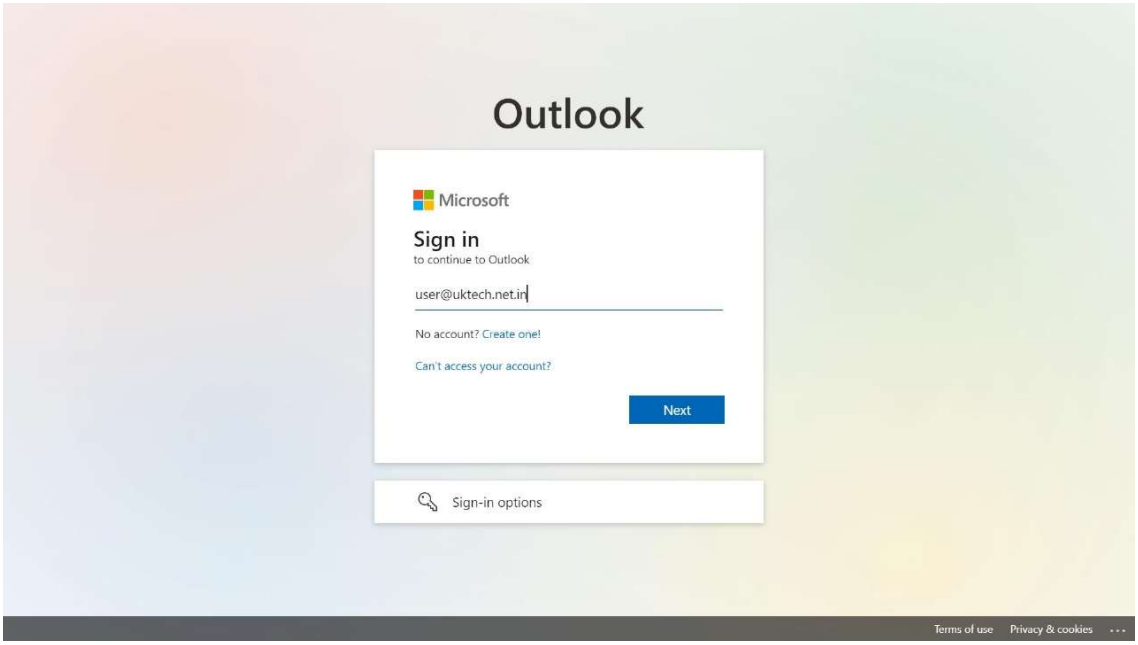
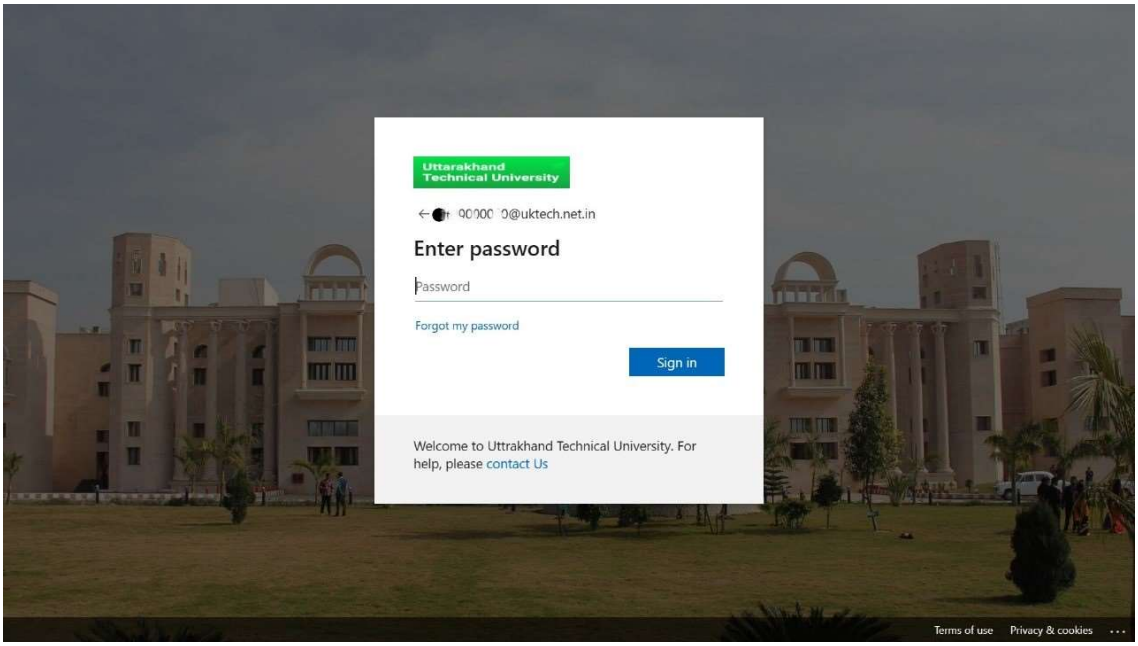
Steps to follow first-time login

Step 1: Open the login web page https://outlook.office365.com

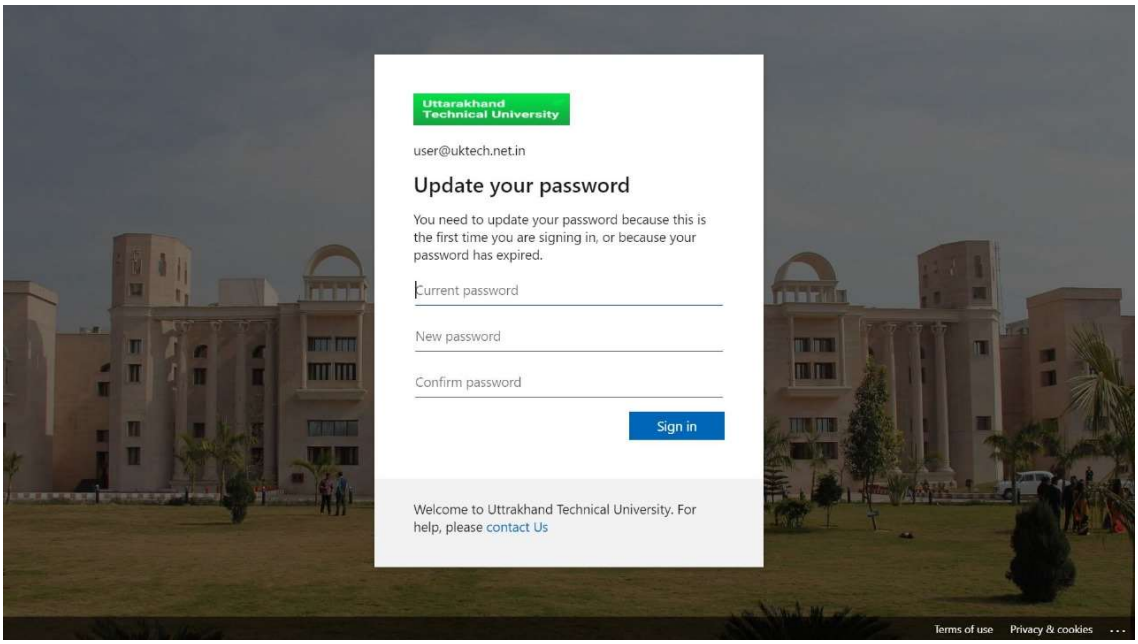
Step 2: Enter your Email ID



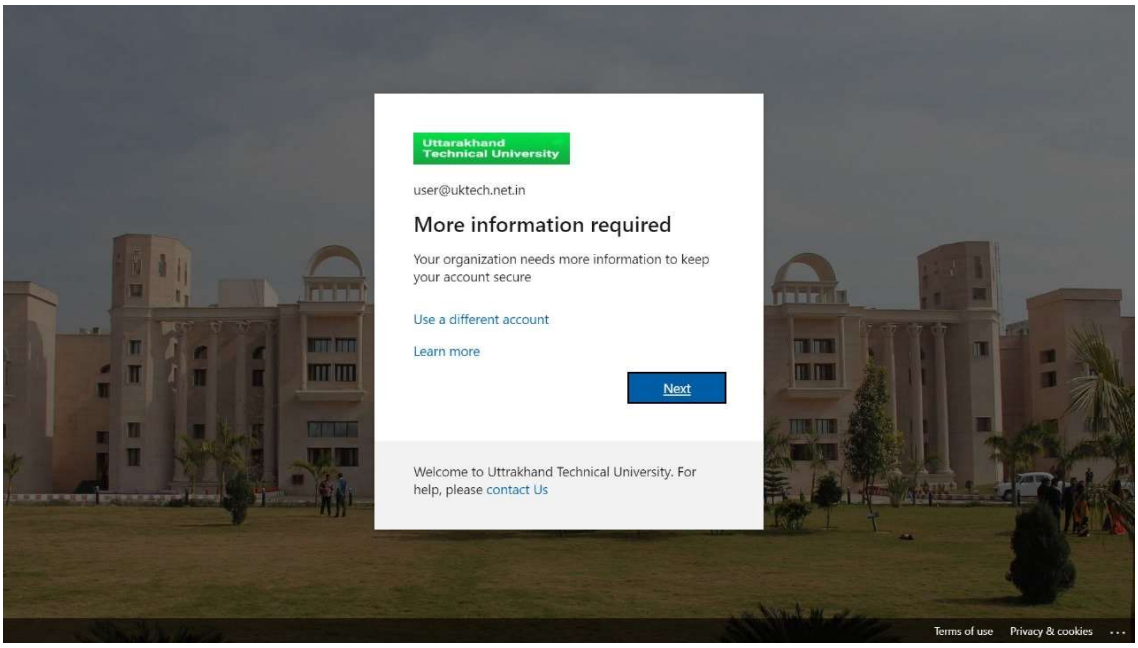
Step 3: Enter your password



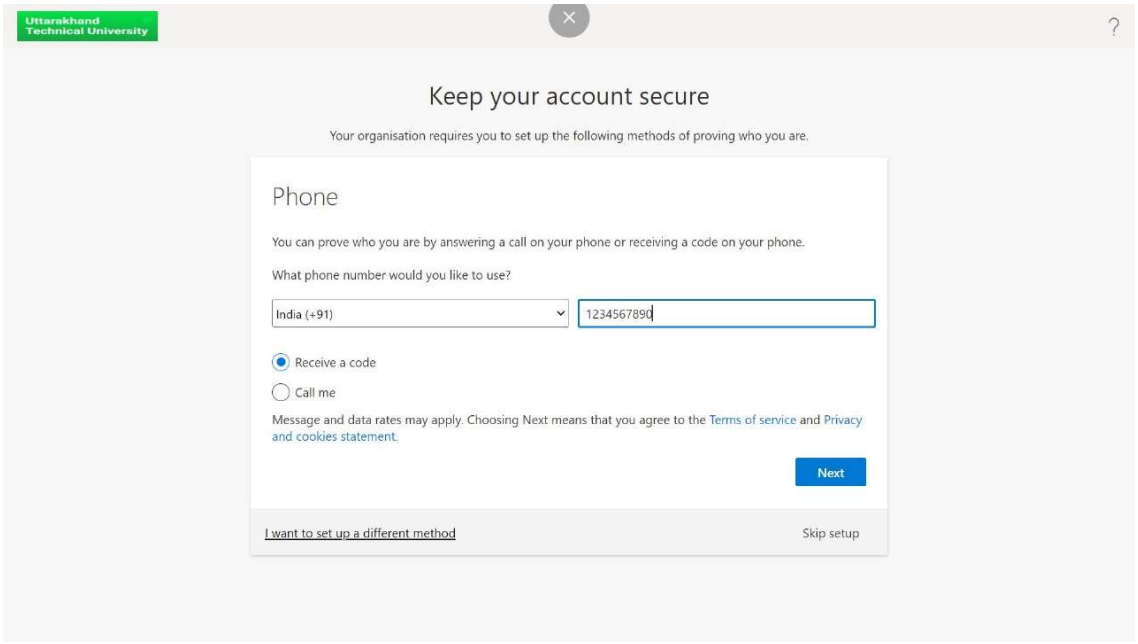
Step 3: For account safety change your password.



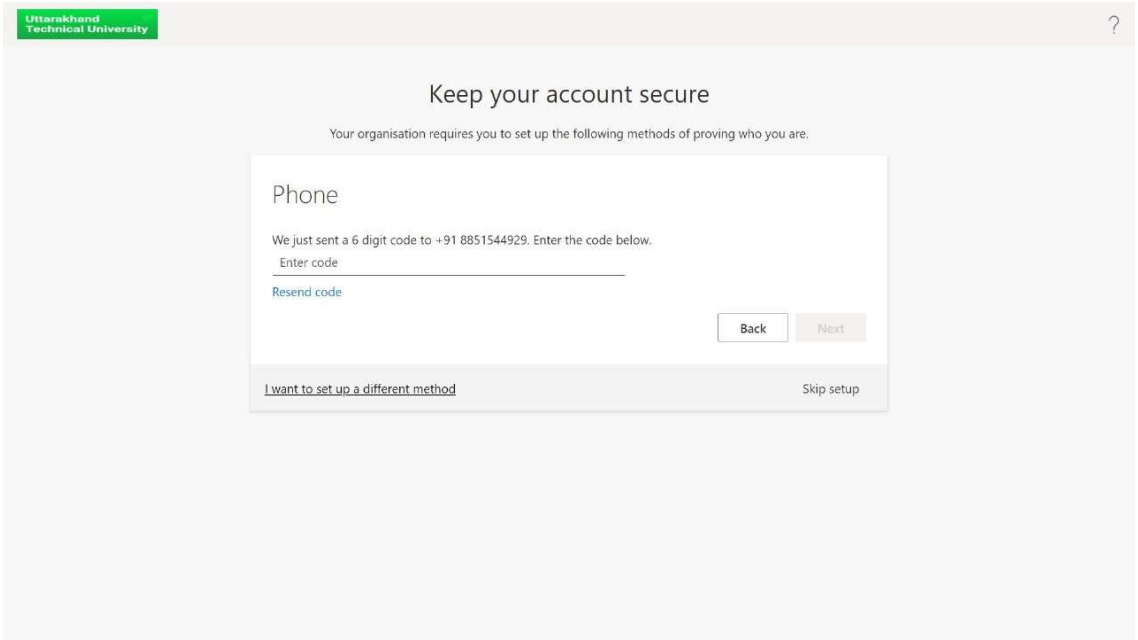
Step 4: Click on next.



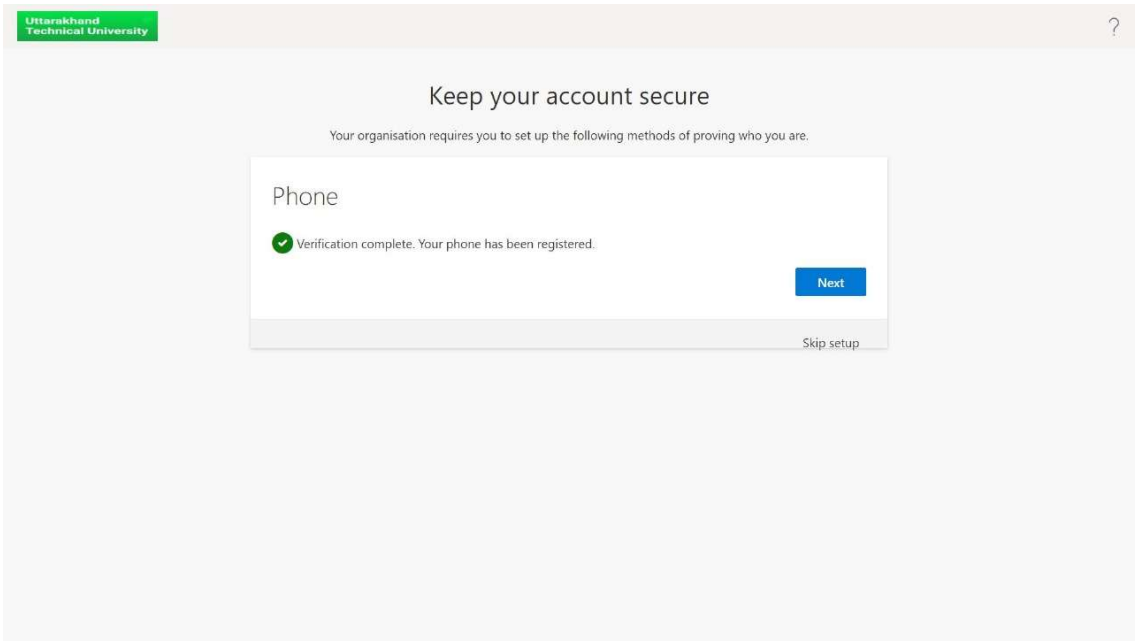
Step 5: Enter your mobile number. Please note that if you forget your password in the future, this mobile number will be used for resetting the password.



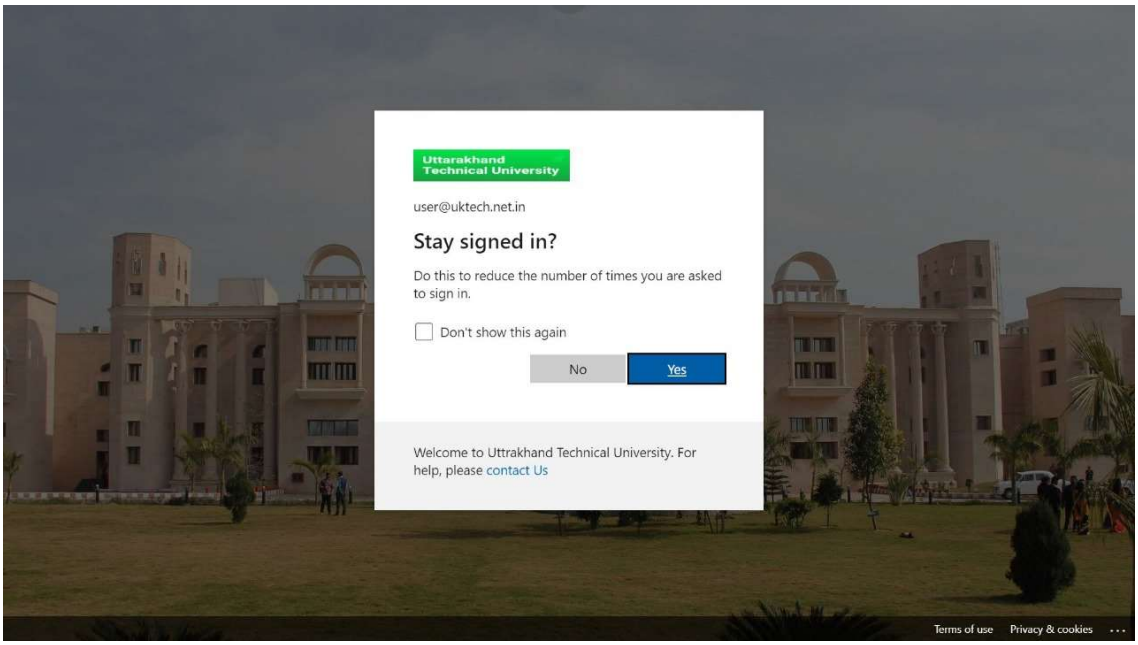
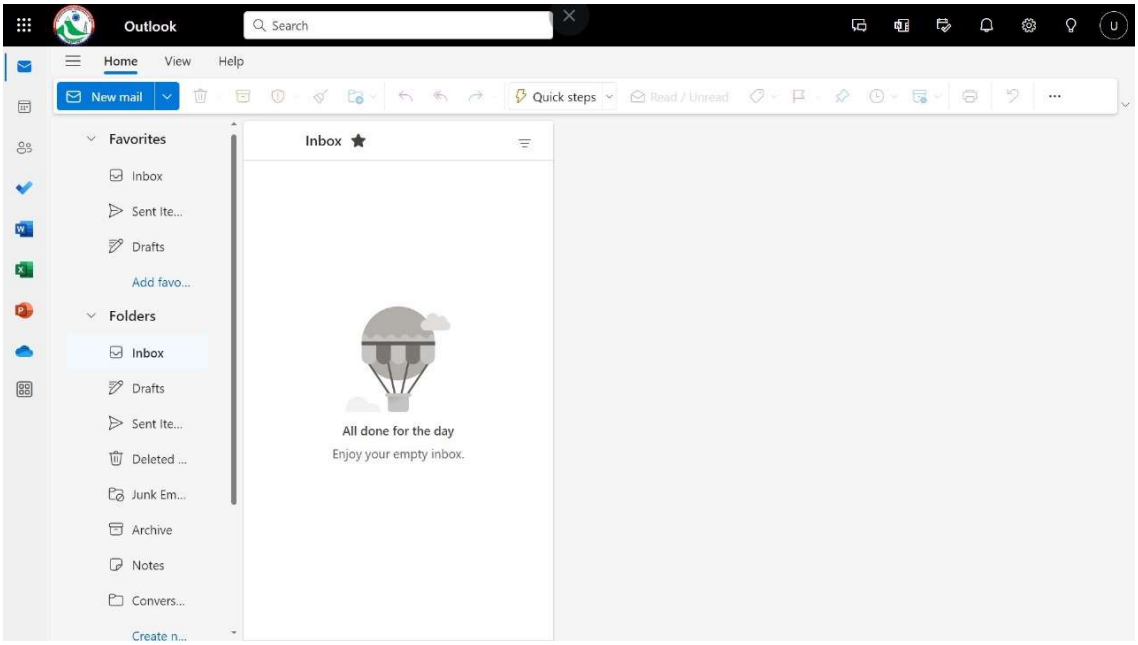
Step 6: Enter 6-digit code to verify your number.



Step 7: Click on next



Step 8: Choose one option.



Step 9: You can now check your emails.