

Office 365 (Email)

First Thing!

Download and install the app on your phone.

Install the latest version of the **Microsoft Authenticator** app on your phone, based on your operating system:



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

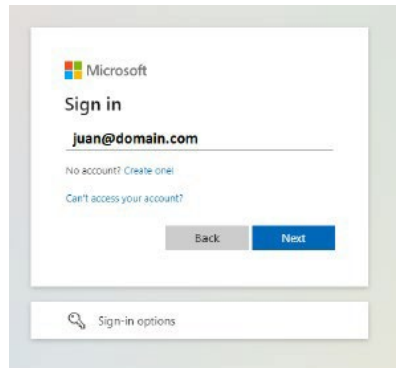
Apple iOS. On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).

After you download Microsoft Authenticator

On your LAPTOP - <http://www.MCHP.edu> click Current Students -

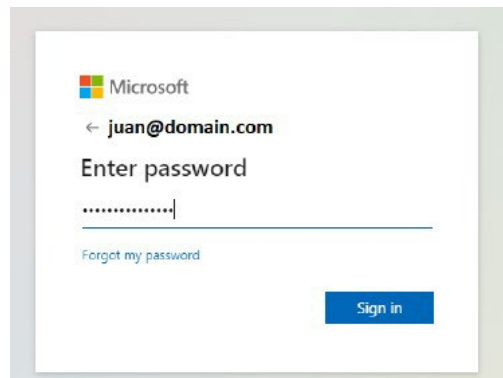
Office 365 (New Email)

Enter your username:



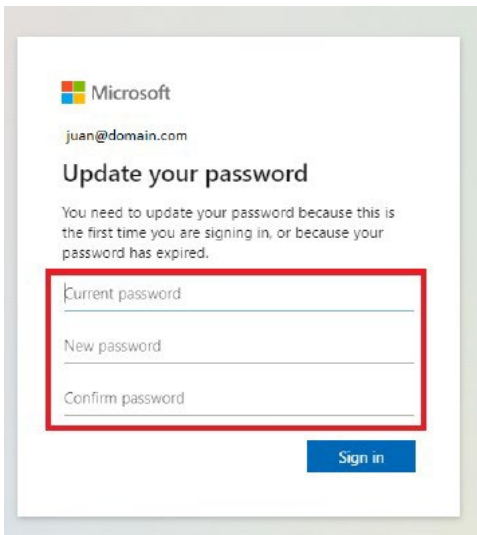
Microsoft
Sign in
juan@domain.com
No account? Create one!
Can't access your account?
Back Next
Sign-in options

Enter your password:



Microsoft
← juan@domain.com
Enter password
.....
Forgot my password
Sign in

Next, change/update your password and click Sign in.



Open the Microsoft Authenticator app and follow the steps to authenticate your account. You will need to add a new account on your phone. Choose Scan a QR code and scan the code on your computer screen.

You will then be prompted to enter your phone number. The Authenticator will use that number to test you a confirmation number that you will need to type onto your computer.

A few more clicks, and you will be on the landing Office 365 page. You can view here all the applications available for your account

To access your email, click on Outlook on the left pane.

