



Knowledge for Change

Registered UK Charity No. 1146911

11, Newmarket Street

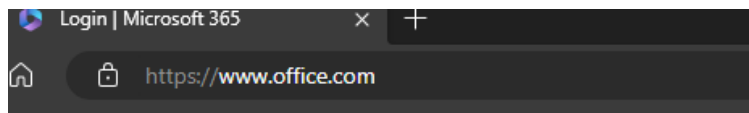
Skipton, North Yorkshire


BD23 2HX

Guide 1: Activating your Outlook Account

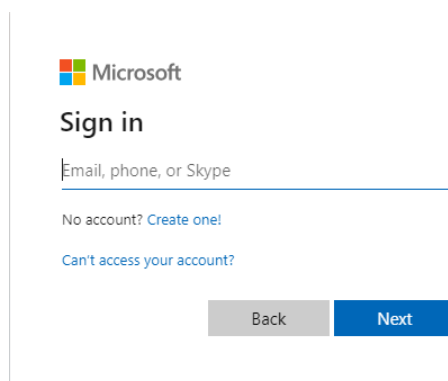
1 Activating Account

1. You will receive information of your new email address and TEMPORARY password. It will be something like this - User name: EggsAmple@knowledge4change.org
Temporary password: Ruj36646)
2. Go to your preferred browser and type in: <https://www.office.com/>



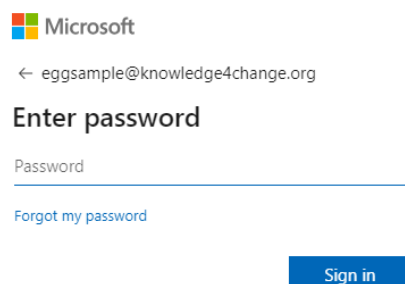
Then click sign  in:

3. This will take you into the log in page. Here type in your email address in (provided to you and should end in **@knowledge4change.org**).



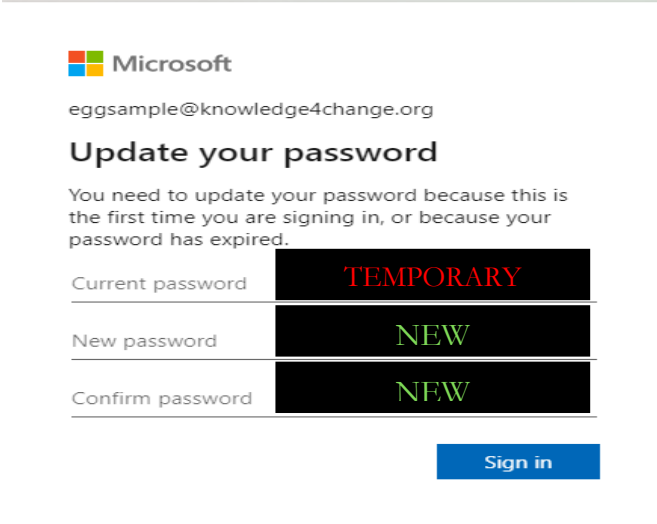
Once you have put in your email click NEXT:

4. This will then take you to the password page. Insert your password and click SIGN IN.



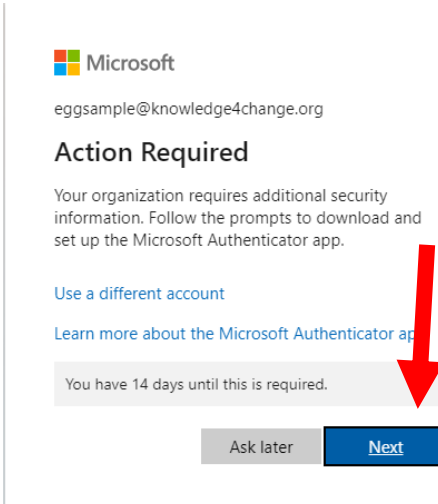
5. Once you have clicked on this you will get taken to a prompt to create a new password. In the first line you type the **temporary password**. You can then create a new

password – take care of capital letters and numbers. Once you have done this click Sign-In.



The screenshot shows the Microsoft password update interface. At the top is the Microsoft logo and the email address 'eggsample@knowledge4change.org'. The main heading is 'Update your password'. Below this is a message: '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 input fields: 'Current password' with a black background and red text 'TEMPORARY', 'New password' with a black background and green text 'NEW', and 'Confirm password' with a black background and green text 'NEW'. A blue 'Sign in' button is located at the bottom right.

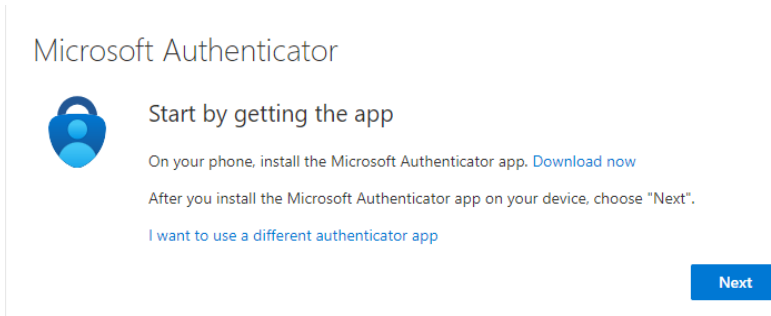
6. You will then get prompted to add multi-stage authentication. Click NEXT



The screenshot shows the 'Action Required' screen. It features the Microsoft logo and the email address 'eggsample@knowledge4change.org'. The heading is 'Action Required'. The text reads: 'Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.' There are two links: 'Use a different account' and 'Learn more about the Microsoft Authenticator app'. A grey box contains the text 'You have 14 days until this is required.' A red arrow points down to the 'Next' button. At the bottom are 'Ask later' and 'Next' buttons.

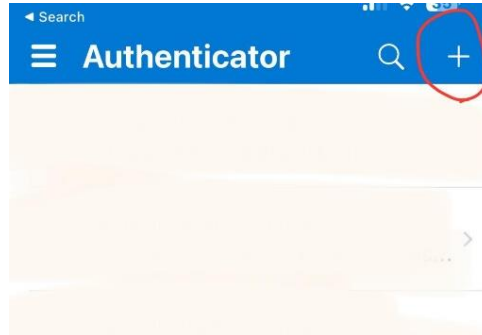
7. To proceed with this step, you will need to download the MICROSOFT AUTHENTICATOR APP ON YOUR PHONE. When you have done this select NEXT

- a. If you have an android, you can do this on Playstore
- b. If you have an apple phone you will need to do this on the AppStore

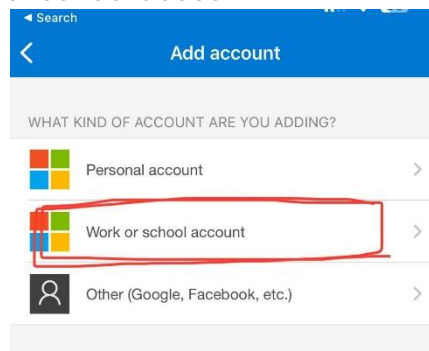


The screenshot shows the Microsoft Authenticator app introduction screen. It features the Microsoft Authenticator logo and the heading 'Microsoft Authenticator'. The text reads: 'Start by getting the app'. Below this is a sub-heading: 'On your phone, install the Microsoft Authenticator app. Download now'. Another line of text says: 'After you install the Microsoft Authenticator app on your device, choose "Next".' There is a link: 'I want to use a different authenticator app'. A blue 'Next' button is located at the bottom right.

8. On your PHONE go onto the authenticator app
 - a. Then click the “+” on the top right of the page

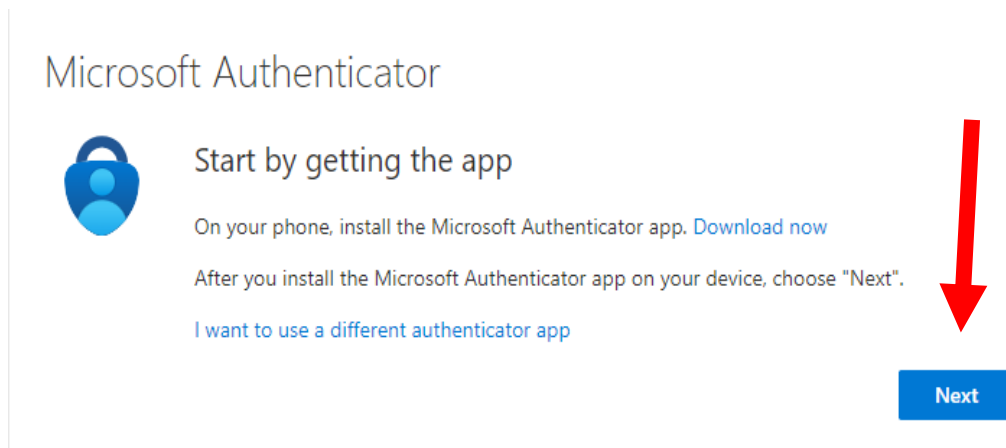


- b. Then add a work or school account

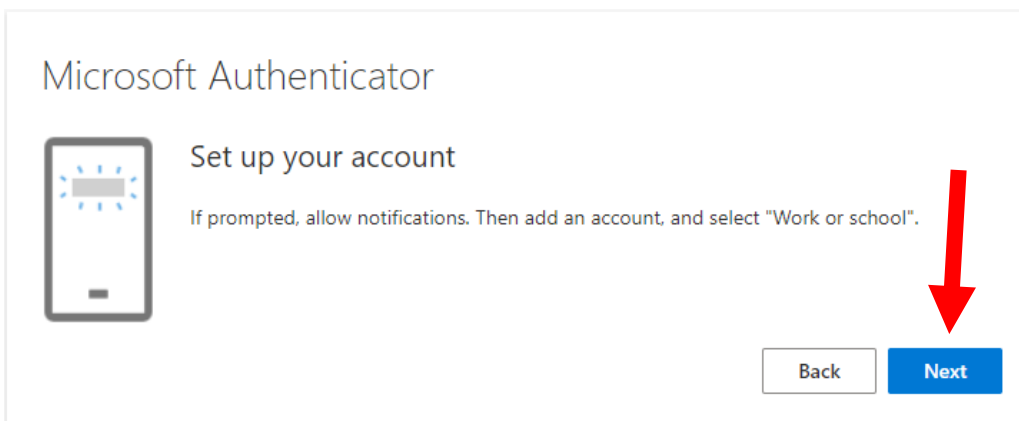


- c. You will then get the prompt: SCAN QR CODE

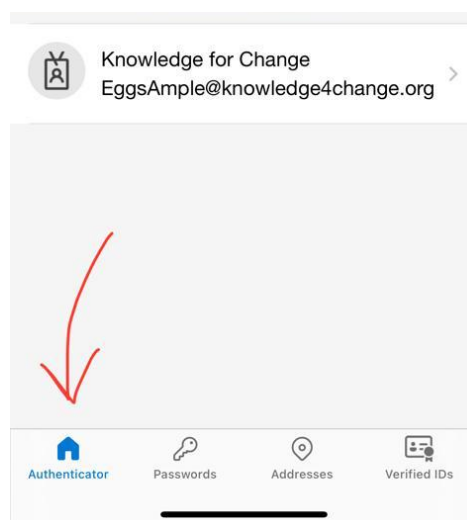
9. Go back to your web browser and press NEXT:



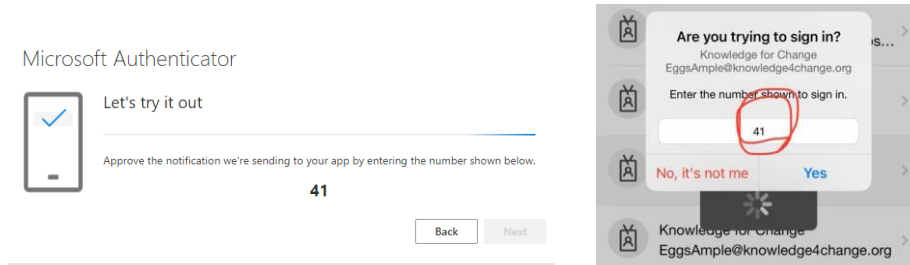
10. On the next screen click NEXT:



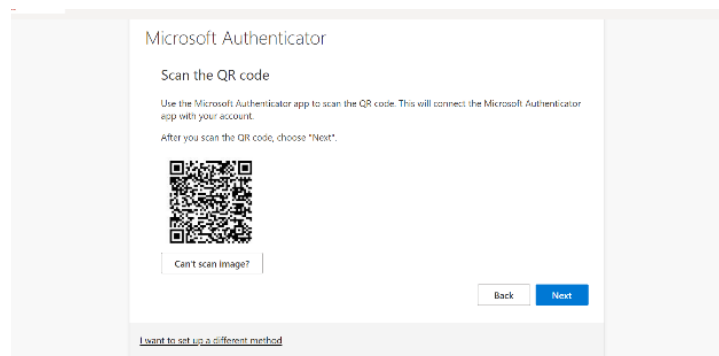
11. Scan the QR code shown on the screen with your phone. ([Follow the instructions on cannot scan image if this does not work]. If the QR code scan has worked the email should then appear on your home screen



12. Once your email has appeared on the home-screen of your PHONE click NEXT on the desktop.
13. A number will then appear on your DESKTOP. This should create a pop-up on the PHONE app. Enter the same number in the app and press YES (layout may vary slightly from phone-to-phone)



14. If all is successful, an approved message should appear.



****You will need to repeat this process every time you log-in****