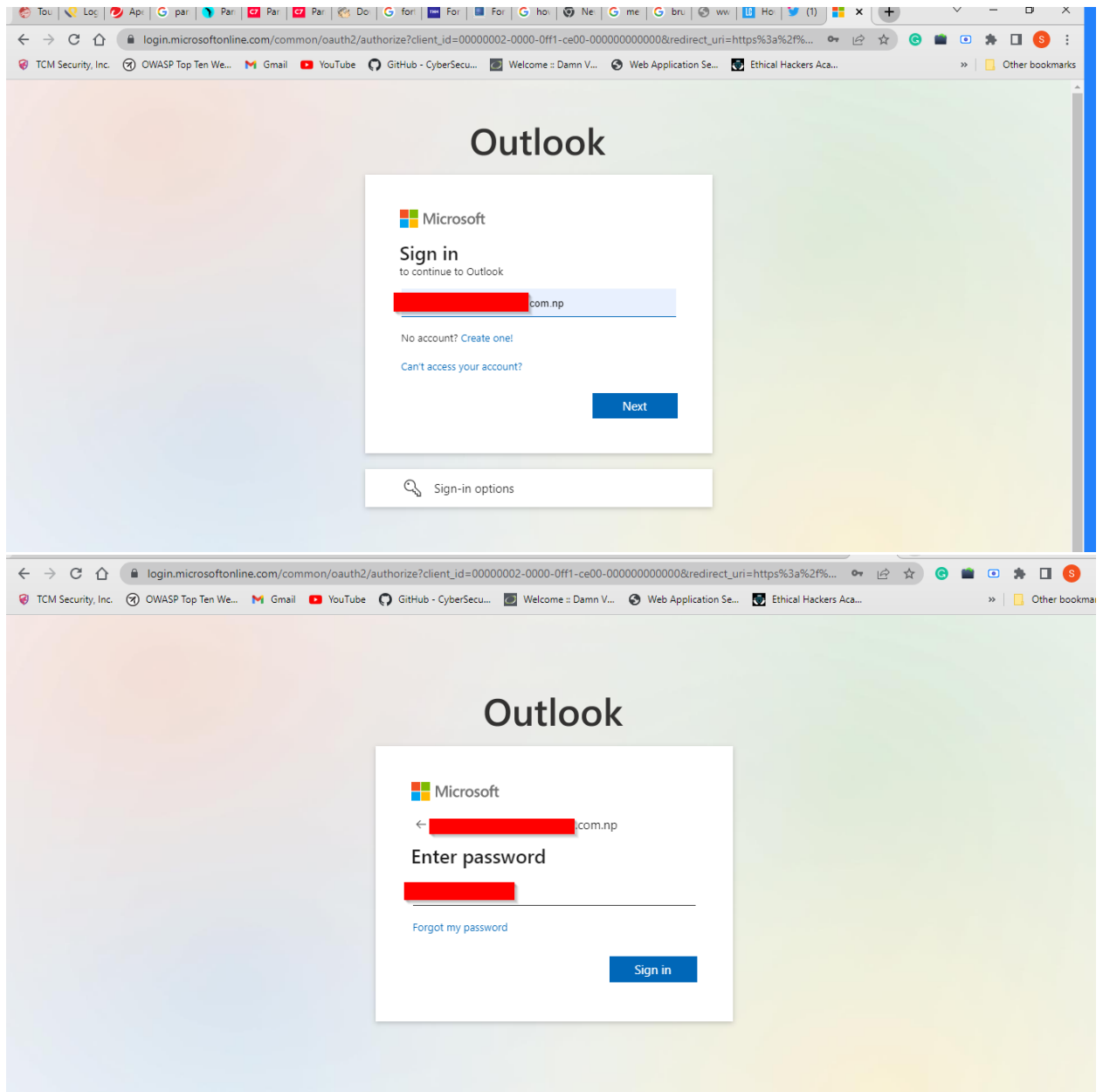


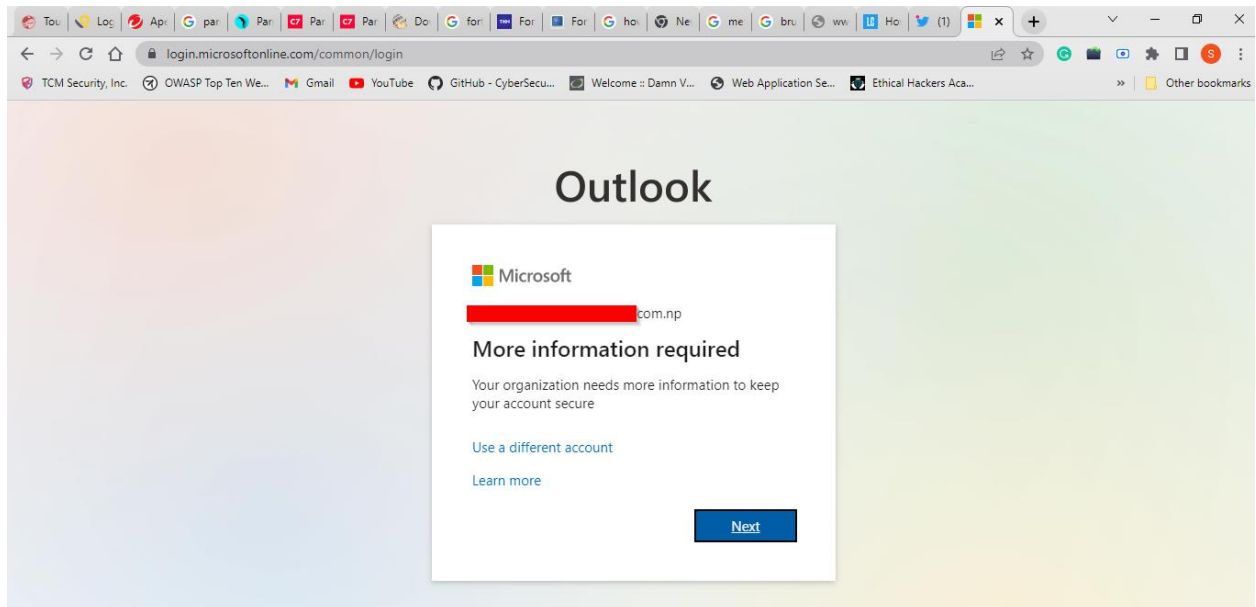
OUTLOOK ACCOUNT SETUP AFTER ENABLING TWO-FACTOR AUTHENTICATION

(Two-factor authentication adds extra layer of security to your account, so that it cannot be accessed by any other individual. It is a safe practice to enable two-factor authentication wherever possible.)

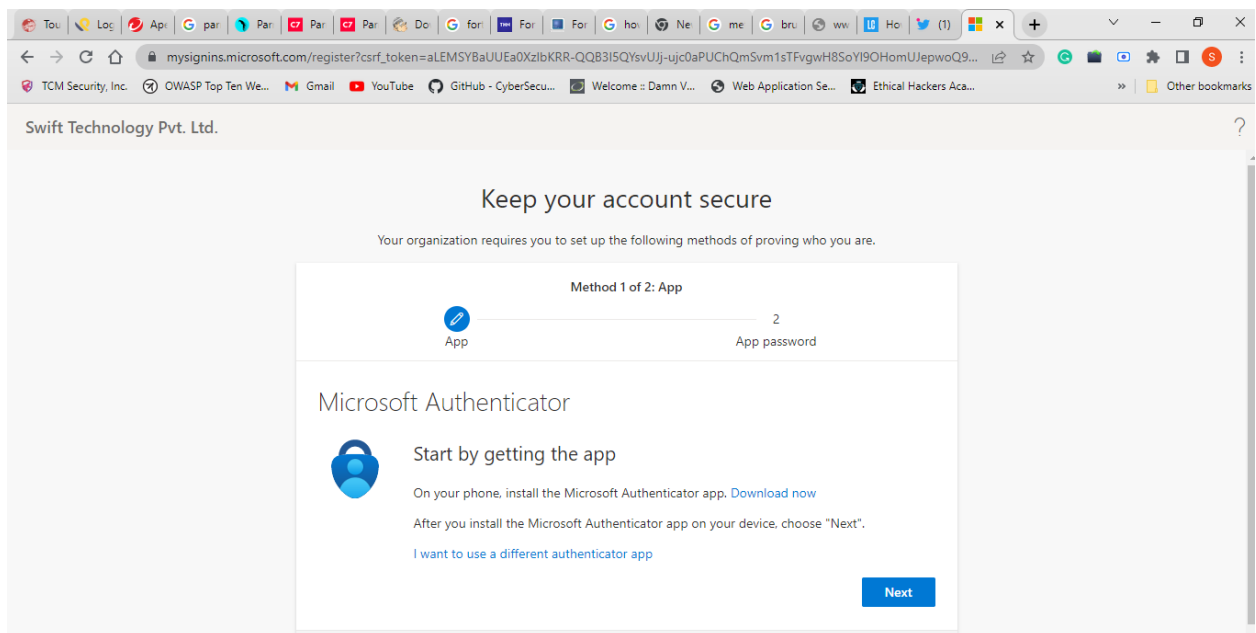
1. Login to your outlook account using any browser. (Link: <https://outlook.office365.com/mail/>)



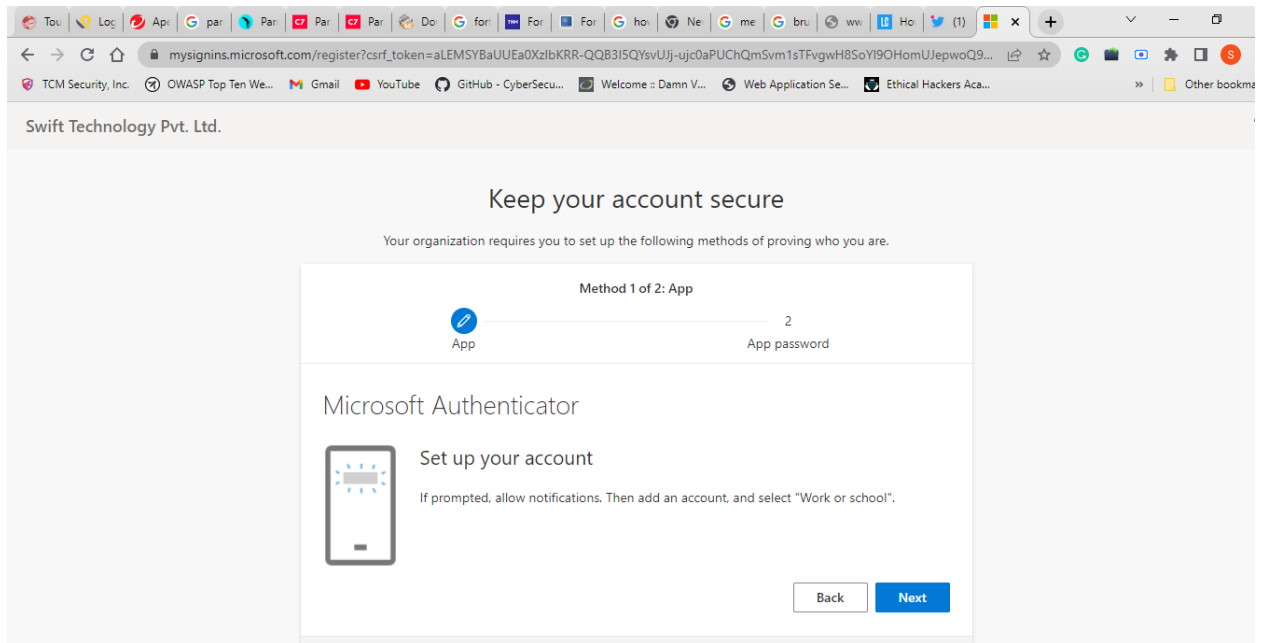
2. After login, “More Information required Window” will appear as shown in the figure, click next.



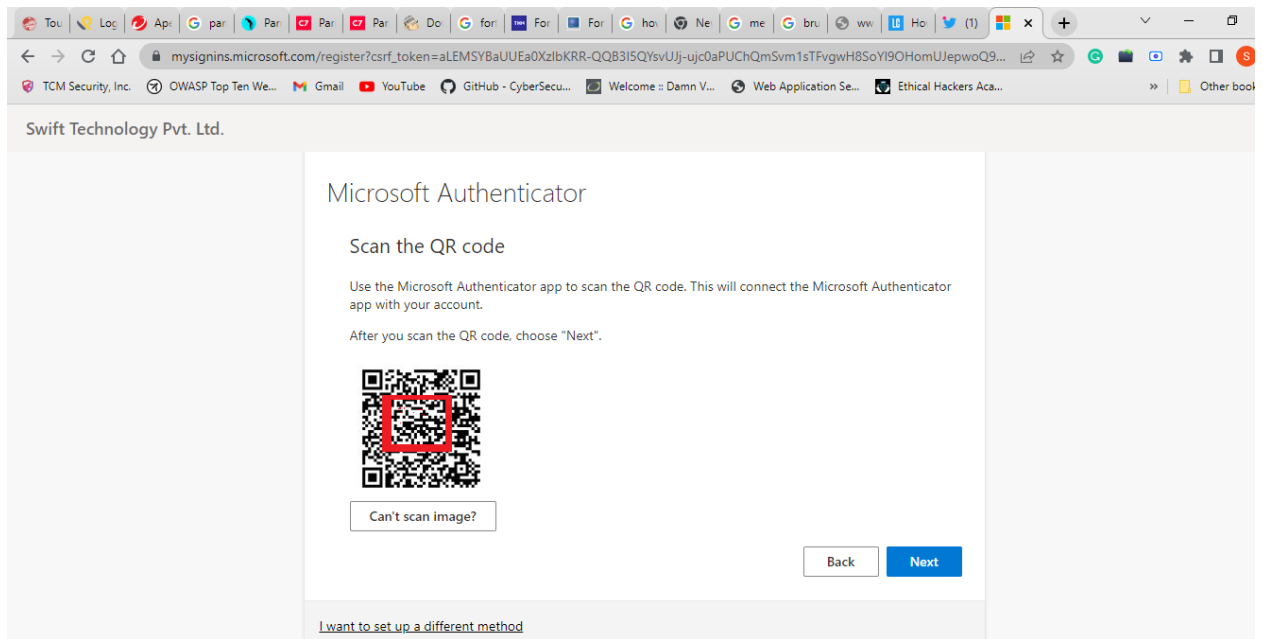
3. Click next on “Microsoft Authenticator window” and install the Microsoft authenticator app in your Android or IOS device using Play Store or App Store accordingly.



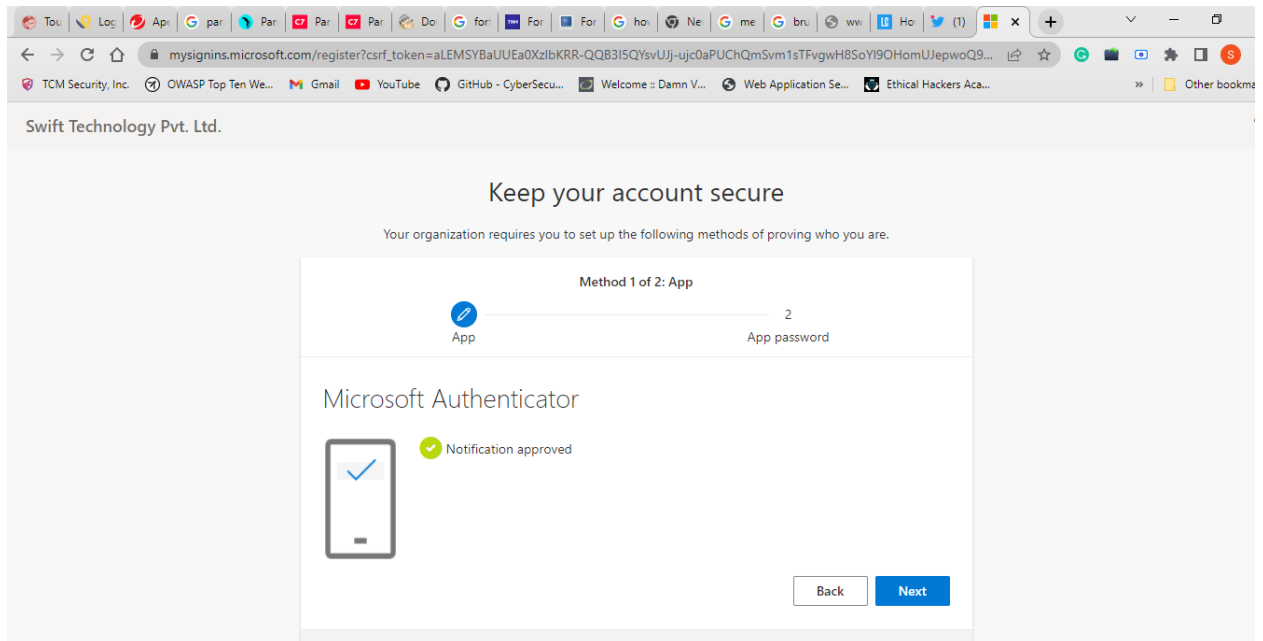
4. Click next on setup your account as shown in figure.



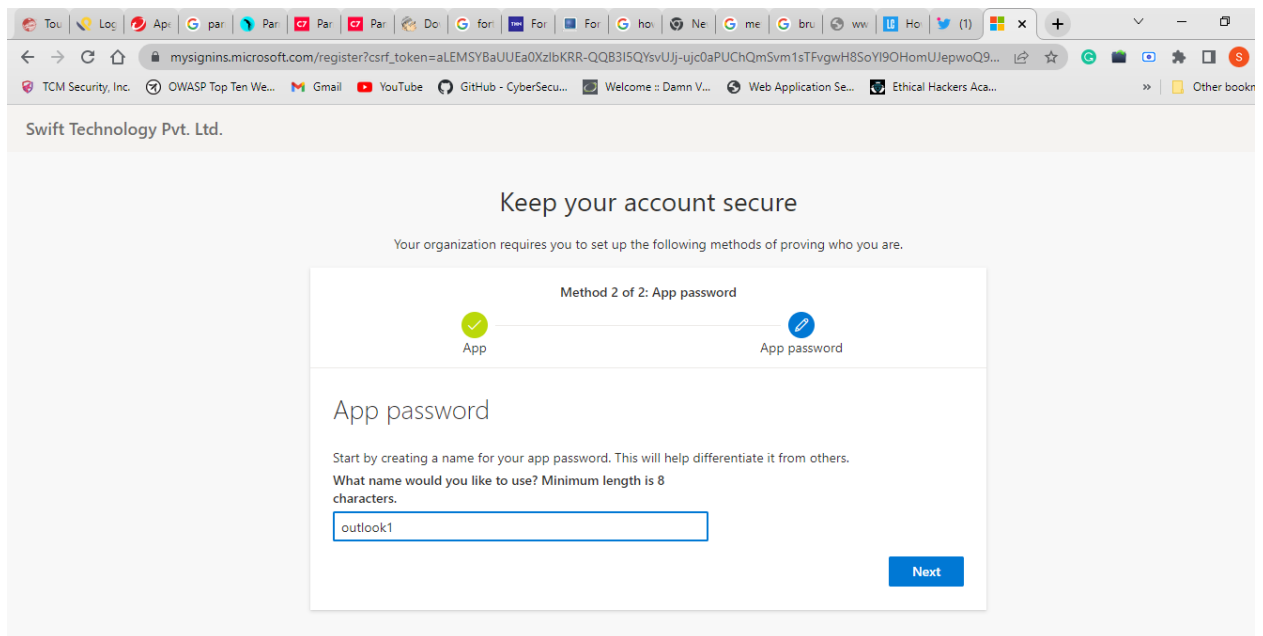
5. Scan the generated QR Code using your authenticator app from your mobile device.



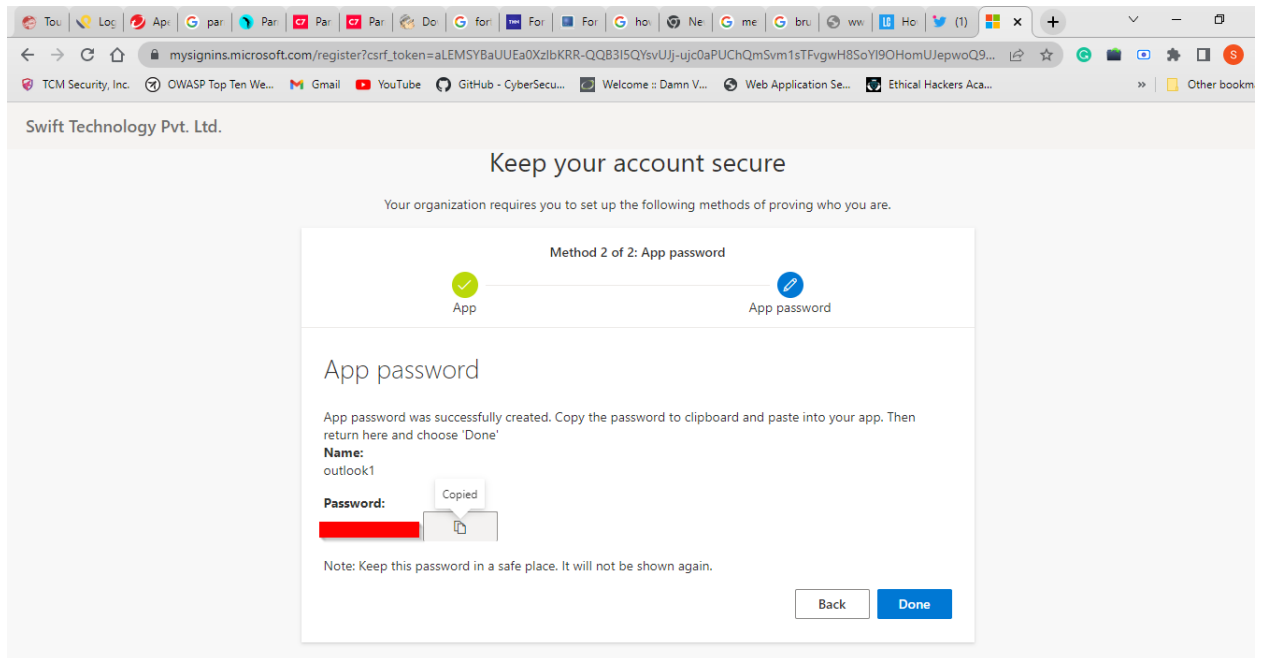
6. You will get the next window notification approved as shown in figure.



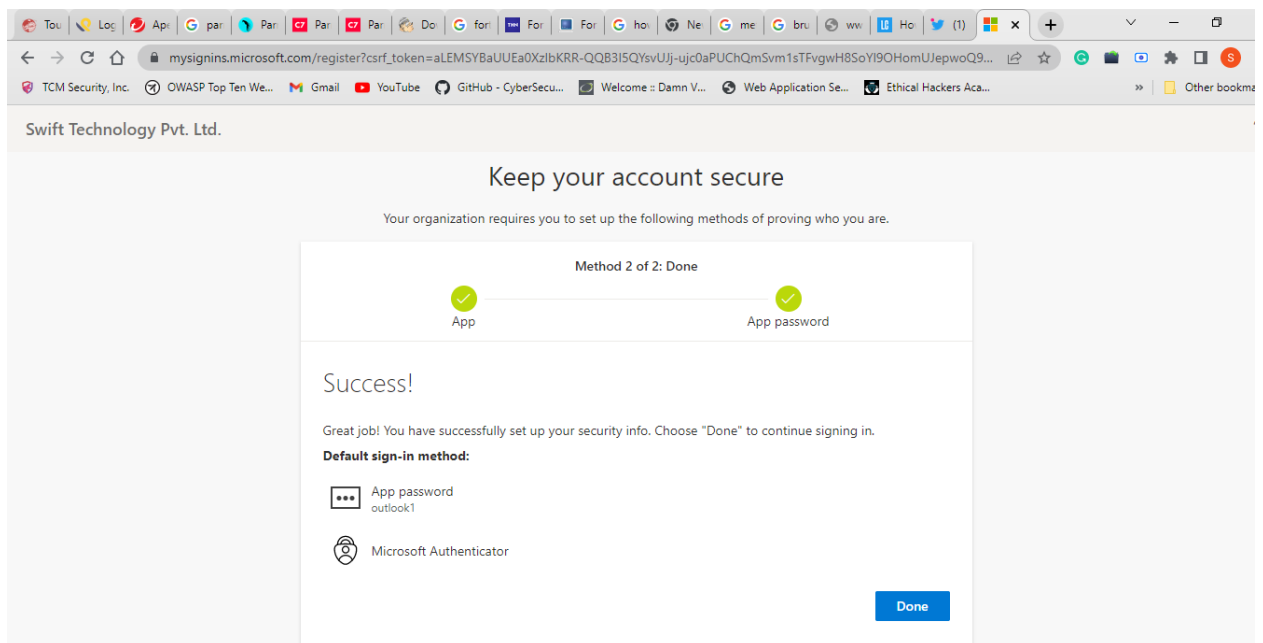
7. In the next step we need to setup our app password, if we want to use the outlook app.
8. In order to setup the app password, we need to provide name to it. In the figure the name is "outlook1" but you can use anything as long as the minimum length is 8 characters long.



9. After giving the name, a password is generated by outlook itself in the next window. Copy the generated password.



10. In the next window, you will be provided with default sign in methods as shown in the figure below. Click done to finish setting up your two-factor enabled account.



If any help is needed please contact the system team