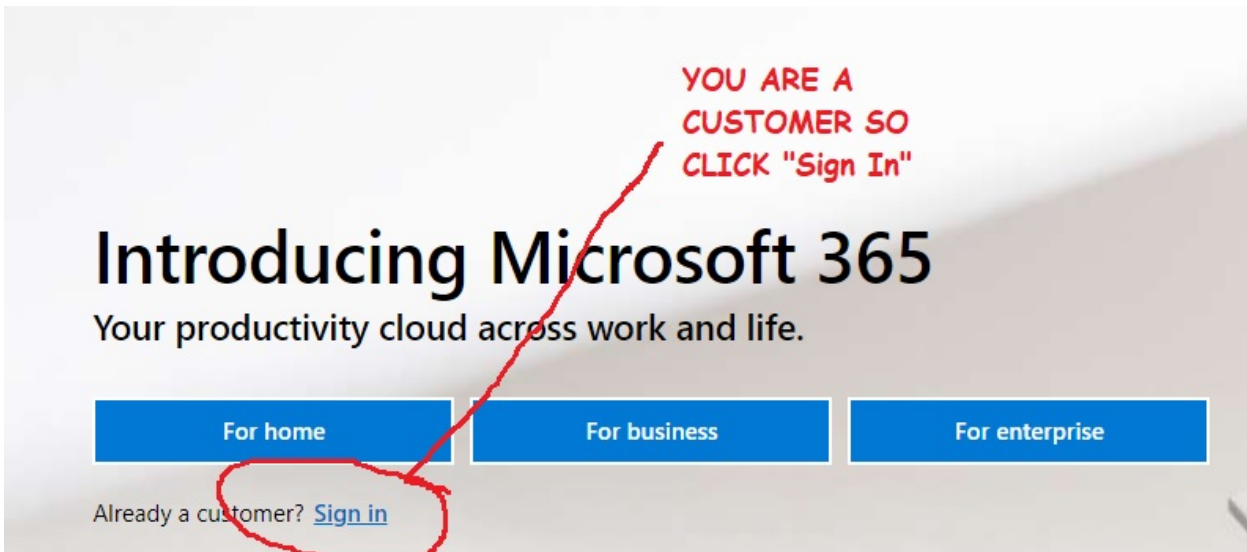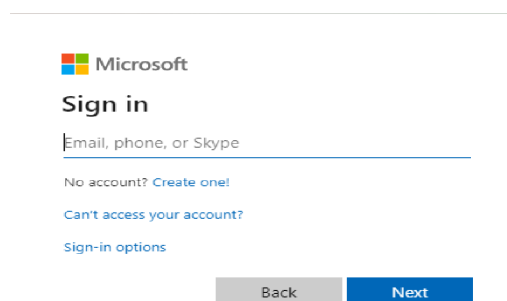# INSTRUCTION FOR CREATING YOUR MICROSOFT O365 ACCOUNT

1. Go to a browser and type this URL: 0365.COM or   Office.com
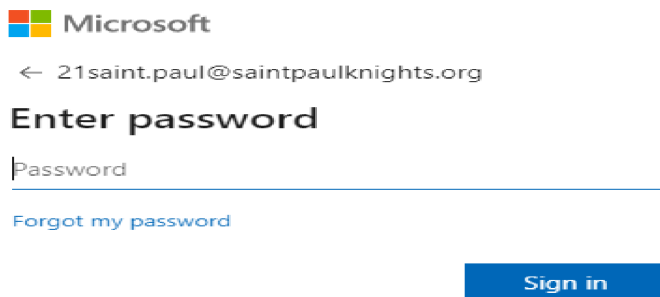

2. Now sign-in with your User E-mail. Remember, this will be :
    Year of GraduationFirst Name.Last Name @saintpaulknights.org

    example: Your name is Saint Paul and you're graduating in 2021
    So, your e-mail is: 21Saint.Paul@saintpaulknights.org

Then Click Next.

3. Now you will type in your password.   Everyone will start with the same password, then you'll change it for your own security.
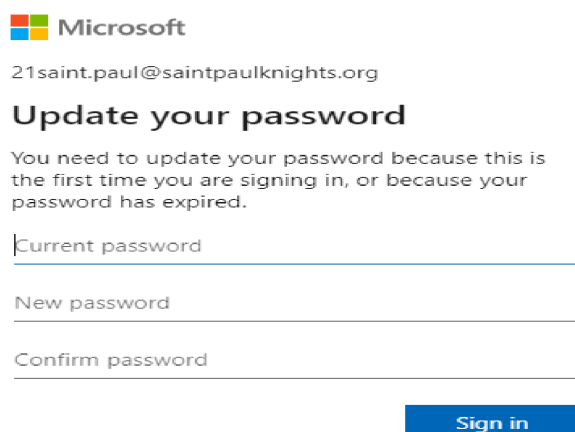So, type in: Knights21   as your initial password

Then, click "Sign In"

4. Now, you will have to create your own "secret" password. Once this is set, it will become your new password.

    First enter your current password,
    Then enter your new password twice.

Your new password must follow these rules or it won't accept.
Passwords can't contain your user ID, and need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols.

5. Congratulations!!! You now have a new personal secret password!
Now, we must do one more thing. Set up self-authorization. This will ena-
ble you to reset your password if you ever forget it.

So, click next at this screen:
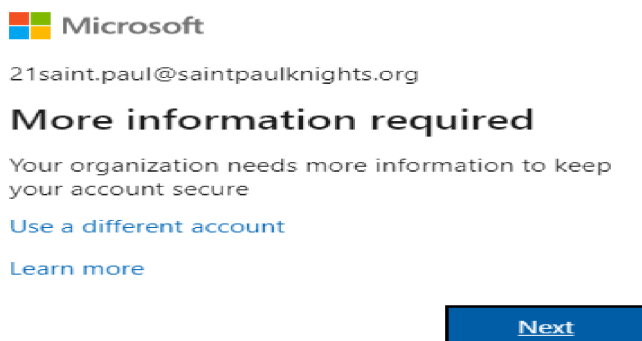
6. Choose one of these options.   You might find this a bit tedious but it
really is quite useful. If you ever do forget your password to sign-in, this
will enable you to take care of it yourself. You won't have to contact your
school to get back in. So, you see it is quite useful.

Go ahead and choose one of the options. The first option might be the most
convenient.   It will send a code to your cell phone to verify access.

7. Fill out the prompts and click   "text me".

Get the code from your phone and enter it into the prompt on the screen.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)   ⌄

5085551212

[text me]   [call me]

[back]

8. You will be returned to this screen. Notice that the first option is checked.   Click Finish.

Microsoft

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to + [   ] Change

❗ Authentication Email is not configured. Set it up now

❗ Security Questions are not configured. Set them up now

[finish]   cancel

9. Now you will be returned to the Main sign-on screen.
Go ahead and sign-in with your new password and start exploring the
amazing world of Microsoft O365 e-mail, Apps and OneDrive Storage:

10. Congratulations!!!!!   Enjoy.