How to log in to your Office 365/Outlook email account

- Addysg Oedolion Cymru Adult Learning Wales
- Open a web browser (e.g. Google Chrome or Microsoft Edge Chromium)
- enter Office.com into the address bar then press <Enter>



Click Sign in from the Microsoft Office home screen below



Enter your email address at the screen below, then click Next.

Microsoft	
Sign in	
@adultlearning.wales	
No account? Create one!	
Can't access your account?	
Sign-in options	
	Nevt



Enter the given temporary password and click Sign in

Microsoft
← @adultlearning.wales
Enter password
Password
Forgot my password
Sign in

You will see the following screen



Click Next

Choose a method of 'Additional security verification' Enter the Country or region as **United Kingdom** and enter your mobile number Choose whether to receive a text message or a phone call with a code to verify the account

Microsoft	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account Step 1: How should we contact you?	
Authentication phone Select your country or region	
Method Send me a code by text message Call me	
	Next
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
©2020 Microsoft Legal Privacy	

Enter the code and click **Verify** then Done

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	Microsoft Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account Step 2: We've sent a text message to your phone at +44 07 When you receive the verification code, enter it here	
	Cancel Verify 1	

Update your temporary password to one of your own and click Sign in

Sign in to your account x + ← → C △ ■ login.microsoftonline.com/common/SAS	/ProcessAuth		÷	- 0 ×
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You will then be asked if you would like to **stay signed in**. Only choose **Yes** if you are the only person who uses the device you are using to sign in, otherwise click **No**



You will then be signed in to your **Microsoft Office 365** account. Outlook (for your emails) will be one of the icons available (as below).

Good evening Install Office	::: Office 365		🔎 Search					A	٩
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Further attempts to sign in to your account will either call or text you (depending on the way you have chosen) with a verification code to the chosen mobile number to verify your identity before logging you in.

Microsoft Teams is also an option from this Menu, as shown above. When using MSTeams for the first time it will offer you the opportunity of installing the desktop version of the software (see below). If you choose to install this software you will not need to log in to your Office 365 account each time to attend your class.

