Overview

This document will show you how to access for the first time Microsoft 365 portal. Here you can access your Council emails, and other Council systems.

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How to Access Microsoft 365 Instructions

Step 1. Type in the following web address: <u>https://www.microsoft365.com/apps</u>

Step 2. Enter your email address and Password (e.g. testuser3@broxtowe.gov.uk)





Step 3. You will now be asked to Register your mobile device to become part of your authentication process. This is called Multi-factor authentication, which increases security and prevents the chances of your account becoming compromised. Select Next



Step 4	Select	Next to	proceed
O(CP	OCICCI		proceed

Start by getting the app
On your phone, install the Microsoft Authenticator app. Download now
After you install the Microsoft Authenticator app on your device, choose "Next".
I want to use a different authenticator app

Step 5. There are three different ways you can be prompted for the Multi-factor authentication.

- 1. Install the Microsoft Authenticator app. Follow Step 8.
- 2. A text message can be sent to your phone.
- 3. You can receive a phone call from Microsoft.

Step 6. If you selected 'Authentication Phone', you will need to enter your mobile number and select your preferred choice; text message or phone call.

Additional security verification				
cure your account by adding pho	te verification to your password. View video to know how to secure your account			
Step 1: How should we c	ontact you?			
Authentication phone	V V			
Select your country or region	v			
Method				
 Send me a code by text m 	issage			
Call me				
	Next			
Your phone numbers will only be	used for account security. Standard telephone and SMS charges will apply.			

Step 7. Click on Next. Microsoft will now send you a text message or call your number.

If text message, please enter the 6 digit code to verify your device.

If phone call, answer the automated call and press the # key on your dial pad.

Once either of these options have been completed, you will then be directed to the Micrsoft365 apps page.

Step 8. **(ONLY FOLLOW IF USING APP)** Using the Microsoft Authenticator app (On your mobile device), scan the QR code and select Confirm

Microsoft Authenticator		
Scan the QR code		
Use the Microsoft Authenticator app to scan the QR code. This will connect th app with your account.	ne Microsoft Au	uthenticator
After you scan the QR code, choose "Next".		
Can't scan image?		
	Back	Next
On your computer, select Next		
On your computer, select Next Keep your account secure		
On your computer, select Next Keep your account secure		
On your computer, select Next Keep your account secure Microsoft Authenticator		
On your computer, select Next Keep your account secure Microsoft Authenticator Set up your account		
On your computer, select Next Keep your account secure Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "W	ork or school".	
On your computer, select Next Keep your account secure Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "W	ork or school". Back N	ext

Step 9. On your mobile device, when prompted, type the number that you see on your computer into your Microsoft Authenticator app to complete the approval.

Microso	ft Authenticator
	Let's try it out
L_	Approve the notification we're sending to your app by entering the number shown below. 12
	Back Next

Location:

Are you trying	to sign in?
Enter the number sh	own to sign in.

Step 10. Your account and your Microsoft Authenticator app are now linked. On your computer, select Next to complete registration.

Keep your account secure
Microsoft Authenticator
Notification approved
Success
Great Job! You have successfully set up your security into. Choose Done to continue signing in. Default sign-in method:
Microsoft Authenticator
Done

Step 11. You should now be at the applications page of Microsoft 365:

e c	https://www.microsoft365.com/ap	ps?auth=2					A & & &
Al Technolog	gy 🖰 CAF 🎦 CCS Framework 🗂 Cyber Essentia	als 📋 Dell 🎦 Digital Transformati	🕒 Exchange & InTune 🎦 GDPR &	Surveillance 📋 Internal Links 🐑 Micro	isoft Portals 📋 Migrate from GCF S 📋	OneDrive Research 🕒 SCCM 🕒 Secure emai	ls > 🗅 Other favo
	Apps						Get more Apps
Home							
D Create	Copilot	T eams	Word	Excel	PowerPoint	Outlook	OneDrive
OneDrive					/	×	All apps $ ightarrow$
•	Get work done						
Apps	Other Apps						
-							
	Outlool	k					

From here you can access all your office applications, including Outlook to access emails.

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Version:	1	Last Amended By:	Greg Dwyer

Location:

How to Access Microsoft 365 Authorisation & Approval for this version

Name	Title	Signature (Master hard copy only)	Date
Greg Dwyer	Assistant Director	GD	04/03/25

Change History

Issue	Date	Author of Change	Revision Description
1	04/03/2025	Greg Dwyer	Final revision