Accessing Office 365 Apps (Excel, Word, PowerPoint, Teams, Outlook, etc.)

The following instructions explain how to access Office 365 apps:

 Use the following link to sign-into Microsoft Office: <u>https://www.office.com/</u> Select Sign in. Enter your e-mail address (Lastname.Firstname@doc.sc.gov). Select Next.

Microsoft	
Sign in	
henderson.sarah@doc.sc.gov	
No account? Create one!	
Can't access your account?	
Sign-in options	
	Next

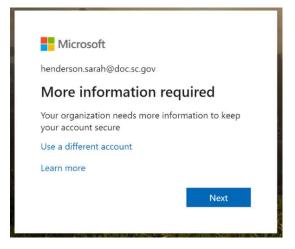
2. Enter your network password and select Sign in.

Microsoft	
← henderson.sarah@doc.sc.go	v
Enter password	
••••••	
Forgot my password	
	Sign in

3. When prompted to stay signed in, **select Yes or No.** *Note: Select 'Yes' only if you're using your home computer or device.*



4. If you're logging into your account from outside the SCDC network, you will need to complete additional security verification. A screen will appear stating that more information is required. Select **Next.**



- 5. To complete the security verification, select how you'd like to complete the verification:
 - a. Authentication Phone or Office Phone will give you the option to receive a code by text or call (in the Method section)
 - Select United States in the "Select your country or region" box.
 - ii. If you're using the Authentication Phone or Office Phone, then enter your phone number with the area code. Select Next.
 - iii. Once the code is received, enter the code into the box as shown.Select Verify.

dditional secu	rity verification
ure your account by adding ph	one verification to your password. View video to know how to secure your account
tep 1: How should we	contact you?
Authentication phone	Y
Select your country or region	*
Method	
Send me a code by text n	nessage
Call me	
5 30 SC 4526 67-201	
our phone numbers will only be	used for account security. Standard telephone and SMS charges will apply.

Additional security	verification	
Secure your account by adding phone ver	ification to your password. View video to know	how to secure your account
Step 2: We've sent a text mes	sage to your phone at +1 803603	8070
When you receive the verification code,	enter it he	
948413	Cancel	Verify

iv. Once the pass code is verified, "Verification Successful!" will appear, select **Done.**

Additional security verification

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

Step 2: We've sent a text message to your phone at +1 8036038070 Verification successful!

- b. Using a **Mobile app** is a third option. (*You'll need to download the free Microsoft Authenticator app on your smart phone.*) Follow these steps to use the app:
 - After you install the app, select
 Set Up and follow the directions to configure the App to receive popup notifications on your phone or use a verification code.
 - ii. You will see the screen to the right, scan the QR code using the App on your phone.
 - iii. Select Next.
 - iv. Enter the code and cell phone number for additional security verification, select **Done.**

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: 160.897.175		
Urt: https://co1pfpad14.phonefactor.net/pad/727019029		
If the app displays a six-digit code, choose "Next".		
	Next	car

6. You'll now be you're logged into Office 365, and various apps will be displayed for use. Select the appropriate app.

···· Office 365			🔎 Sear	✓ Search						
Good morning										
	+	o		W	x		N	4	u ji	\rightarrow
	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	All apps