ECLâaS

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.)

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



Microsoft Sign in AWS-0822A-014@learning.educlaas.com No account? Create onel Can't access your account?	
Back Next Sign-in options	
	Terms of use Privacy & cookies

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.

Microsoft c aws-0822a-014@learning.educlaas.com Enter password Forgot my password Sign in			
4	Terms of use	Privacy & cookies	

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.

Hicrosoft	
aws-0822a-014@learning.educlaas.com	
Action Required	
Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.	
Use a different account	
Learn more about the Microsoft Authenticator app	
You have 14 days until this is required.	
Ask later Next 5	
	Terms of use Privacy & cookies

6. After installing the Microsoft Authenticator app, proceed by selecting the "**Next**" option.

Keep your acc ar organization requires you to set up the Method 1 or App	following methods of proving who yo of 2: App 2 Phone	ou are.	
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Method 1 (App	of 2: App 2 Phone		
App	2 Phone		
Start by getting the app On your phone, install the Microsoft Au After you install the Microsoft Authenti I want to use a different authenticator.	uthenticator app. Download now icator app on your device, choose "Ne app	ext".	6
	On your phone, install the Microsoft A After you install the Microsoft Authent I want to use a different authenticator	On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "N I want to use a different authenticator app	On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app.

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.

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	Keep your ac Your organization requires you to set up th	CCOUNT SECURE e following methods of proving who you are.	
	Method App	2 Phone	
	Microsoft Authenticator Set up your account If prompted, allow notifications. The	n add an account, and select "Work or school". Back Next	7

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

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	Keep your account secure	
	Method 1 of 2: App	
	2 App Phone	
N	Microsoft Authenticator	
	Scan the QR code Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.	
	After you scan the QR code, choose "Next".	
	Can't scan image? Back Next 8	

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	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Method 1 of 2: App 2 App Phone	
	Microsoft Authenticator Let's try it out Approve the notification we're sending to your app by entering the number shown below. 48	

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

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

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	Keep your ac Your organization requires you to set up the	COUNT SECURE following methods of proving who you are.	
	Method 1	of 2: App 2 Phone	
	Microsoft Authenticator		
		Back Next	10

3. Set up Phone Authentication

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

Keep your account secure Tor organization requires you to set up the following methods of proving who you are. Method 2 of 2: Phone Phone Phone You can prove who you are by testing a code to your phone. What phone number would you like to use? Singapore (+65) Test me a code Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy Interm a code Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy Interm a code Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy Interm a code Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy Interm a cookies statement.	eduCLaaS Pte Ltd		?
Method 2 of 2: Phone Phone Phone Vou can prove who you are by testing a code to your phone. What phone number would you like to use? Singapore (+65) 1234 5646 © 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		Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Phone You can prove who you are by testing a code to your phone. What phone number would you like to use? Singapore (+65) Tata 5646 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.		Method 2 of 2: Phone	
Singapore (+65) 1234 5646 Image: Text me a code Text me a code Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookles statement. Next		Phone You can prove who you are by texting a code to your phone. What phone number would you like to use?	
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		Singapore (+65) v 1234 5646	
		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 11	
I want to set up a different method		I want to set up a different method	

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

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	Keep your account sec Your organization requires you to set up the following method	s of proving who you are.		
	Method 2 of 2: Phone	Phone		
	Phone We just sent a 6 digit code to +91 9952712861. Enter the code below. 573254			
	Resend code	Back Next	12	
	Lwant to set up a different method			

eduCLaaS Pte Ltd		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Method 2 of 2: Phone	
	Phone	
	SMS vermed, rour phone was registered successituity.	

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.

Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Method 2 of 2: Done	
App Phone	
Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.	
Default sign-in method:	
Microsoft Authenticator	
Done	14



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.*

