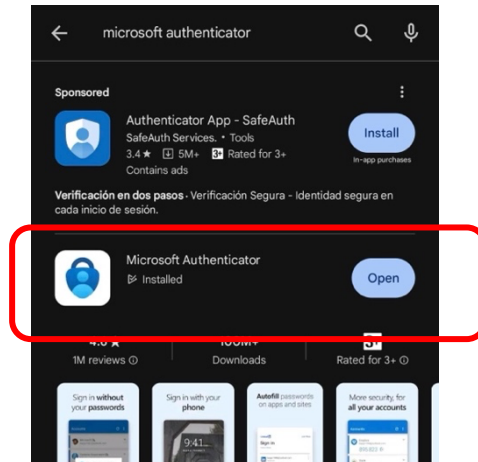


# Setting Up Outlook on Your Personal Device

## 1. Download and Set Up the Authenticator App First

### Download Microsoft Authenticator:

- Go to the Google Play Store (Android) or App Store (iOS).
- Search for **Microsoft Authenticator** and download the app.

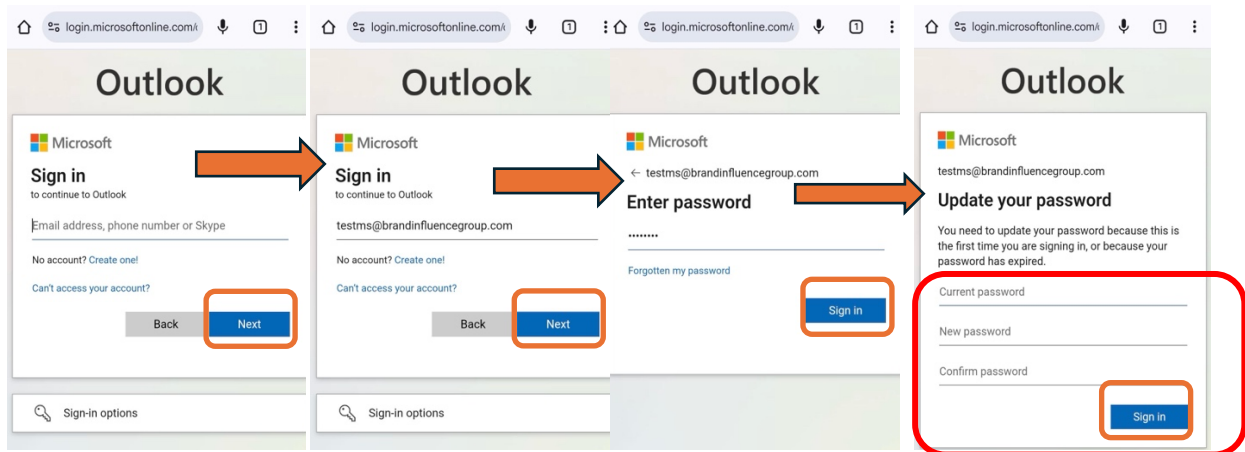


## 2. Open the Outlook Website

- On your mobile device, open your web browser and go to <https://outlook.office.com/mail/>.

## 3. Sign In

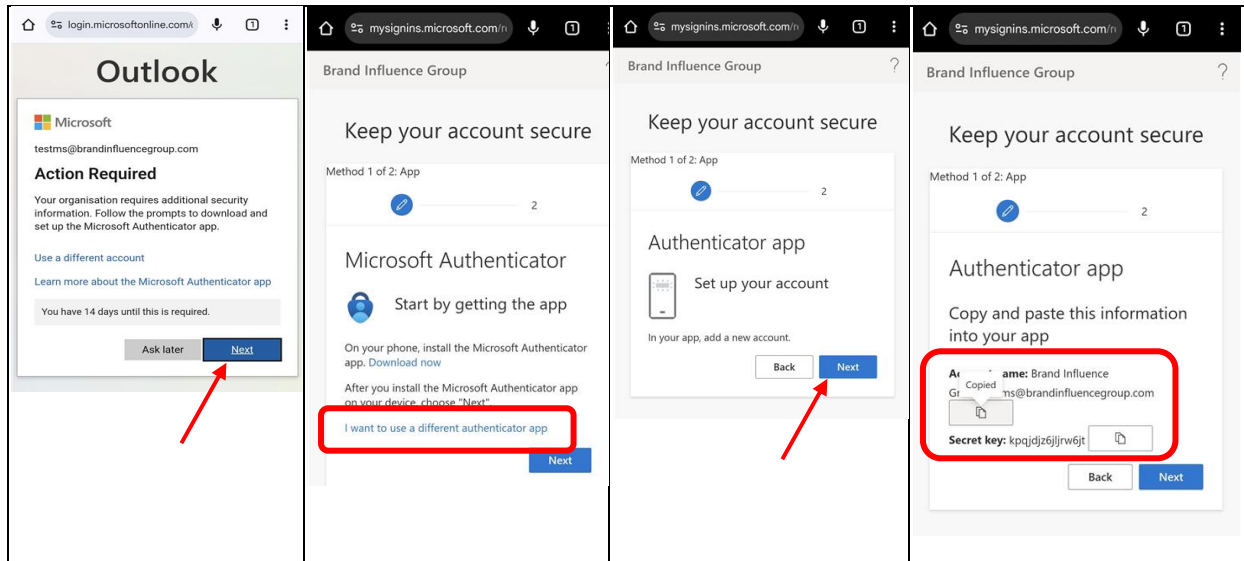
- Enter your email address and password to log in.
- If prompted, change your password by entering your current password and then creating a new one.



## 4. Set Up Authenticator (Screenshots below)

- a) You will be asked to enhance your account security by setting up an authenticator app.
- b) Click Next
- c) Click **“I want to use a different authenticator app”** and click **Next**.
- d) Set up your account → Click next
- e) You'll be given an **account name** and **secret key**.

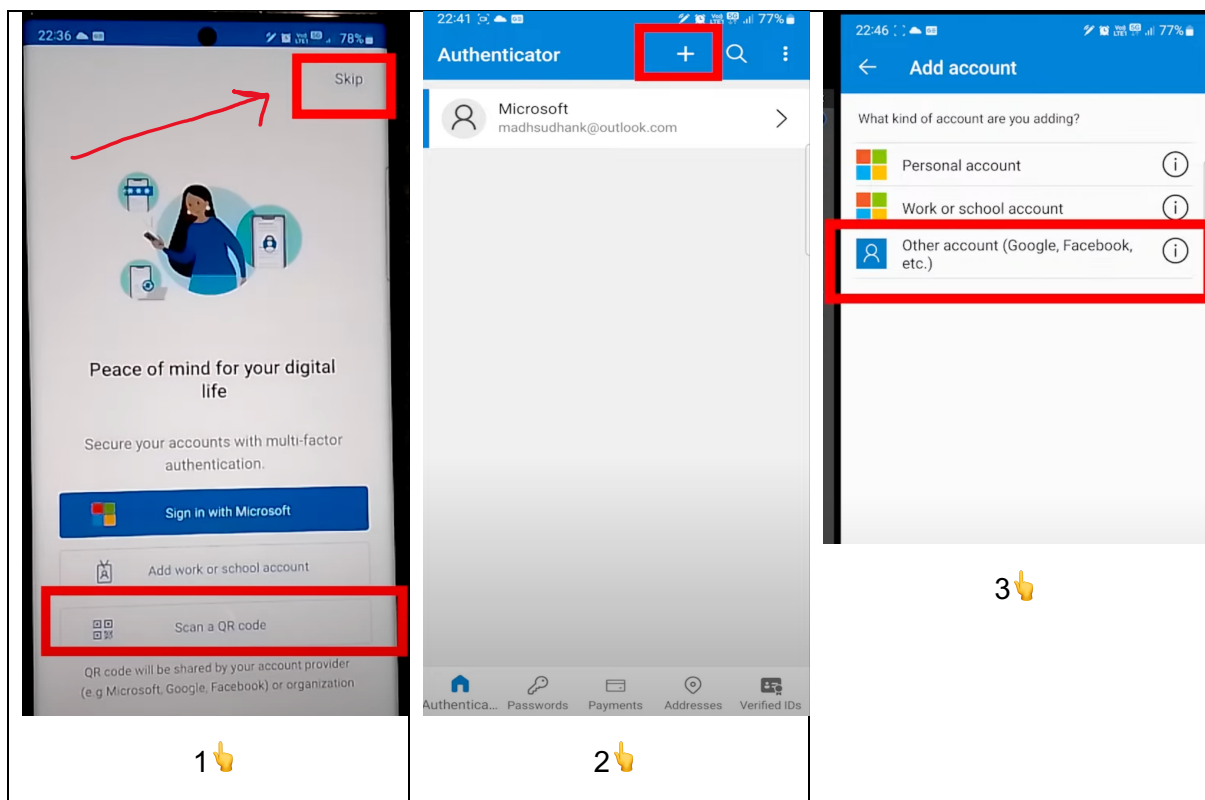
- f) Leave that there (**don't click anything now**) and open Microsoft Authenticator App (see next steps below screenshots)

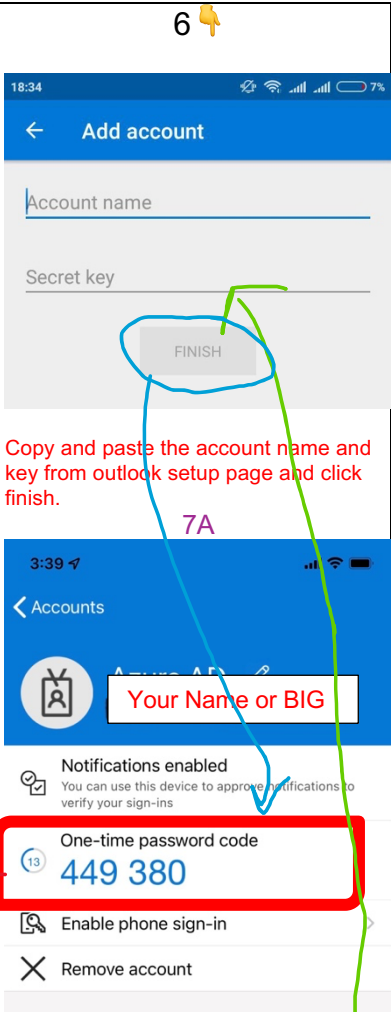
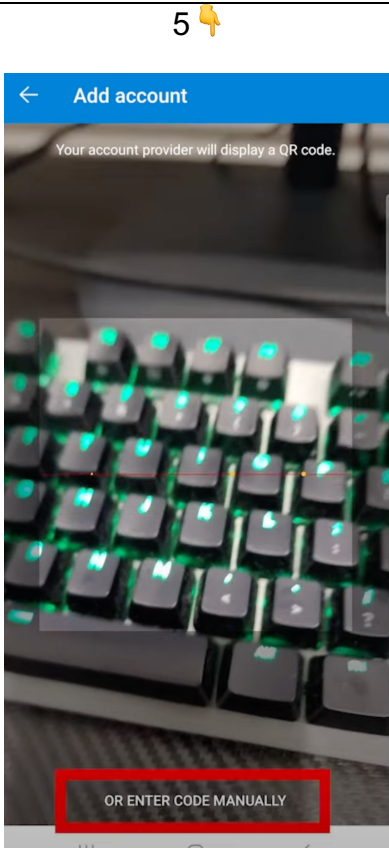
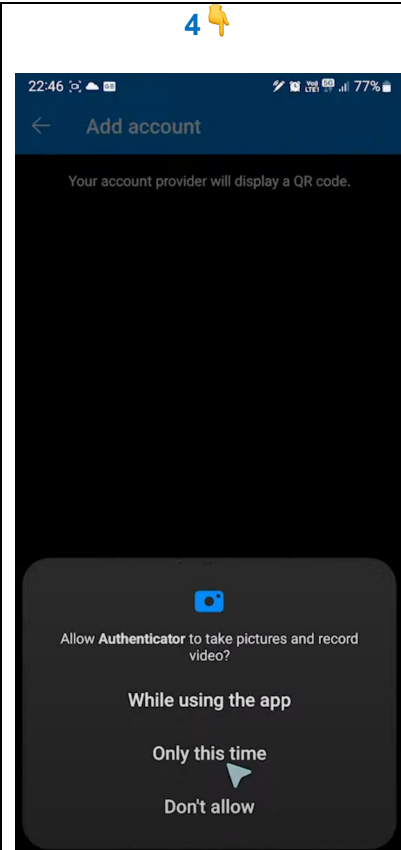


## 5. Configure Microsoft Authenticator: (Screenshots below)

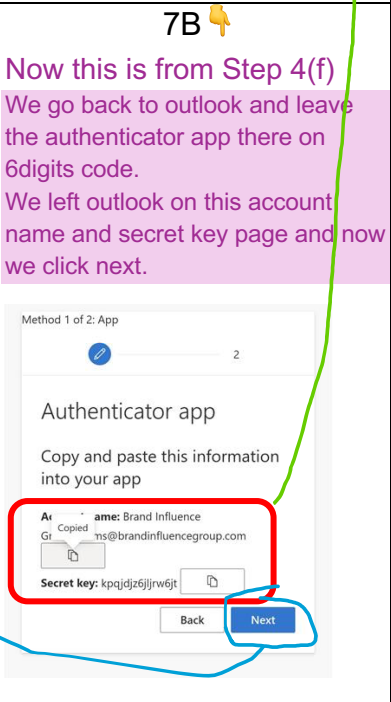
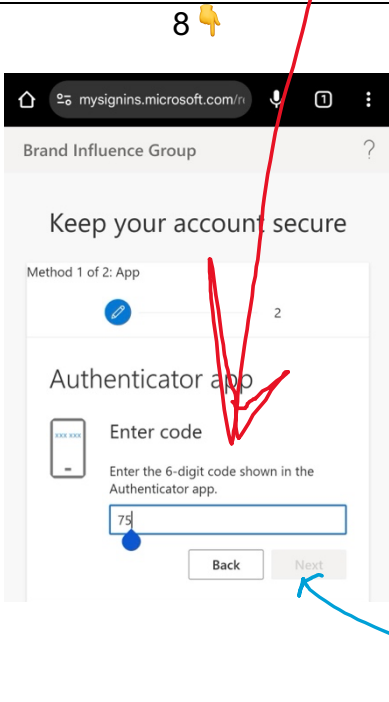
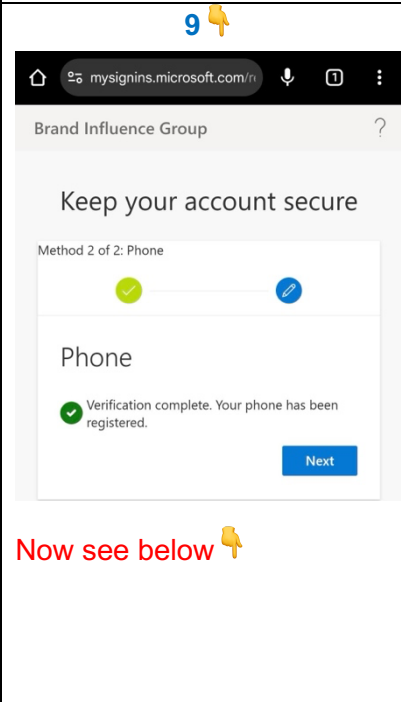
- Open Microsoft Authenticator App**
  - Launch the **Microsoft Authenticator** app on your device. If you don't have it installed, download it from the App Store (iOS) or Google Play Store (Android) and open it.
- Initial Sign-In Screen**
  - Upon opening the app, you may be prompted to sign in if you are not already signed in. If you are signed in, you will be directed to the home screen of the app.
- Access Home Screen**
  - On the home screen of the app, you will see a **“+” (plus)** button. Tap this button to add a new account.
- Add Account Options**
  - You will be presented with several options:
    - Personal account
    - Work or school account
    - Other accounts (Google, Facebook, etc)**
  - Select **Other accounts** from these options.
- Permissions and Setup**
  - If this is the first time you are adding an account, the app may ask for camera permissions. Grant the necessary permissions if prompted.
- Choose Setup Method**

- You will then be given two options to add your account:
  - Scan a QR code (usually used for automatic setup)
  - **Enter a setup code** (manual setup)
- Choose **Enter a setup code**.
- **Enter Setup Information**
  - You will need to manually enter the account setup details. This typically includes:
    - **Account Name**: This could be something like “Outlook Account” or any name you choose.
    - **Secret Key**: This is a unique code provided to you by your organization or account administrator.
- **Input Details**
  - Enter the provided **Account Name** and **Secret Key** into the appropriate fields.
- **Finish Setup**
  - After entering the details, the app will generate a 6-digit code for the account.
- **Verify Code on Outlook**
  - Go back to the **Outlook website** (or the application where you are setting up the account).
  - Enter the 6-digit code displayed in the Microsoft Authenticator app and click **Next**.



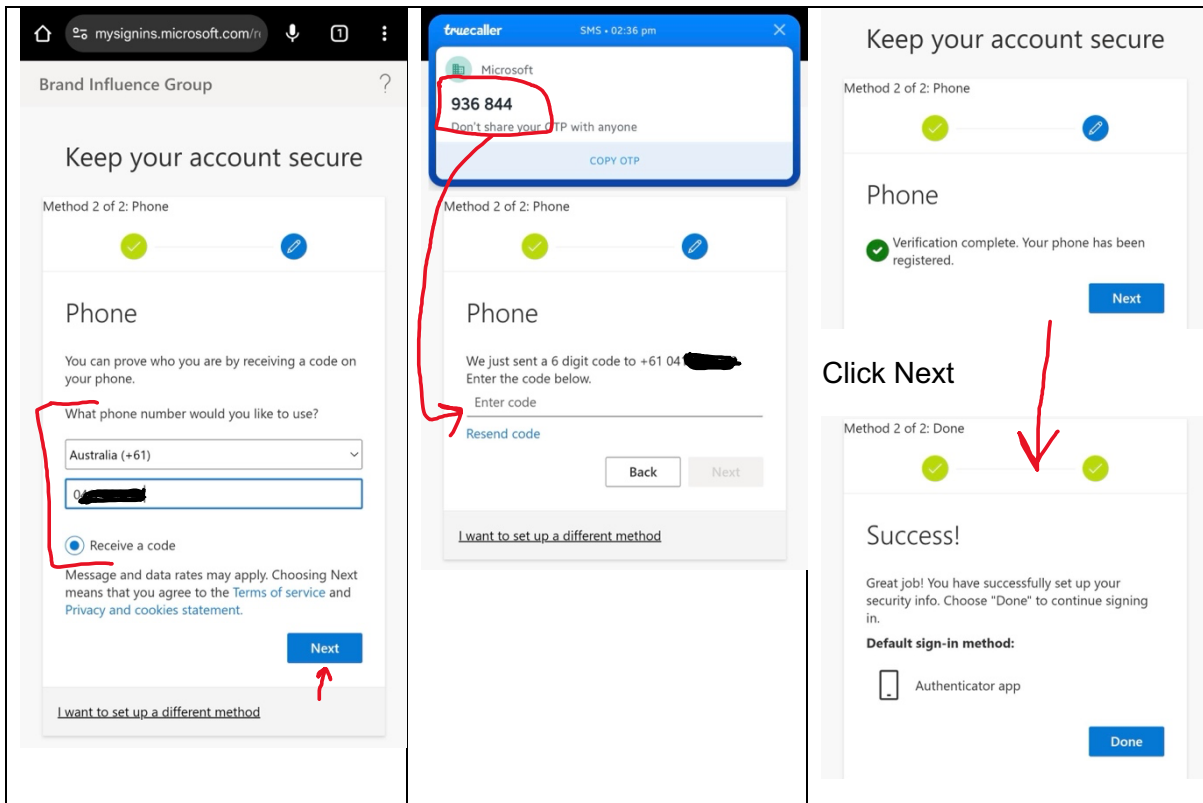


Copy and paste the account name and key from outlook setup page and click finish.



## 6. Add and Verify Your Phone Number: (Screenshots below)

- ❑ Outlook will prompt you to enter your phone number.
- ❑ Choose **Australia** as your country and enter your phone number.
- ❑ Click **Next**.
- ❑ You'll receive a text message with a 6-digit code.
- ❑ Enter this code on the Outlook website and click **Next**.



## 8. Access Your Mailbox:

- ❑ You're all set! You should now be inside your Outlook mailbox and if not then sign-in.