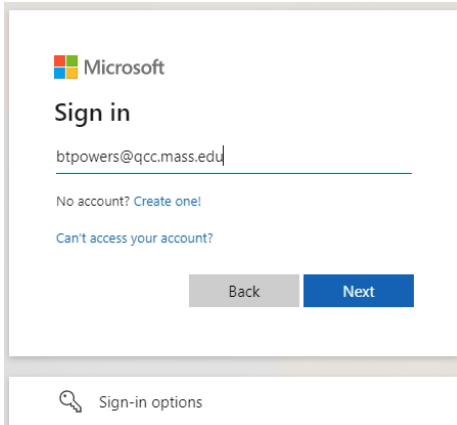


This document covers instructions for staff and faculty the **first time** login process and setting up multi-factor authentication for the QCC network account and email.

- Open a web browser and navigate to www.office.com .
- Click Sign-In
- Enter your full QCC username. Click Next.



Microsoft


Sign in

btpowers@qcc.mass.edu

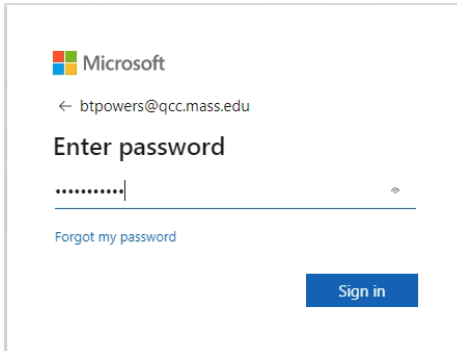
No account? [Create one!](#)

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

[Back](#) [Next](#)

 Sign-in options

- Enter initial password. (Call the IT Service Desk)



Microsoft

← btpowers@qcc.mass.edu

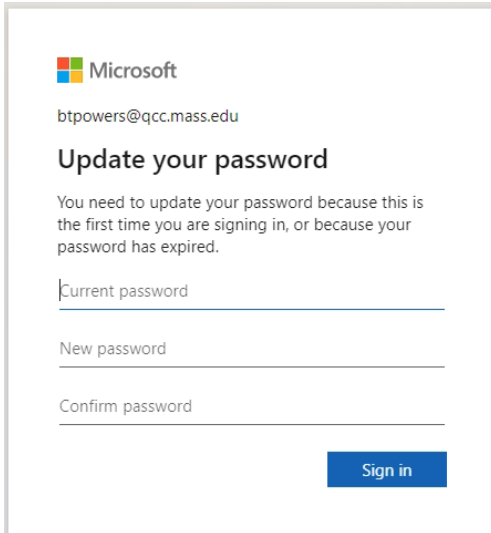
Enter password

.....

[Forgot my password](#)

[Sign in](#)

- After successfully entering the credentials, you will be asked to change the password.



Microsoft

btpowers@qcc.mass.edu

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.

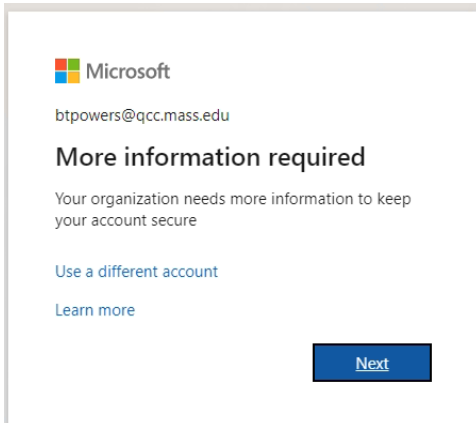
Current password

New password

Confirm password

Sign in

- Click Next. The next window will prompt you to set up multifactor authentication (MFA).



Microsoft

btpowers@qcc.mass.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

- After clicking next, follow the screen prompts to set up MFA with the Microsoft Authenticator App (recommended) and one other method.

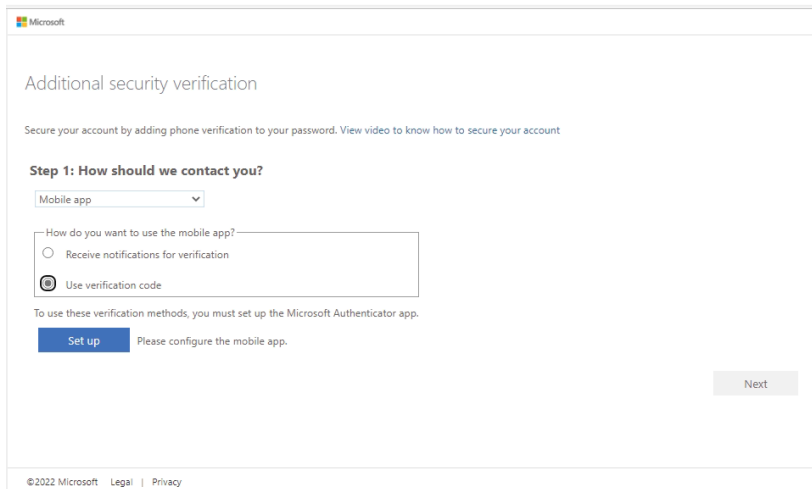
The following assumes that Microsoft Authenticator is chosen (This requires Microsoft Authenticator already be installed by the user on their mobile device).

Download and install the Microsoft Authenticator App:

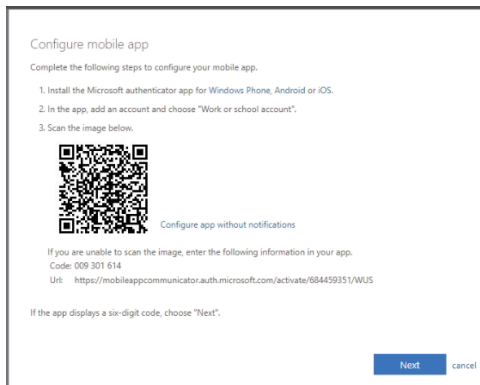
Install the latest version of the Microsoft Authenticator app, based on your operating system.

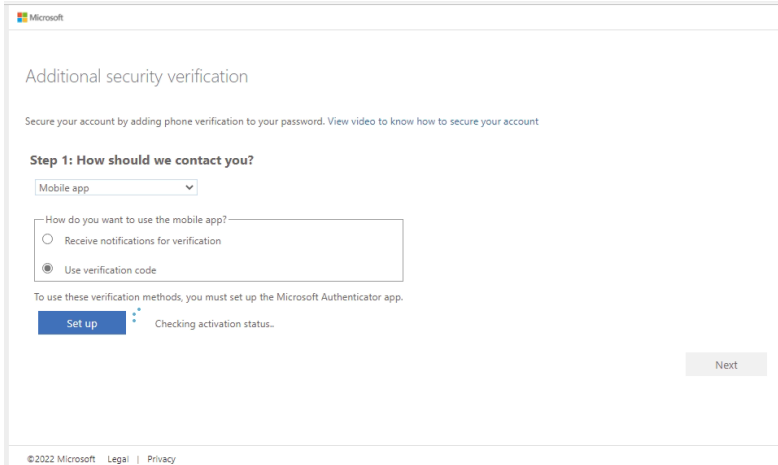
- Google Android. On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#).
- Apple iOS. On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).

Note: Choosing “Use verification code” requires the user to open authenticator and enter the security code when presented with the additional prompt (a 2 digit code). Choosing “Receive notifications for verification” allows the user to receive notifications and “approve” them.



- After choosing the settings, click next to begin configuring the Authenticator. Scan the QR code on the screen.





Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

☐ Receive notifications for verification

☒ Use verification code

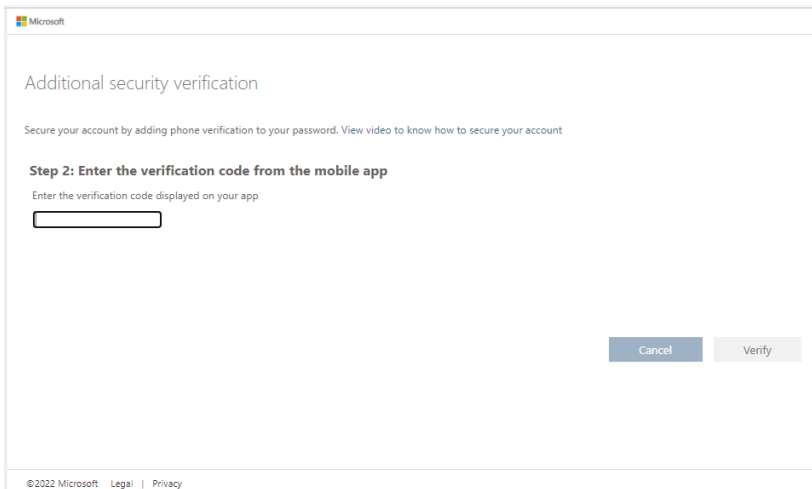
To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Checking activation status.

[Next](#)

© 2022 Microsoft Legal | Privacy

- Microsoft Authenticator will present an initial security code that must be entered in order to continue.



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

[Cancel](#) [Verify](#)

© 2022 Microsoft Legal | Privacy

- The last step in configuring the Microsoft Authenticator App is to enter the mobile number for recovery purposes.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: In case you lose access to the mobile app

[Done](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

©2022 Microsoft [Legal](#) | [Privacy](#)

- When successfully completed you will get a notification.