



Logging into Outlook.com for the First Time

Purpose

This SOP describes the process for logging into Outlook.com for the first time and setting up multi-factor authentication (MFA).

Scope

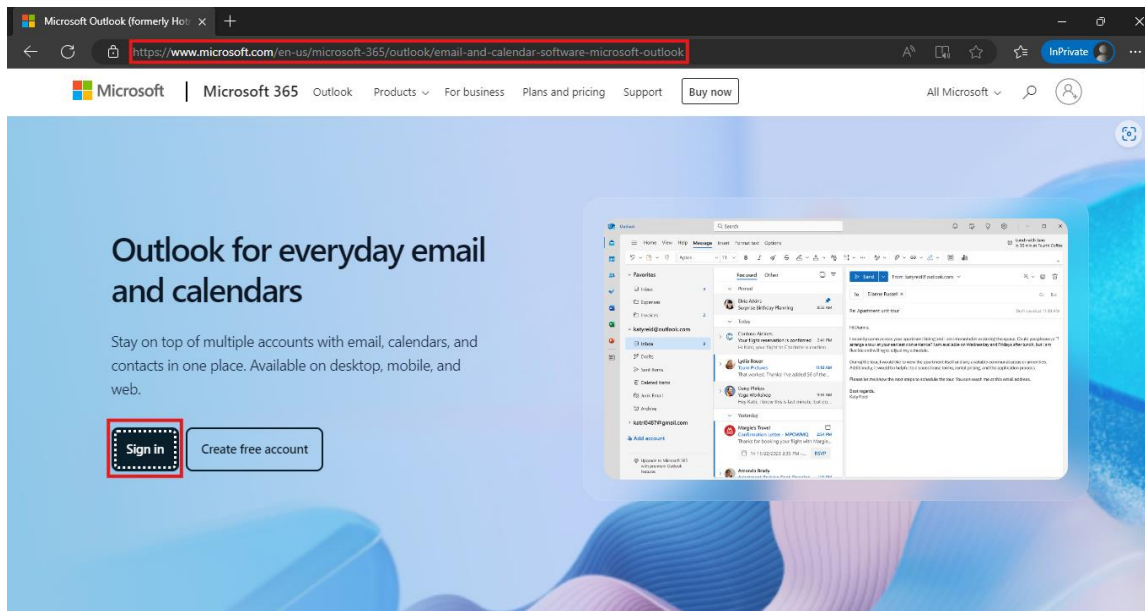
This procedure applies to all employees who need to access their Outlook.com email account for the first time.

Responsibility

It is the responsibility of each employee to follow these instructions to ensure successful login to Outlook.com and to set up multi-factor authentication for enhanced security.

Step 1: Open Your Web Browser

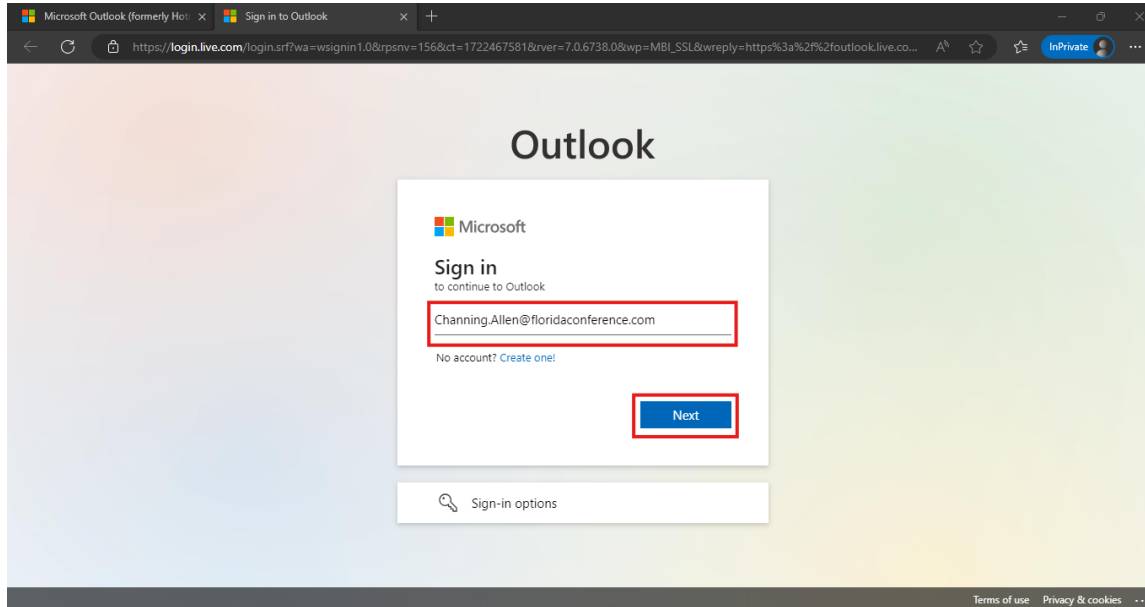
1. Open your preferred web browser (e.g., Google Chrome, Mozilla Firefox, Microsoft Edge).
2. In the address bar, type [www.outlook.com](https://www.microsoft.com/en-us/microsoft-365/outlook/email-and-calendar-software-microsoft-outlook) and press Enter.





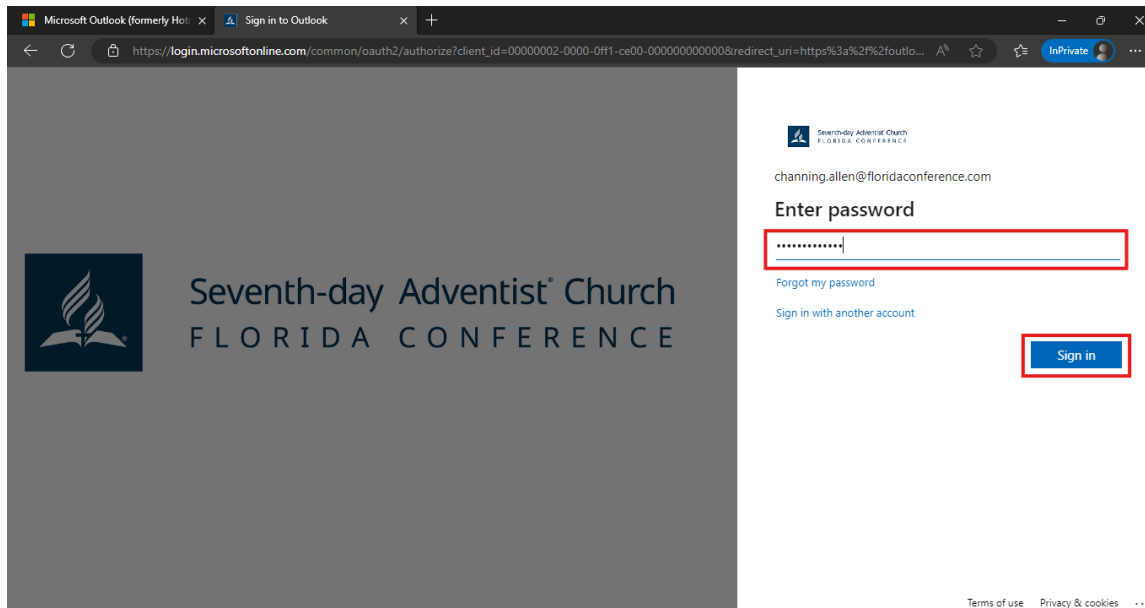
Step 2: Enter Your Email Address

1. On the Outlook.com homepage, you will see a sign-in box.
2. Enter your Outlook email address provided by your employer.
3. Click Next.



Step 3: Enter Your Password

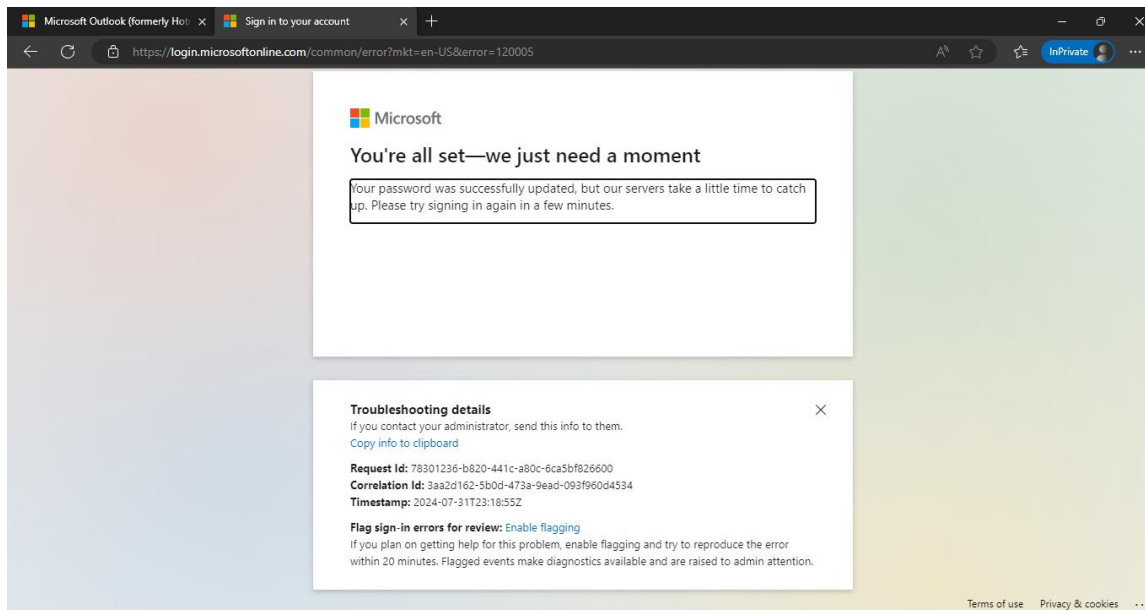
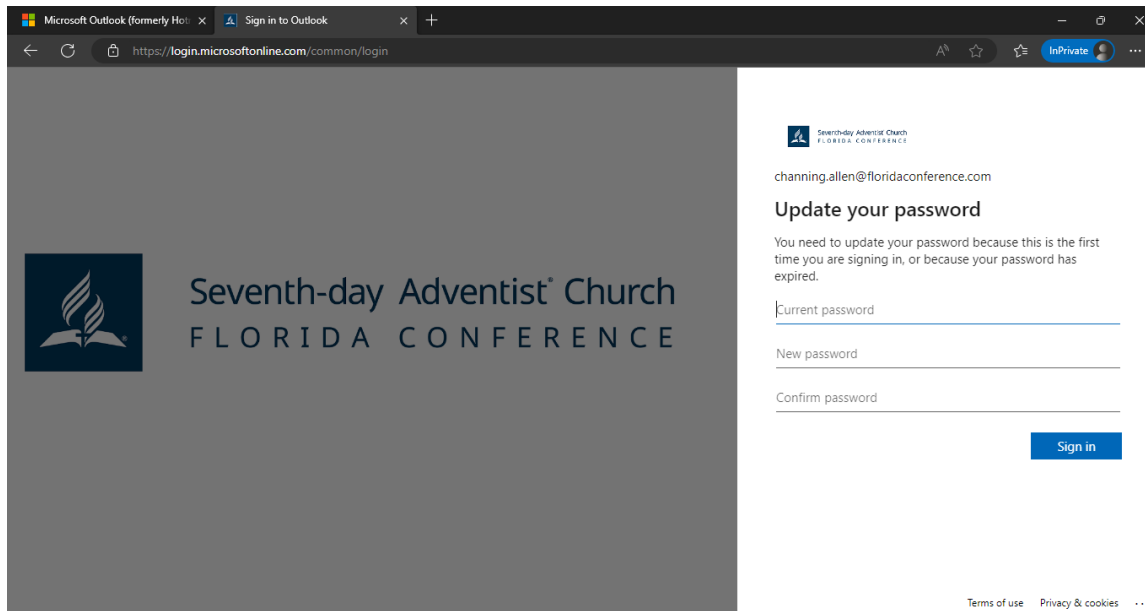
1. You will be prompted to enter your password.
2. Enter the temporary password provided by your employer.
3. Click Sign in.





Step 4: Update Your Password

1. You may be prompted to update your password for security reasons.
2. Enter your current password (temporary password).
3. Enter a new password that meets the password requirements.
(At least 12 characters, 1 Uppercase, 1 Lowercase, 1 Special character)
4. Confirm the new password.
5. Click Sign in.



Step 5: Re-Login to Outlook

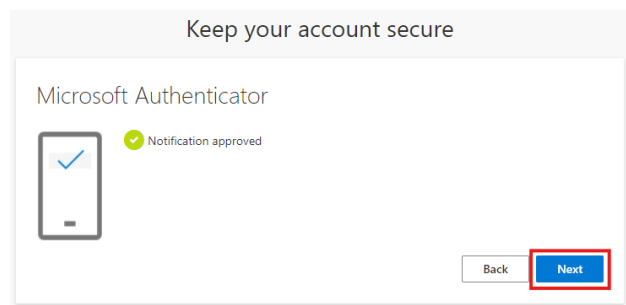
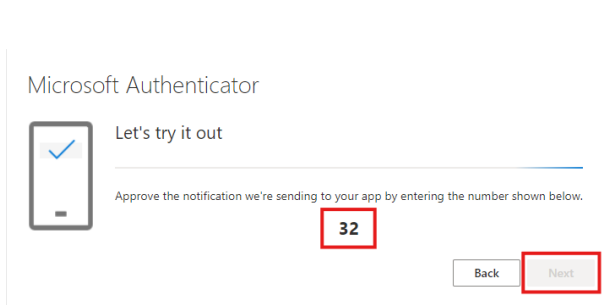
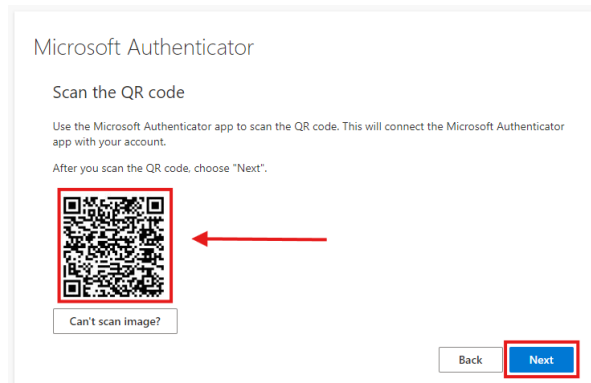
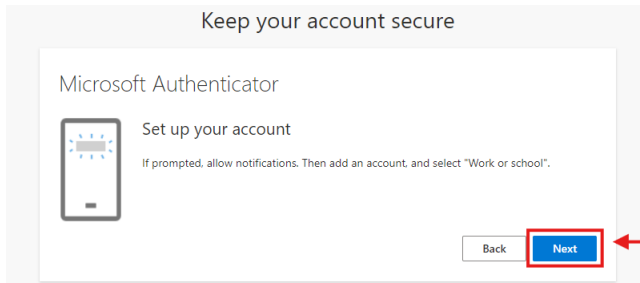
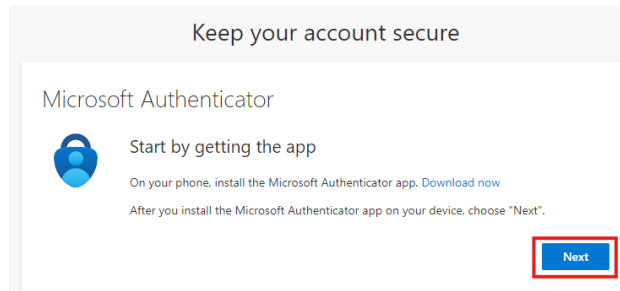
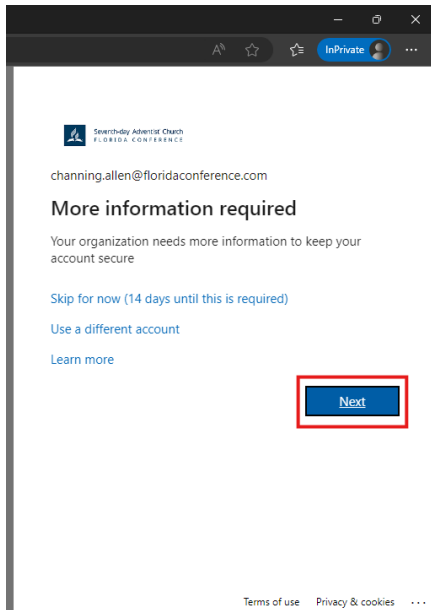
1. Please repeat Steps 1 – 3

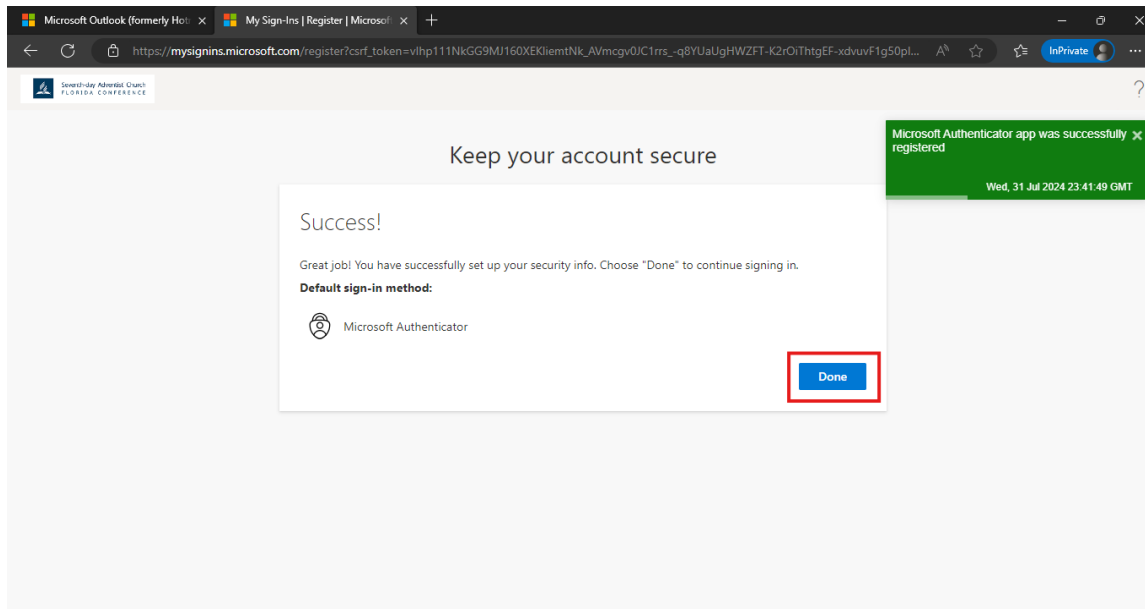




Step 6: Set Up Multi-Factor Authentication (MFA)

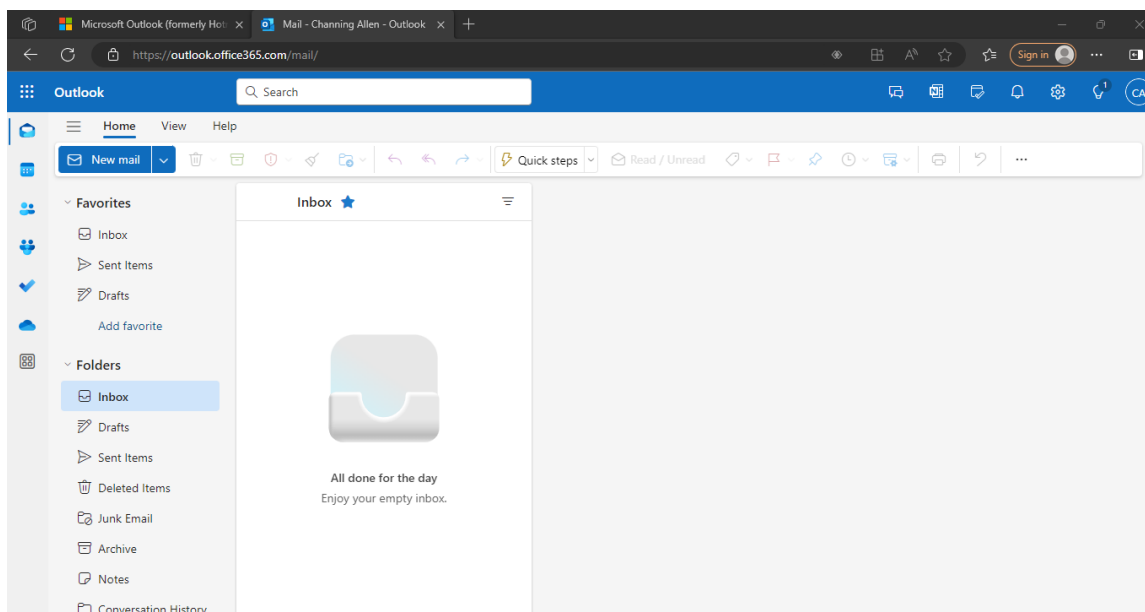
1. After logging back in follow, the prompts: Enter the required information and follow the on-screen instructions to set up MFA. (Multi- Factor Authentication)





Step 7: Access Your Inbox

1. Once the setup is complete, you will be directed to your Outlook inbox.
2. You can now send and receive emails.



Notes

Ensure that you keep your new password and MFA information secure and do not share it with anyone. If you encounter any issues during the login or MFA setup process, please contact the IT department for assistance. (407) 644 5000 ask for the IT Department.

