



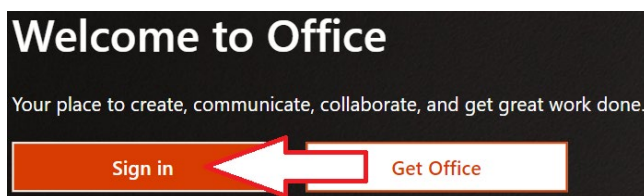
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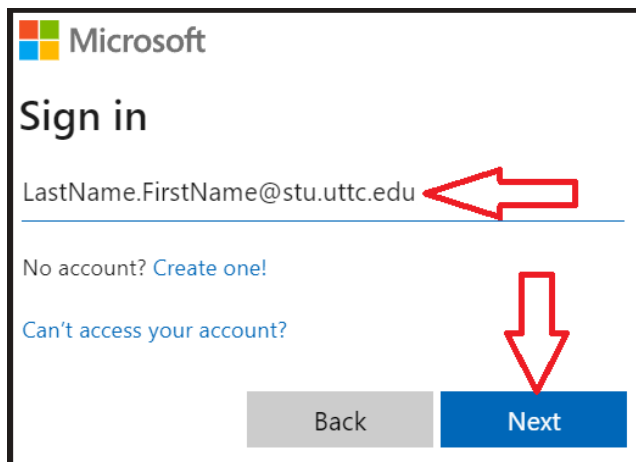
Logging into Student Email

This document will cover getting logged into your student Office.com account, Email and how to change your Email password through a web browser.

To get started, open your favorite web browser. Go to <https://office.com> and click the “Sign In” button.



Enter your **Email Address:** LastName.FirstName@stu.uttc.edu



Enter your **Password:**

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← lastname.firstname@stu.uttc.edu

Enter password

Password

[Forgot my password](#)

Sign in

After signing in, you will be asked if you wish to stay signed in, we recommend that you select “No”

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lastname.firstname@stu.uttc.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

Next you will be asked to provide more information. This information is required for you to protect your account and to be able to reset your password.


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More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Next you will be asked to set up Microsoft Authenticator. This is the preferred and most secure method of securing your account.

Open the App store on your device and search for “Microsoft Authenticator” or scan/tap the QR codes below for your type of device.

Android

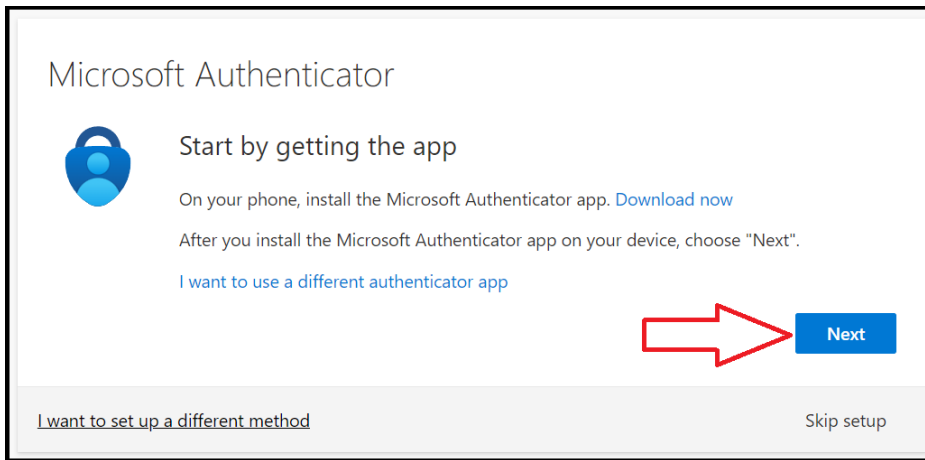


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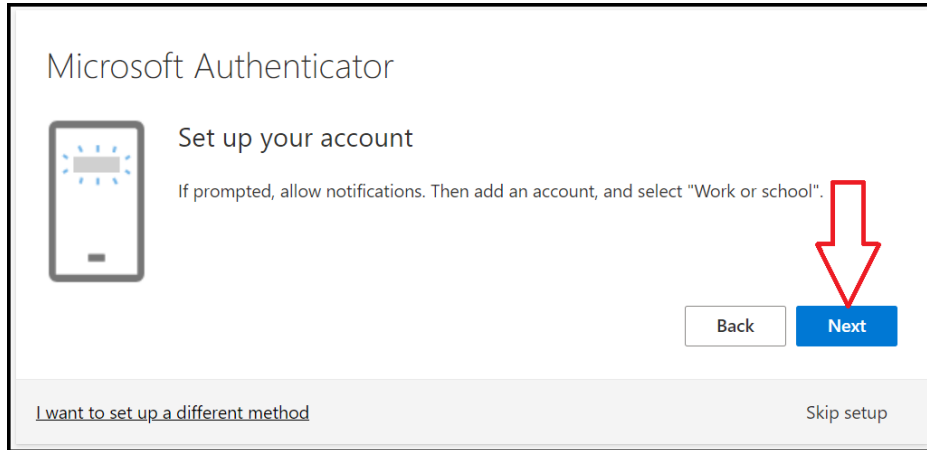
Apple




Once the Microsoft Authenticator app is installed on your device, open it and then return to the web browser and Select “Next”.



Press “Next” again



Tap the "Scan a QR Code" button on the Microsoft Authenticator app on your phone.



Secure Your Digital Life

~~Sign in with Microsoft~~

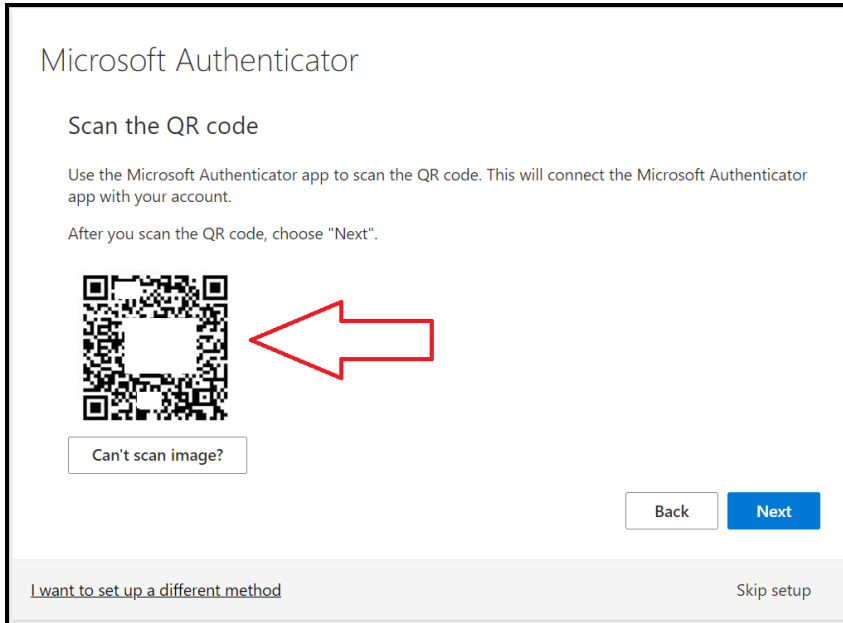
When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on your device.

Add work or school account

Scan a QR code

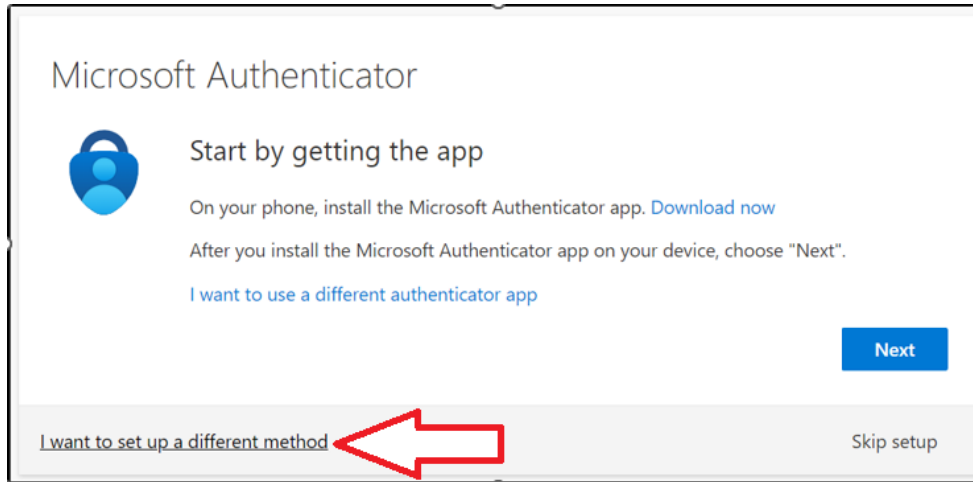
Restore from backup

Scan the QR Code on the Web Page, Allow camera access if asked.



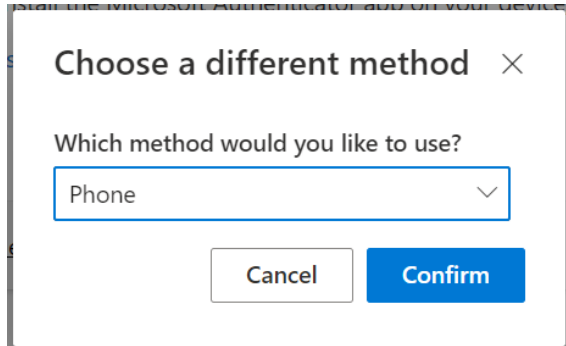
After scanning the QR code you will be asked if you want allow Authenticator to send you notifications. Select “Allow”. Click next on the web page. A notification will show on your phone requesting the two digit code that you see on your screen. Enter the 2 digit code and select yes. If after entering the code your phone asks you for a PIN, password, fingerprint, or Face ID, this is the one that you use to unlock your phone.

If you wish to receive a code by text, select “I want to set up a different method”



(NOTE: Microsoft will not send verification codes to text apps such as TextNow, TextFree, ETC.)

Select Phone, then select Confirm



Enter your phone number, select "Next"



Phone

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

What phone number would you like to use?

Receive 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](#)

Enter the code sent to your text, then select next.

Phone

We just sent a 6 digit code to +1 7012 Enter the code below.

[Resend code](#)

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

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You will now be signed into your Office.com portal. Your Email can be accessed by clicking on the Outlook icon.

