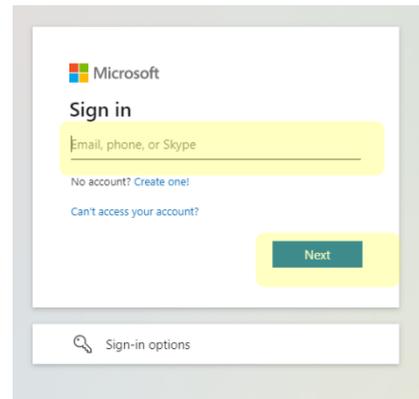
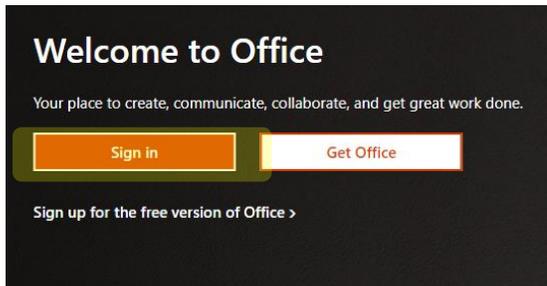
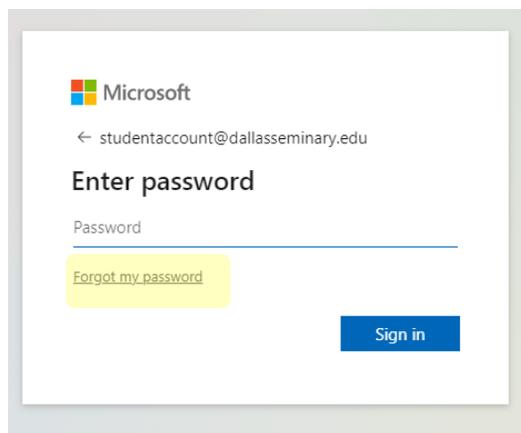


Steps to access '@dallasseminary.edu' account

1. Open your internet browser and go to **Office.com**
2. Click *Sign In*. Your '@dallasseminary.edu' email is in the following format: **FirstNameLastName@dallasseminary.edu** (example: *John Goodman* would have the email *johngoodman@dallasseminary.edu*). Enter your email and click *Next*.



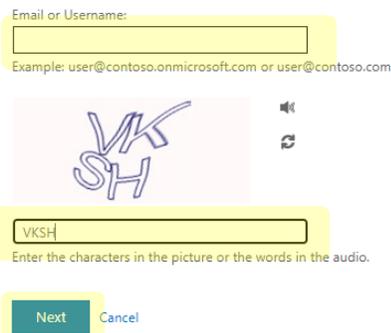
3. Click *Forgot my password*. Then enter your @dallasseminary.edu *Email*. Enter the security response. Click *Next*.



Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

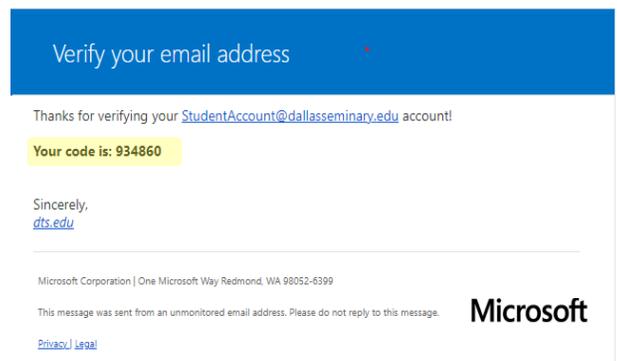
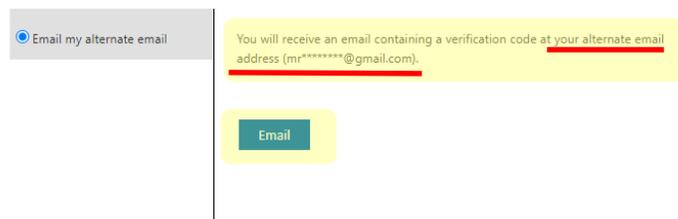


4. Click *Email*. Microsoft will send to your alternate email a verification code. The alternate email is your personal email (the *example* in the picture below is an @gmail.com account). You will receive the email from msonlineservicesteam@microsoftonline.com. If you do not see the email, check your email spam folder. Go back to the Microsoft login screen and enter your code.

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:



Cancel

5. Choose a *new password*. Reenter the *new password* to confirm it. Click *Finish*. Then sign in with your *new password* by selecting *Click here*.

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

[Finish](#) [Cancel](#)

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).

6. Use your @dallaseminary.edu *Email* and *new Password* to sign in. Then click *Next*.

The first screenshot shows the Microsoft sign-in page with the email field highlighted and the 'Next' button highlighted. The second screenshot shows the 'Enter password' page with the password field highlighted and the 'Sign in' button highlighted. The third screenshot shows the 'More information required' page with the 'Next' button highlighted.

7. Whenever you sign in to your Microsoft account, you will have to authenticate. You can authenticate with either a call to your cell phone or with the authentication app on your smart phone. **If** you want to authenticate with a call to your cell phone, go to *Step #8*. **If** you want to authenticate with the app on your smartphone, go to *Step #9*.
8. To authenticate with a call to your cell phone, select *Authentication phone*. Select *your country or region* and enter your cell phone number. Click *Next*. Microsoft will call your cell phone. Follow the instructions provided during the call to verify your cell phone number.

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

Call me

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

[Next](#)

9. To authenticate with the mobile app on your smartphone, select *Mobile app*. Select *Receive notifications for verification*. Click *Set up*. Then follow the instructions for setting up the mobile app*. After the mobile app is set up, click *Next*.

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?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

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: 254 376 061

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/675550081>

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

Next cancel

- * Search for the "Microsoft authenticator" mobile app on the App Store for your iPhone, or on the Google Play Store for your Android. **If** you already have this app, simply follow the instructions in the picture above to *add a new account*.



10. Click *Done* (you can safely ignore the 'app password').

Additional security verification

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

Step 3: 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:

zbdpgwrykpnqnlq

Done

11. Click *Next*. Click *re-enter my password*. Enter your password and click *Sign in*.

Microsoft
studentaccount@dallaseminary.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

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

Microsoft
studentaccount@dallaseminary.edu

Enter password

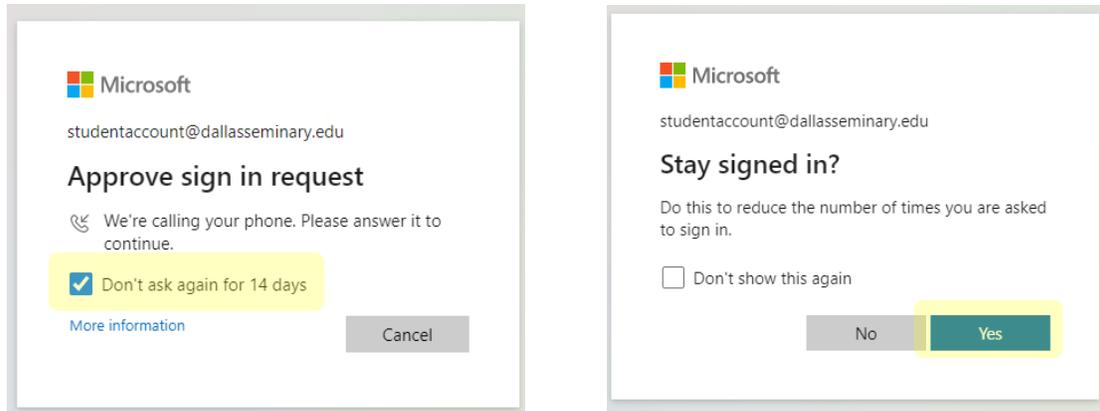
.....

[Forgot my password](#)

[Sign in with another account](#)

Sign in

12. Authenticate your sign in with the method you chose in *Step #7*. You will either receive a call to your cell phone from Microsoft, or the Authenticator mobile app will send you a "sign-in request" to your smart phone. **If** you select *Don't ask again for 14 days*, this will reduce the number of times you must authenticate. And then **If** you select *Yes*, this will also reduce the number of times you must authenticate. Either option is fine, it is your preference.



13. Verify your *Authentication Phone* and verify your *Authentication Email*. Click *finish*.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**



14. This is your **Office.com** home screen. On the left of the screen is the selection of Office Apps, including MS Teams, Word, and Outlook for email, and OneDrive for storage.

