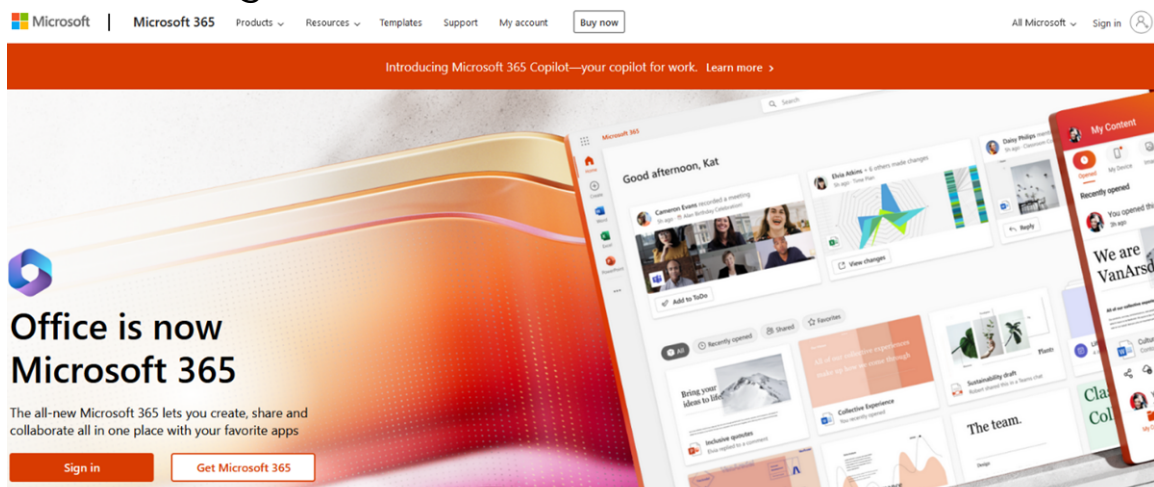


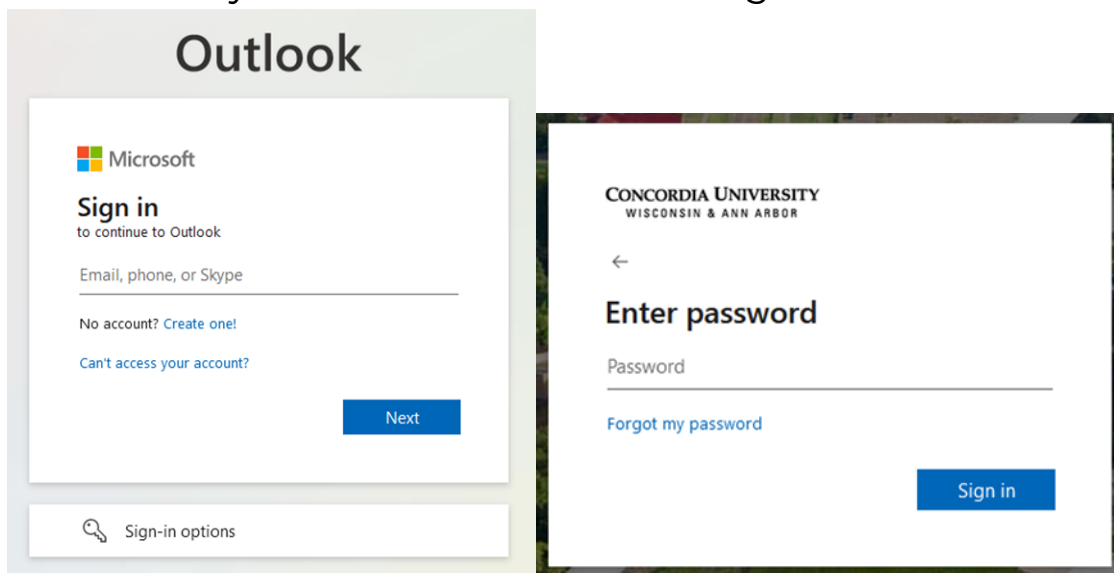
# CONCORDIA UNIVERSITY WISCONSIN & ANN ARBOR

## Office 365 Authentication Setup

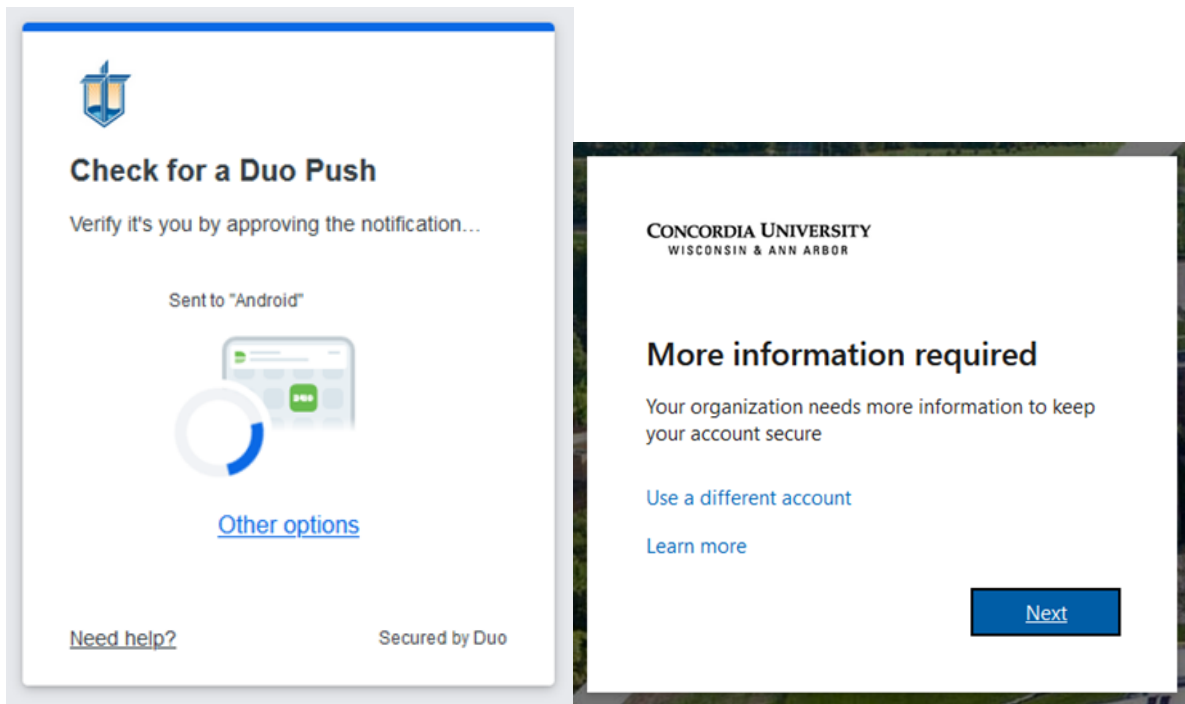
1. Navigate to the Office website at: <https://www.office.com/> and select *Sign in*.



2. Enter your Concordia email in the empty field and select *Next*. Enter your Password and select *Sign in*.



3. Follow the DUO prompt to verify your identity with DUO. On the following page select *Next*.



4. On this page, you will set up an authentication method for your Microsoft account. Enter your phone number and click next, or select *I want to set up a different method* to choose a different authentication method.

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Phone**

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

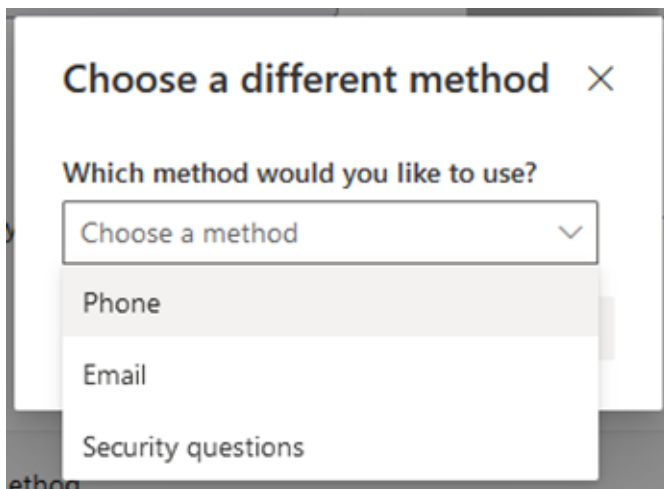
United States (+1)

☒ Text me a code  
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

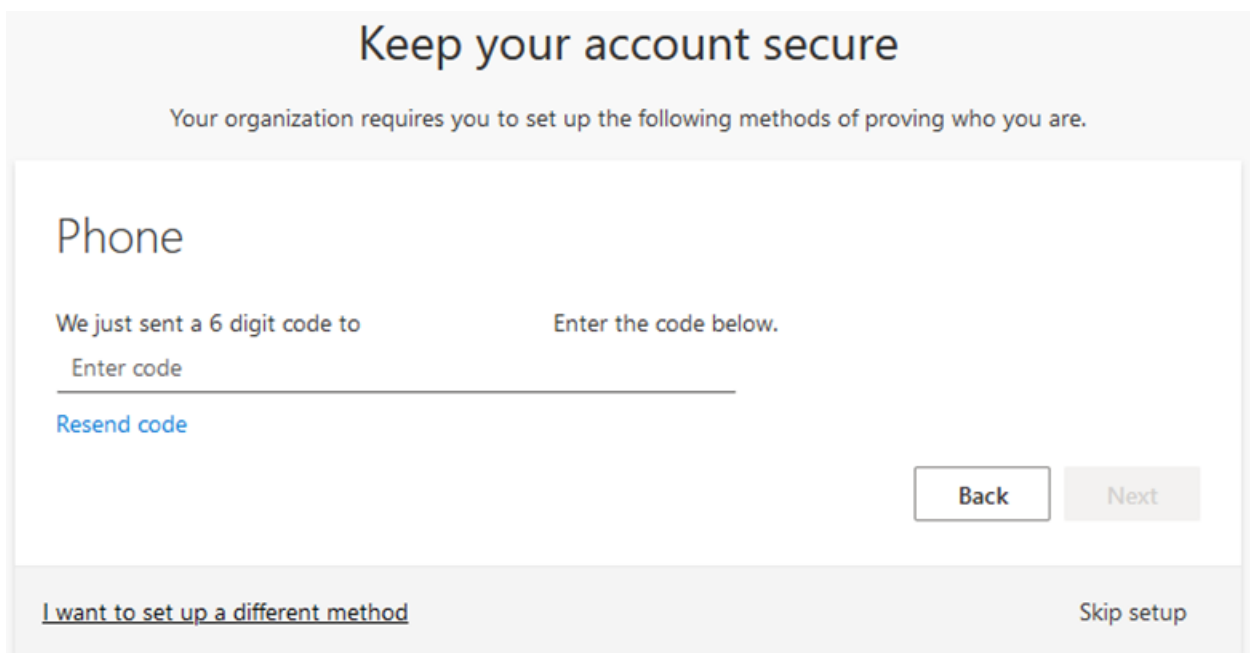
[I want to set up a different method](#) Skip setup

5. If you would like a different authentication method, chose from the list below and select *Confirm*.



A dialog box titled "Choose a different method" with a close button (X) in the top right corner. Below the title is the question "Which method would you like to use?". Underneath is a dropdown menu with the text "Choose a method" and a downward arrow. The dropdown is open, showing three options: "Phone" (highlighted with a light gray background), "Email", and "Security questions".

6. This is an example of the phone authentication method only. Follow the prompt on the screen to add the authentication method. Enter the code you received on your phone and press Next.




A screen titled "Keep your account secure" with a subtitle "Your organization requires you to set up the following methods of proving who you are." Below this is a section titled "Phone". The text "We just sent a 6 digit code to" is followed by a blank space and then "Enter the code below." Below this is a text input field with the placeholder "Enter code". To the left of the input field is a blue link "Resend code". At the bottom right are two buttons: "Back" and "Next". At the bottom left is a link "I want to set up a different method" and at the bottom right is a link "Skip setup".

7. Once done, you will see the following windows. Select *Next* and then select *Done* to log in to your account.

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

 SMS verified. Your phone was registered successfully.

Next

Skip setup


## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

 Phone

Done