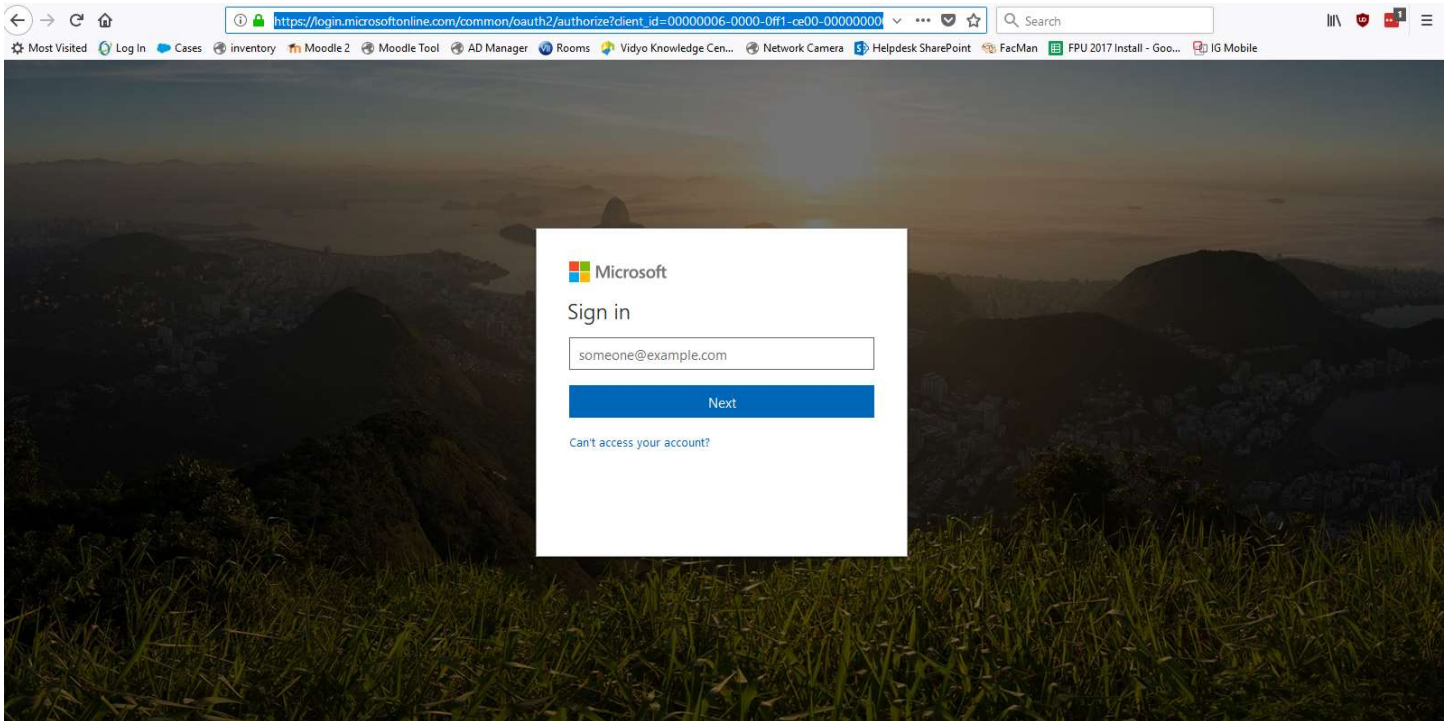# Logging into Office 365 For The First Time

***Notice: We recommend using incognito or private mode in your browser when following these steps

Step 1: Go to outlook.fresno.edu

Step 2: Enter your **username@students.fresno.edu** into the Sign in box.

Your new account will be your current username with @students.fresno.edu as the domain.
For Office365, **username@students.fresno.edu** is what you sign in with.
Enter your **username@students.fresno.edu** into the Sign in box.

Click the **Next** button.

Enter your current password which is your 6-8-digit Moodle password (**This will be changed later on**)

Adding Security For the Account (Phone Number)

Once you have logged in, you will be shown this screen below.

Select, "**Set it up now**".

FRESNO PACIFIC
UNIVERSITY

For added security, we need to further verify your account

Your admin has required that you set up this account for
additional security verification.

Set it up now

Sign out and sign in with a different account

More information

Select the **mobile app** authenticator option in the first drop down menu. If you don't have a mobile phone please contact Helpdesk.
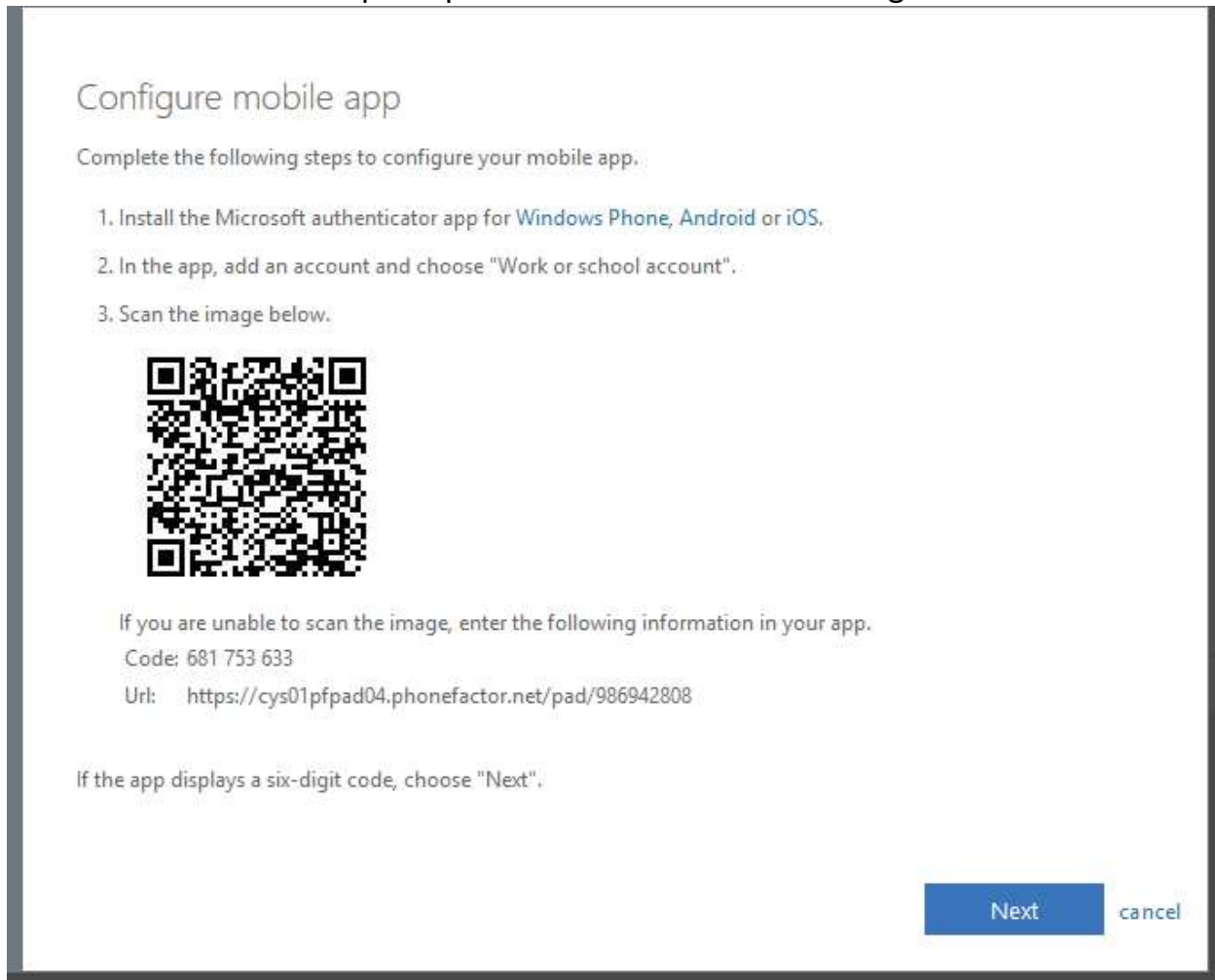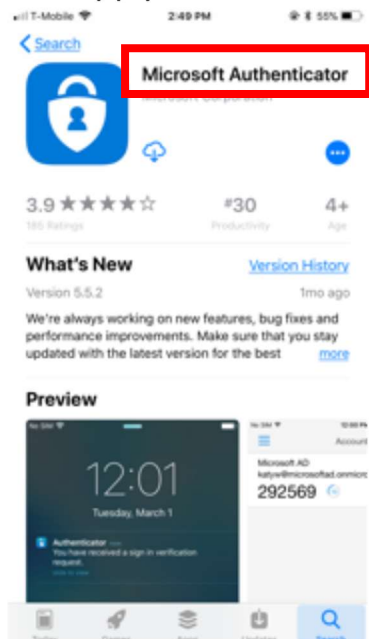

You should then select **receive a notification for verification**. Then, select **Set Up.**

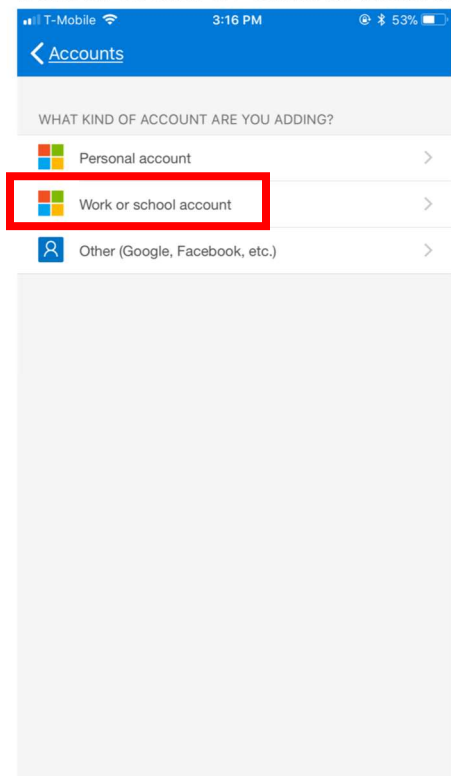This Window will then open up. And follow the instructions given.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.

2. In the app, add an account and choose "Work or school account".

3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.

Code: 681 753 633

Url: https://cys01pfpad04.phonefactor.net/pad/986942808

If the app displays a six-digit code, choose "Next".

Next   cancel

The App you need to download will be named, **"Microsoft Authenticato**r"

Microsoft Authenticator

3.9 ★★★★☆   #30   4+

What's New   Version History

Version 5.5.2   1mo ago

We're always working on new features, bug fixes and performance improvements. Make sure that you stay updated with the latest version for the best   more

Preview

12:01
Tuesday, March 1

292569

Once you open up the app you will see this screen where you must click **Add account**
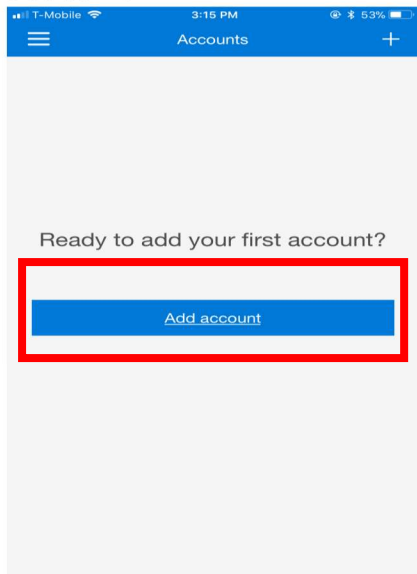
Select **Work or school account**

Once you scan the QR code with the phone, click **Next**.

The browser will check for activation status. And once that is finished press **Next**

**Now go to your phone app to approve the verification

Approve sign in for second step of verification
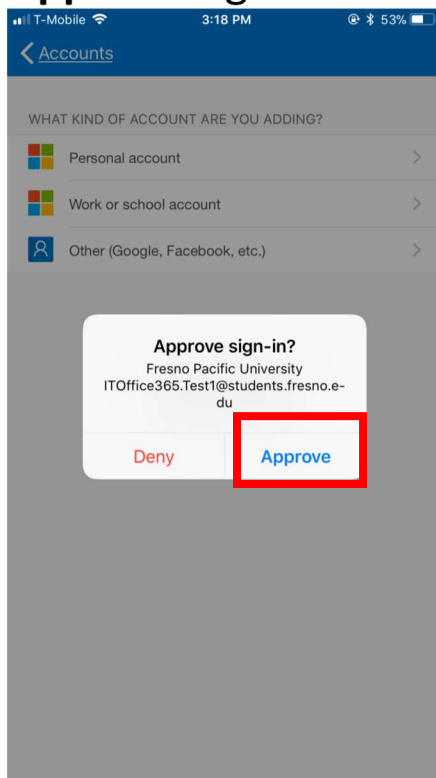
You must now enter in your phone number in the text box for the last part of verification. Then press **Next.**

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 3: In case you lose access to the mobile app

United States (+ 1)   [▓▓▓▓▓▓▓▓▓▓▓▓▓]

[Next]

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

You will then be shown an **app password** which you may need in order to use the email through other mail apps. (Take a picture or write this down) Then press "**Done**".

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 4: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. Learn more

Get started with this app password:

▓▓▓▓▓▓▓▓▓▓

[Done]

Setting up Account Recovery Questions

You must now re-enter your password for verification.

confirm your current password

In order to keep your security information private, we need you to re-enter your current password on the next page.

re-enter my password   cancel

©2018 Microsoft   Legal | Privacy

Once you entered the password, you must type in the code sent or answer the call or tap approve on the authenticator app on your smartphone.

FRESNO PACIFIC

itoffice365.test1@students.fresno.edu

Enter code

We texted your phone ▮▮▮▮▮ Please enter the code to sign in.

Code

Verify

☐ Don't ask again for 60 days

Having trouble? Sign in another way

More information

Step 5: This window will pop up. Click on **Verify**.

You must verify the number and enter the code or answer the call again.

Now begin the security questions.

! Security Questions are not configured. Set them up now

finish   cancel

You must then create questions and answers for security and select save answers when done

ITOffice365.Test1@students.fresno.edu | ?

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.

Security question 1

[▾]

[   ] !

Security question 2

[▾]

[   ] !

Security question 3

[▾]

[   ] !

save answers

back

©2018 Microsoft   Legal | Privacy   Your session will expire in 14:57

You will then be redirected to this window select finish.

ITOffice365.Test1@students.fresno.edu | ?

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to ███████ Change
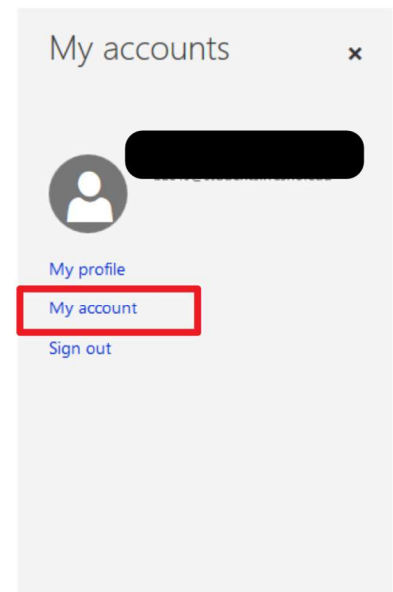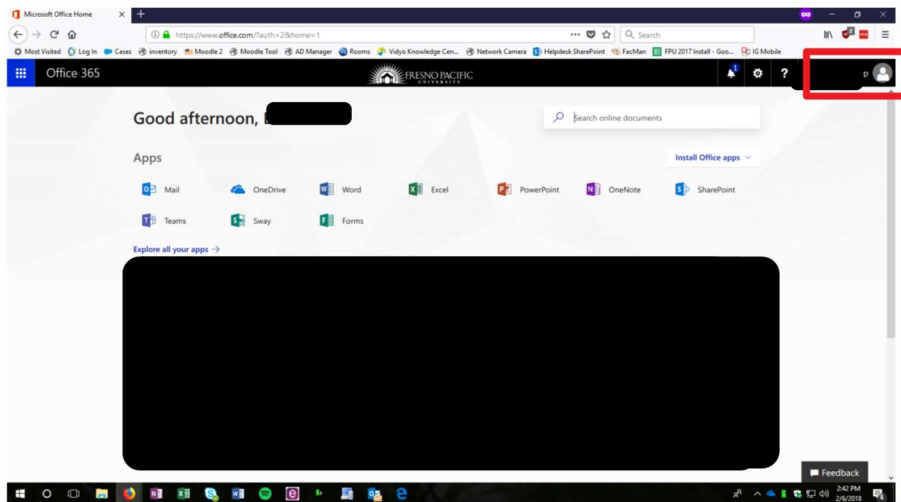
✓ 3 Security Questions are configured. Change

finish   cancel

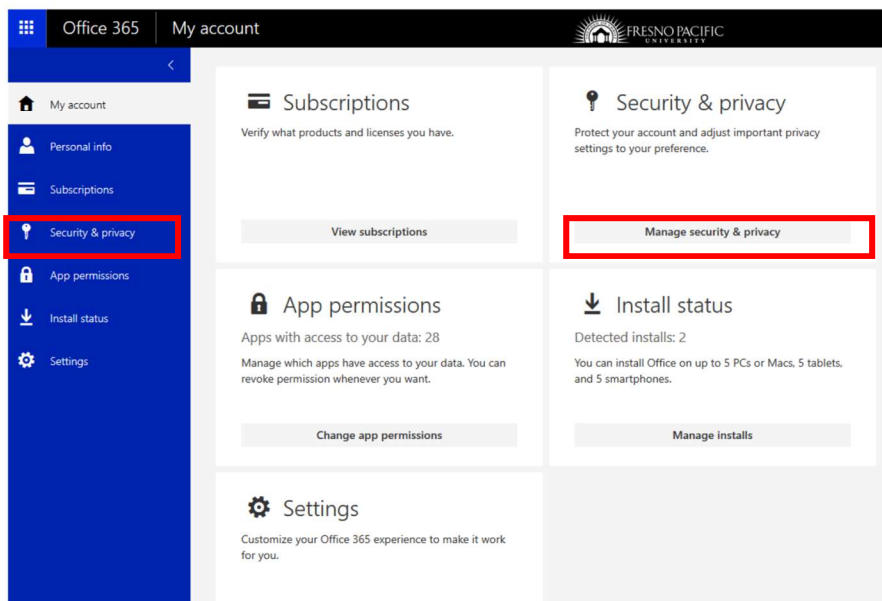©2018 Microsoft   Legal | Privacy   Your session will expire in 14:37
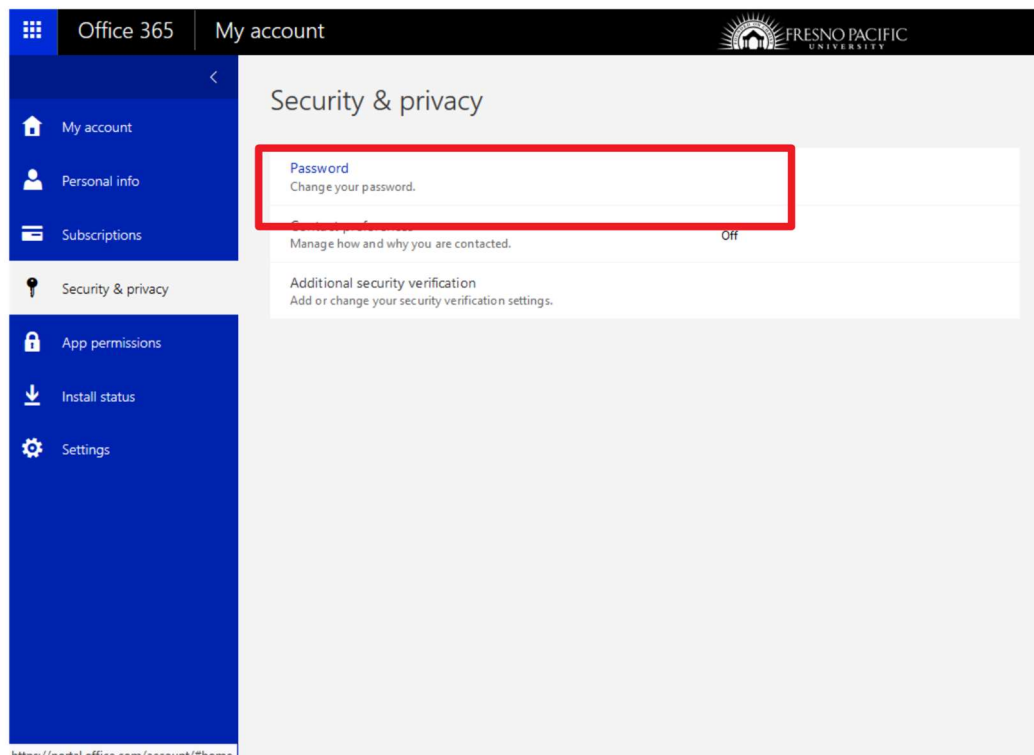
Changing Your Password To Whatever You Want It To Be

Step 6: Once you are signed in, click the **name on the top right corner**.
A drop down menu should come up and from here click on **"My account"**

Step 7: Select "**Security & Privacy**" or "**Manage Security & Privacy**".

Step 8: Select "**Password**" to change the password.

Step 9: Proceed to enter in the **Old password** (the previously mentioned Moodle 6-8 digit PIN). Then enter a **New Password** that meets the following conditions (a minimum of 8 characters and a maximum of 32, include an upper case and lower case letter, include a special symbol, and a number) and **Confirm**. Lastly, click **Submit**.

You can then log into every other account with these new credentials. (**Moodle, Office365, Sunbird Central, FPU Wi-Fi, etc.)**

Step 10: Once your new password has been created you will redirected to the main home page of your Office365 web portal.

Note: You will use this new password for all services such as Moodle, Sunbird Central, FPU-WiFi, and Hoonuit (Atomic Learning) . This password change **Will Not** affect Campus Cruiser.