

Microsoft account claim instructions

Link to M365 account claim:

(right click on this link below and select Copy link, open a web browser and select Paste)

[Greensboro Microsoft account claim](#)

A screenshot of the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "john.teststudent@greensboro.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main content area are two buttons: a grey "Back" button and a blue "Next" button. At the very bottom, there is a section titled "Sign-in options" with a key icon.

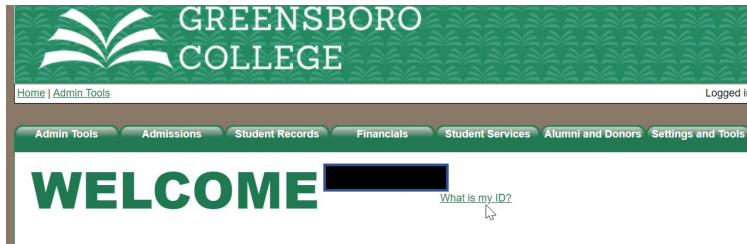
1. Enter your Greensboro email address firstname.lastname@greensboro.edu and click Next

A screenshot of the Microsoft "Enter password" screen. At the top is the Microsoft logo. Below it is a back arrow icon followed by the email address "john.teststudent@greensboro.edu". The heading "Enter password" is displayed. Below the heading is a password input field with masked characters "*****" and a toggle icon on the right. Below the input field is a link that says "Forgot my password". At the bottom right is a blue "Sign in" button.

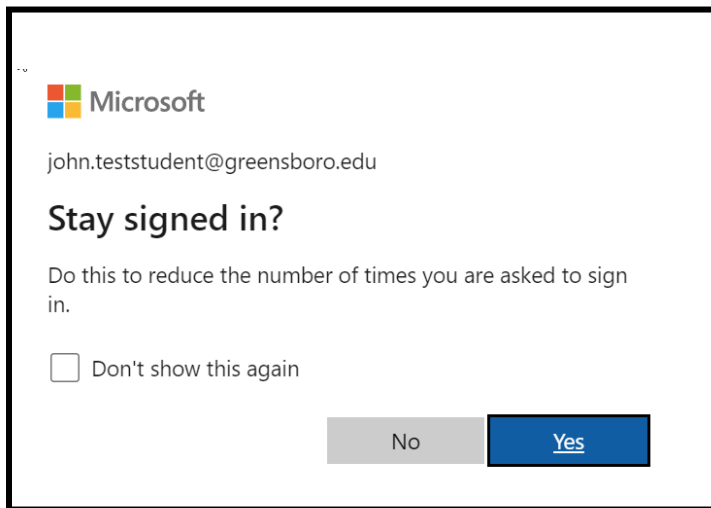
2. Enter your password. Initial password should follow a "(UPPERCASE first initial)(lowercase last initial)(First 7 of GCID)!" convention. *User Jane Doe's password would be "Jd1234567!".* When done, click "Sign in". **If your GC ID is less than 7 characters, pad 0s in front to make 7; ex. Jd0012345!**

**** Remember the "!" at the end of the initial password**

**** Please note – Your GC id can be found by logging into the Empower Pride Page and click on "What's my ID?", see below:**

A screenshot of a Microsoft password update screen. The header shows the Microsoft logo and the email address 'test.student@greensboro.edu'. The main heading is 'Update your password'. Below this, a message states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three password input fields, each with a series of dots for masking. A blue 'Sign in' button is located at the bottom right of the form.

3. On this screen, you will be prompted to update your password. **Password requirements are: At least 8 characters, 1 capital letter, 1 symbol.** When done, click "Sign in" to continue.



Microsoft

john.teststudent@greensboro.edu

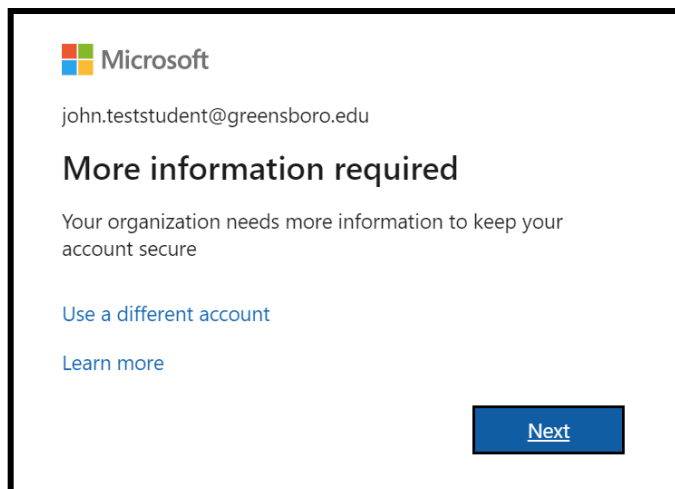
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

4. The next screen will begin the Multi-Factor Authentication registration. Click “Next” to continue.



Microsoft

john.teststudent@greensboro.edu

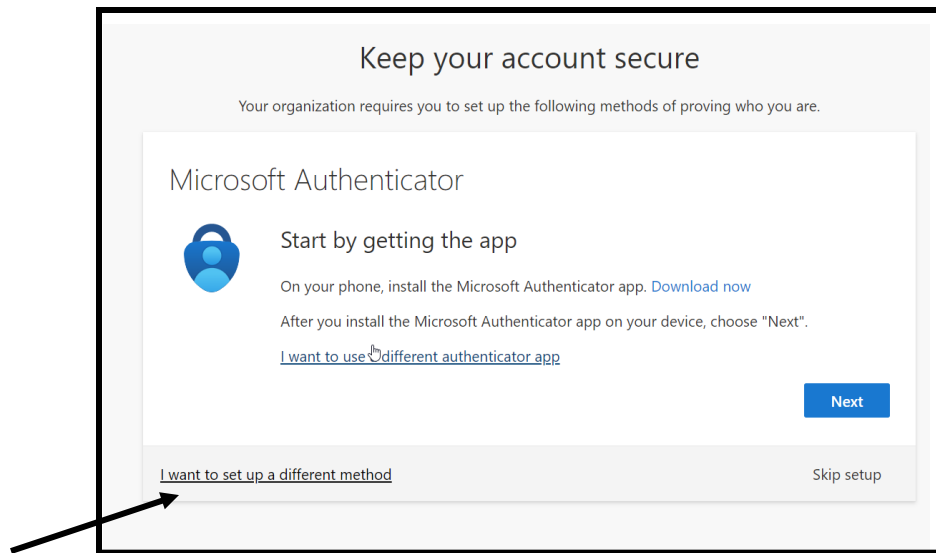
More information required

Your organization needs more information to keep your account secure

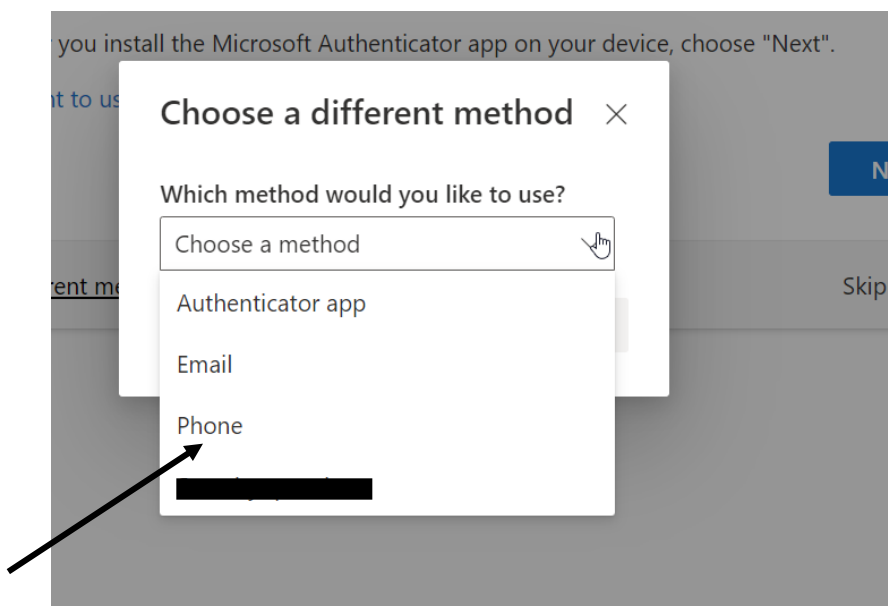
[Use a different account](#)

[Learn more](#)

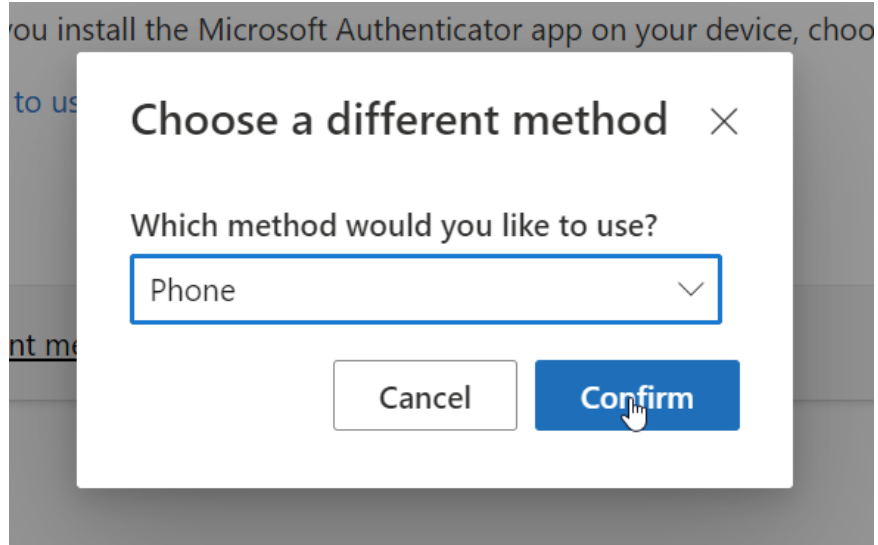
Next



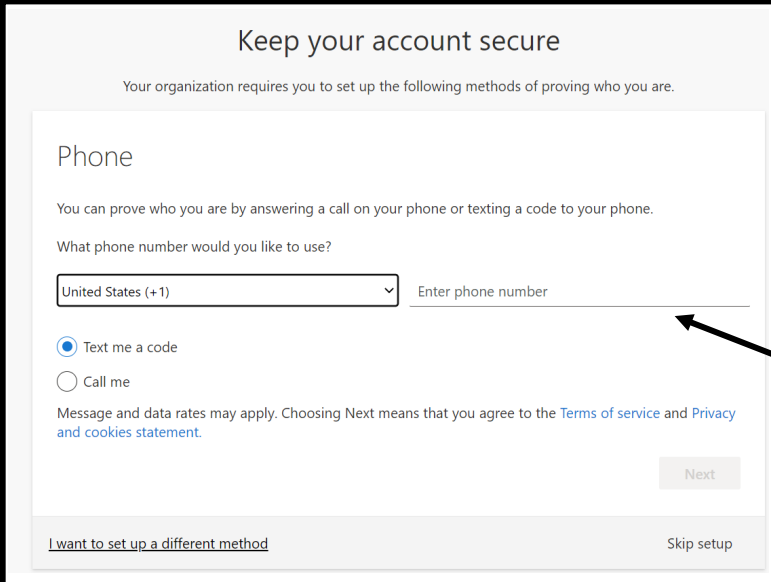
5. Click on “I want to set up a different method” and then click on Next



6. Select “Phone” to receive a text message to your mobile phone. If you do NOT have a phone, select “Email” (you will be prompted to enter your personal email address or another non-greensboro.edu email account.)



7. Select Phone and click "Confirm"



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 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

8. Enter your phone number and click Next

Keep your account secure

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

Phone

We just sent a 6 digit code to +1 4109241478. Enter the code below.

Enter code

[Resend code](#)

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

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

9. You should receive a text message on the phone number you have provided. Please enter the code that was sent to that phone and click Next.

Keep your account secure

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

Phone

We just sent a 6 digit code to +1 4109241478. Enter the code below.

875576

[Resend code](#)

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

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

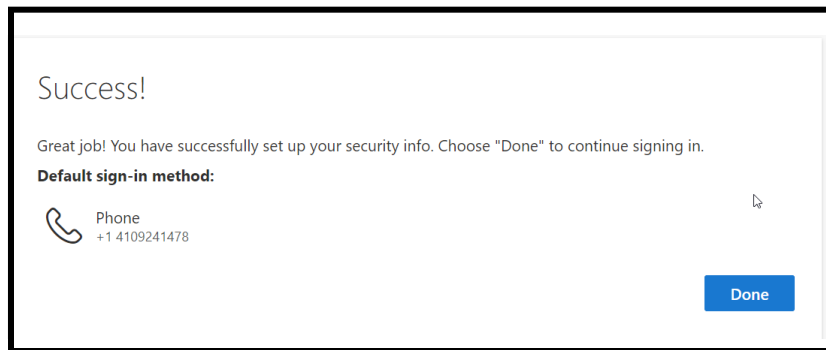
Phone

✓ SMS verified. Your phone was registered successfully.

[Next](#)

[Skip setup](#)

10. You should receive this screen above once you enter the correct code that was sent to your phone. Click Next



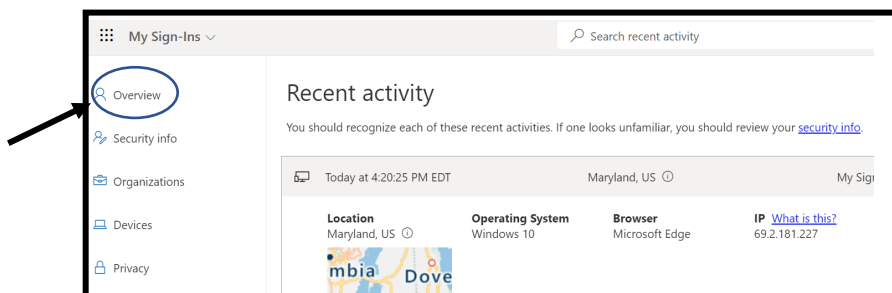
11. Click "Done"

You have the option of using the Microsoft Apps in the cloud

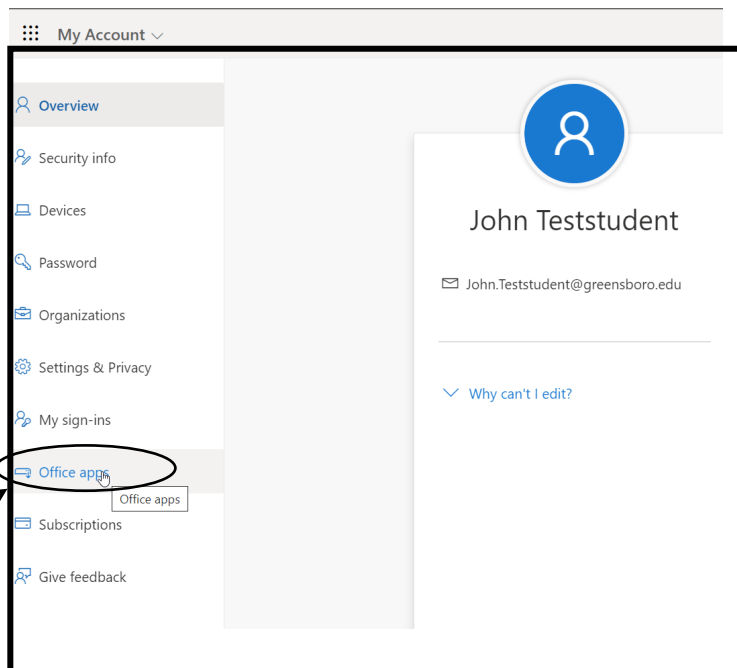
<https://portal.office.com>

OR

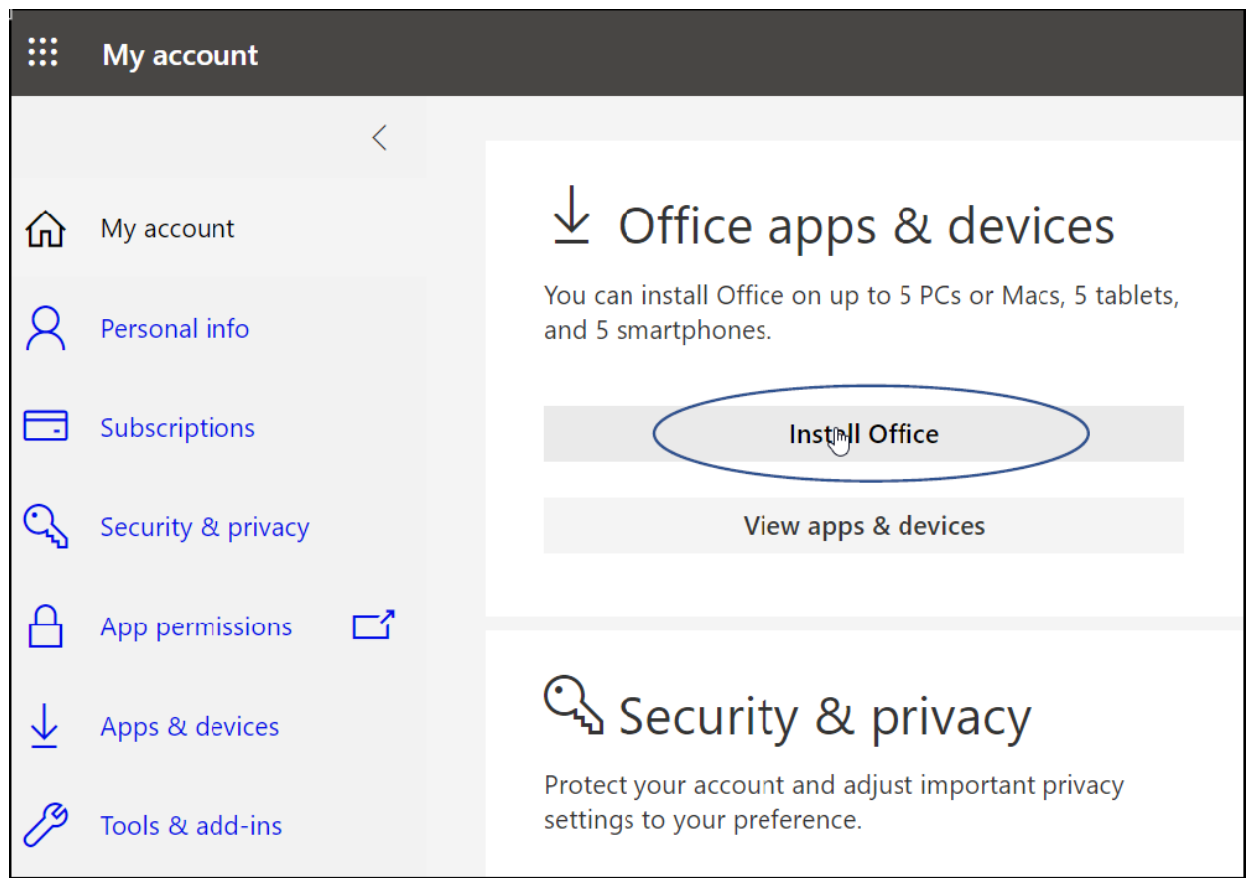
If you choose to download them to your laptop/desktop, you may follow these steps below.



12. Click "Overview"



13. Click on Office apps



14. Click on Install Office

Learn More about Office 365

Click the following links for [Microsoft Quick Links](#) and [Office 365 Training Guide](#) to find valuable information here. These links contain short training videos as well as How To Guides on each of the products found on the Office 365 portal.