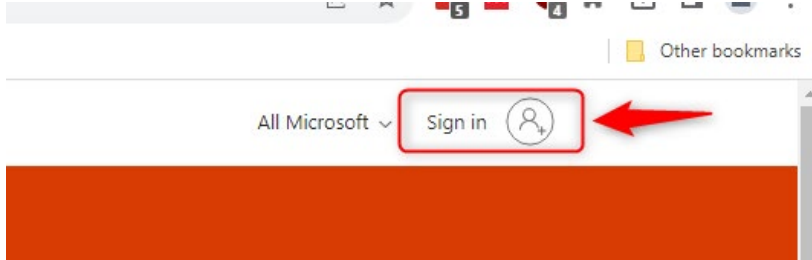


Signing into Microsoft Office 365 with MFA

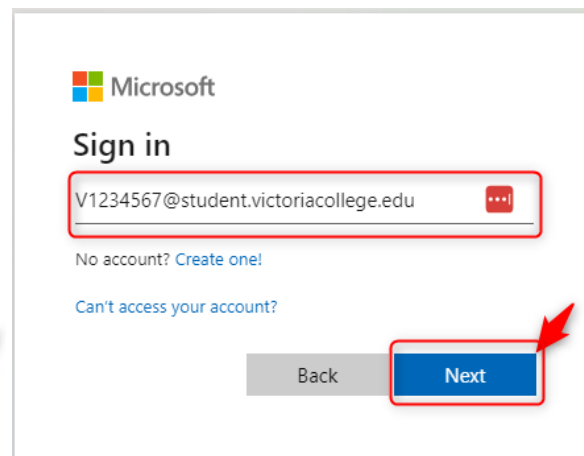
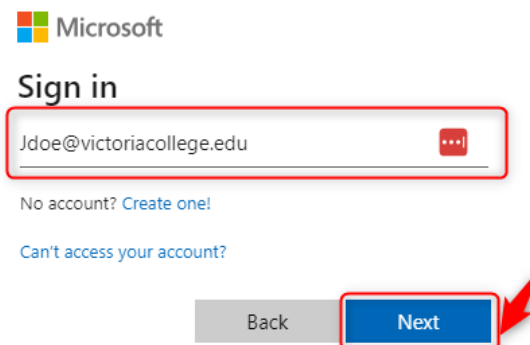
Sign into Office.com

Follow these instructions to sign in to Microsoft Office 365 after setting up Multifactor Authentication.

1. Open a web browser and navigate to <https://www.office.com>.
2. Click the "Sign in" button at the top right of the webpage.

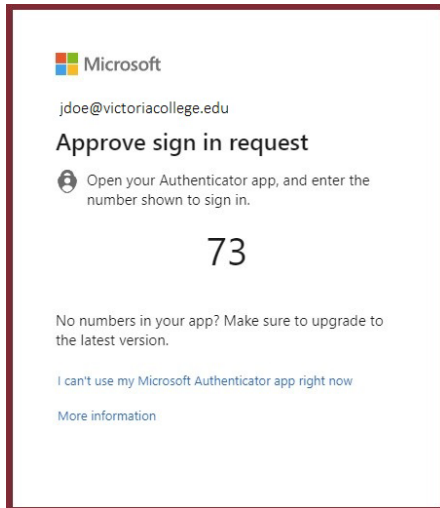


3. Employees Sign into Office 365 using yourusername@victoriacollege.edu. Students Sign into Office 365 using V#@student.victoriacollege.edu then Click Next.
Note: This is NOT your email it is the same username you use to log in to your office PC or the Pirate Portal.

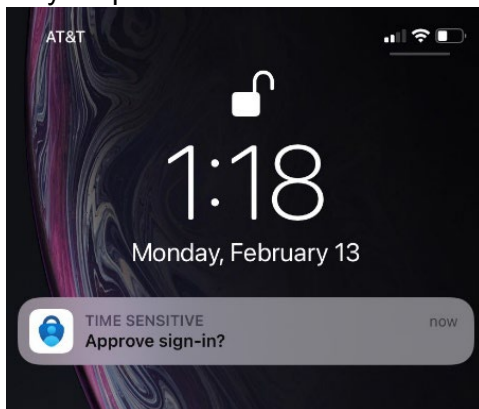


On Phone

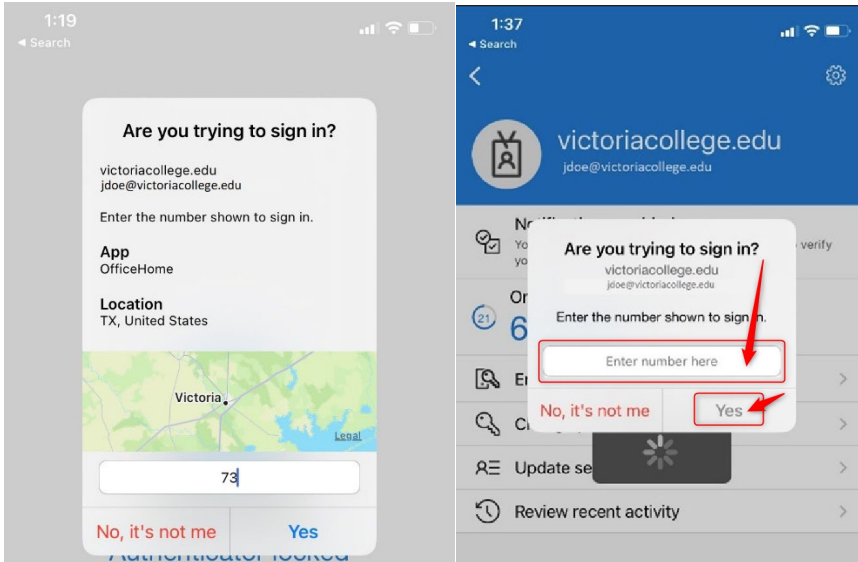
4. After you enter your password, you will be presented with this window in your computer's browser:



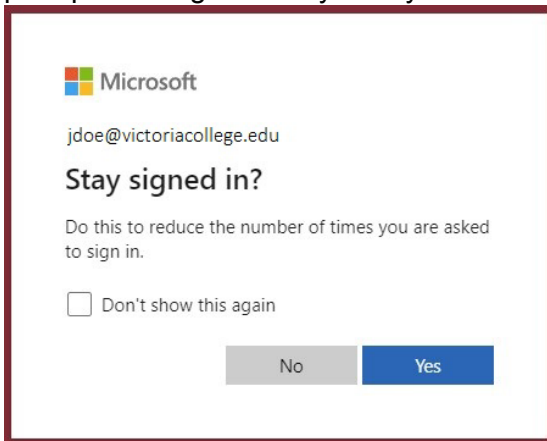
5. Tap the push notification to input the code from your PC into the Microsoft Authenticator app on your phone.



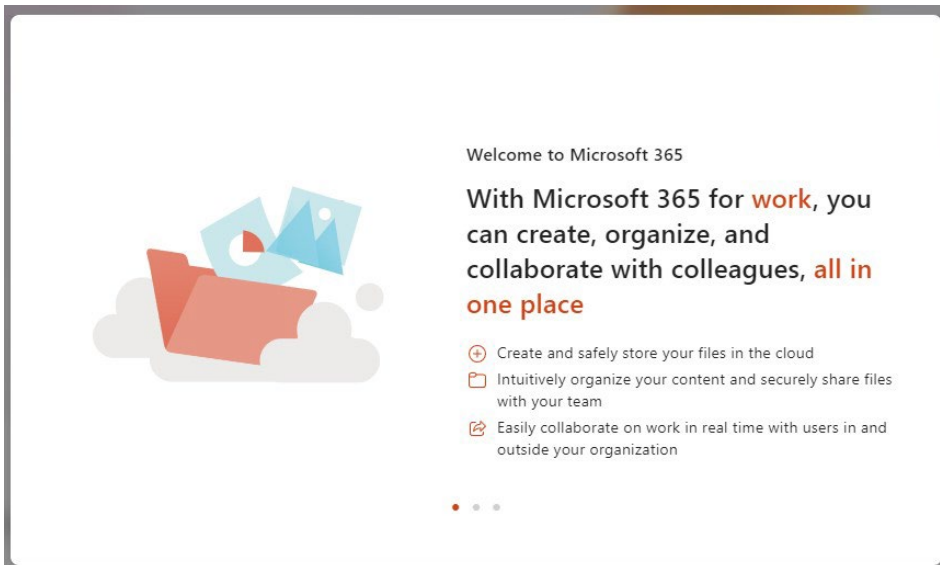
6. Enter the code from your computer's browser into the Microsoft Authenticator app, then tap "Yes".



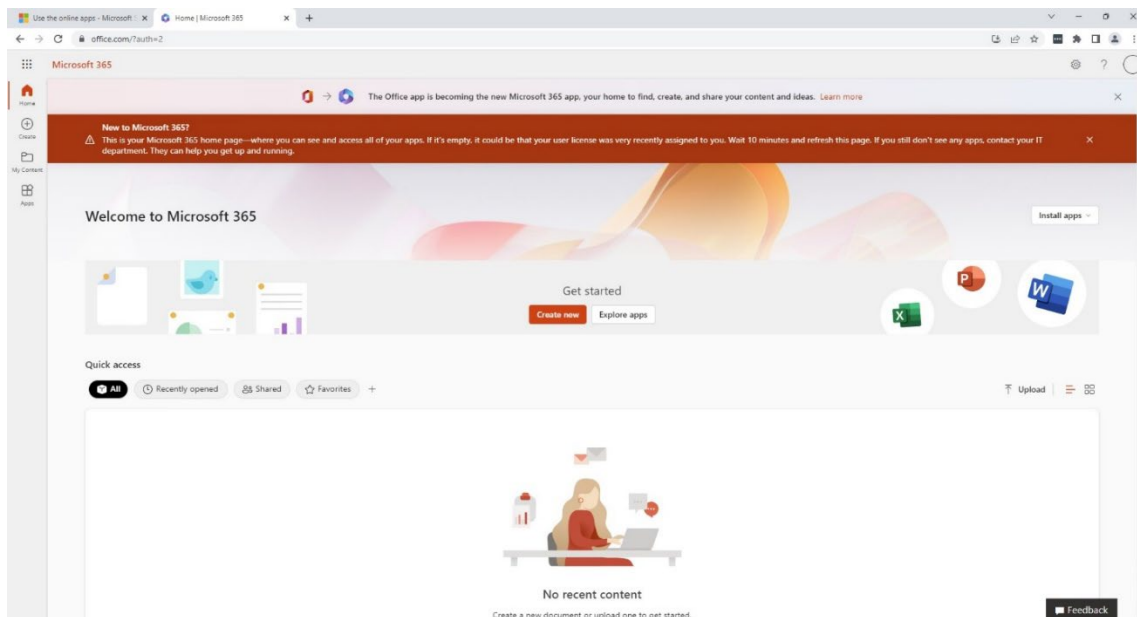
7. After entering the code on your phone, your browser will automatically display the following window, asking if you would like to stay signed in. Click "Yes" if you would like to be automatically signed in when you use the current browser, or "No" if you would like to be prompted to sign in every time you use Microsoft Office 365.



8. If this is your first time signing in to Microsoft Office 365 you may see a tutorial window. Click the arrow to the right of the window to scroll through the tutorial, and finally click the checkmark to close the tutorial window.

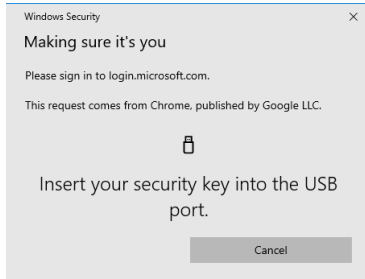


9. You should now be logged in and looking at the Microsoft Office 365 homepage.

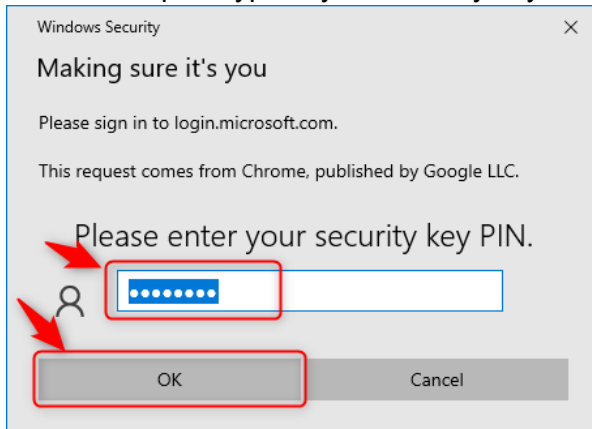


Using Security Key

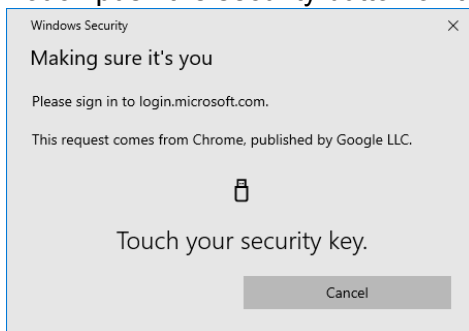
4. After you enter your password, you will be presented with this window in your computer's browser:



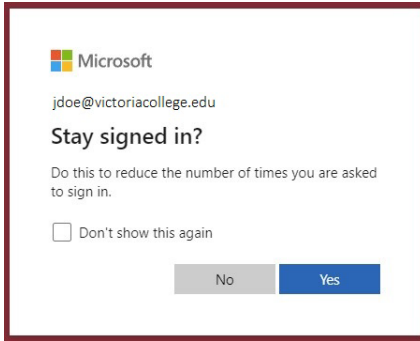
5. Insert your security key into the USB port.
6. When Prompted type in your security key PIN. Then Click OK.



7. Touch/push the security button on the security key.



8. After pushing the security button on the security key, your browser will automatically display the following window, asking if you would like to stay signed in. Click "Yes" if you would like to be automatically signed in when you use the current browser, or "No" if you would like to be prompted to sign in every time you use Microsoft Office 365.



10. If this is your first time signing in to Microsoft Office 365 you may see a tutorial window. Click the arrow to the right of the window to scroll through the tutorial, and finally click the checkmark to close the tutorial window.



11. You should now be logged in and looking at the Microsoft Office 365 homepage.

