




How To Log In To Your Microsoft 365 Email

1. First go to www.microsoft.com
2. Go all the way to the right and click on this icon 
3. Then a window will open up and where it says Sign In you will enter your email
(**Example:** company@fairhavensda.org or company@esdac.org)
4. In the next window it will have ask for the password we created for you, so you will put that password in.
5. The next window will ask for you to change the password, where it ask for your current password please type the one we created for you. Then where it ask for a new password, place the new one. Under the new password it will ask you to confirm the password (*retype the new password*).
6. Then you will need to download the Microsoft Authenticator App to your phone or tablet to authenticate your account.
7. Once the app is download 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**.
8. Use your device's camera to scan the QR code from the **Configure mobile app** screen on your computer, and then choose **Done**.
9. You should be log in and your account authenticated.
10. Now you can go to www.outlook.com and use your email & password to log in.
11. You can now also go to <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software> to Sign In To Teams