



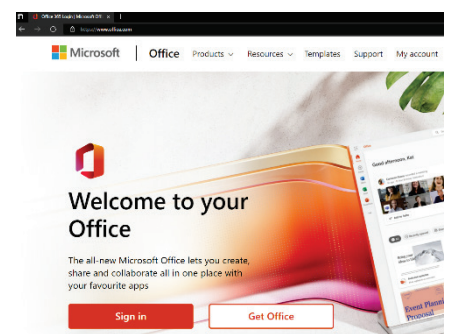
Microsoft 365 User Guide

Signing in for the first time

Welcome to your new Microsoft 365 account. The Lions Australia Microsoft 365 accounts provide Lions Clubs with consistent and professional @lions.org.au email addresses, access to emails on any device with Outlook web access and Outlook mobile apps, cloud storage using OneDrive and SharePoint, and access to various other Microsoft online applications (Note: the Lions Australia Microsoft 365 licences do NOT give access to download the desktop versions of Microsoft Office applications – an additional licence would need to be purchased from Microsoft for these).

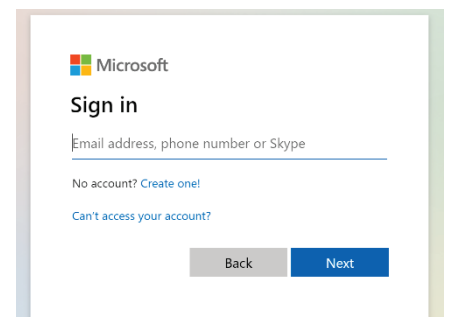
STEP 1

Open your preferred web browser (Google Chrome, Microsoft Edge, Safari, etc) and go to the Microsoft Office home page at www.office.com



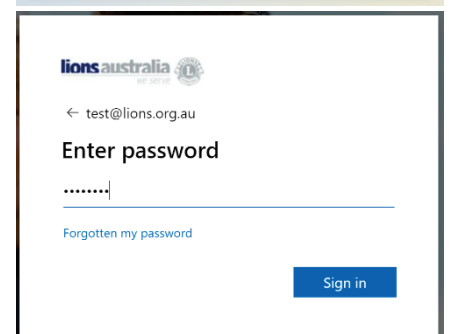
STEP 2

Click “Sign in” and enter the lions.org.au email address for the account that you want to login to, and then click “Next”.



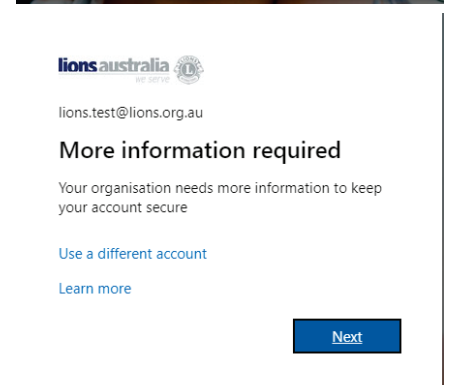
STEP 3

Enter your password (i.e., the temporary password that you were sent), and then click “Sign in”.



STEP 4

Click “Next” on the “More information required” window.



STEP 5

For authentication by phone, enter your country/region and your phone number and click on “text me” or “call me”.

STEP 6

You will receive a text/call with a verification code. Enter the verification code and click “verify”. When “Verification successful!” message appears, click “Finished”.

STEP 7

Enter your current password (i.e., the temporary password that you were sent) on the “current password” line.

Then enter a new password of your choice on the “new password” line. This password should be at least 8 characters in length and a combination of letters, numbers and special characters. Enter this new password again on the “confirm password” line and click “Sign in”.

STEP 8

Click “Next” on the “More information required” window.

STEP 9

You now need to set up/verify a mobile number and/or an alternate email address, for authentication purposes if the password is misplaced. Click on “Verify” next to the authentication phone option or “Set it up now” next to the authentication email option.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me



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 on +61 412440238

When you receive the verification code, enter it here



lions.test@lions.org.au

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in



lions.test@lions.org.au

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)


[Learn more](#)


Next



Don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can your account more secure. **You'll need to set up at least 1 of the options below.**

 Authentication Phone is set to +61 412440238. [Verify](#)

 Authentication Email Address is not configured. [Set it up now](#)

Finish

Cancel

STEP 10

For authentication by phone, enter your country/region and your phone number and click on “text me” or “call me”. You will receive a text/call with a verification code. Enter the verification code and click “verify”

STEP 11

For authentication by email, enter your alternate email address and click “email me”. A verification code will be sent to your alternate email address. Enter this verification code and click “verify”.

STEP 12

When you have at least one authentication method completed with a green tick next to it, click on “finish”.

STEP 13

Click “Yes” if you are asked to “Stay signed in?”. This will reduce the number of times you will have to enter an authentication code when you log into your account.

Success!

You will now be at the “Home” page for your Microsoft 365 account. You can open any of the commonly used Microsoft 365 apps by clicking on the relevant icon in the column down the left-hand side of the page. Or you can see all available Microsoft 365 apps by clicking on the App launcher icon in the top left corner of the page.

