CLaaS

Who needs to set up an Office 365 account?

All enrolled learners are required to set up their Microsoft Office 365 learner account.

When should I set up MS Office 365 learner account?

You should set up MS Office 365 account as soon as you receive your login credentials in the email.

Microsoft Office 365 Learner Account Setup

What is Microsoft Office 365 and how can it benefit you as a learner in your learning journey?

Office 365 is a suite of Microsoft tools, including Word, Excel, PowerPoint, Outlook, and more, providing online and offline access. Office 365 will enable you to:

- Stay updated with important emails by accessing your Outlook email account.

- Attend scheduled meetings, communicate with trainers and peers, and collaborate through file sharing using Microsoft Teams.

- Efficiently complete your assignments and projects by utilizing the web versions of Word, PowerPoint, and Excel."

Key Steps Covered in this Guide:

1. Sign into Office 365

2. Set up Microsoft Authenticator App

3. Set up two step verification with your phone.

Guide Instruction

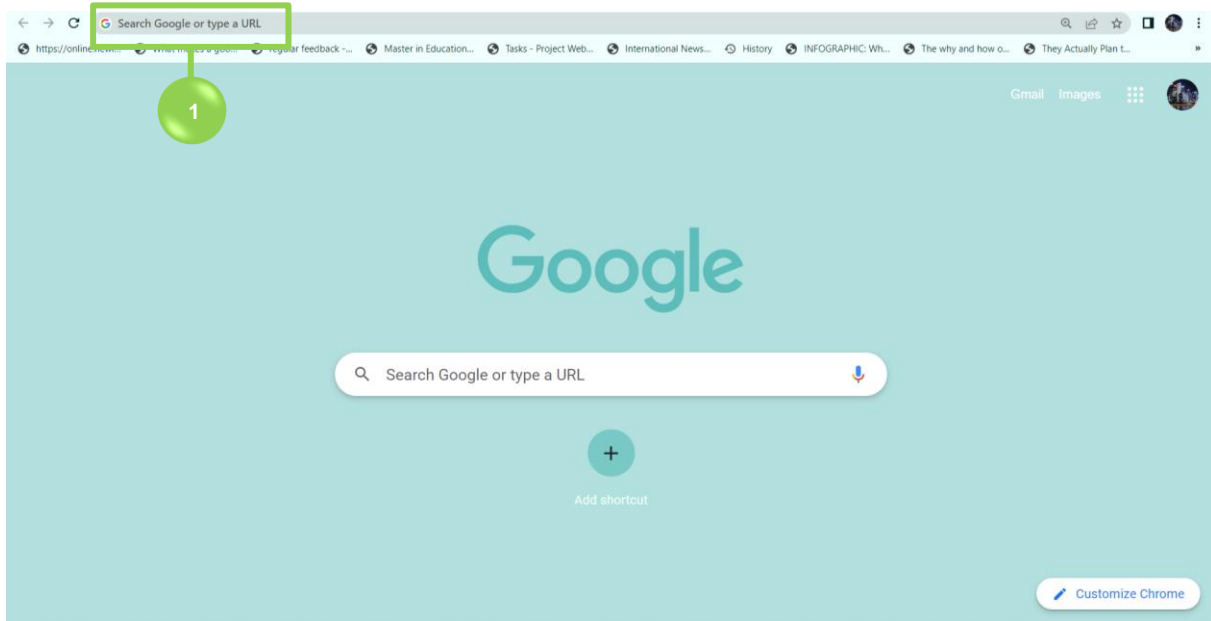- Green highlights: Indicates an action being performed on the screen.

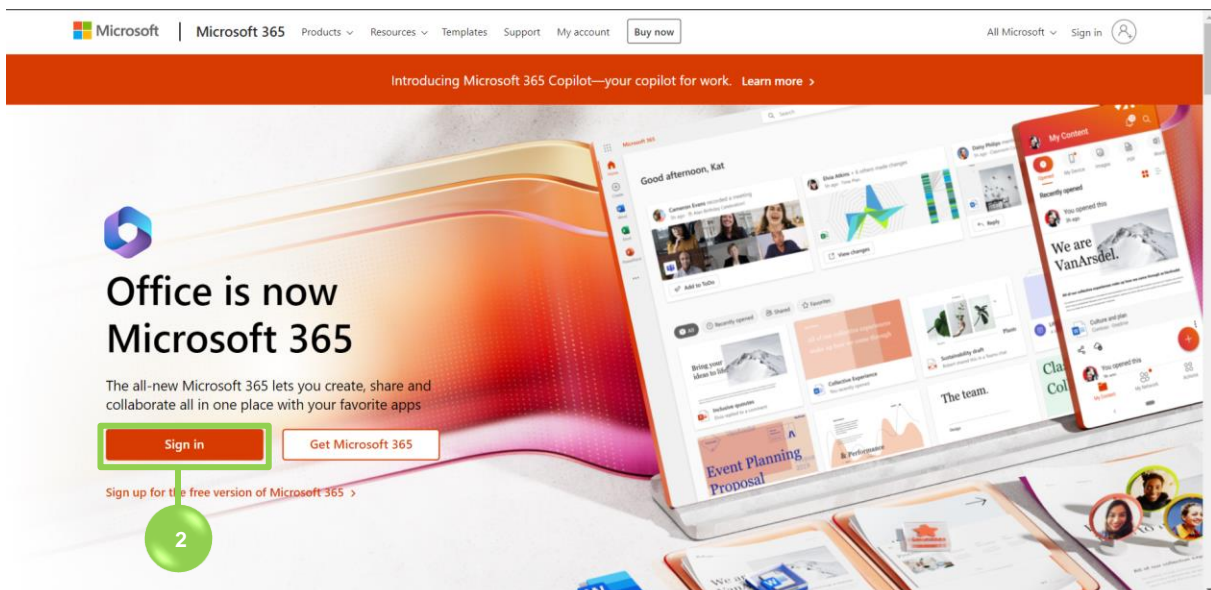- The blue highlights indicate areas on the screen that are explained in the instructions.
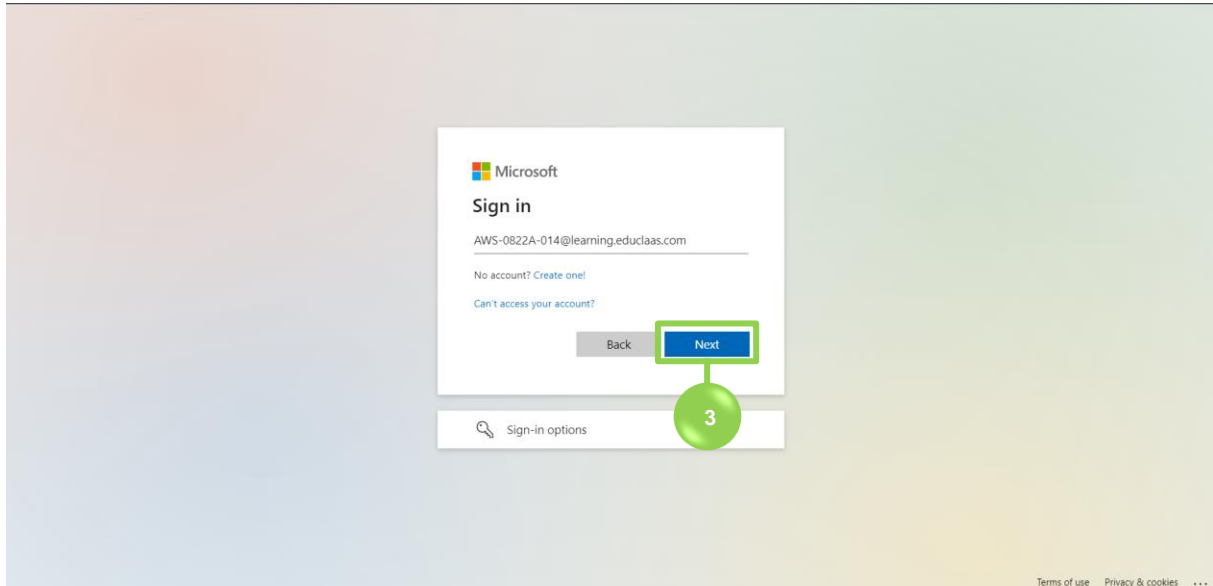
1. Sign into Office 365

1. Enter "**office.com**" in the navigation bar and press **Enter**. *(You can use any web browser, such as Google Chrome or Microsoft Edge.)*
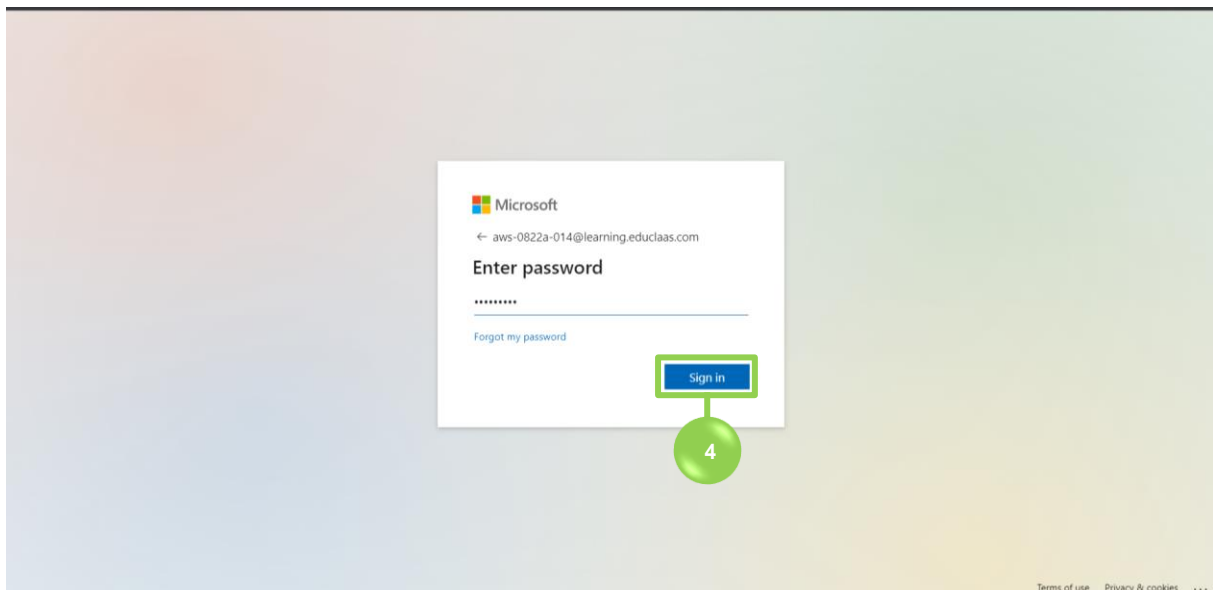

2. To sign in, navigate to the Microsoft 365 home page and click on the "**Sign in**" option.

3. Enter the learner ID, which serves as your Username, and proceed by clicking "**Next**".

4. Enter the temporary password provided to you and proceed by selecting the "**Sign in**" option.

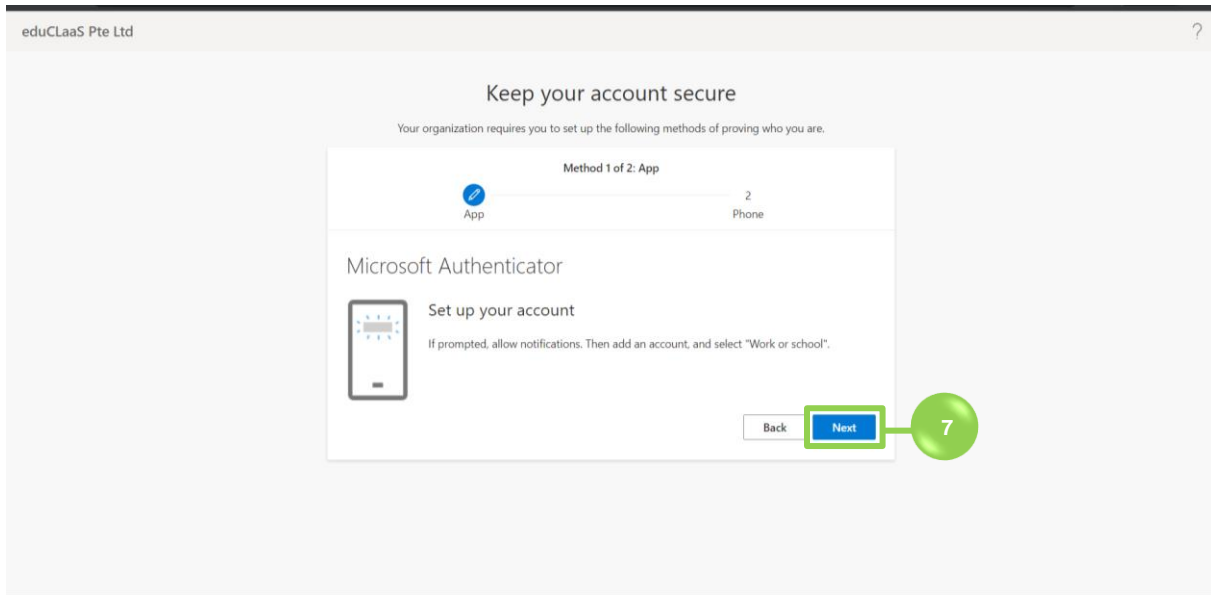## 2. Set up Microsoft Authenticator App

5. To authenticate and secure your account, please download the Microsoft Authenticator app on your mobile device and follow the instructions provided here.
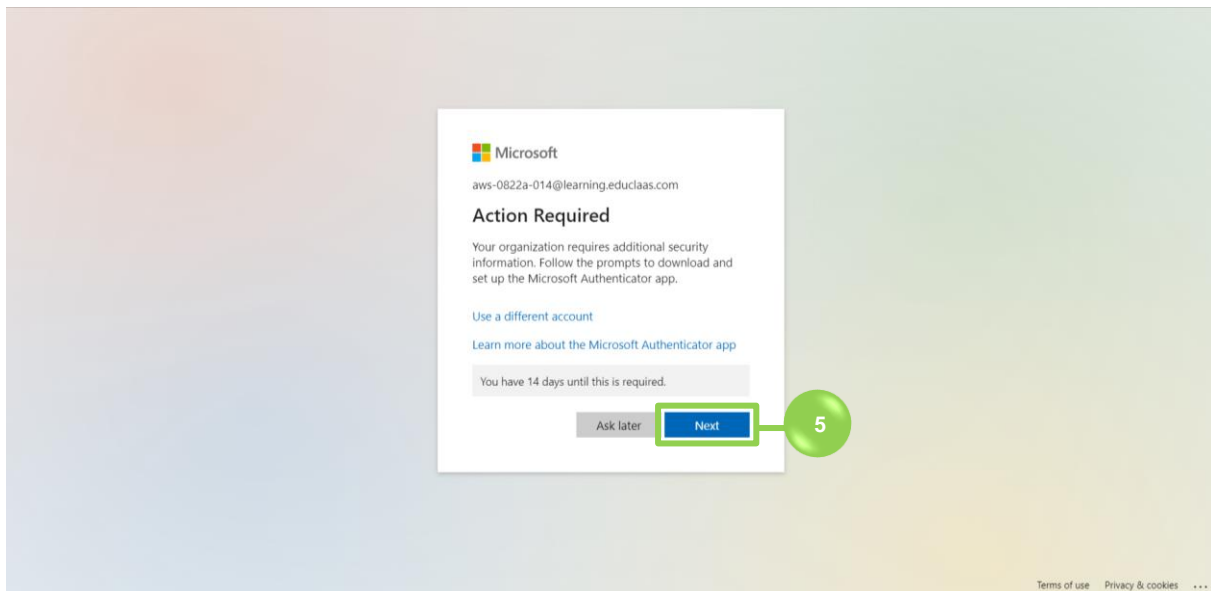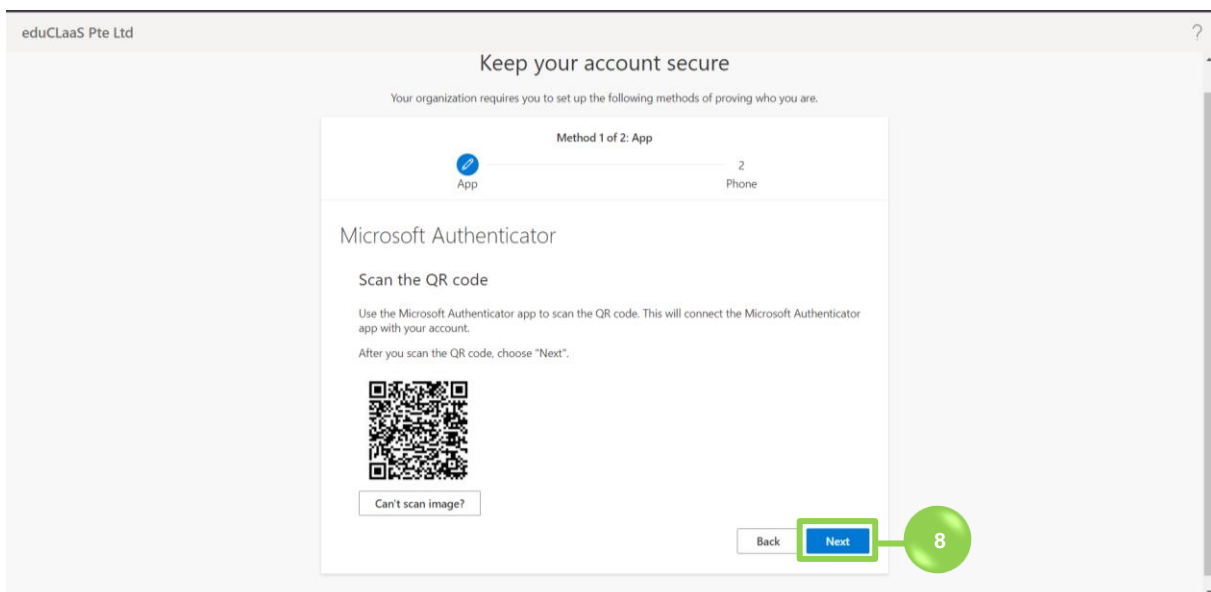

6. After installing the Microsoft Authenticator app, proceed by selecting the "**Next**" option.
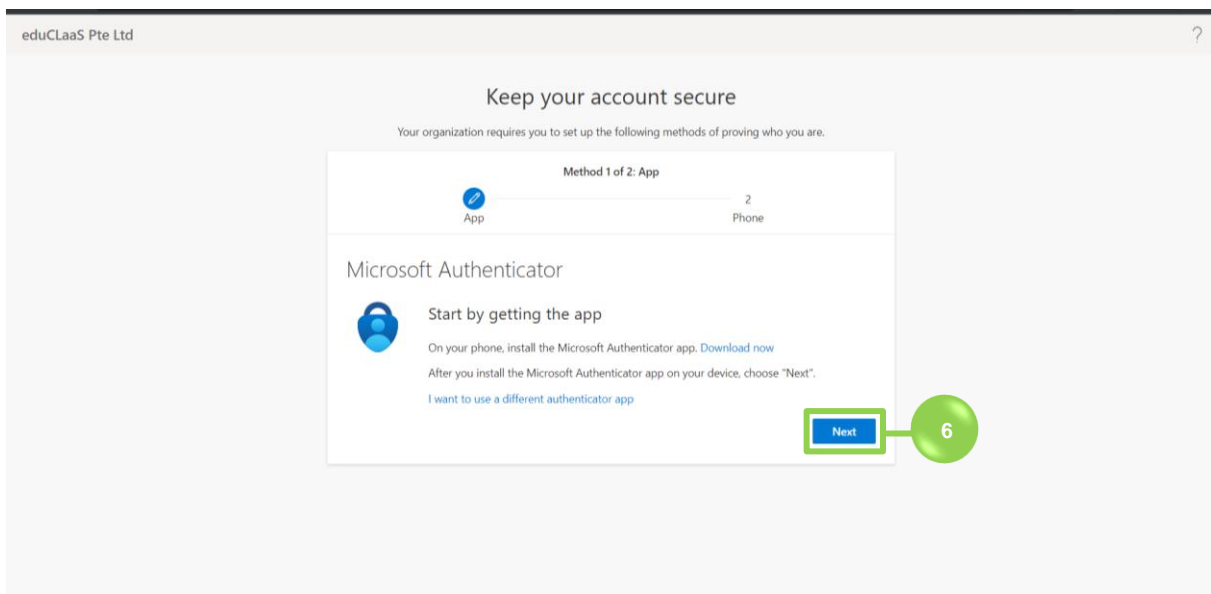
7. After opening the Microsoft Authenticator app, add a new account by selecting the "**Work or school**" option, and then proceed by choosing the "**Next**" option.
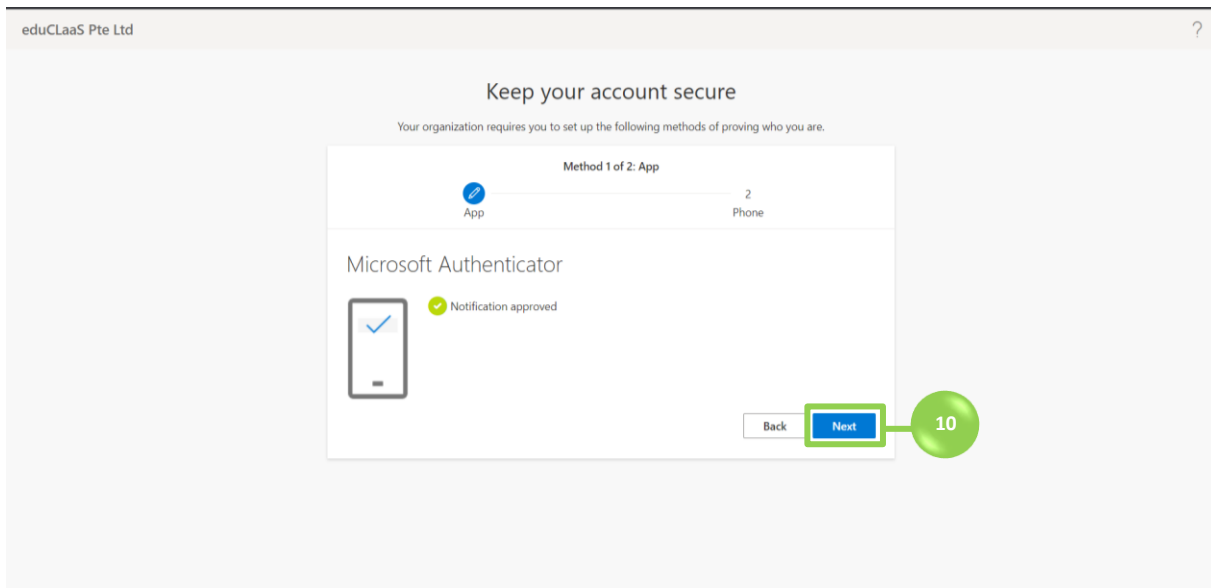

8. Scan the QR code using the Microsoft Authenticator app to connect with your account, and then click "**Next**" to proceed.

9. Approve the authentication on your phone and then proceed by selecting "**Next**" to continue.
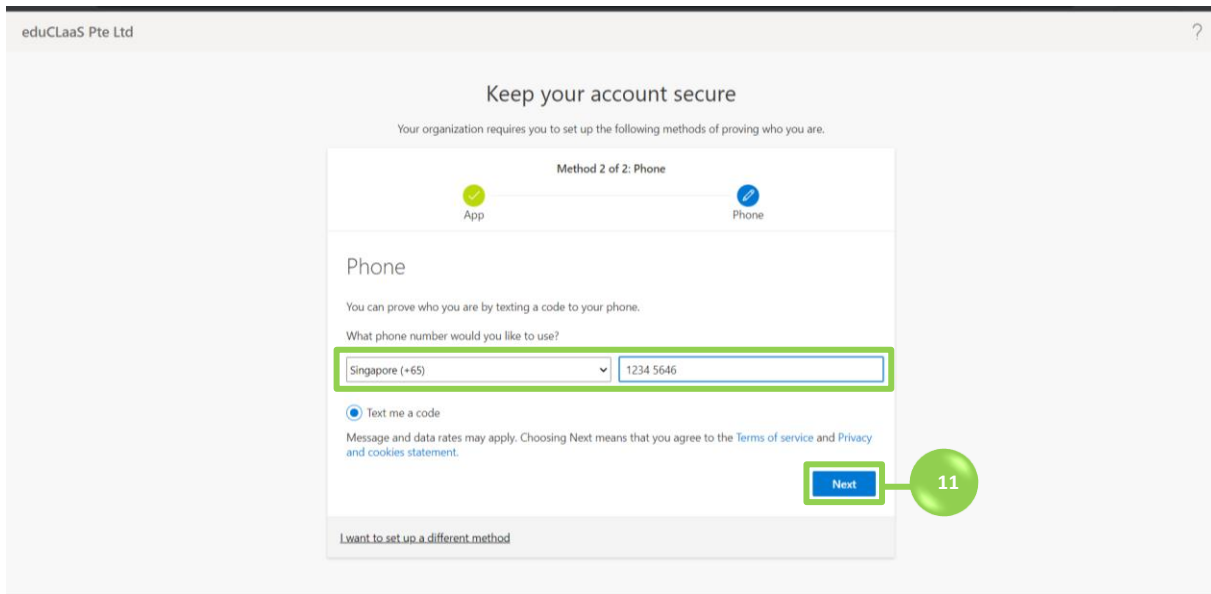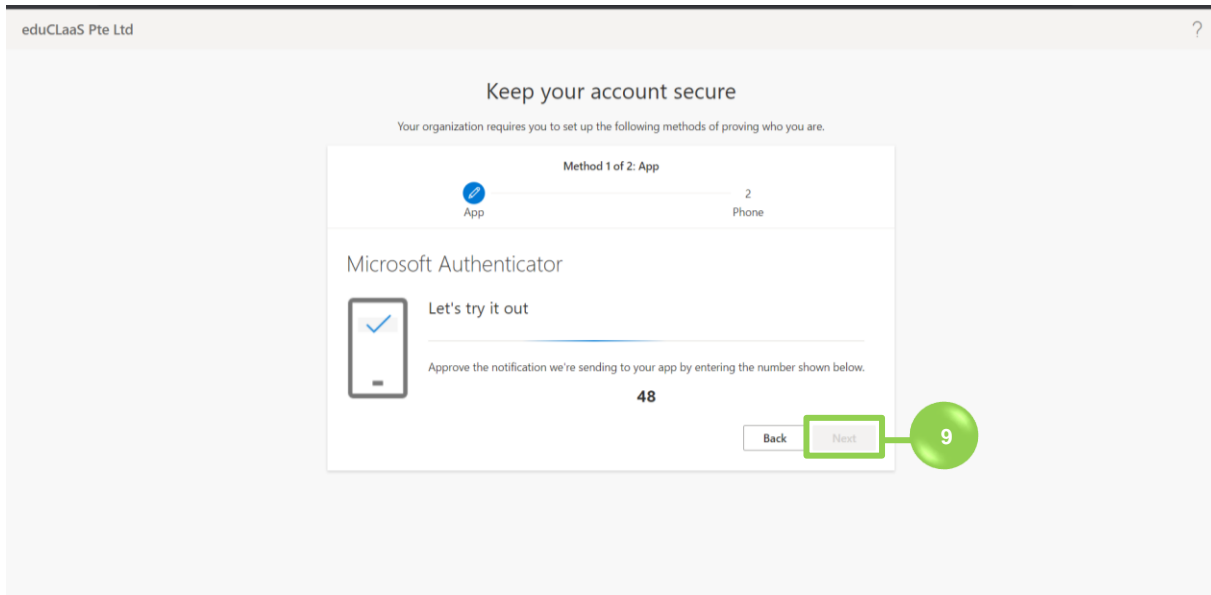

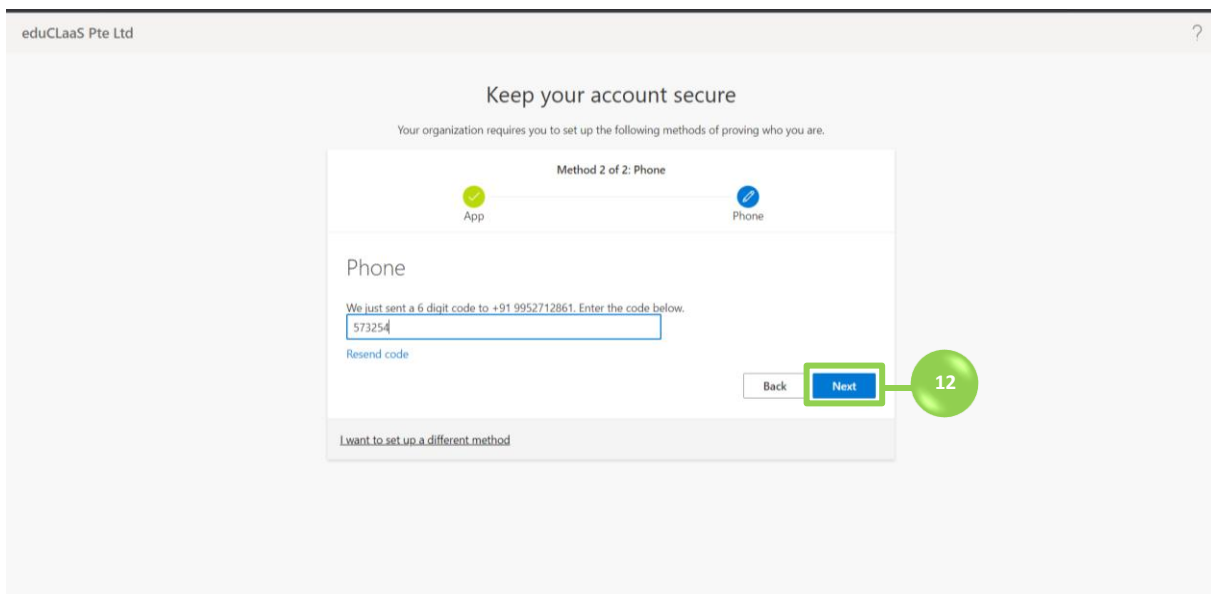10. After approving the notification, click "**Next**" to proceed.

3. Set up Phone Authentication

11. Please enter your phone number as a secondary verification method, then select "**Next**" to continue.
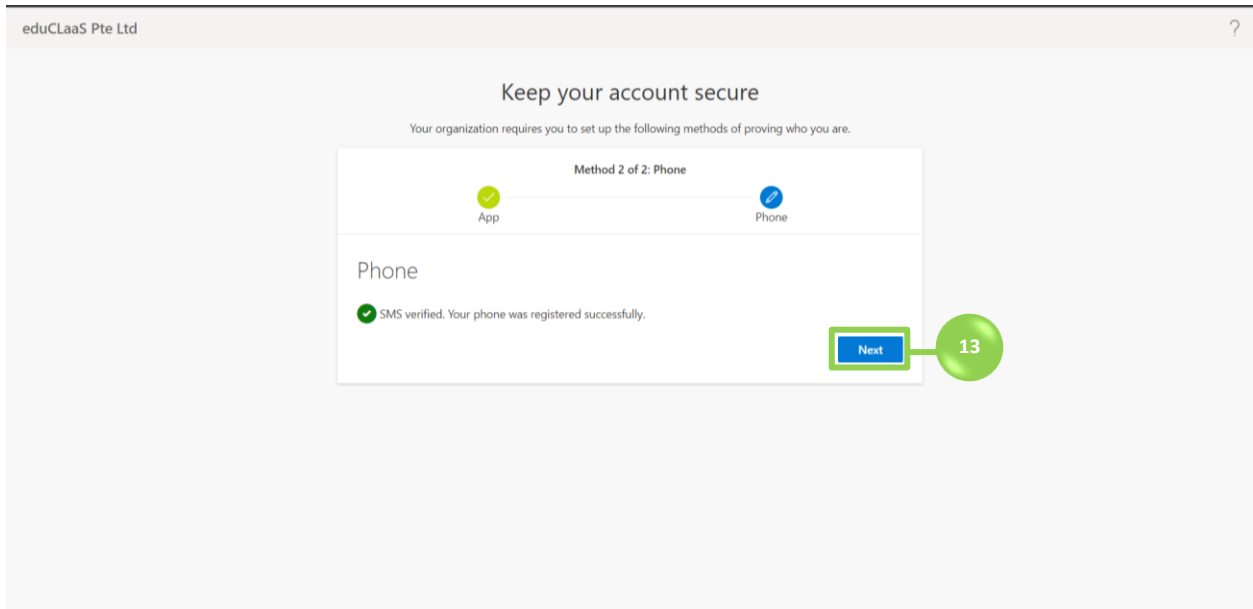

12. A verification code will be sent to your phone. Enter the code in the designated field here and click "**Next**" to proceed.

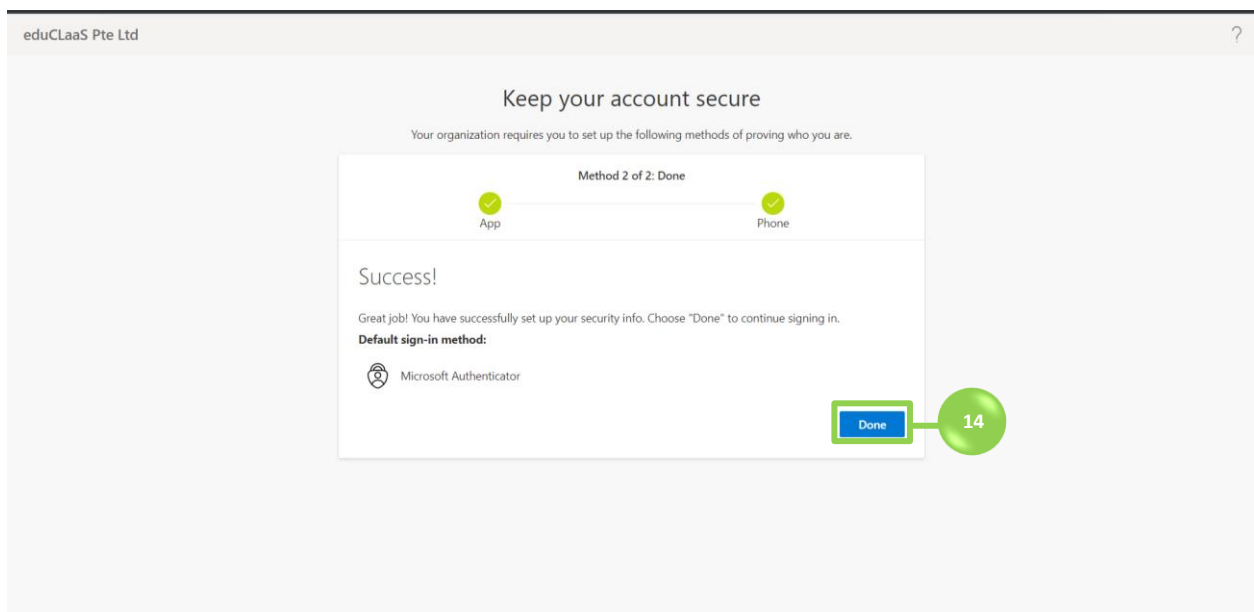13. The SMS verification process has been successfully completed, and your phone has been registered. Click "**Next**" to proceed further.
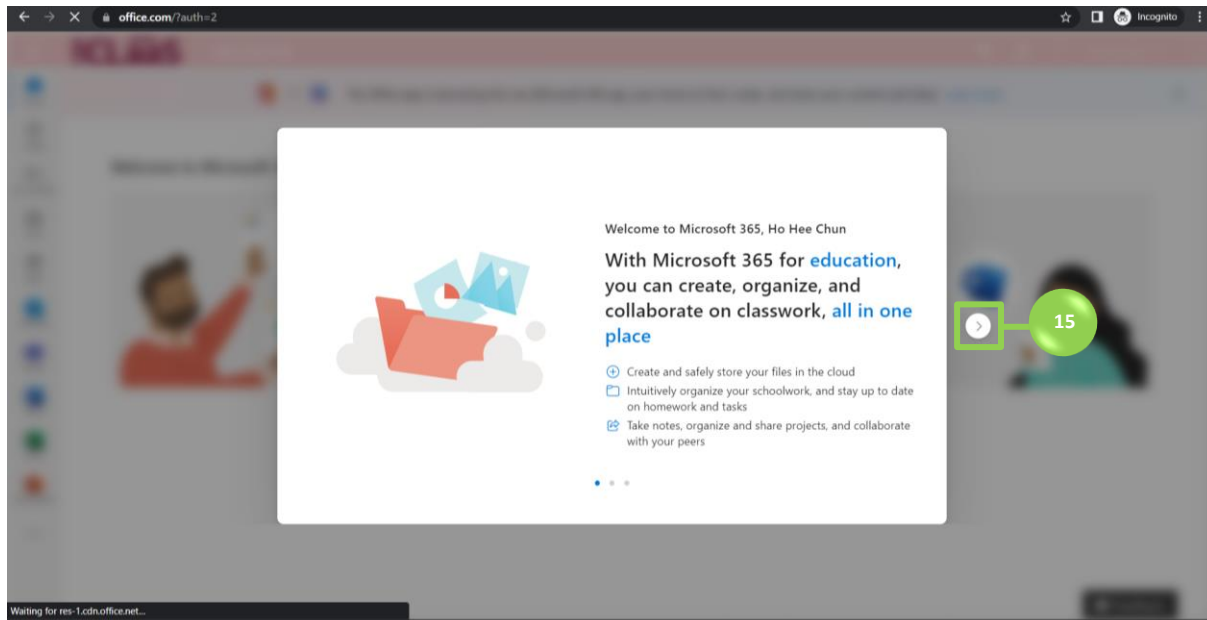

14. The security setup is complete. Click "**Done**" to proceed further.

15. Your Office 365 account has been successfully activated. Please click the arrow to continue.

16. To access your learner email inbox, you can easily locate and click on the "**Outlook**" option in the left navigation bar. Furthermore, the **Teams** web app is also accessible from the same navigation bar. *If required, you can conveniently access the web versions of Word, Excel, and PowerPoint directly from this panel as well.*