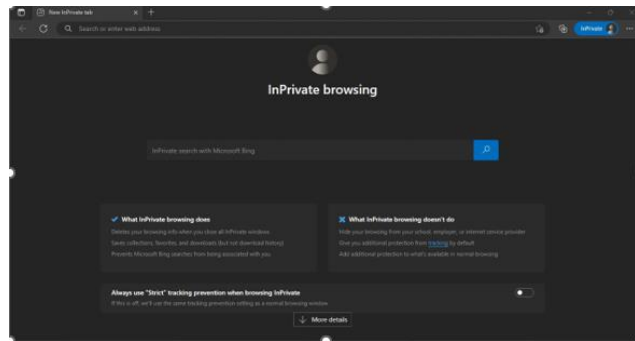
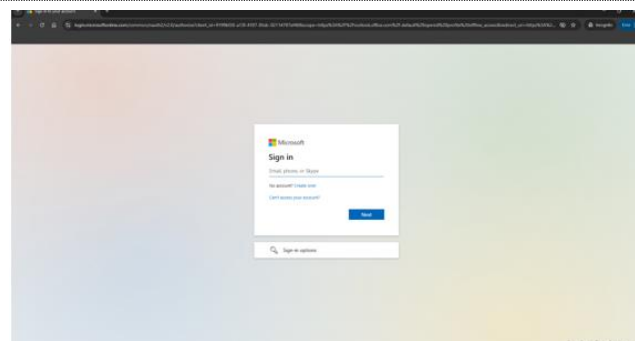


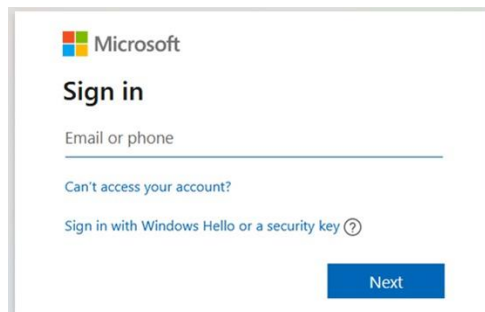
Login to Sutherland M365 email account using MFA



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

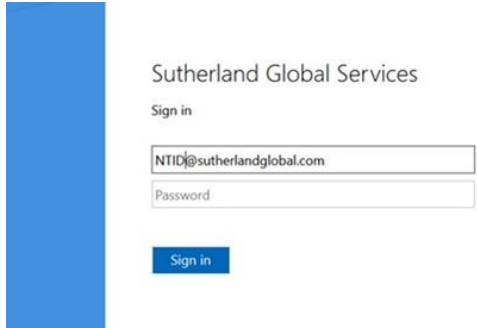
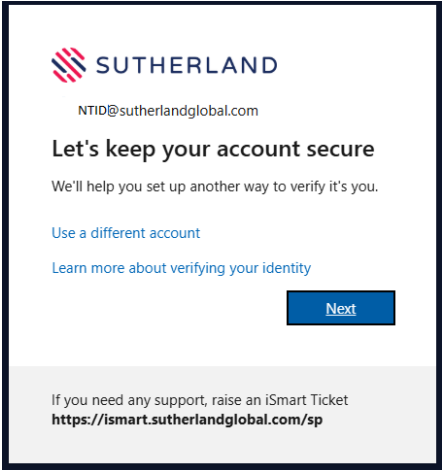


2. Open the following link: <https://outlook.office365.com>

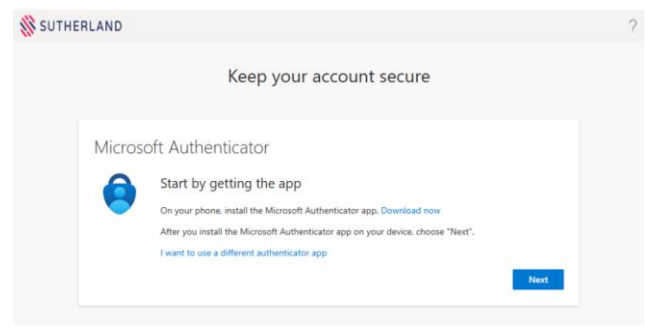
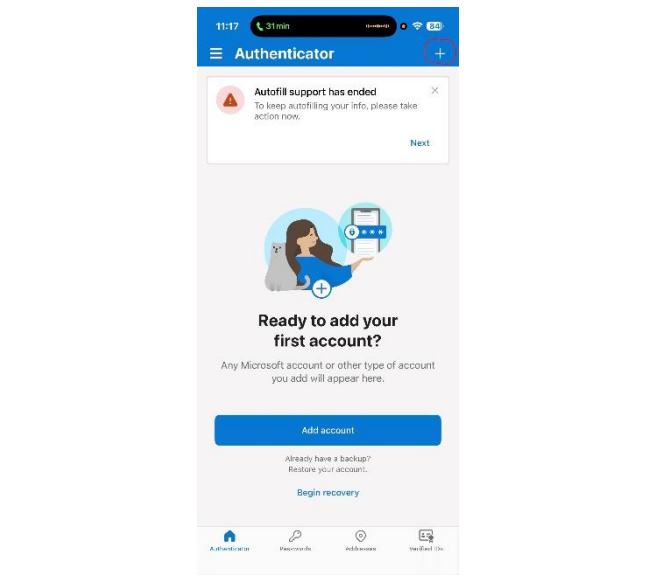
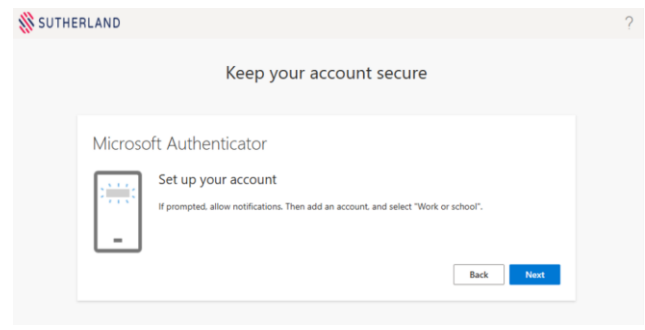


3. Please enter the NTID@sutherlandglobal.com provided and click on “NEXT” to proceed

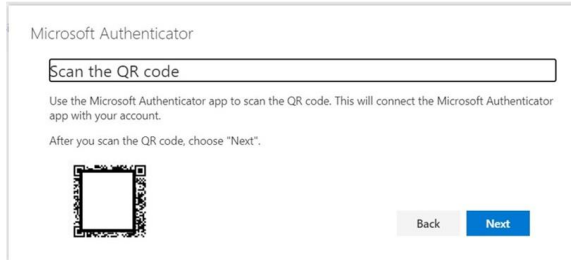
Login to Sutherland M365 email account using MFA

	<ol style="list-style-type: none">4. Click Next and screen will redirect to Sutherland's authentication portal.5. Enter your NTID again (<NTID>@sutherlandglobal.com) and your password6. Click Sign in.
	<ol style="list-style-type: none">7. Microsoft Authenticator for enhanced authentication security screen will appear8. Choose Next

Login to Sutherland M365 email account using MFA

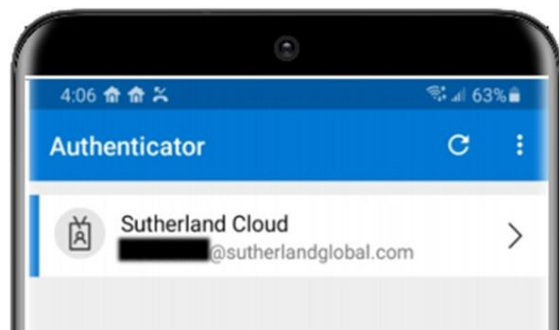
 <p>The screenshot shows the Sutherland login page with the heading "Keep your account secure". Below it, the Microsoft Authenticator app is recommended. The text says: "Start by getting the app. On your phone, install the Microsoft Authenticator app. Download now. After you install the Microsoft Authenticator app on your device, choose 'Next'. I want to use a different authenticator app". A blue "Next" button is at the bottom right.</p>	<ol style="list-style-type: none">Download the Microsoft Authenticator App on your mobile device by visiting your devices APP STORE and searching Microsoft AuthenticatorOnce downloaded – Choose Next and open the Microsoft Authenticator App on your mobile device
 <p>The screenshot shows the Microsoft Authenticator app interface. At the top, there's a status bar with the time 11:17 and battery level 31 min. Below that, the app title "Authenticator" is shown with a plus (+) icon in the top right corner. A notification banner says "Autofill support has ended". The main screen asks "Ready to add your first account?" and provides an "Add account" button. There are also links for "Begin recovery" and a bottom navigation bar with icons for Authentication, Passwords, Addresses, and Verified IDs.</p>	<ol style="list-style-type: none">On your mobile device choose the plus (+) sign to add an account
 <p>The screenshot shows the Sutherland login page with the heading "Keep your account secure". Below it, the Microsoft Authenticator app setup instructions are shown. The text says: "Set up your account. If prompted, allow notifications. Then add an account, and select 'Work or school'". There are "Back" and "Next" buttons at the bottom.</p>	<ol style="list-style-type: none">Follow the prompts on screen and click NEXT

Login to Sutherland M365 email account using MFA



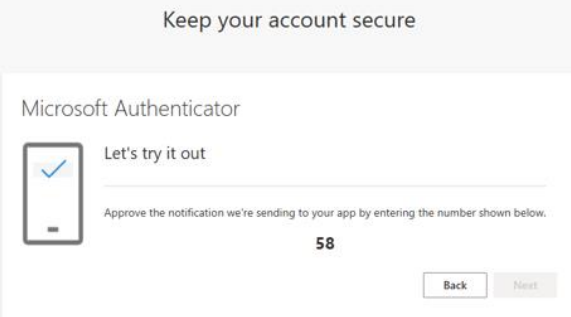
13. On the next window you will be presented with a QR Code.

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

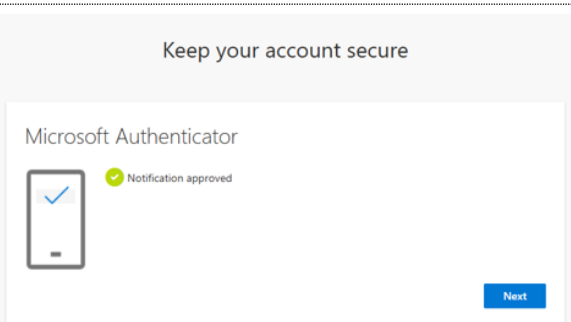


15. Once the QR code has been successfully captured, the Authenticator app on your phone will show **Sutherland Cloud** as an account.

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

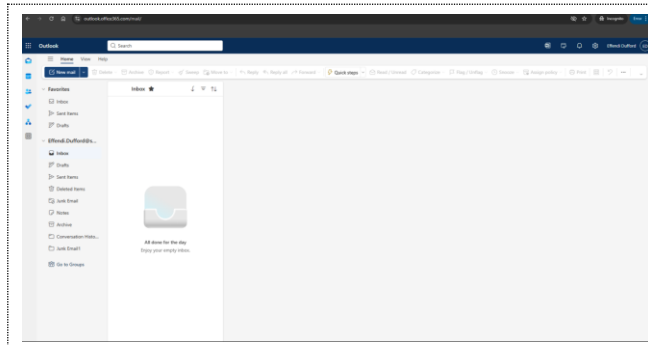


17. Type the numbers from your computer on the pop-up notification that appears on your phone.



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

Login to Sutherland M365 email account using MFA



19. Your outlook should open up on the next page