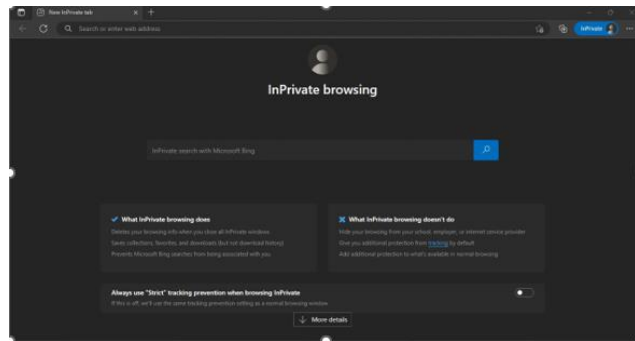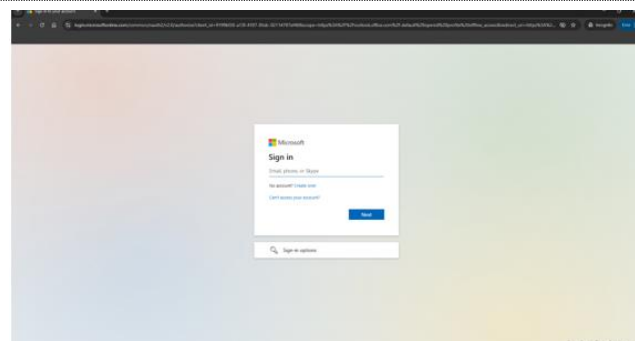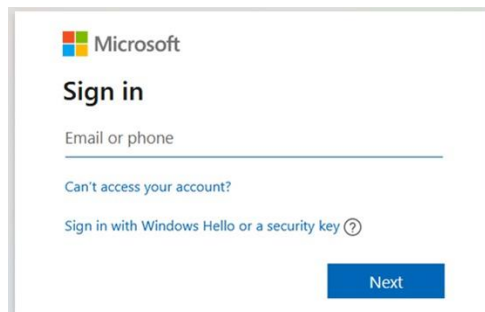# Login to Sutherland M365 email account using MFA
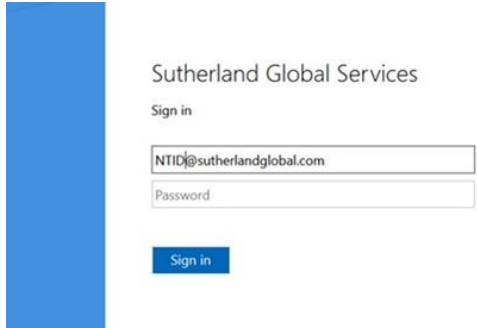

1. Launched your preferred browser in InCognito mode for added security.

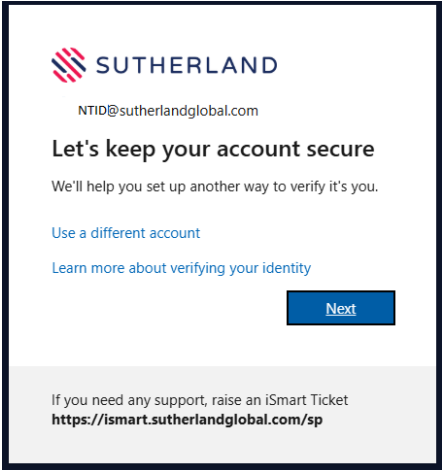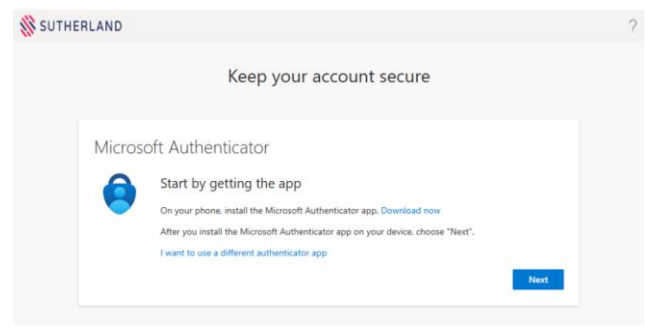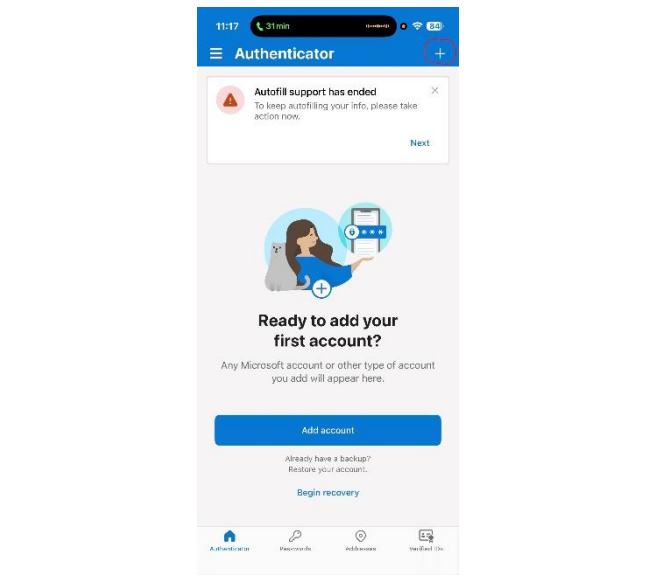2. Open the following link: https://outlook.office365.com
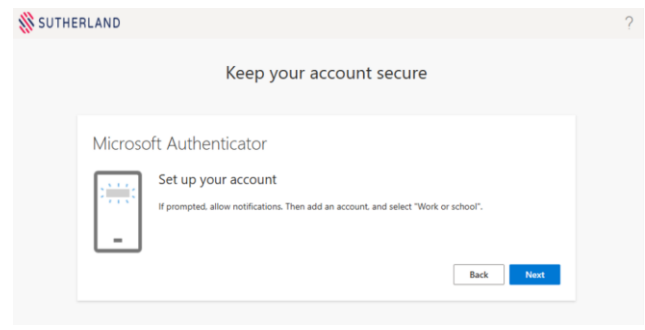
3. Please enter the NTID@sutherlandglobal.com provided and click on "NEXT" to proceed

4. Click **Next** and screen will redirect to Sutherland's authentication portal.

5. Enter your **NTID** again (<NTID>@sutherlandglobal.com) and your **password**

6. Click **Sign in.**

7. Microsoft Authenticator for enhanced authentication security screen will appear

8. Choose Next

Login to Sutherland M365 email account using MFA

9. Download the Microsoft Autheticator App on your mobile device by visiting your devices APP STORE and searching Microsoft Authenticator
10. Once downloaded – Choose Next and open the Microsoft Authenticator App on your mobile device

11. On your mobile device choose the plus (+) sign to add an account

12. Follow the prompts on screen and click NEXT

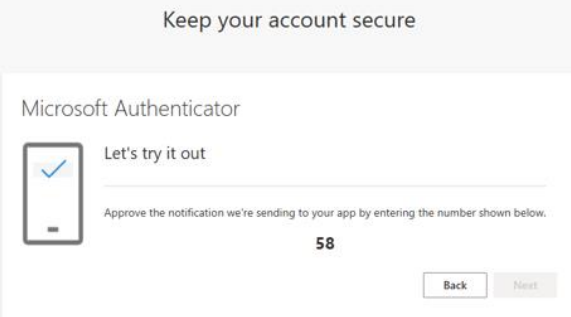# Login to Sutherland M365 email account using MFA
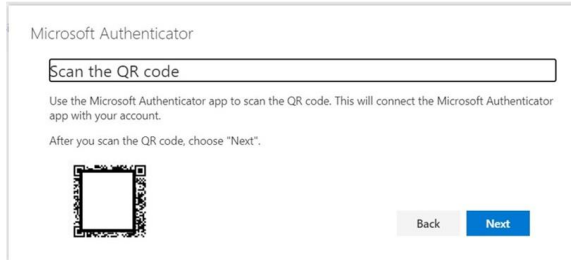
13. On the next window you will be presented with a QR Code.

14. Leave the window open on that code, and return to the phone and scan the QR code
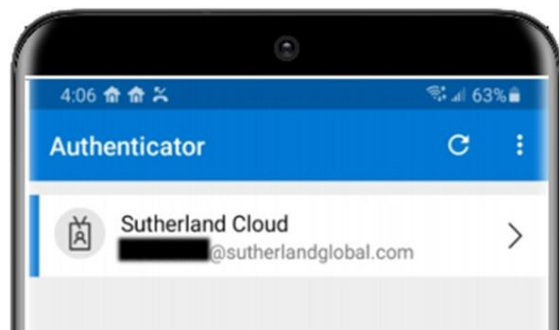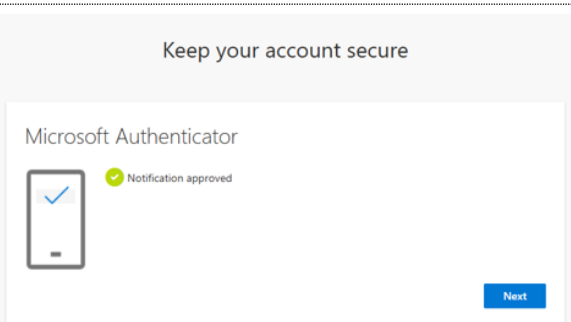

15. Once the QR code has been successfully captured, the Authenticator app on your phone will show **Sutherland Cloud** as an account.

16. Click **Next** on the computer pop-up where the QR code is being displayed. The authenticator will do a trial authentication.
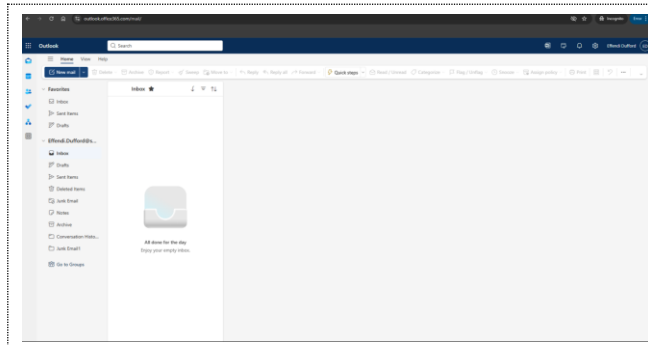

17. Type the numbers from your computer on the pop-up notification that appears on your phone.

18. You will be notified that the trial authentication was approved

19. Your outlook should open up on the next page