

## HOW-TO GUIDE

### Microsoft 365: Read this first

#### Step 1: Sign in with your temporary password

##### A. Open your Web browser:

Use any modern web browser such as Google Chrome, Microsoft Edge, Firefox, or Safari.

##### B. Go to the Microsoft 365 Portal:

In the address bar, type <https://portal.office.com> and press **Enter**.

##### C. Sign in with your temporary password:

1. Enter your work email address (e.g., yourname@company.com) and click **Next**.
2. Enter the temporary password provided and click **Sign in**.

#### Step 2: Set up Multi-Factor Authentication (MFA)

##### A. MFA Setup Prompt:

After changing your password, you'll be prompted to set up Multi-Factor Authentication (MFA) to add an extra layer of security to your account.

##### B. Set up the Microsoft Authenticator App:

###### 1. Download the Microsoft Authenticator App:

1. On your smartphone, go to the App Store (iOS) or Google Play Store (Android).
2. Search for Microsoft Authenticator and download the app.



iOS (iPhone/iPad)



Android

## 2. Configure the Authenticator app:

1. Open the Microsoft Authenticator app on your phone.
2. Tap **Add account** and choose **Work or School account**.
3. The app will prompt you to scan a QR code.

## 3. Scan the QR Code:

1. On your computer, you'll see a QR code displayed on the screen as part of the MFA setup process.
2. Use the Microsoft Authenticator app on your phone to scan the QR code.
3. The app will automatically add your work account.

## 4. Verify Your Setup:

1. After scanning the QR code, you'll be asked to approve a sign-in request on your phone.
2. Tap Approve in the Microsoft Authenticator app to complete the setup.

## Step 3: Set up your Mobile Phone Number

### A. Choose Phone Call or Text Message:

1. After setting up the Authenticator app, you'll be prompted to set up a second MFA method using your mobile phone.
2. Choose whether you want to receive a Text message or Phone call.

### B. Enter Your Phone Number:

1. Enter your mobile phone number and select your country code.
2. Click **Next**.

### C. Verify Your Phone Number:

1. If you choose Text message, you'll receive a text with a verification code. Enter the code on the setup screen.
2. If you choose a Phone call, you'll receive a call asking you to press a key to verify your identity.

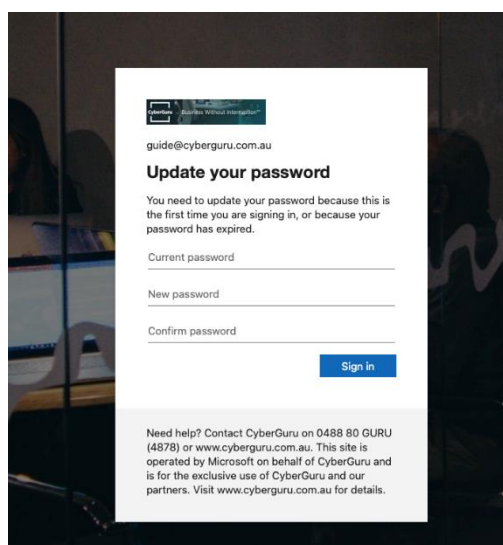
## Step 4: Change your temporary password

### A. Prompt to Change Password:

Since you're using a temporary password, you'll be prompted to change it immediately after signing in.

### B. Create a New Password:

1. Enter your temporary password in the **Current password** field.
2. Enter your new password in the **New password** field.
3. Re-enter the new password in the **Confirm password** field.



The screenshot shows a web form titled "Update your password" with the email address "guide@cyberguru.com.au" at the top. The form contains three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is located below the "Confirm password" field. At the bottom of the form, there is a help section: "Need help? Contact CyberGuru on 0488 80 GURU (4878) or www.cyberguru.com.au. This site is operated by Microsoft on behalf of CyberGuru and is for the exclusive use of CyberGuru and our partners. Visit www.cyberguru.com.au for details."

Your new password must meet your organisation's password policy, which typically includes:

- A minimum number of characters (usually 18 or more).
- A mix of uppercase and lowercase letters.
- At least one number.
- At least one special character (e.g., !, @, #, \$).
- Avoid using easily guessable passwords like "password123" or your name.

### C. Create a New Password:

After entering your new password, click **Submit** or **Save** to confirm the change.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email [cyberguru@cyberguru.com.au](mailto:cyberguru@cyberguru.com.au).