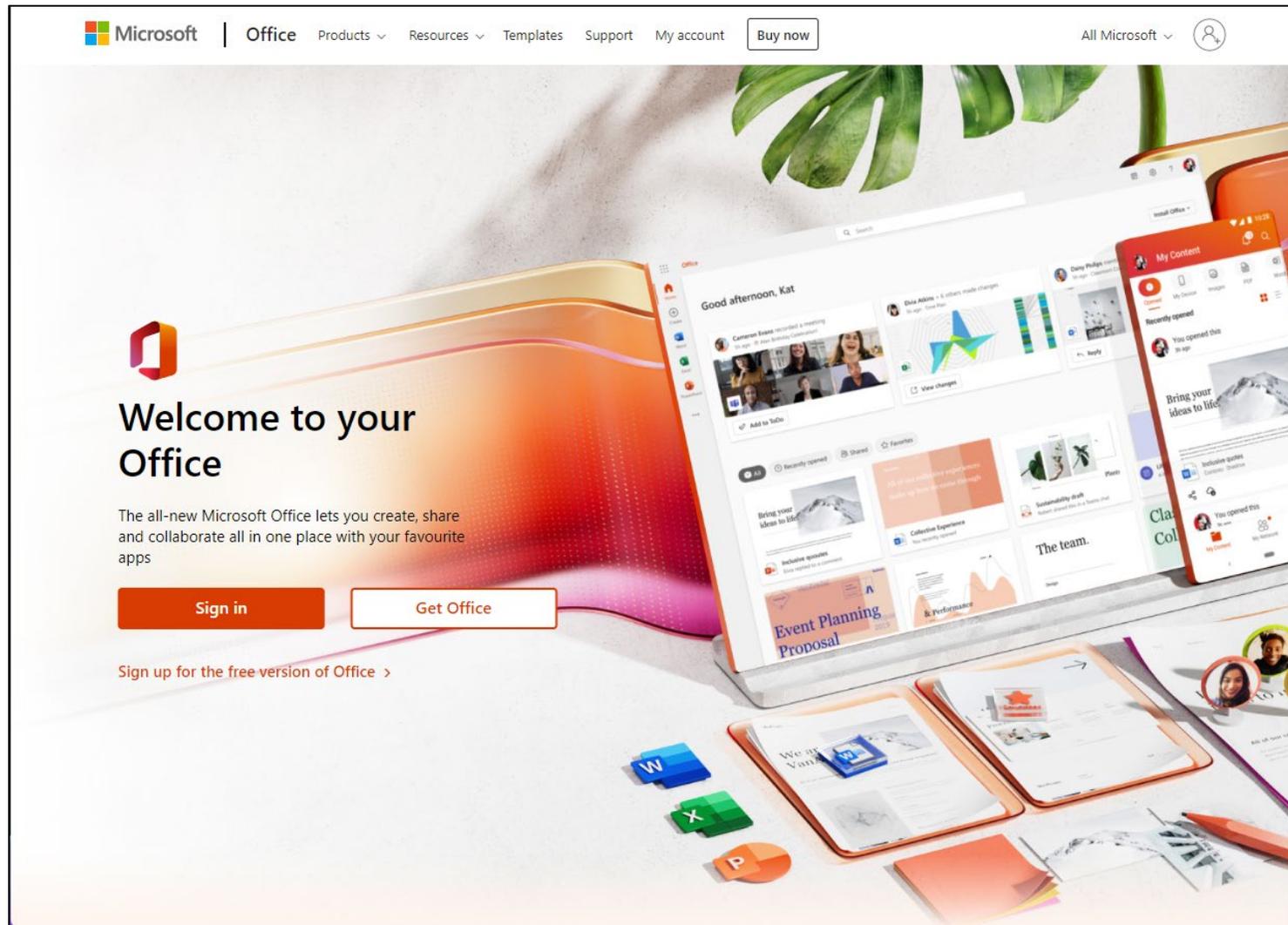
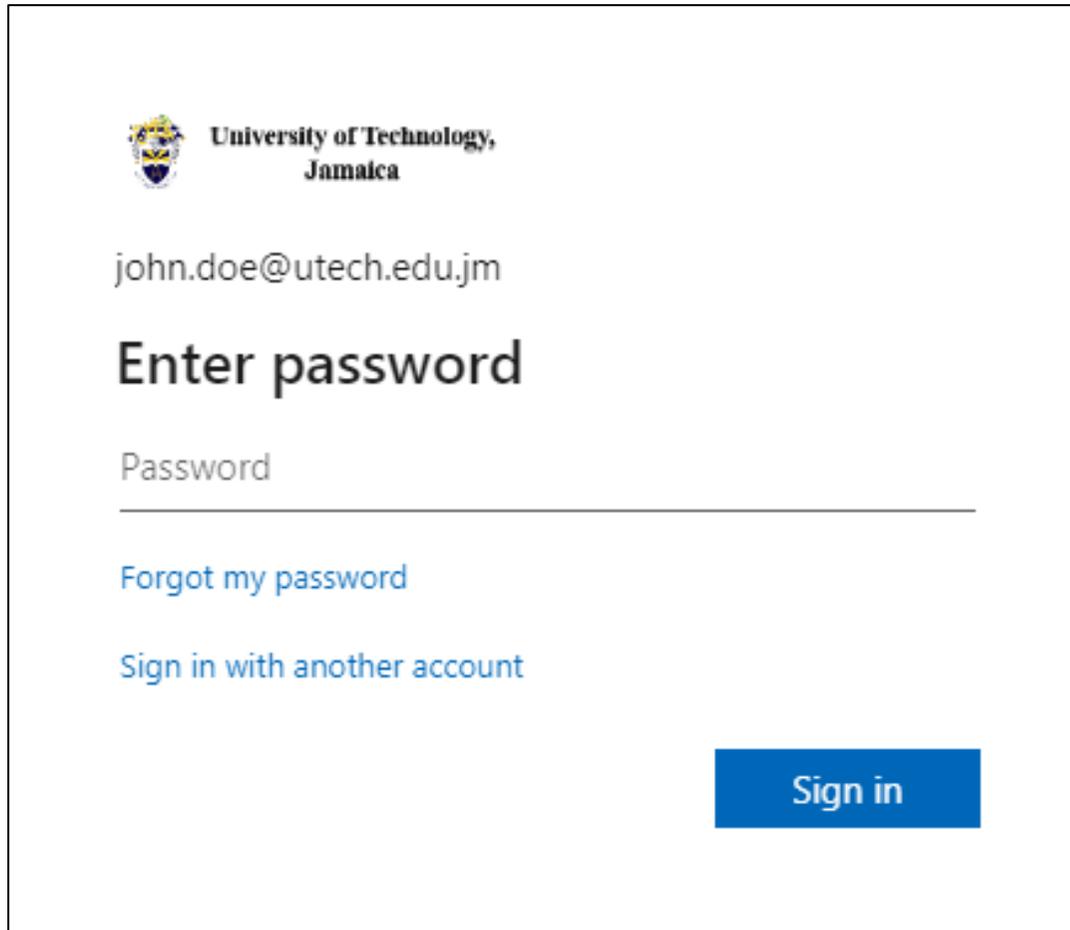


HOW-TO LOGIN TO MICROSOFT 365

1. To Access the Microsoft portal, type the following address in your browser <https://office.com>



2. Please sign in with your UTech username and password.



The screenshot shows a login interface for the University of Technology, Jamaica. At the top left is the university's crest, followed by the text "University of Technology, Jamaica". Below this, the email address "john.doe@utech.edu.jm" is displayed. The main heading is "Enter password". Underneath is a password input field with the placeholder text "Password". Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button labeled "Sign in".

3. After you choose **Sign in**, you'll be prompted for more information. Choose **NEXT**



University of Technology,
Jamaica

john.doe@utech.edu.jm

More information required

Your organization needs more information to keep
your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

4. You will be asked to select two of the three authentication methods. Select your authentication method.
5. The default is authentication by phone, typically a cellphone that can receive texts and calls. Enter your country/region and phone number.
6. Then select if you prefer to be called or texted with the authentication number and hit **Next**.
7. You will receive a text or a call with a verification code (depending on your selection in the previous step).
8. You will be asked to set up an additional method.
 - a. You can use an alternate email address (not your UTech email) or use the security questions.

b. Please follow the instructions to complete this task

University of Technology,
Jamaica

John.Doe@utech.edu.jm | ?

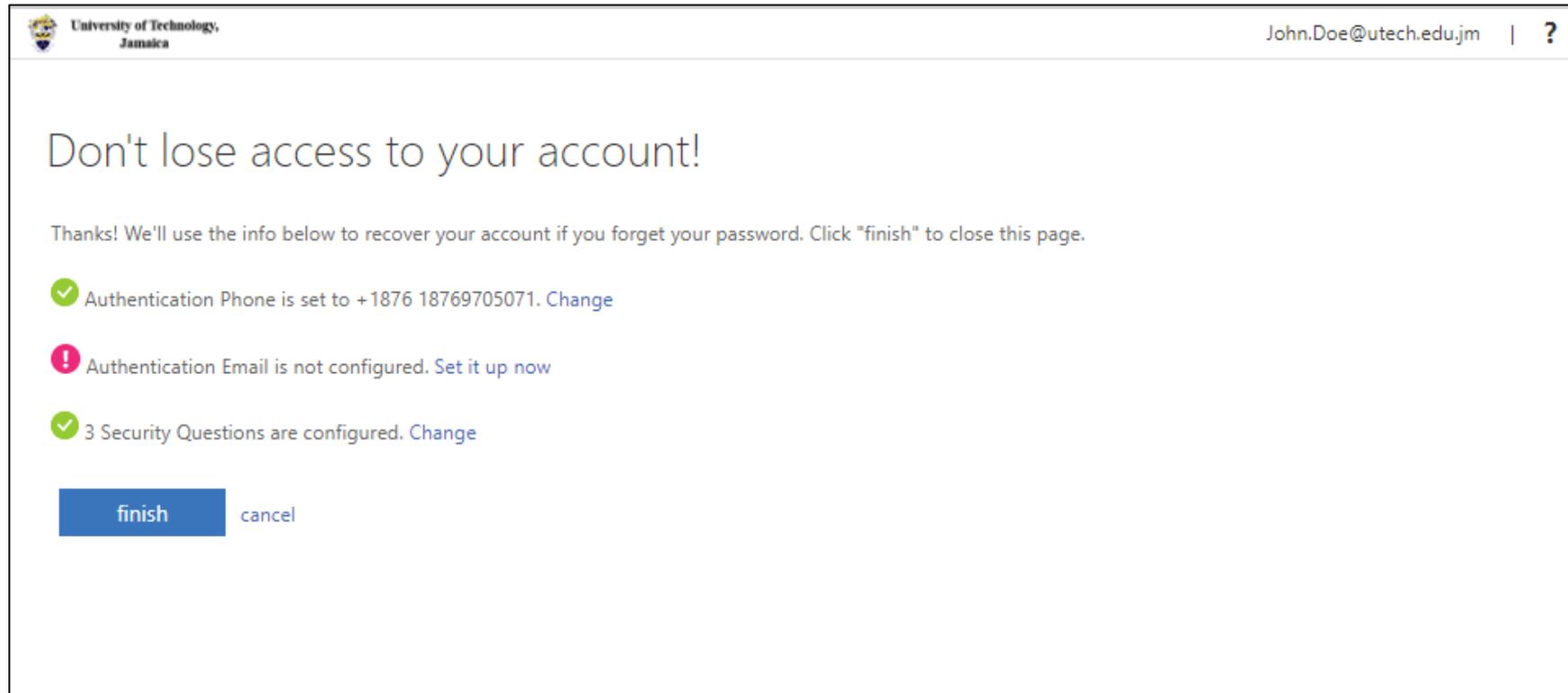
Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

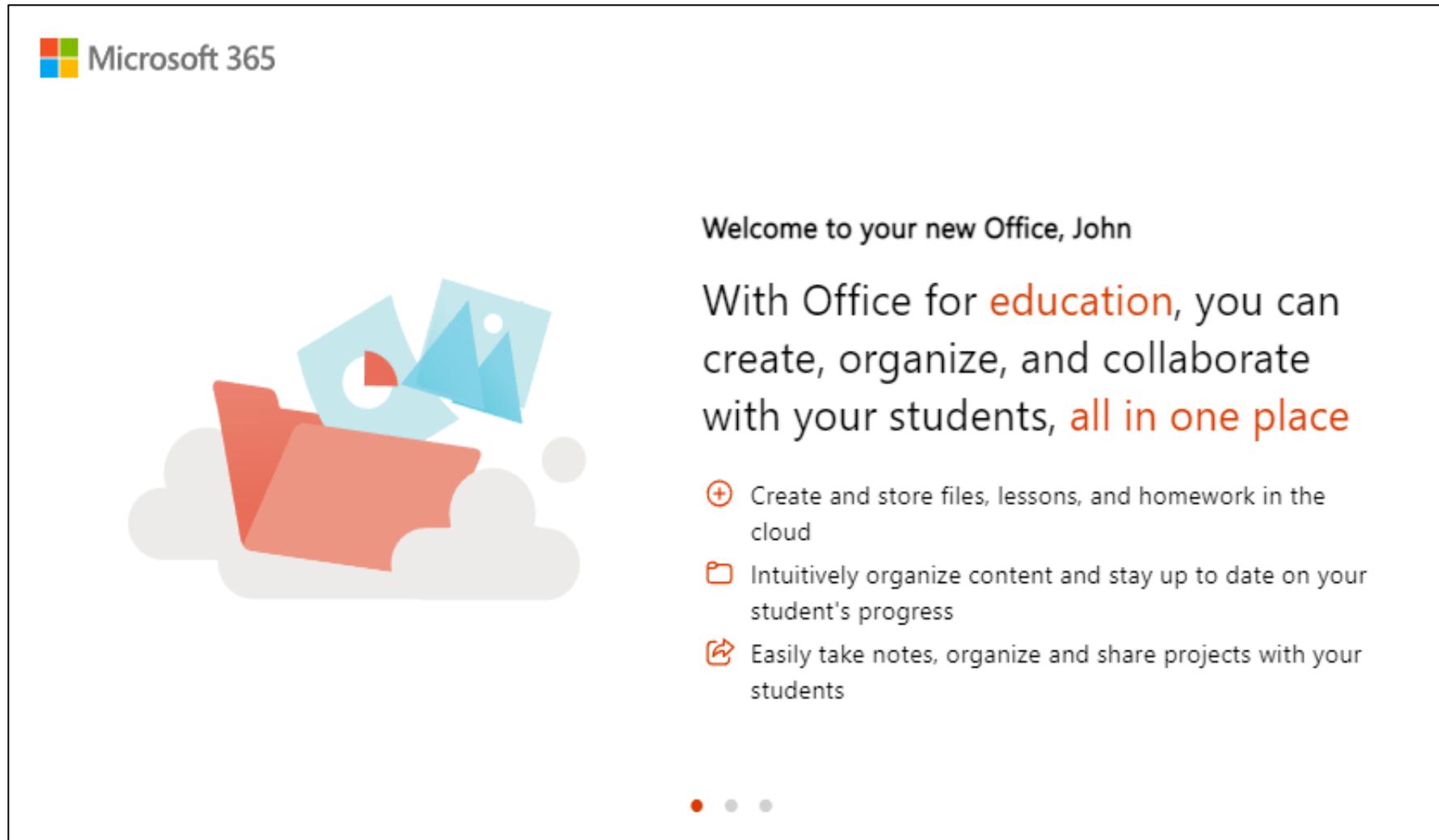
[finish](#) [cancel](#)

Your completed page will resemble the one below

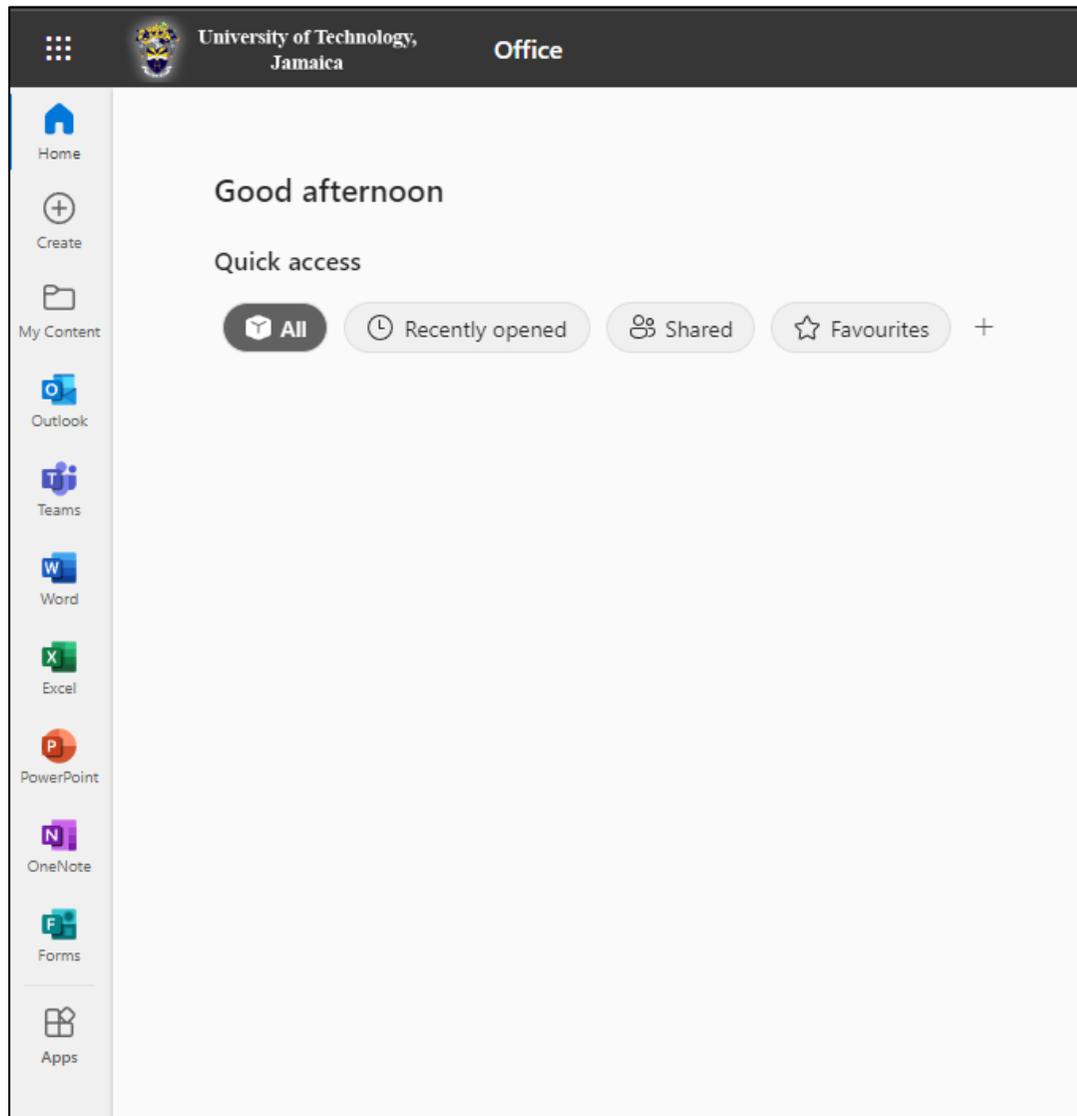


9. Please click **FINISHED**

10. You will see the following welcome screen. Please review the content of each screen or click next until you exit.



11. The page below will be your Office home page where you can access the Ms office applications you are familiar with, plus other apps.



12. To enable your UTech email, please refer to the **"HOW TO ENABLE MICROSOFT 365 EMAIL"** Document for instructions
13. To enable your UTech email, please refer to the **"HOW TO ENABLE MICROSOFT ONEDRIVE"** Document for instructions