



Welcome to your Office in the cloud.

Your Office 365 account is live. Sign in to explore the features and options that give you the familiarity and power of Office, with the flexibility to work virtually anywhere.

Let's Get Started

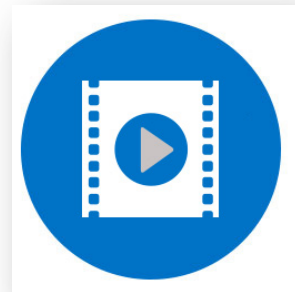
1. Use these first-time login credentials to sign in:

User ID: [userid@pti.xyz](#)

Password: [Temp Password](#)



[Sign in](#)



[Welcome to Office 365](#)

2. Click on [Sign in](#) or type in [portal.office.com](#) in your web browser
3. Use your first-time login credentials

Note: You will be asked to reset your password during sign in



Microsoft

Sign in

youremail@pti.xyz

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

Sign-in options

4. Choose "Next"
5. Enter your Password (provided by email). Choose "Next".
6. More Information required

Note: This part of the setup will ask you to setup Multi-Factor Authentication to secure your account. Click here to learn about [Multi-Factor Authentication \(MFA\)](#)

Microsoft

More information required

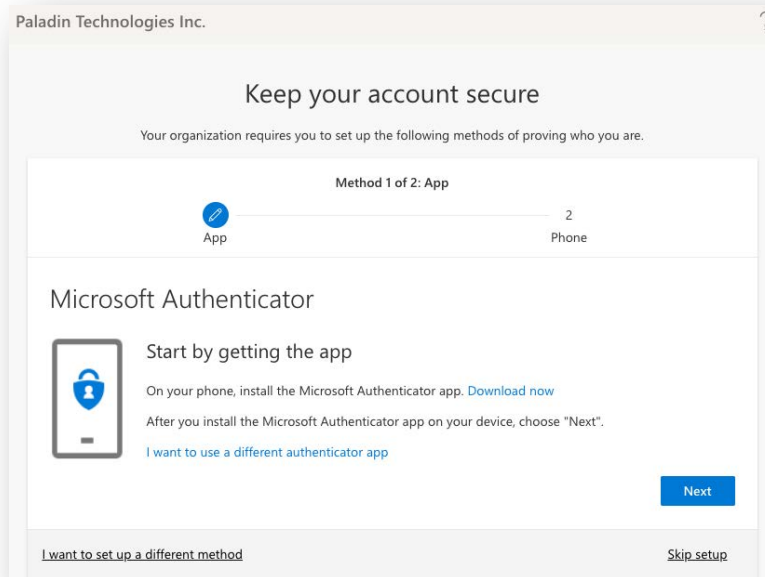
Your organization needs more information to keep your account secure

[Use a different account](#)

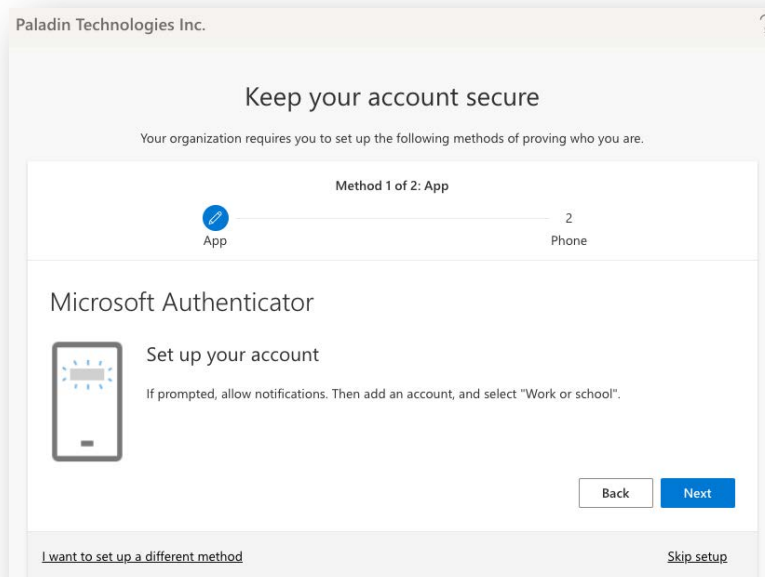
[Learn more](#)

[Next](#)

7. Choose "Next"
8. Keep your account secure



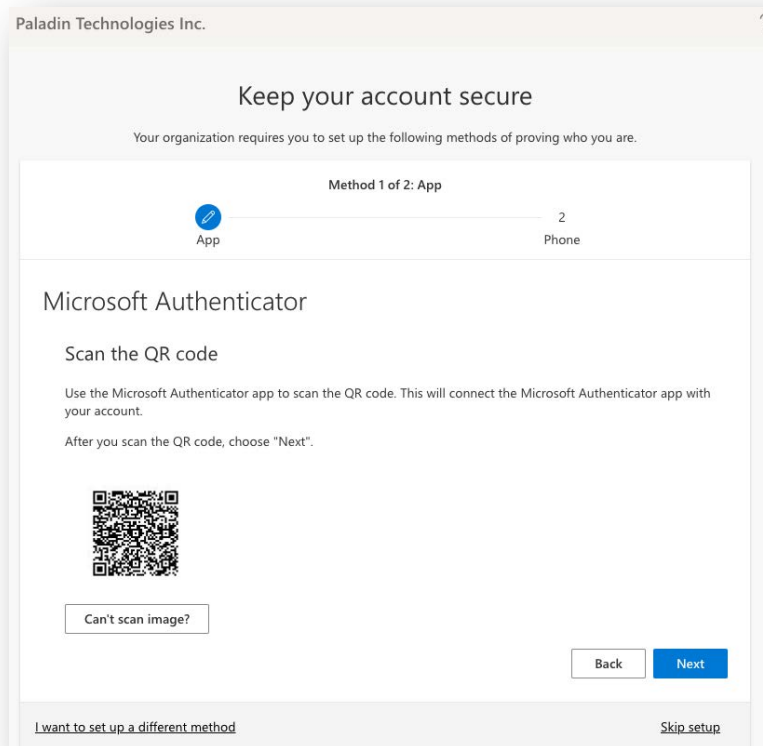
9. Download the Microsoft Authenticator App on your Mobile Device using the App store.
10. After your install the Microsoft Authenticator app on your device, choose "Next".
11. Set up your account. Choose "Next".



12. Open the Microsoft Authenticator app, select Add account from the Customize and control icon in the upper-right, and then select Work or school account.



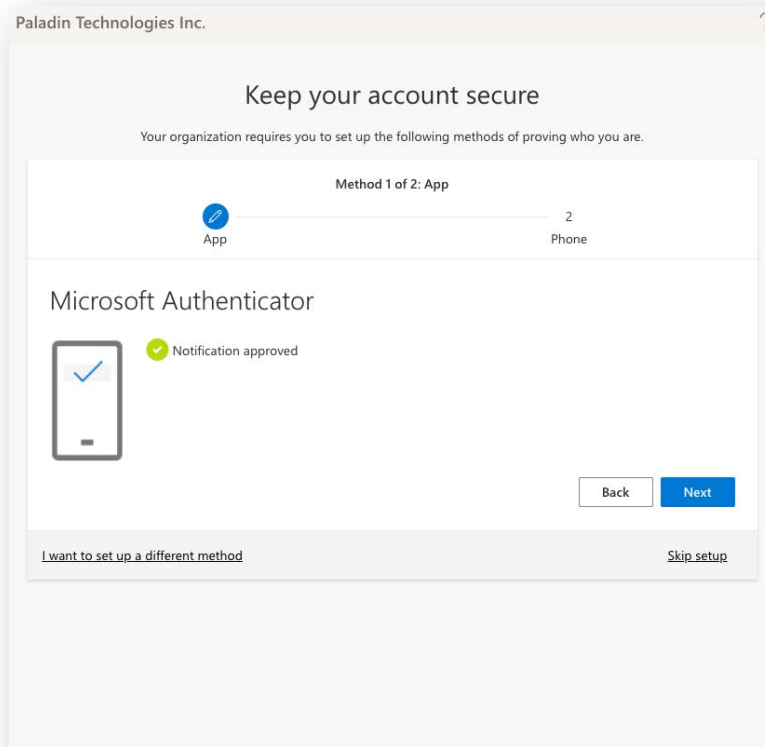
13. Scan the QR code.



14. If you see the 6 digit code in your Microsoft Authenticator App then setup was successful.

Note: If this is the first time you're setting up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select Allow so the authenticator app can access your camera to take a picture of the QR code in the next step. If you don't allow the camera, you can still set up the authenticator app, but you'll need to add the code information manually.

15. You should see Notification Approved in your Office 365 setup.



16. Add your Phone as the secondary method of Authentication. You can prove who you are by answering a call on your phone or texting a code to your phone.
17. Enter your phone number and Select "Text me a code" or "Call me"



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Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#) [Skip setup](#)

18. Choose "Next"

19. Enter the 6 digit code sent to your phone number. Choose "Next".

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Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 6474099910. Enter the code below.

Enter code

[Resend code](#)

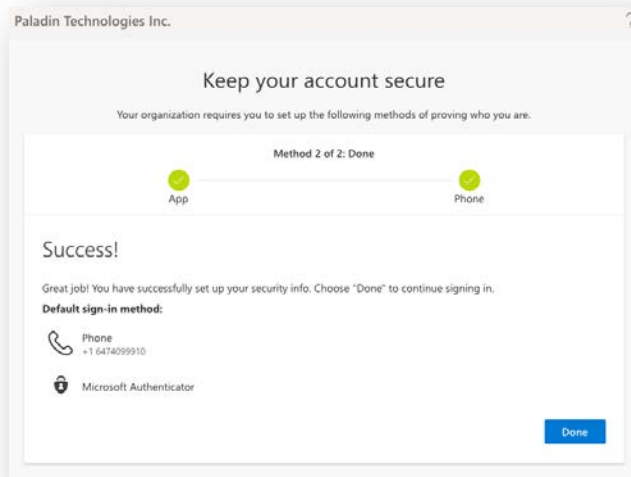
Back Next

[I want to set up a different method](#) [Skip setup](#)

20. SMS verified. Choose "Next"

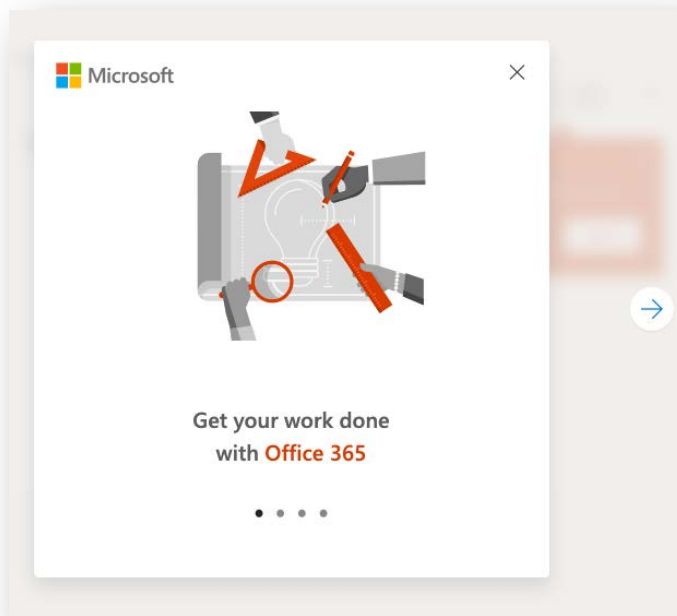


Paladin Technologies



21. Choose "Done" and setup is completed for your account access.

22. Walkthrough of Office 365 will be provided, click on the → until you hit finish.



23. Navigate to the Outlook icon on the left taskbar to access your emails. 