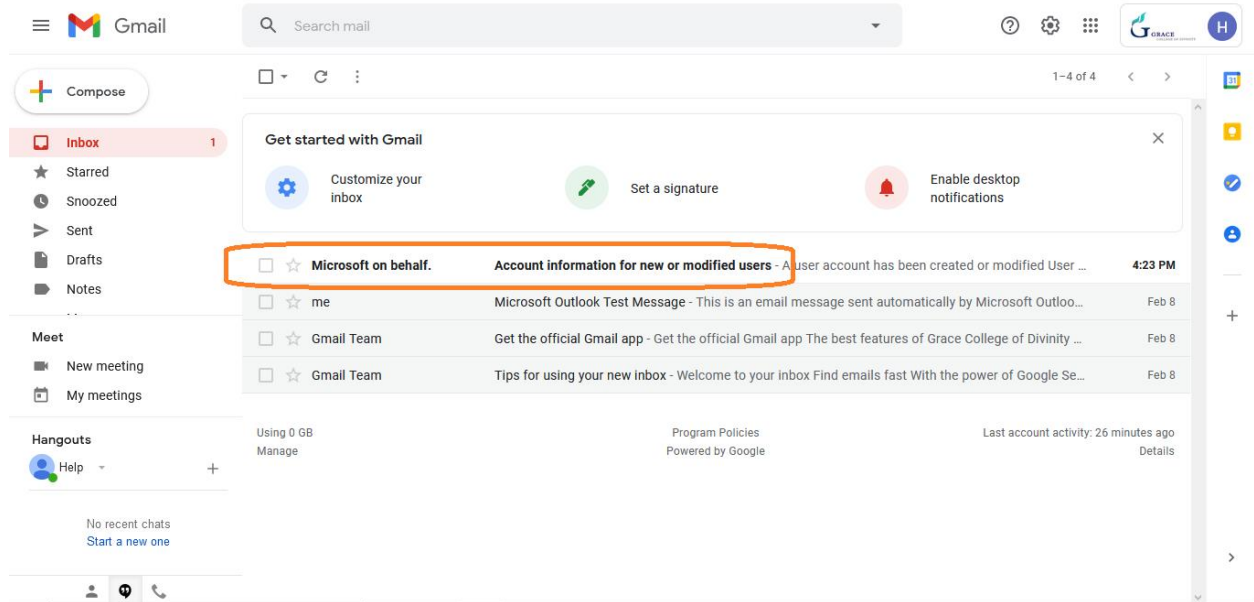
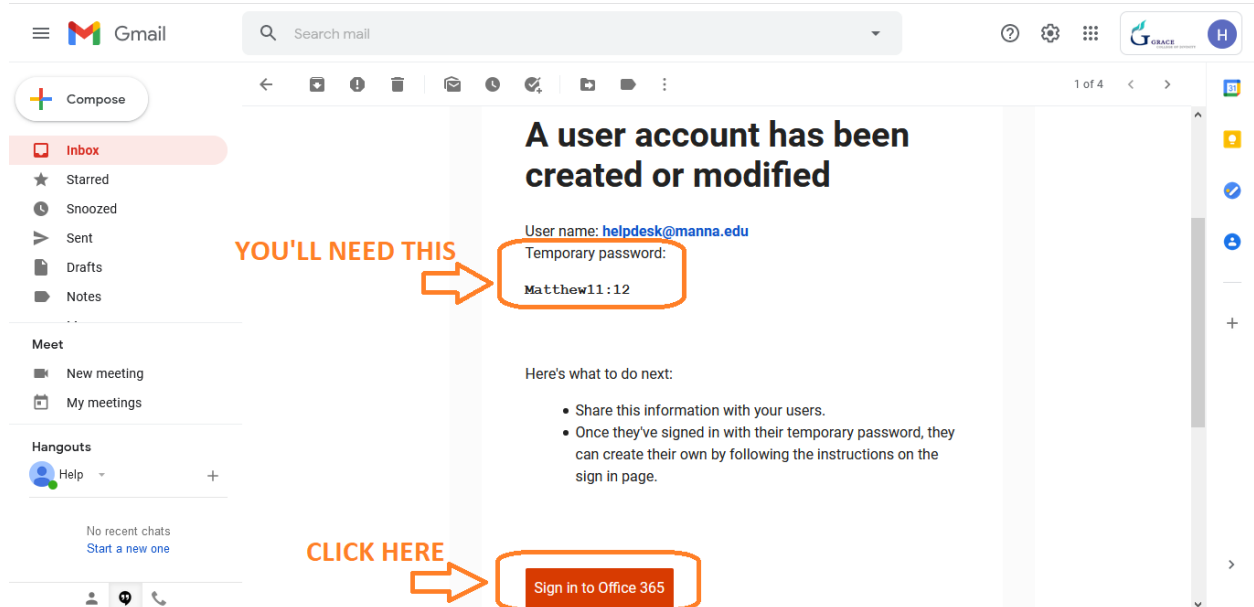


365 Faculty & Staff Sign-in Tips

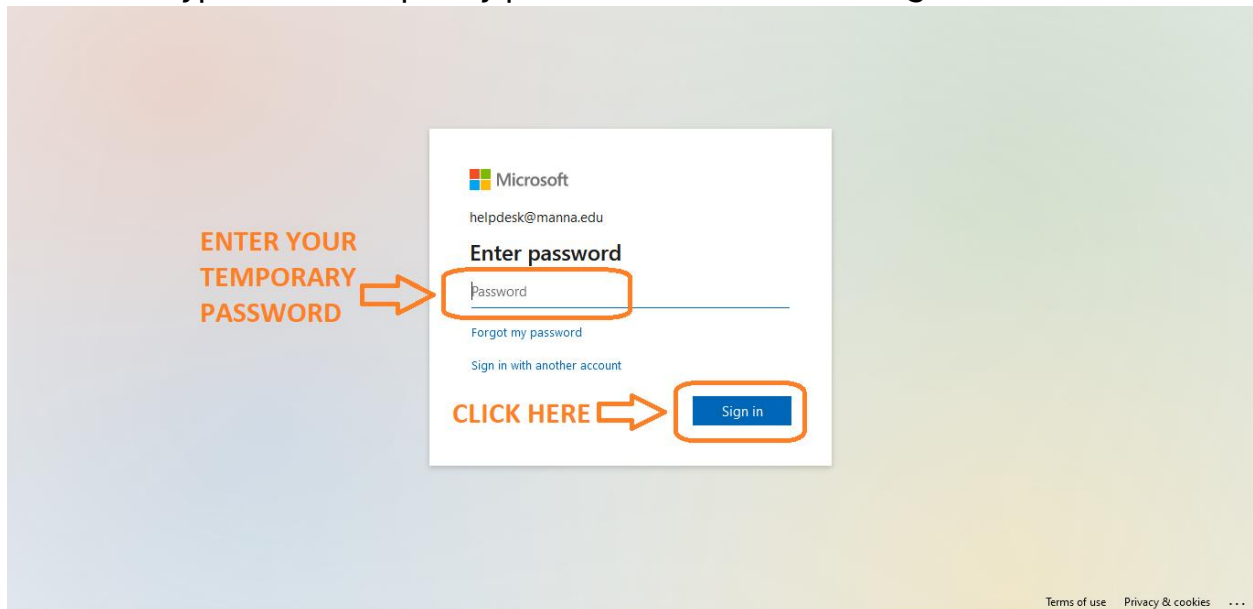
1) Check your email account for a message like the one below (from Microsoft).



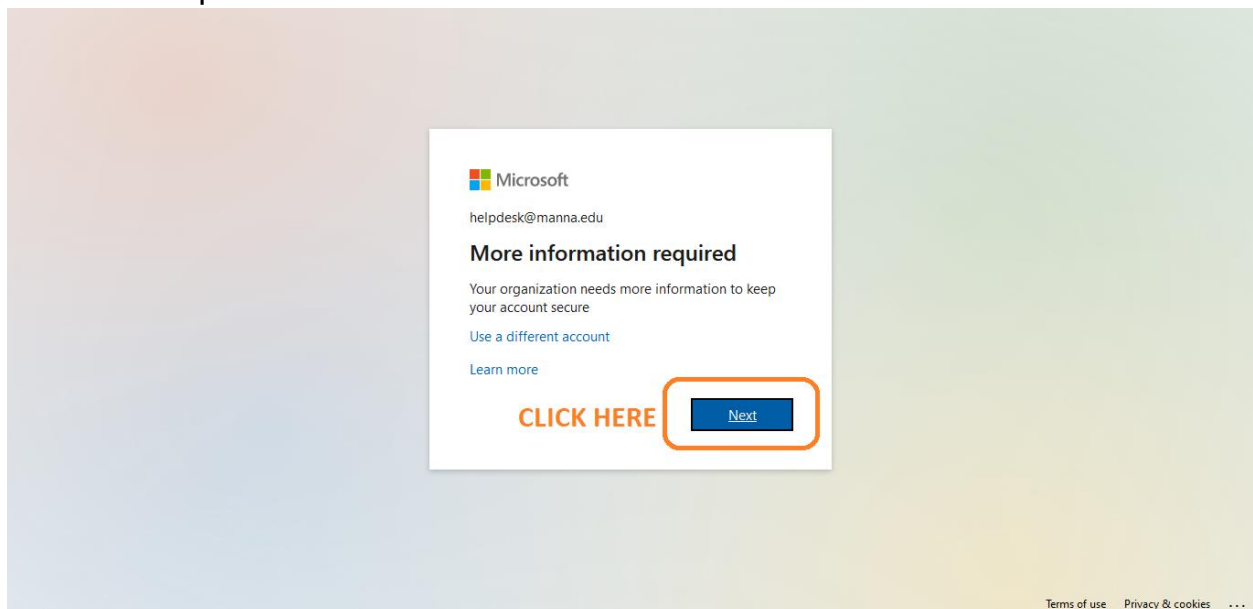
2) Copy the Temporary password, then click on the "Sign in to Office 365" button.



3) Paste or type in the Temporary password, then click the "Sign in" button.



4) Your faculty or staff account gives you access to sensitive information, so you'll need to set up Multi-Factor Authentication. Click the "Next" button.



5) There are 2 kinds of Multi-Factor Authentication. You can choose to download an app using the instructions on the page, then you'd click the "Next " button.

Or, you can choose to receive a code by text message by clicking on the "I want to set up a different method" link near the bottom of the page.

Manna University ?

Keep your account secure

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

IF YOU'RE OKAY WITH DOWNLOADING AN APP ON YOUR PHONE, FOLLOW THESE INSTRUCTIONS

THEN CLICK HERE

IF YOU'D RATHER RECEIVE A CODE BY TEXT MESSAGE, CLICK HERE

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

6) If you chose the "different method" option, you'll see the screen below. Click on the toggle menu and select "Phone."

Manna University ?

Keep your account secure

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

Microsoft Authenticator

Choose a different method

Which method would you like to use?

1

2

Authenticator app

Authenticator app

Phone

[Next](#)

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

7) After you've chosen "Phone," click the "Confirm" button.

Keep your account secure

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

Microsoft Authenticator

Start by **Choose a different method**

On your phone, scan the QR code. **ad now**

After you in, you'll receive a code. **choose "Next".**

Which method would you like to use?

Phone

Cancel **Confirm** Next

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

8) You'll then be asked to enter your phone number, then click the "Next" button.

Keep your account secure

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

Phone

ENTER YOUR PHONE NUMBER

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1) 9108675309

Text me a code

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

Next

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

9) Check your phone for a text message, then enter the code and click the "Next" button.

Manna University ?

Keep your account secure

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

Phone

We just sent a 6 digit code to +1 9108675309. Enter the code below.

Enter code

[Resend code](#)

Back Next

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

10) You'll see a success message - click on the "Next" button.

Manna University ?

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

11) You'll see a confirmation message - click on the "Done" button.

Manna University ?


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 - text **910-867-5309**

 Phone
+1 **910-867-5309**

[Done](#)


12) Last step! You'll need to create your own password.


 Microsoft

cthompson@manna.edu

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

ENTER YOUR TEMPORARY PASSWORD AGAIN 

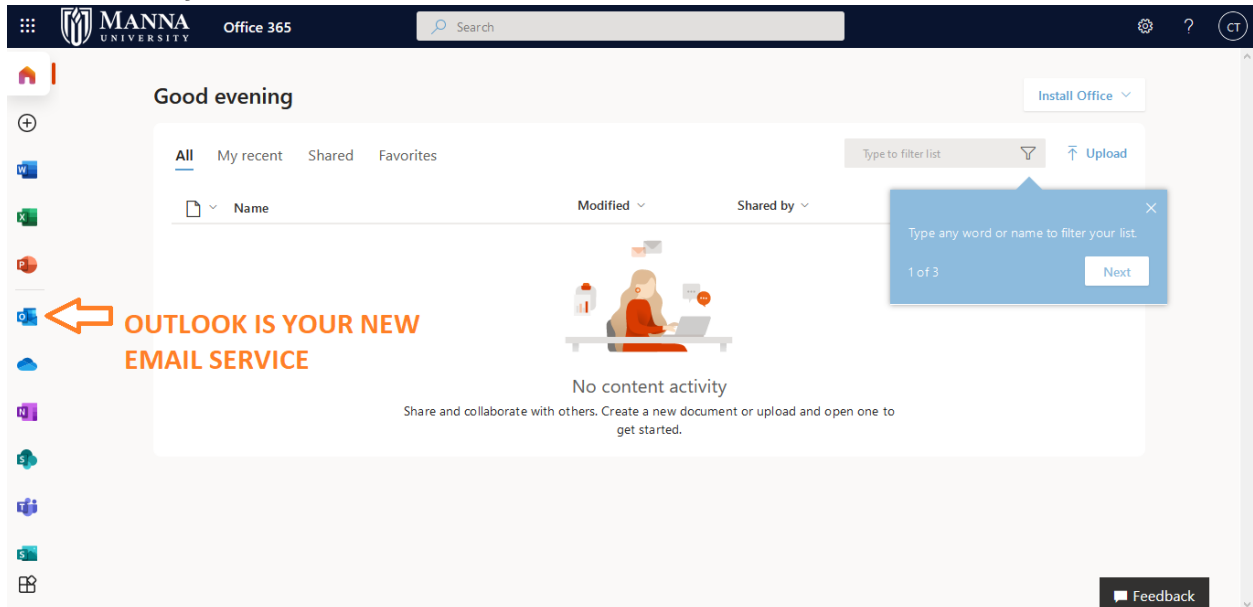
CREATE A NEW PASSWORD 

[Sign in](#)

TIP! YOUR FAVORITE BIBLE VERSE MAKES A STRONG PASSWORD > IT CONTAINS AN UPPERCASE LETTER, LOWERCASE LETTERS, NUMBERS, AND A SPECIAL CHARACTER (:)

[Terms of use](#) [Privacy & cookies](#) ...

13) If you see the page below, you're all set! Click on the "Outlook" link to get to your email account. Feel free to investigate the many other tools that are now available to you.



If you get stuck, you can reach our [Help Desk](#) by calling our offices 910-221-2224, or by emailing us at helpdesk@manna.edu.