



# **Guide to Opening Your Work Account in Outlook Online**

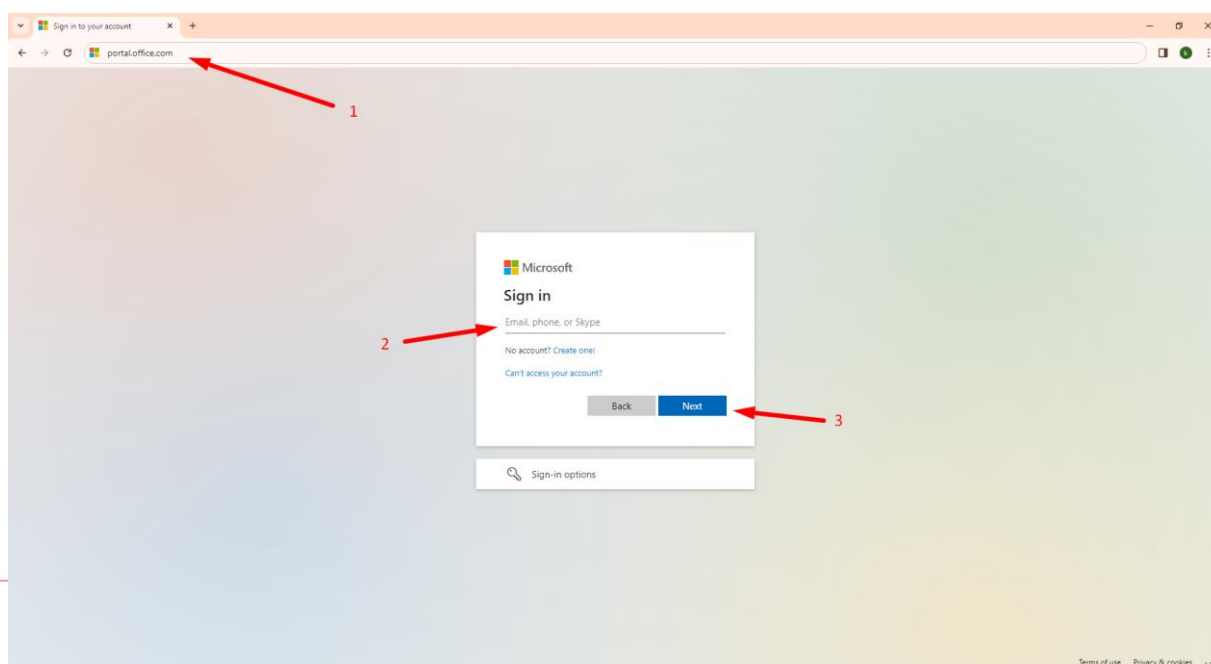
Microsoft Outlook Online, also known as Outlook Web Access (OWA), is a web-based email client that allows you to access your work email account from any web browser. Follow these steps to open your work account in Outlook Online:

### Step 1: Launch Your Web Browser and Access Outlook Online

**1.Open Web Browser:** Launch your preferred web browser (e.g., Google Chrome, Mozilla Firefox, Microsoft Edge, Safari).

**2.Enter URL:** In the address bar of your web browser, enter the URL for the Microsoft Office portal: <https://portal.office.com/>

**3.Press Enter:** Press the "Enter" key to navigate to the Microsoft Office portal login page.



## Step 2: Sign in to Your Work Account

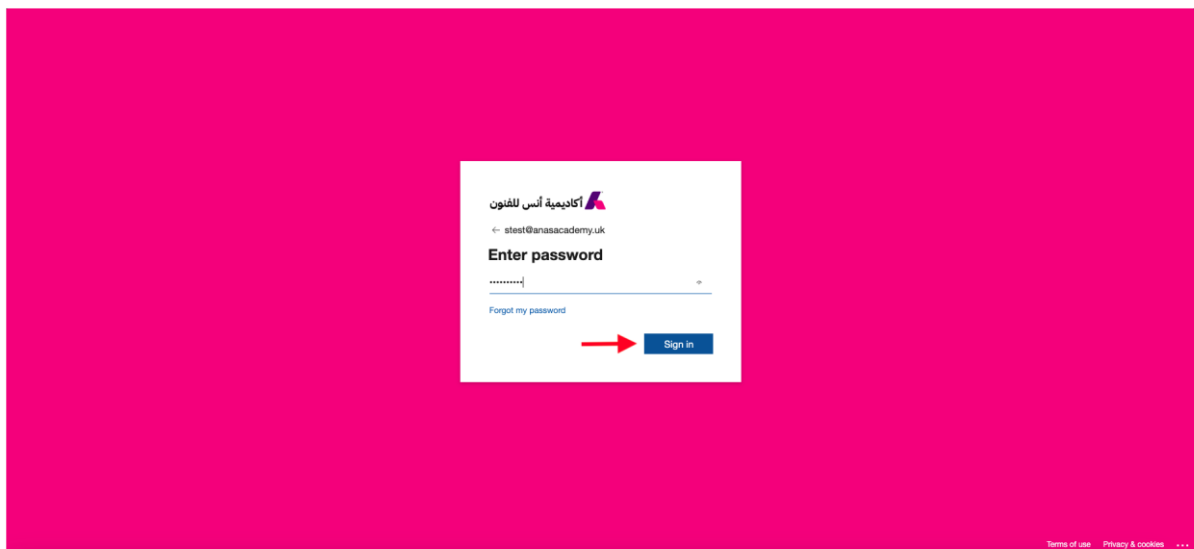
**1.Enter Email Address:** On the Microsoft Office portal login page, enter your work email address (employee\_email@anasacademy.uk).

**2.Click Next:** After entering your email address, click "Next" to proceed.

**3.Enter Password:** Enter the password associated with your work email account.

**4.Sign in:** Click on "Sign in" to log in to your work account.

**5.Authenticate :** You may be asked to authenticate your identity using multi-factor authentication (MFA) if it's enabled for your account. Follow the on-screen instructions to complete the process.

A screenshot of a login page for 'أكاديمية أنس للفنون' (Anas Academy of Arts). The page has a white background with a pink border. At the top, there is a logo and the text 'أكاديمية أنس للفنون'. Below that, the email address 'stest@anasacademy.uk' is entered. The main heading is 'Enter password'. There is a password input field with a masked password '\*\*\*\*\*'. Below the input field, there is a link 'Forgot my password'. At the bottom, there is a red arrow pointing to a blue 'Sign in' button. In the bottom right corner, there are links for 'Terms of use' and 'Privacy & cookies'.



### Step 3: Download and install the Microsoft Authenticator app

Install the latest version of the Authenticator app, based on your operating system:

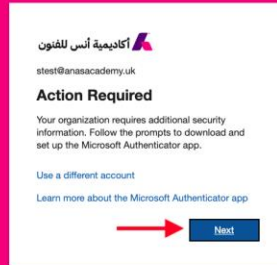
1. Install the latest version of the Authenticator app, based on your operating system:
2. Google Android. On your Android device, go to Google Play to [download and install the Authenticator app](#).
3. Apple iOS. On your Apple iOS device, go to the App Store to [download and install the Authenticator app](#).

### Step 4: Set up the Authenticator app

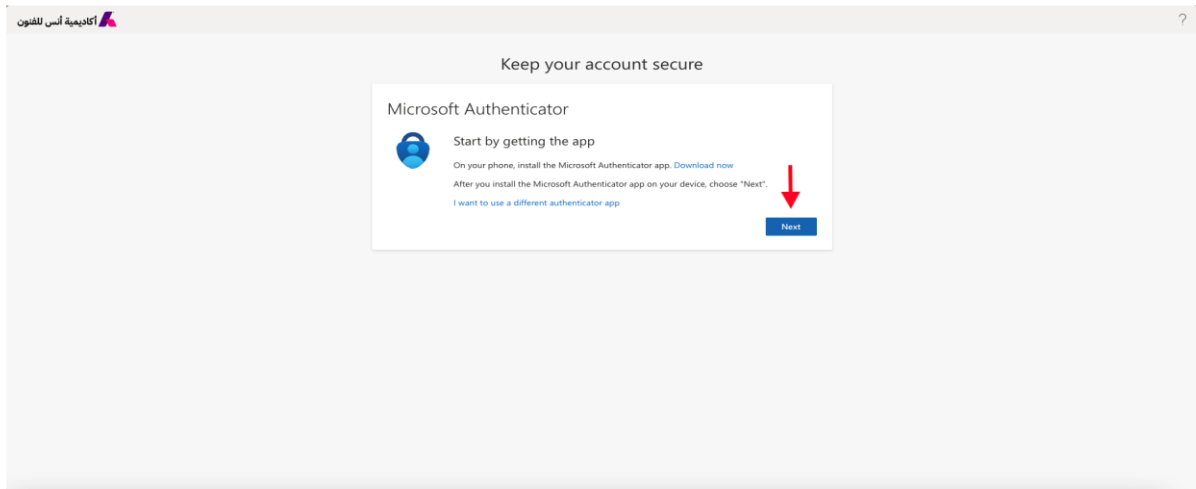
After you install the Authenticator app, follow the steps below to add your account:

1. Open the Authenticator app.
2. Select (+) in the upper right corner.
3. Point your camera at the QR code or follow the instructions provided in your account settings.

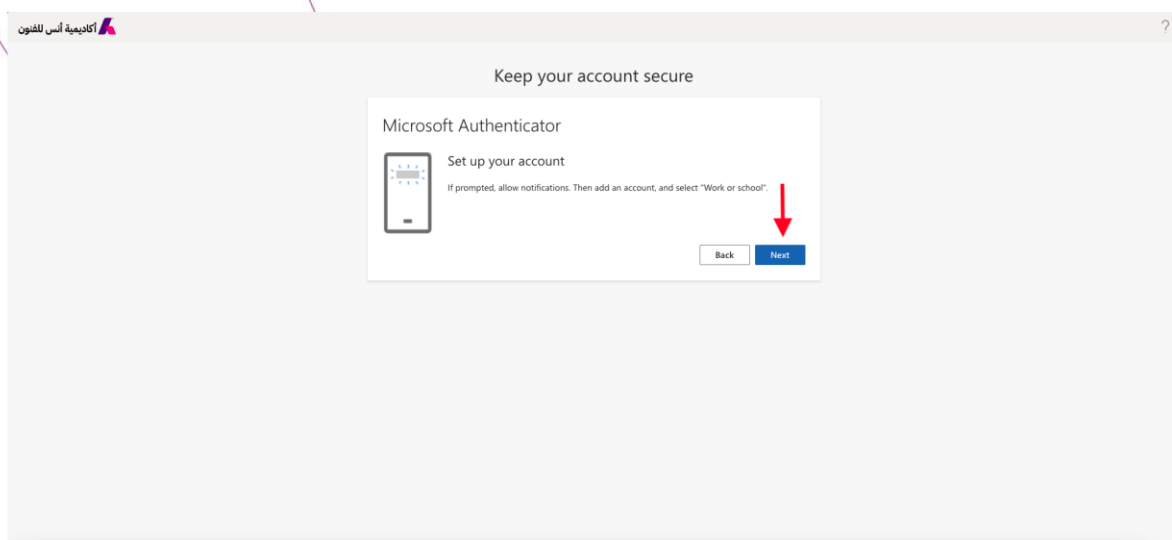
After your account appears in your Authenticator app, you can use the one-time codes to sign in. For more information and support on the Authenticator App, open the [Download Microsoft Authenticator](#) page.



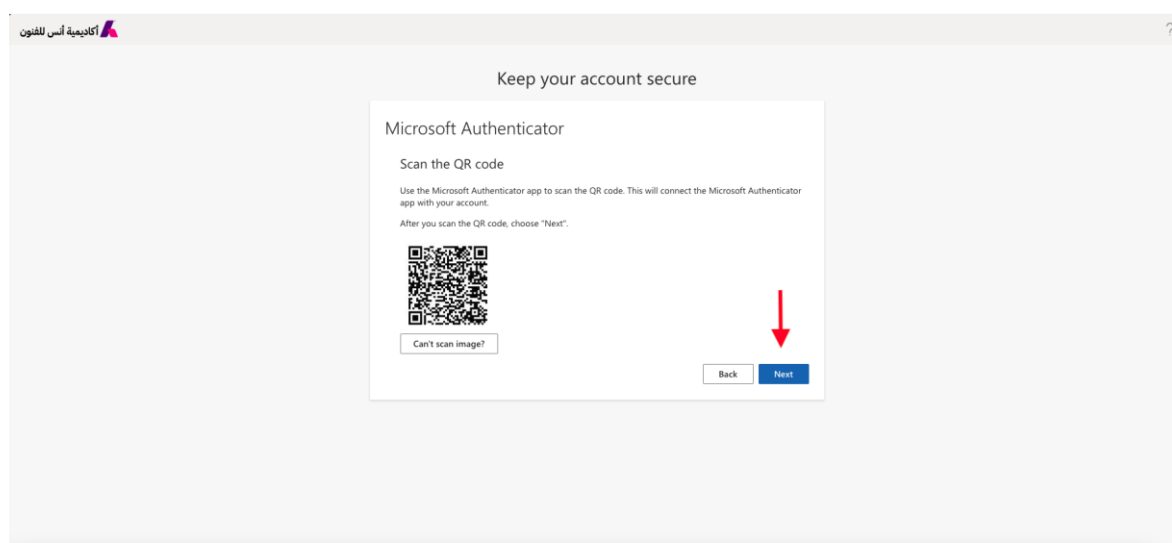
Click on Next



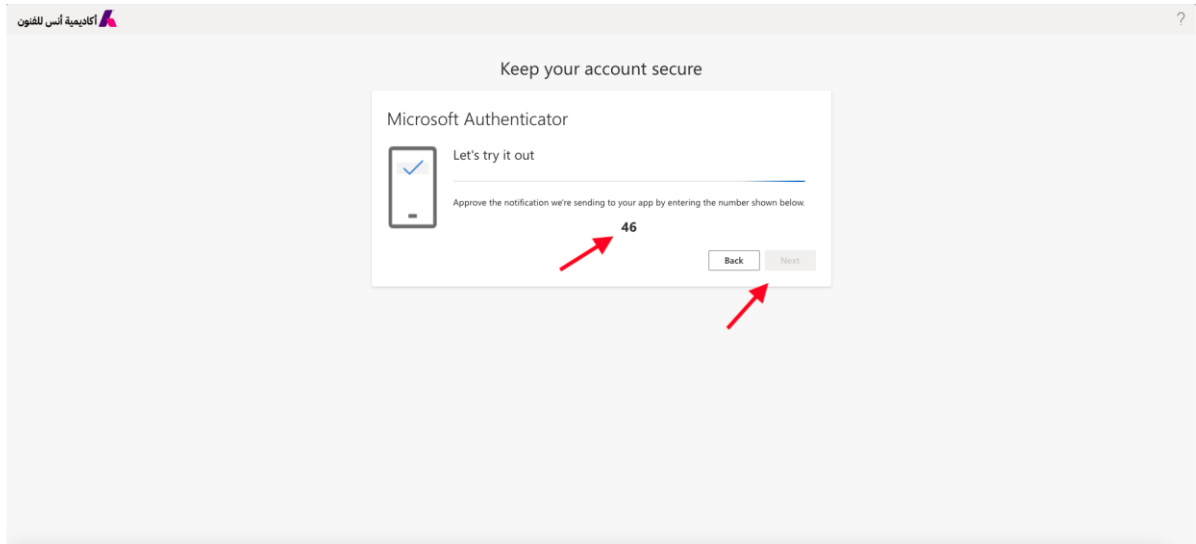
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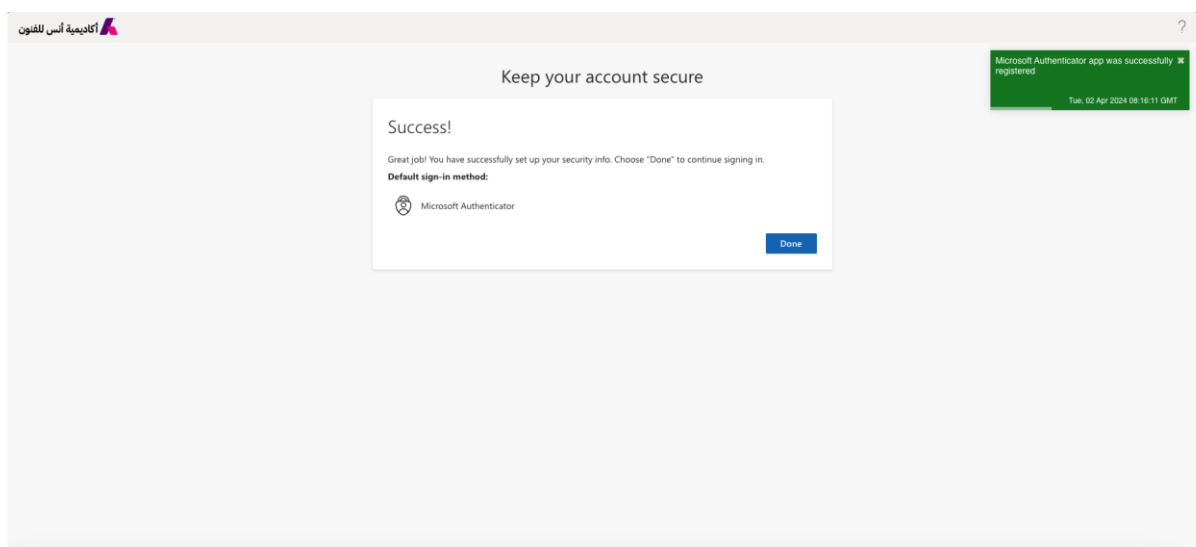
Click on Next



Point your camera at the QR code  
And Scan QR code once Finished Click on Next



1. Add code on your notification authentication app and click on approve.
2. Click on next.



## Step 5: Access Your Work Account

**1.Navigate to Outlook:** After logging in, you will be directed to the Microsoft Office portal dashboard. Locate the Outlook tile or click on the "Outlook" icon in the app launcher to access Outlook Online.

**2.Explore Outlook Online:** Once in Outlook Online, you can access your work emails, calendar, contacts, and other features.

**3.Customize Settings:** You can customize Outlook Online settings according to your preferences, such as email signature, inbox rules, and more.

