HOW-TO LOGIN TO MICROSOFT 365

1.   To Access the Microsoft portal, type the following address in your browser https://office.com
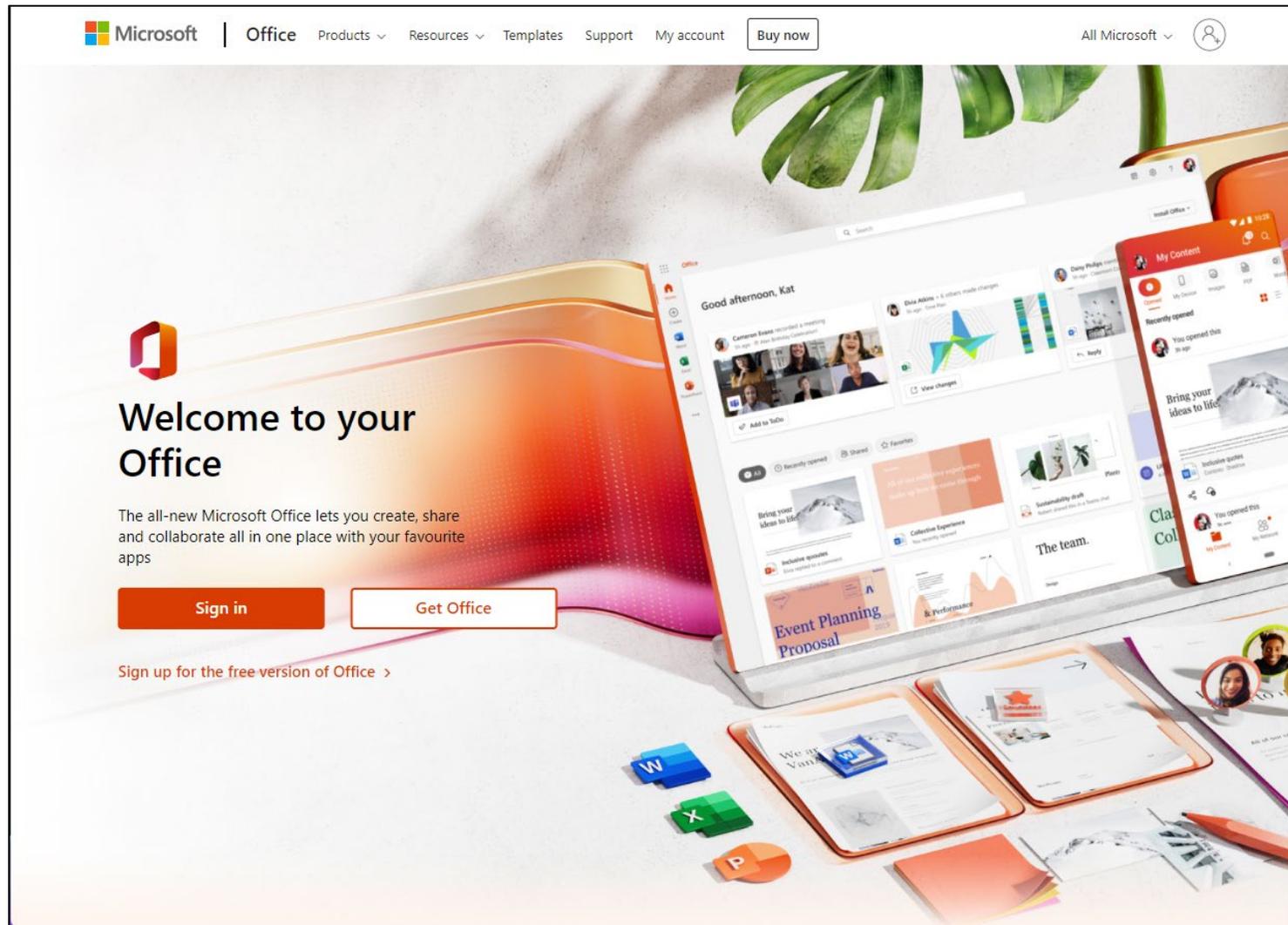
2. Please sign in with your UTech username and password.
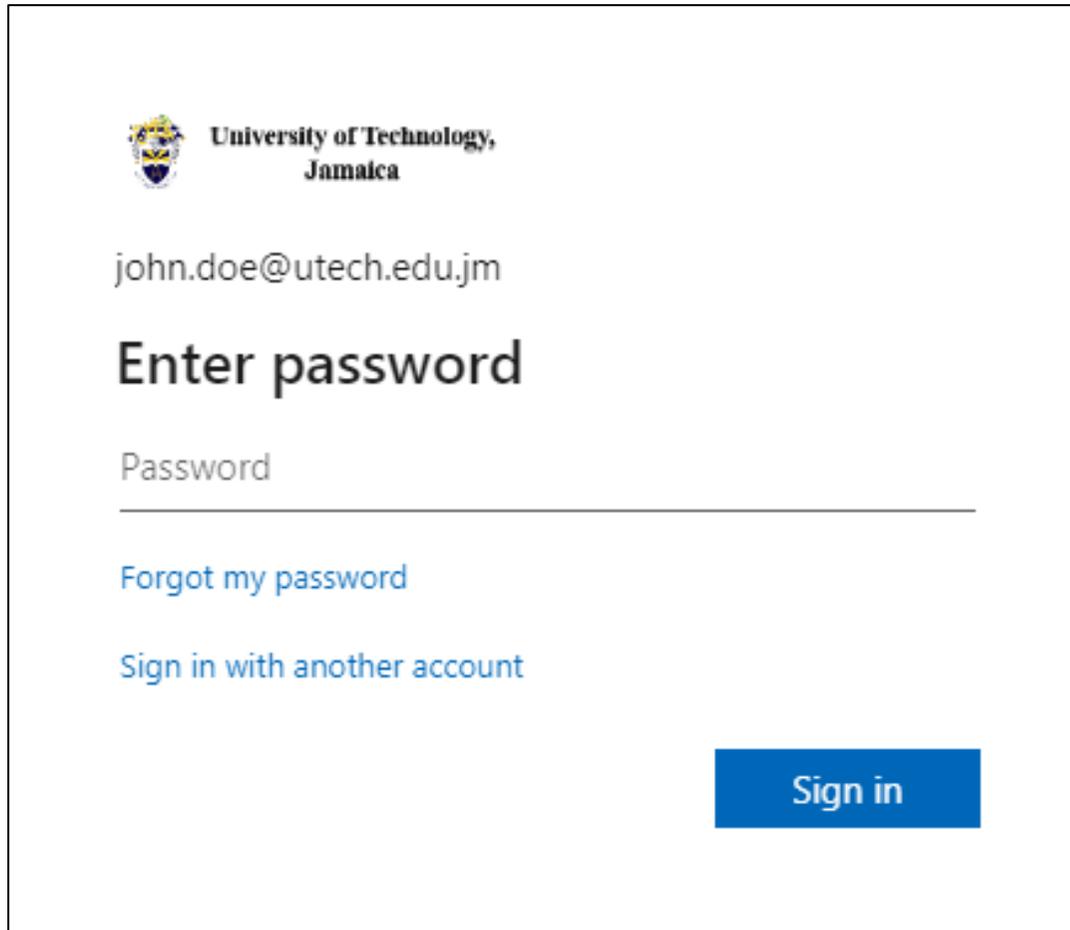
University of Technology, Jamaica

john.doe@utech.edu.jm

Enter password

Password

Forgot my password

Sign in with another account

Sign in

3. After you choose **Sign in**, you'll be prompted for more information. Choose **NEXT**

University of Technology, Jamaica

john.doe@utech.edu.jm

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

4.   You will be asked to select two of the three authentication methods. Select your authentication method.
5.   The default is authentication by phone, typically a cellphone that can receive texts and calls. Enter your country/region and phone number.
6.   Then select if you prefer to be called or texted with the authentication number and hit **Next**.
7.   You will receive a text or a call with a verification code (depending on your selection in the previous step).
8.   You will be asked to set up an additional method.
        a.   You can use an alternate email address (not your UTech email) or use the security questions.

b. Please follow the instructions to complete this task

Your completed page will resemble the one below
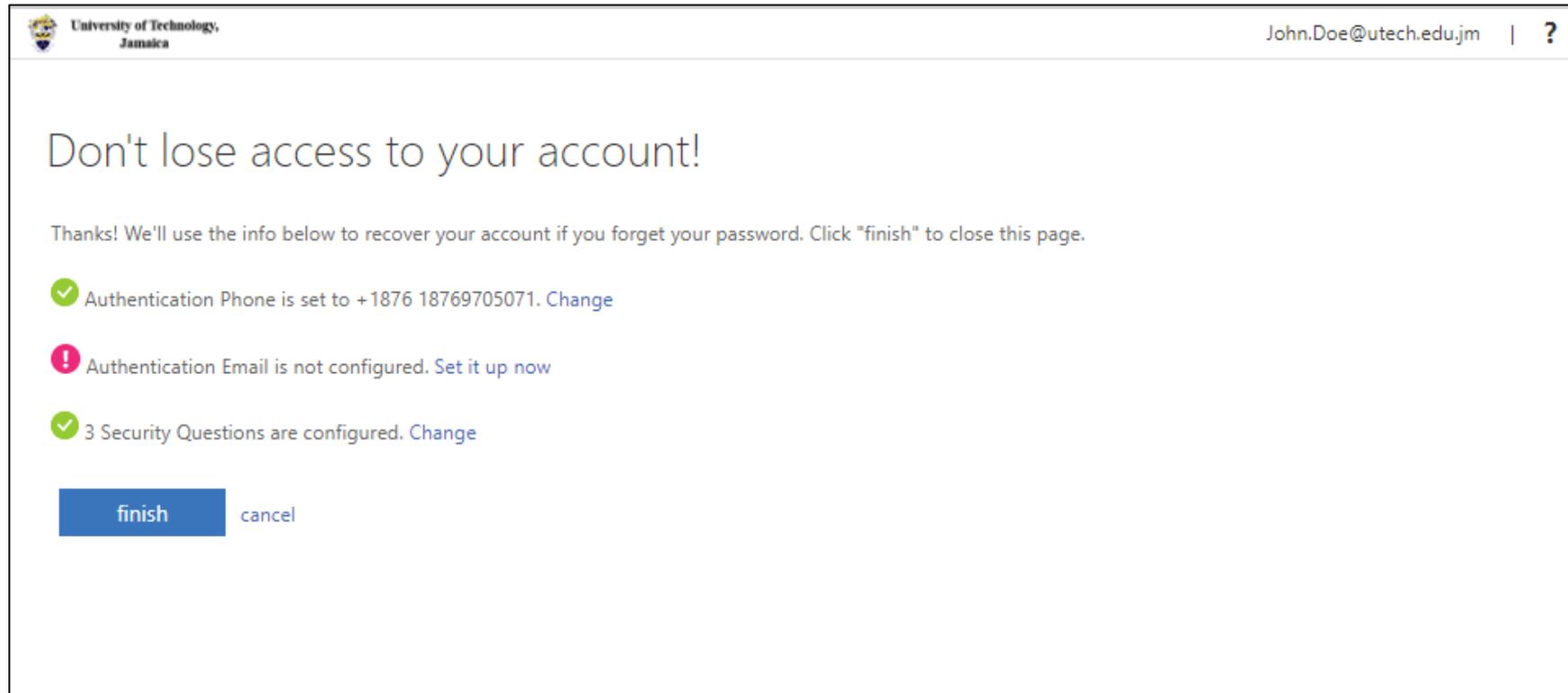
9. Please click **FINISHED**

10. You will see the following welcome screen. Please review the content of each screen or click next until you exit.
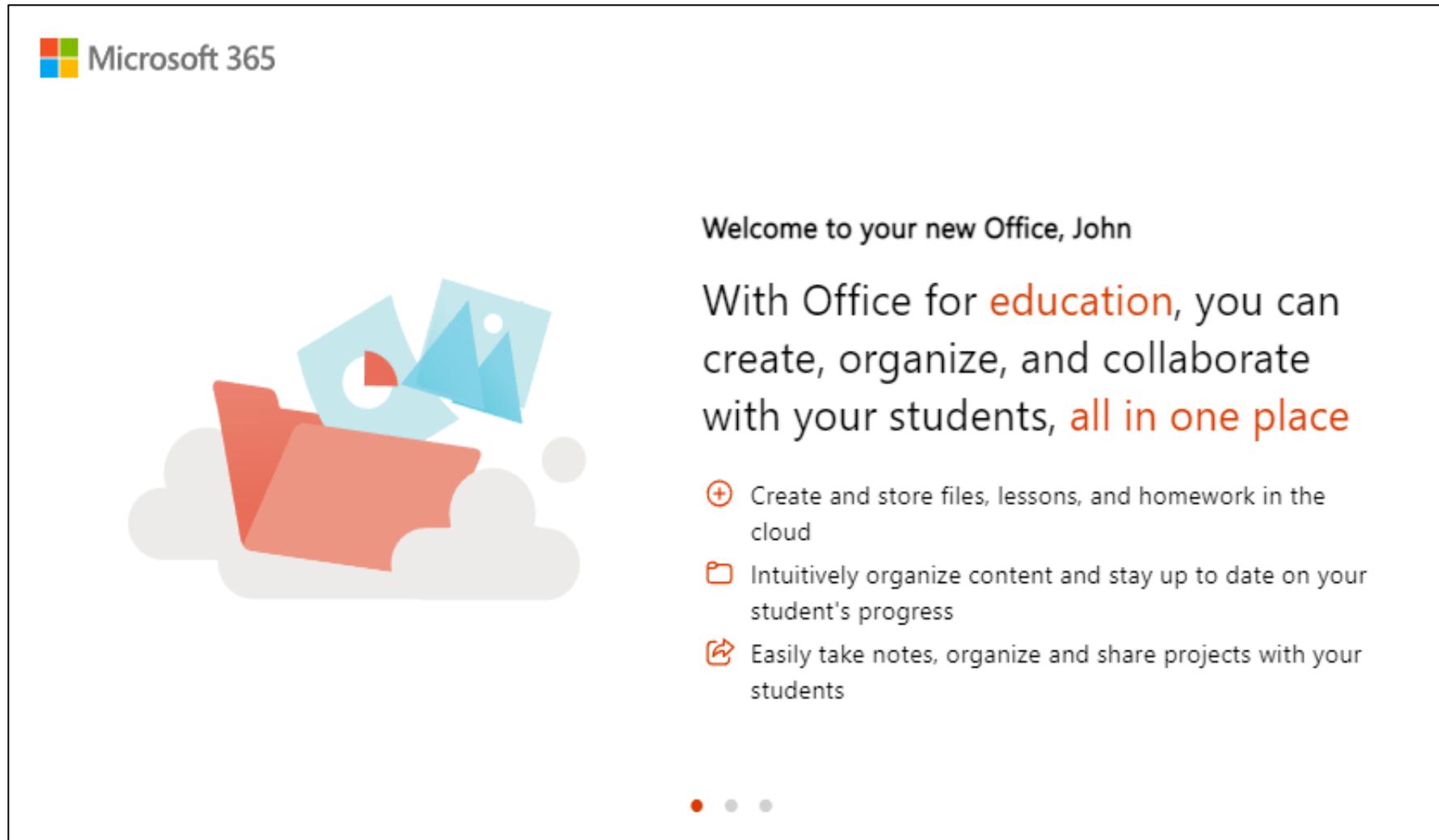
11.   The page below will be your Office home page where you can access the Ms office applications you are familiar with, plus other apps.
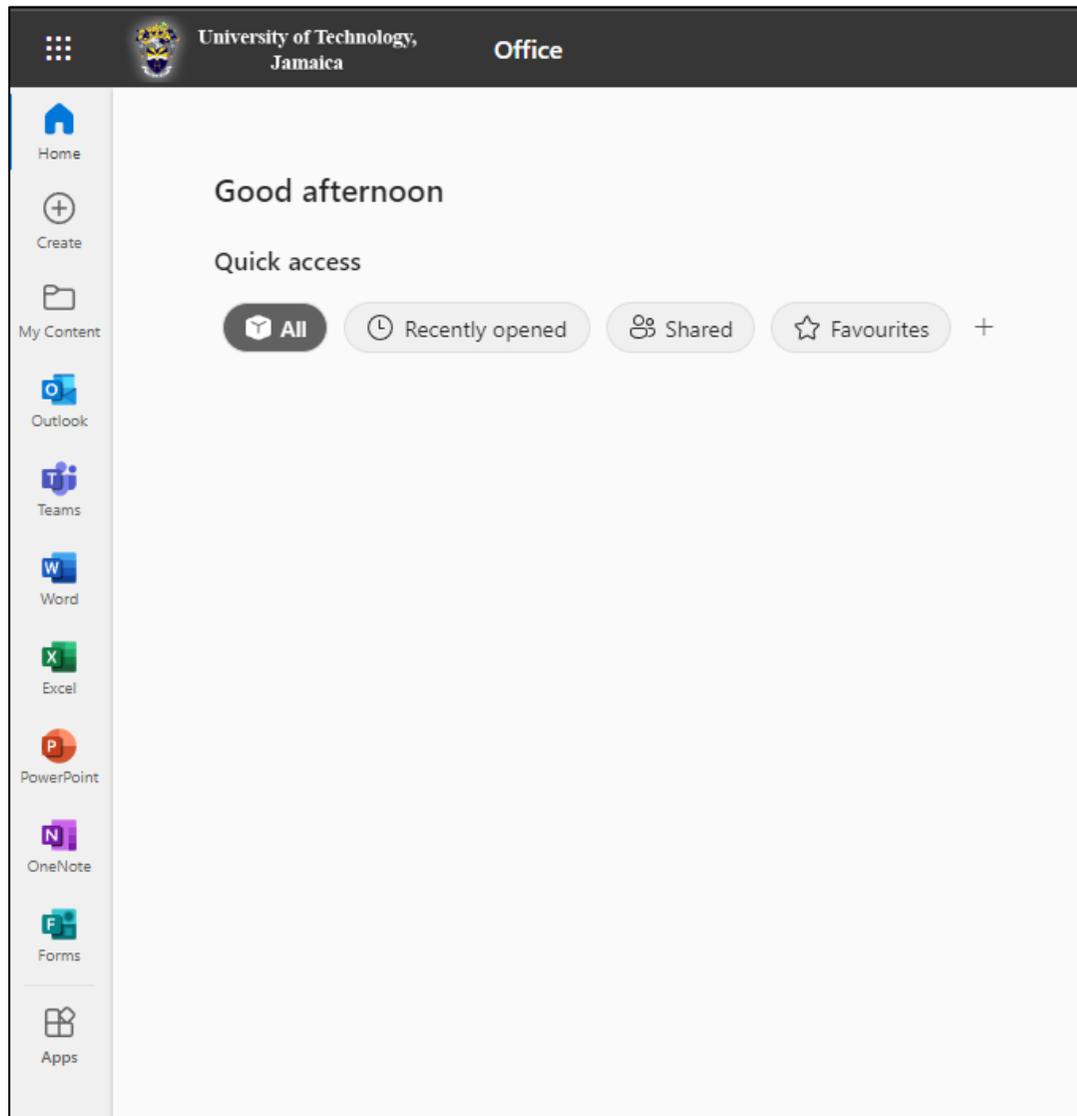
12.	To enable your UTech email, please refer to the **"HOW TO ENABLE MICROSOFT 365 EMAIL"** Document for instructions

13.	To enable your UTech email, please refer to the **"HOW TO ENABLE MICROSOFT ONEDRIVE"** Document for instructions