How to Access Microsoft 365

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.

How to Access Microsoft 365
Instructions
Step 1. Type in the following web address: https://www.microsoft365.com/apps

Step 2. Enter your email address and Password (e.g. testuser3@broxtowe.gov.uk)
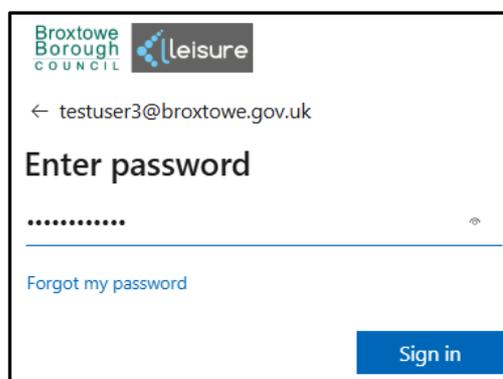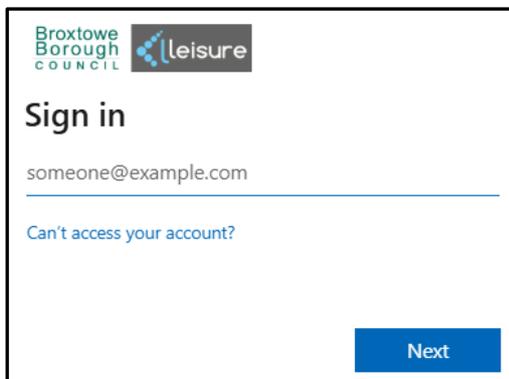
Step 3. You will now be asked to Register your mobile device to become part of your authentication process. This is called Multi-factor authentication, which increases security and prevents the chances of your account becoming compromised.
Select Next
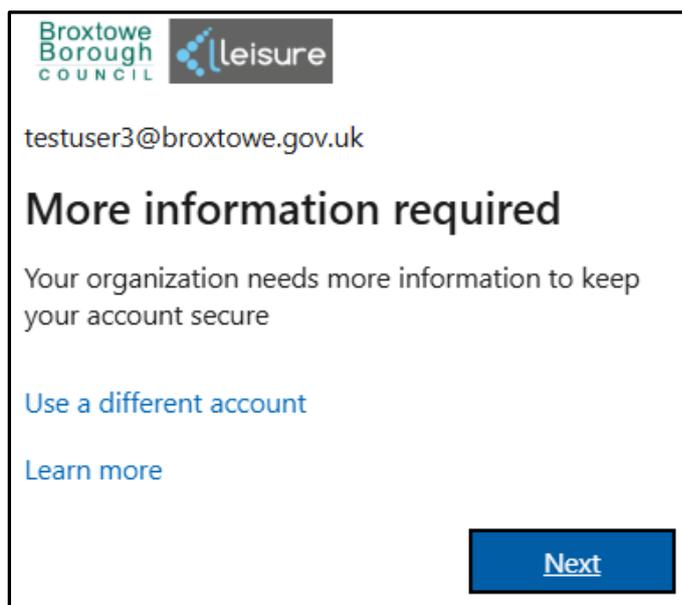
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Step 4. Select Next to proceed
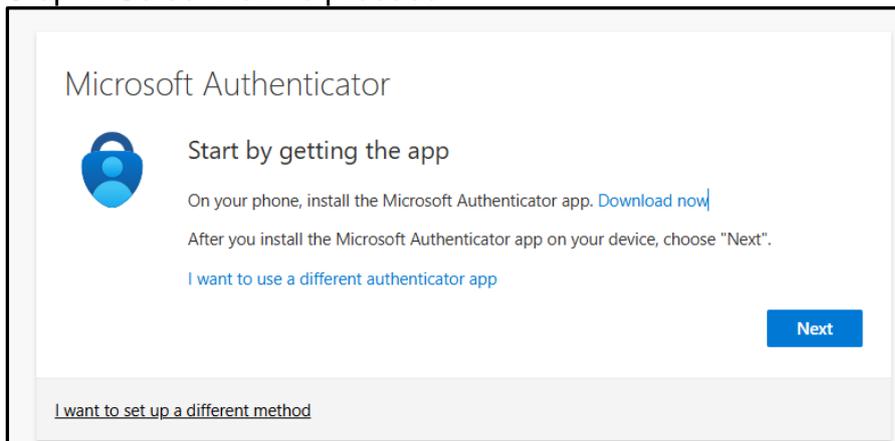
Step 5. There are three different ways you can be prompted for the Multi-factor authentication.

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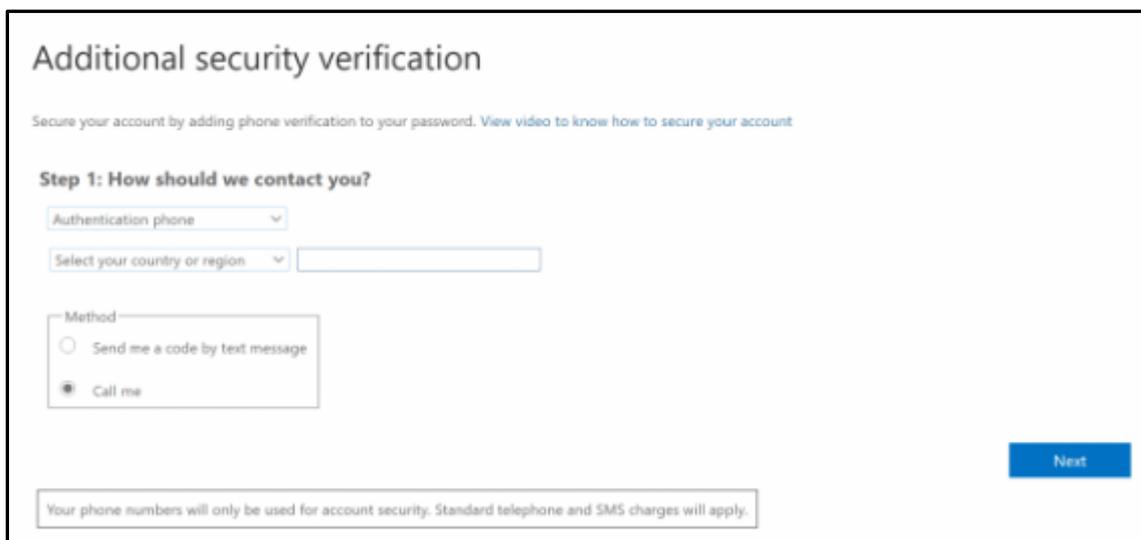
Step 7. Click on Next. Microsoft will now send you a text message or call your number.

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.

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Step 8. **(ONLY FOLLOW IF USING APP)** Using the Microsoft Authenticator app (On your mobile device), scan the QR code and select Confirm
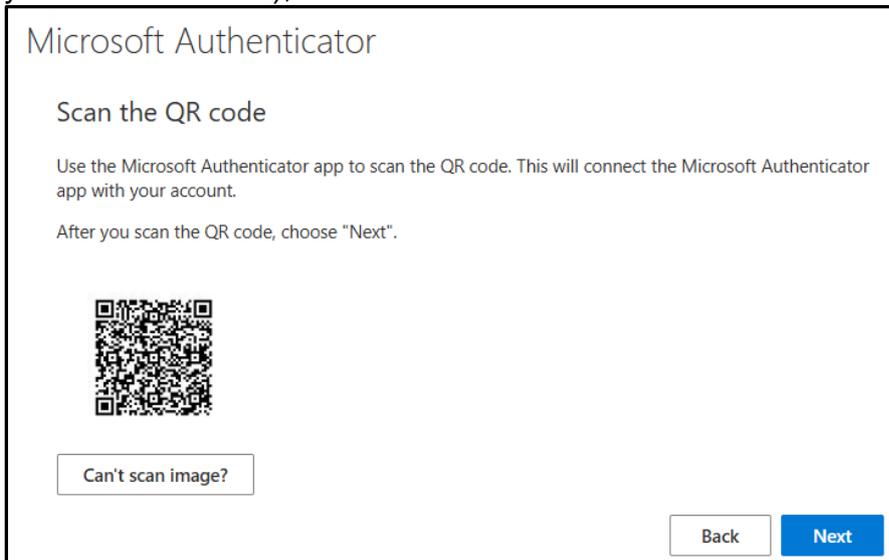
On your computer, select Next
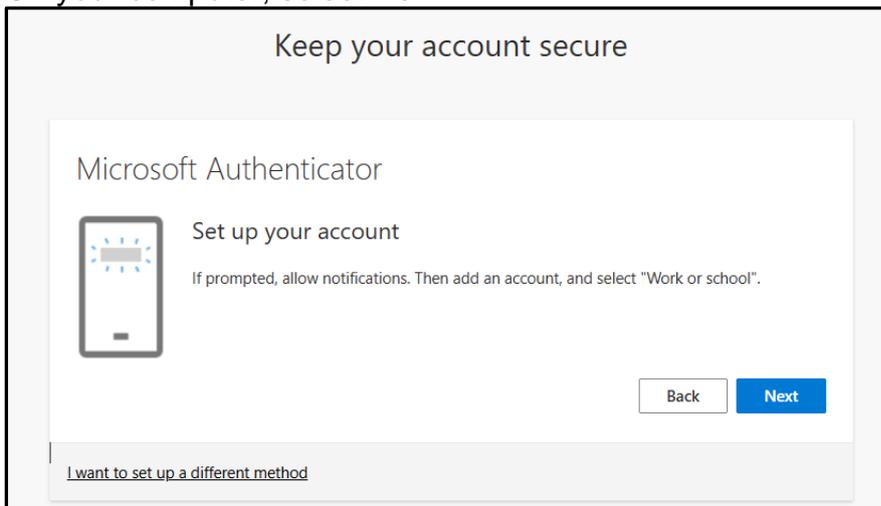
Step 9. On your mobile device, when prompted, type the number that you see on your computer into your Microsoft Authenticator app to complete the approval.
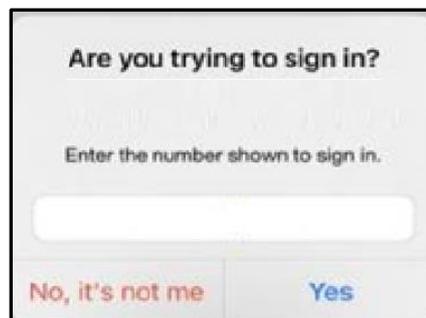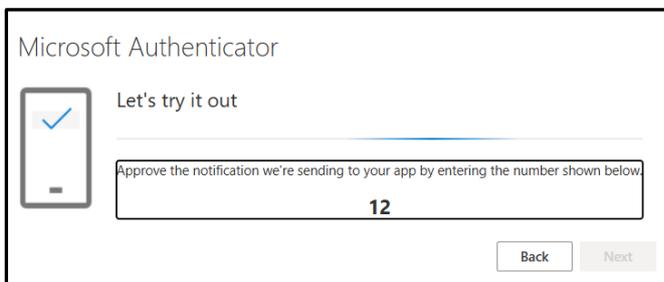
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Step 10. Your account and your Microsoft Authenticator app are now linked. On your computer, select Next to complete registration.
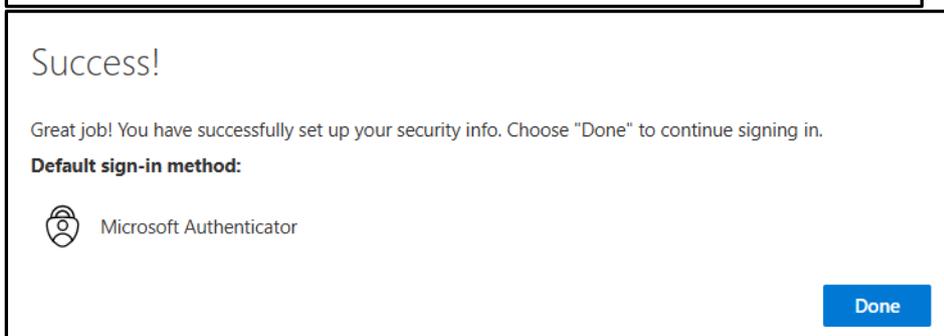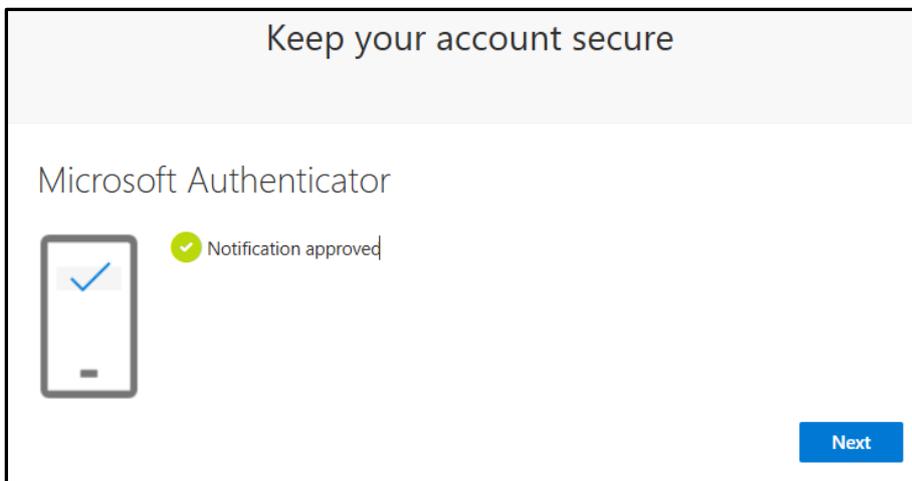
Step 11. You should now be at the applications page of Microsoft 365:
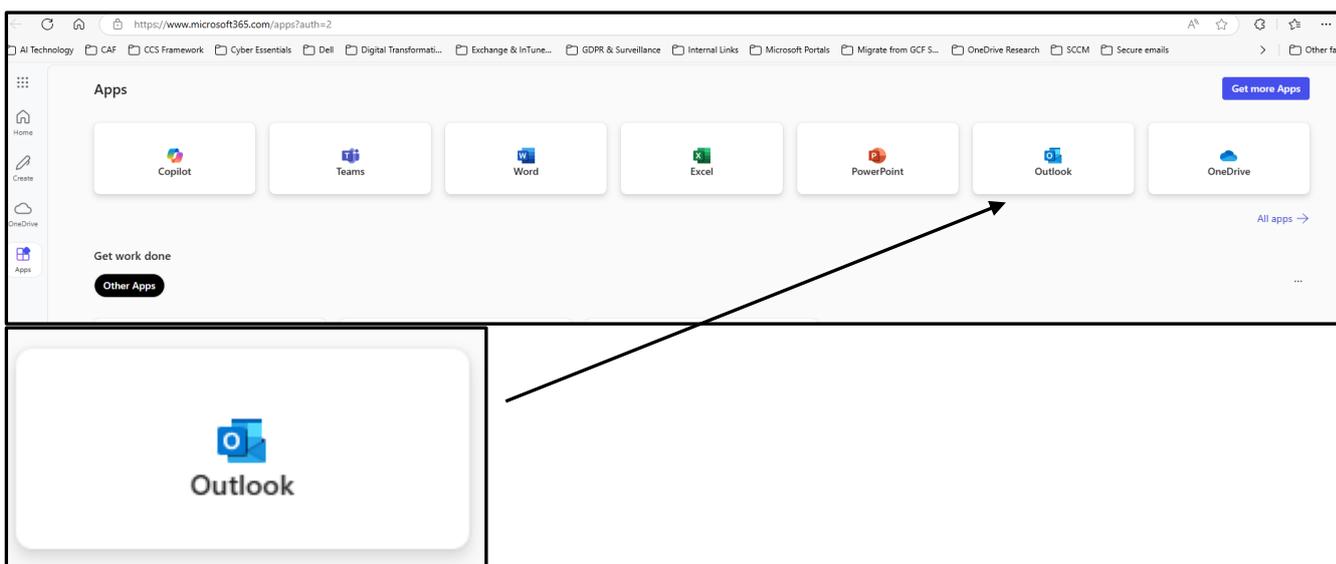
From here you can access all your office applications, including Outlook to access emails.

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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