# ACCESSING OFFICE 365 FOR THE FIRST TIME

Welcome to your new Office 365 account. Office 365 provides Lions Clubs with a consistent @lions.org.au email address, which can be viewed on any device and by multiple Club officeholders. It also gives Clubs the option to access more than just the Outlook app for emails.

Once you login, the Office 365 home page has a variety of other apps available, such as Word, Excel, Powerpoint, OneNote, Sharepoint, Teams, and Calendar.

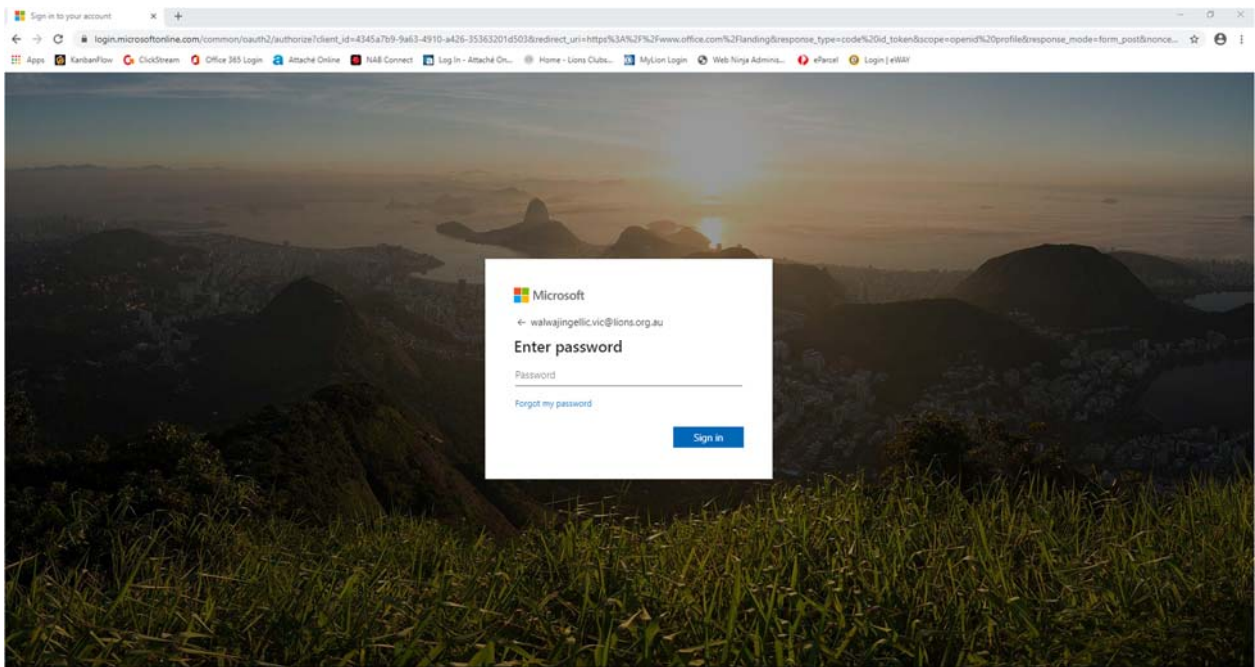To login to Office 365 for the first time, please perform the following steps:

1. Open your preferred web browser (Google Chrome, Microsoft Edge, Safari, etc). Go to www.office.com (see below) and click "Sign in".
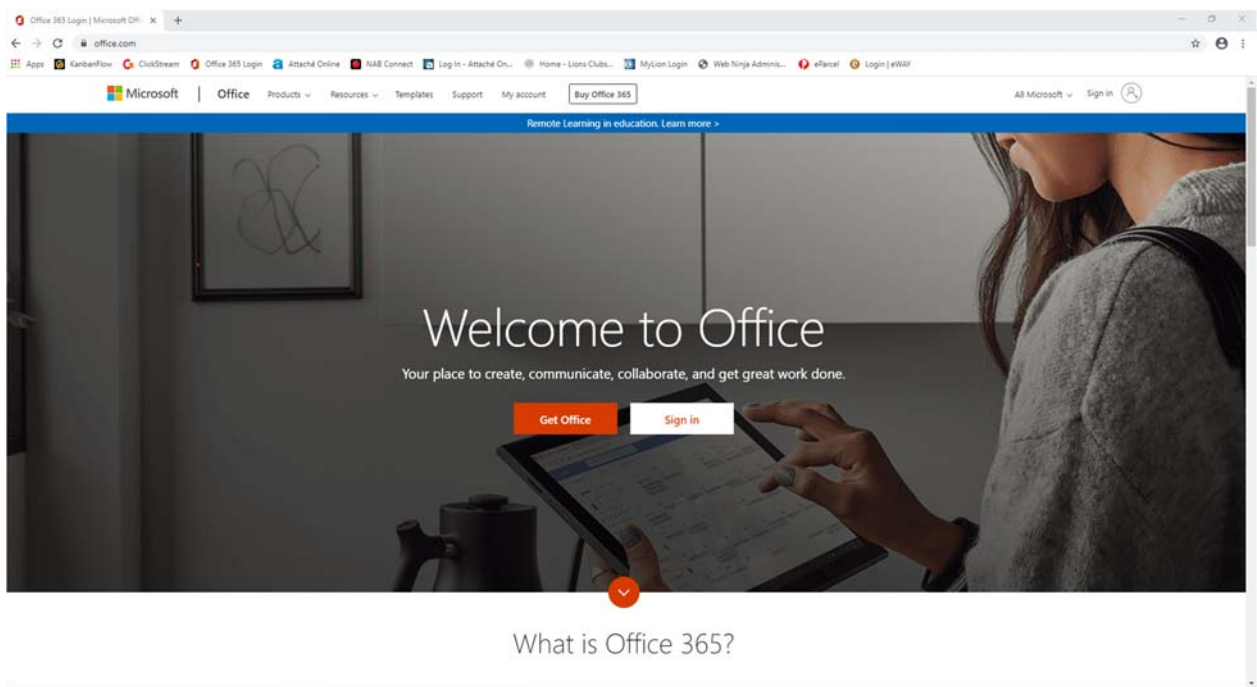
2. Enter your new Office 365 email address and click "Next".
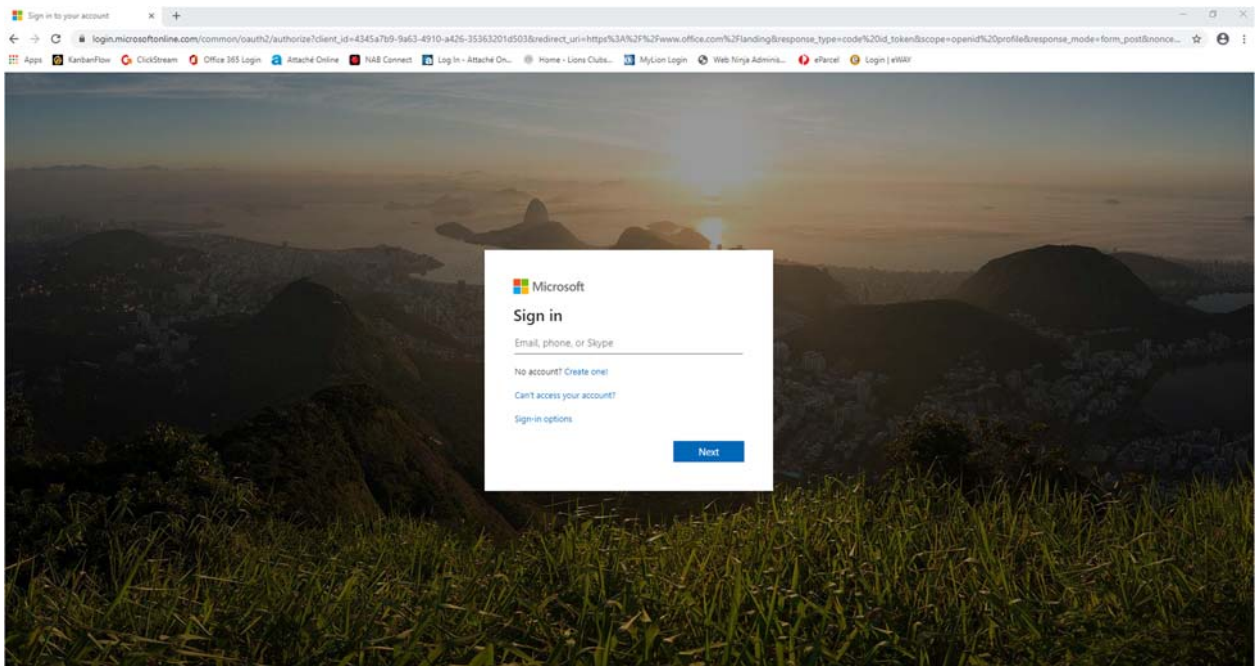
3. Enter your password and click "Sign in".

4. 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 ideally be at least 8 characters in length and a combination of letters, numbers and special characters. Enter this new password again in the "confirm password" line, and click "Sign in".
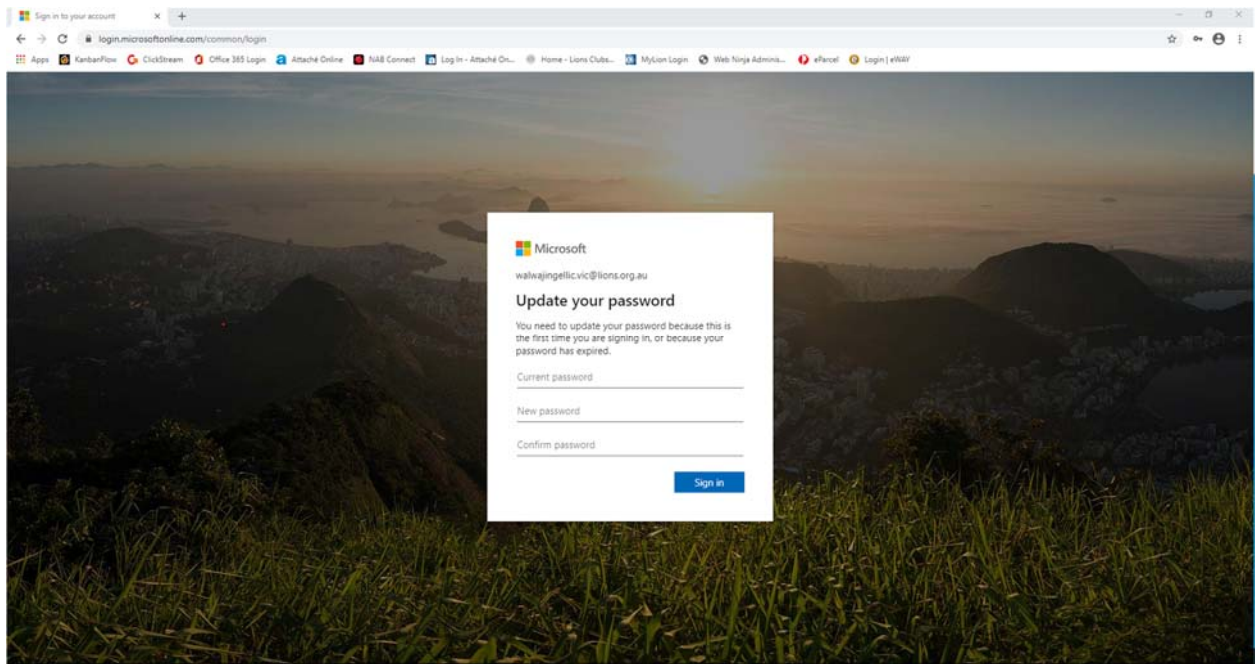

5. Click "Next" on the "More information required" window.
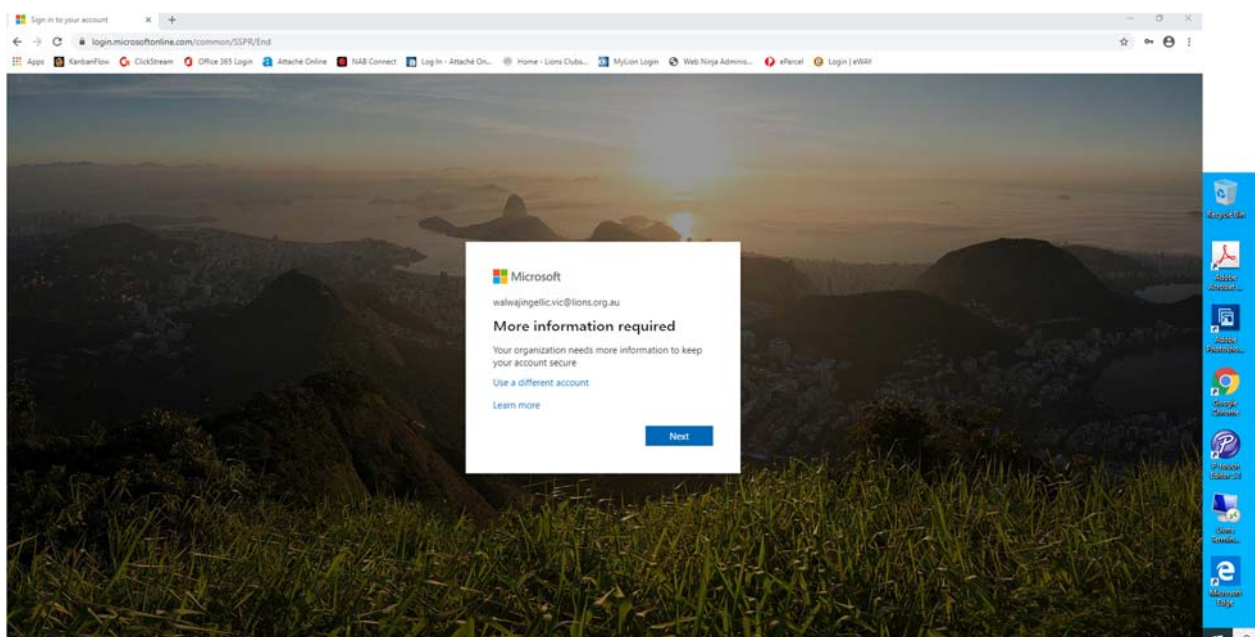
6. You now need to set up and verify a mobile number and/or an <u>alternate</u> email address, for authentication purposes if the password is misplaced. Click on "Set it up now" next to either the phone or email option that you are choosing for authentication.
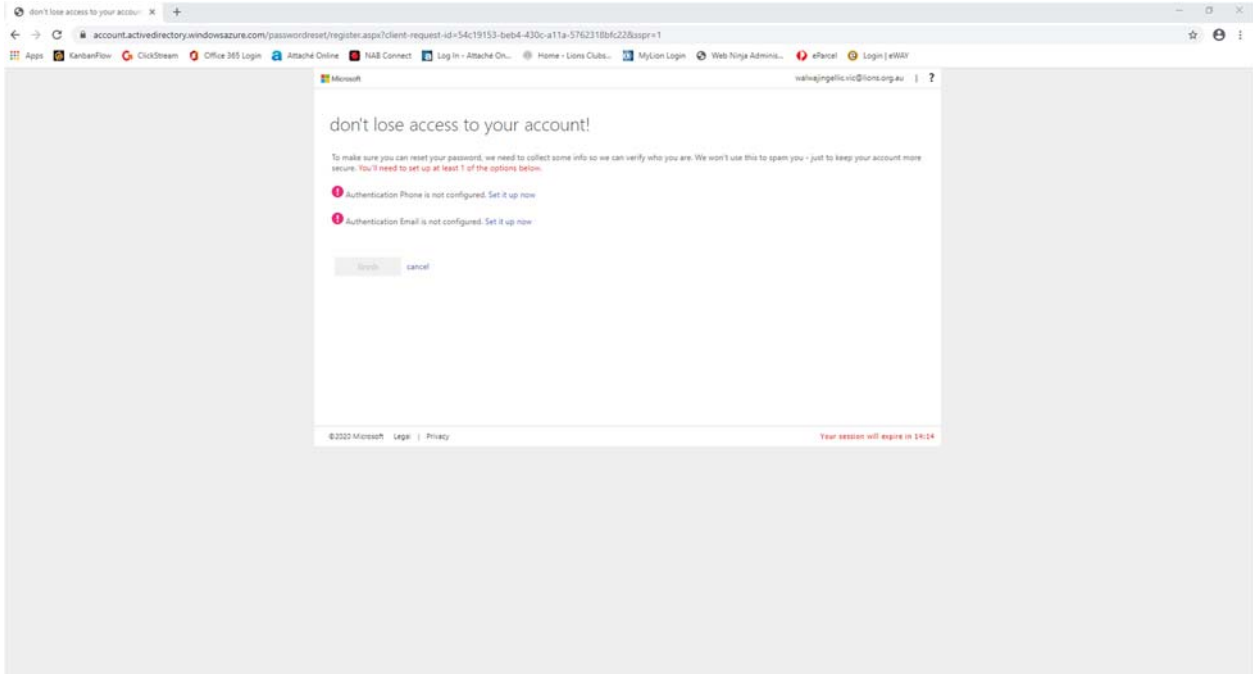

7. For authentication by phone, enter your country/region and your phone number and click on "text me" or "call me".
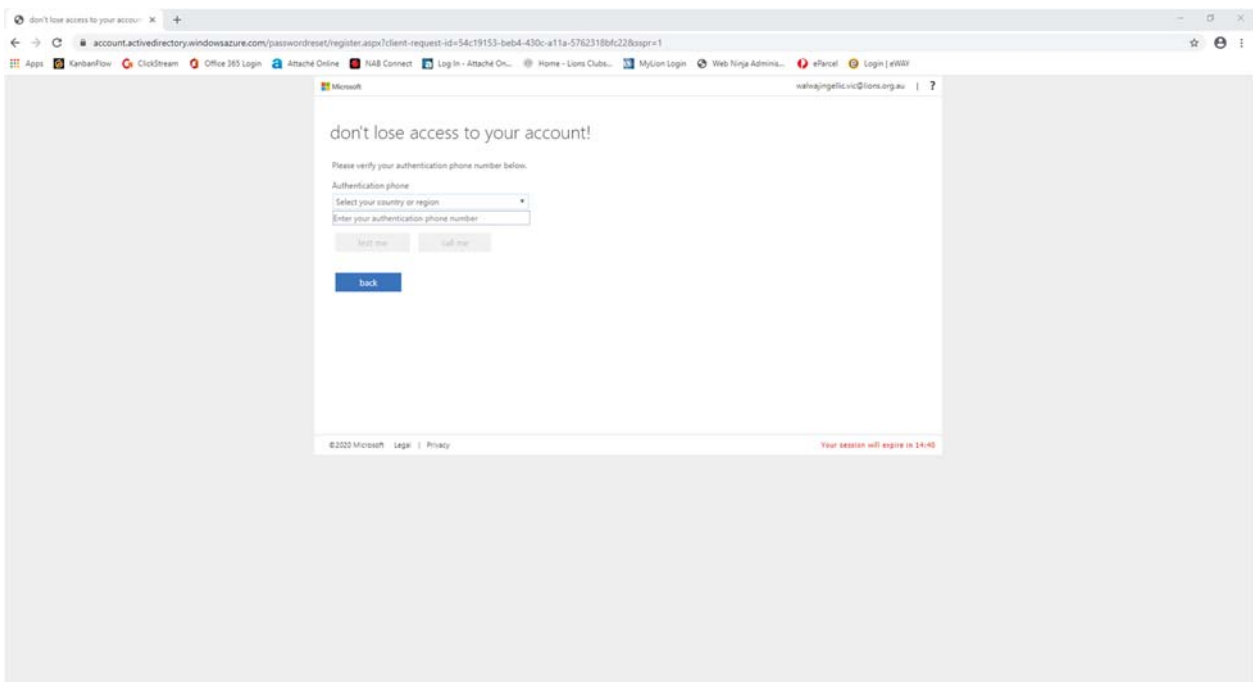
8. You will receive a text/call with a verification code. Enter the verification code and click "verify"
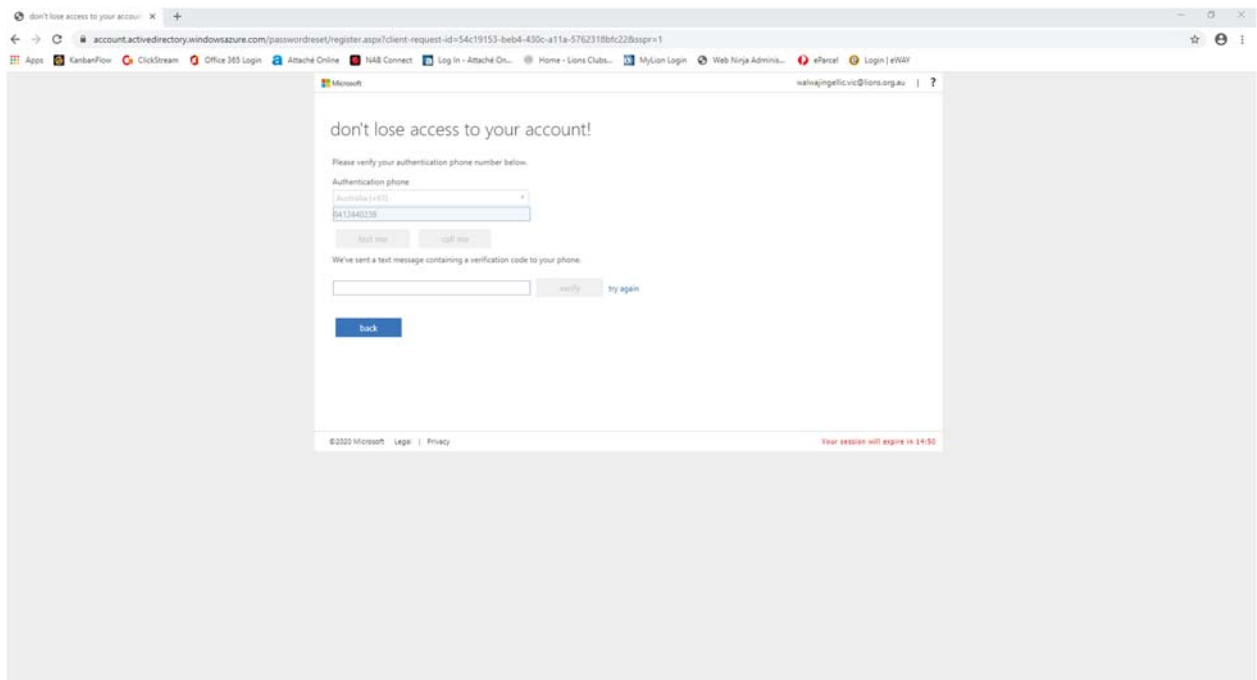

9. For authentication by email, enter your <u>alternate</u> email address and click "email me". A verification code will be sent to your alternate email address. Enter this verification code and click "verify".
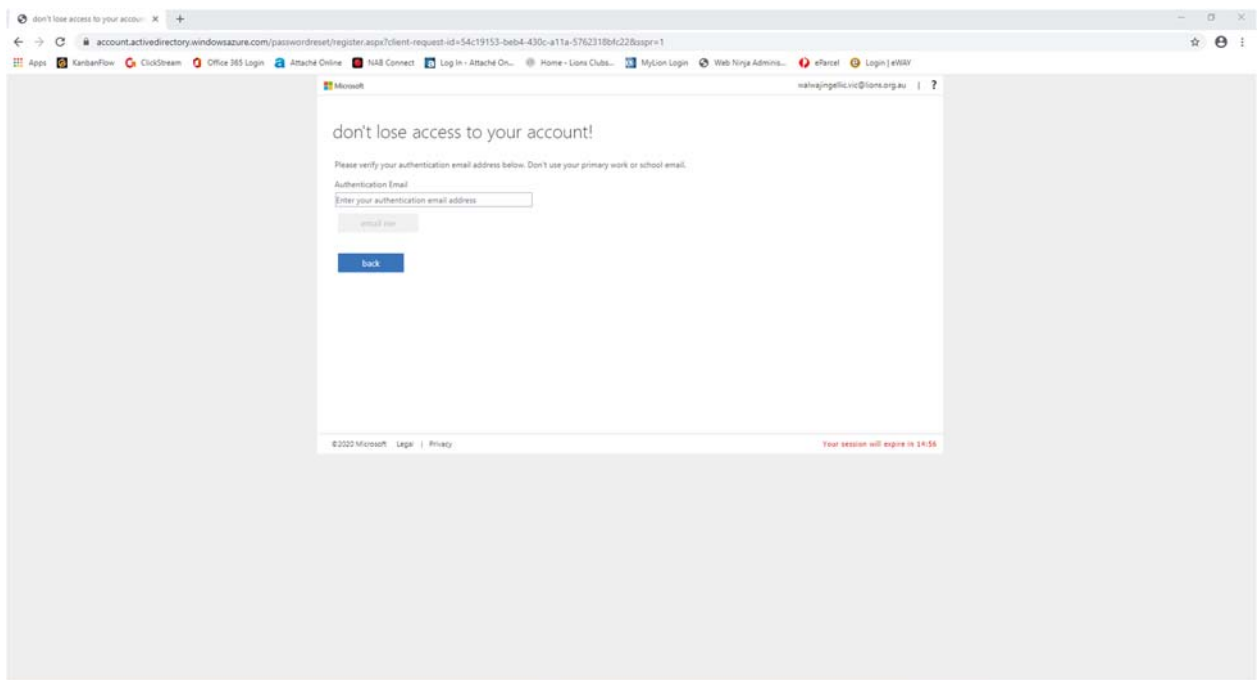
10. When you have at least one authentication method completed, click on "finish".
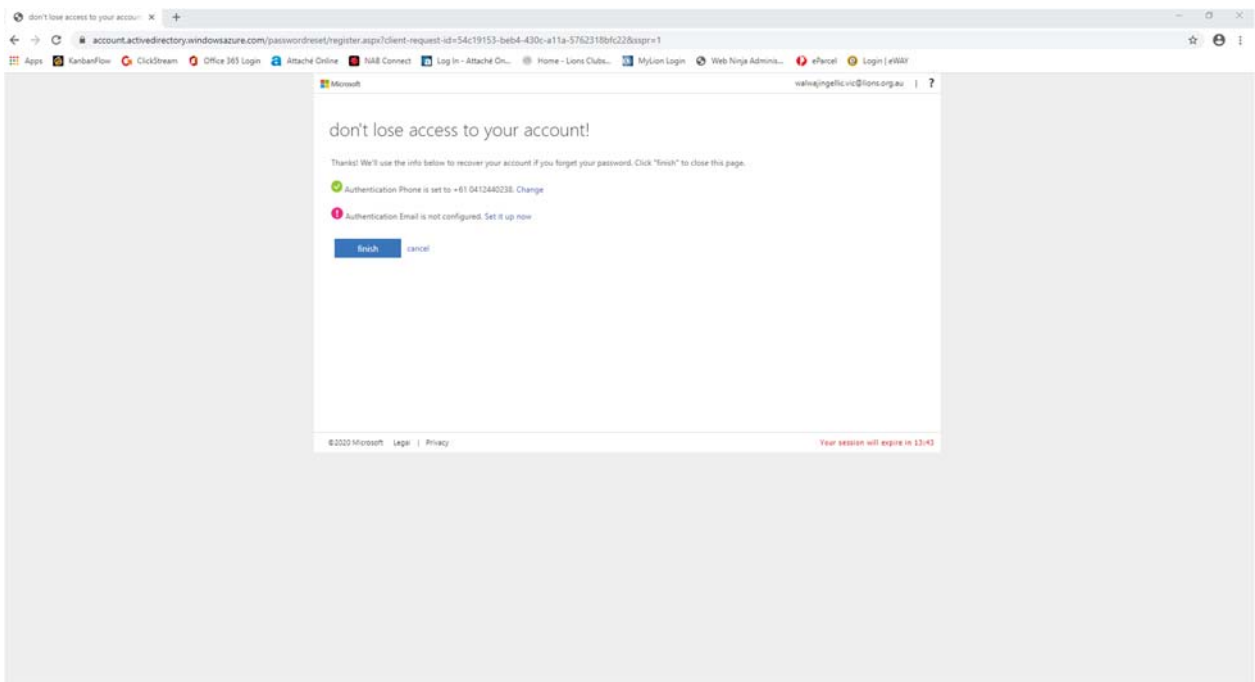
11. The Office 365 home page will now appear and you are ready to use any of the Office 365 apps showing on the home page.
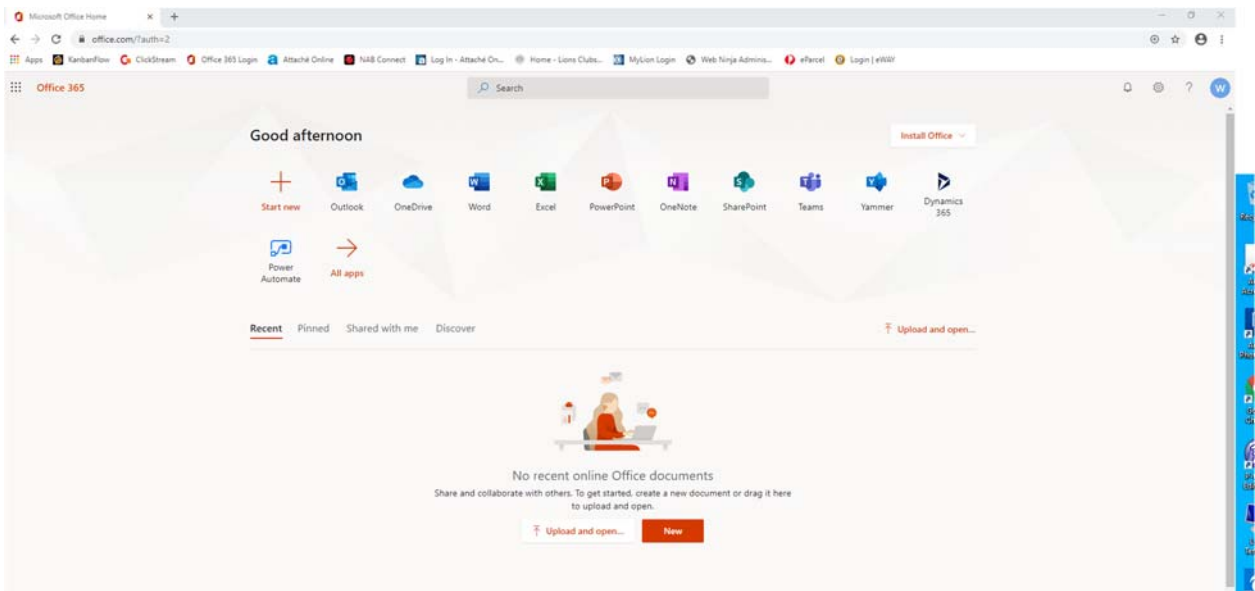
12. For email access, click on the Outlook icon on the home page. Select your language and time zone, and click save.

Your Outlook email application opens and is now ready to use!