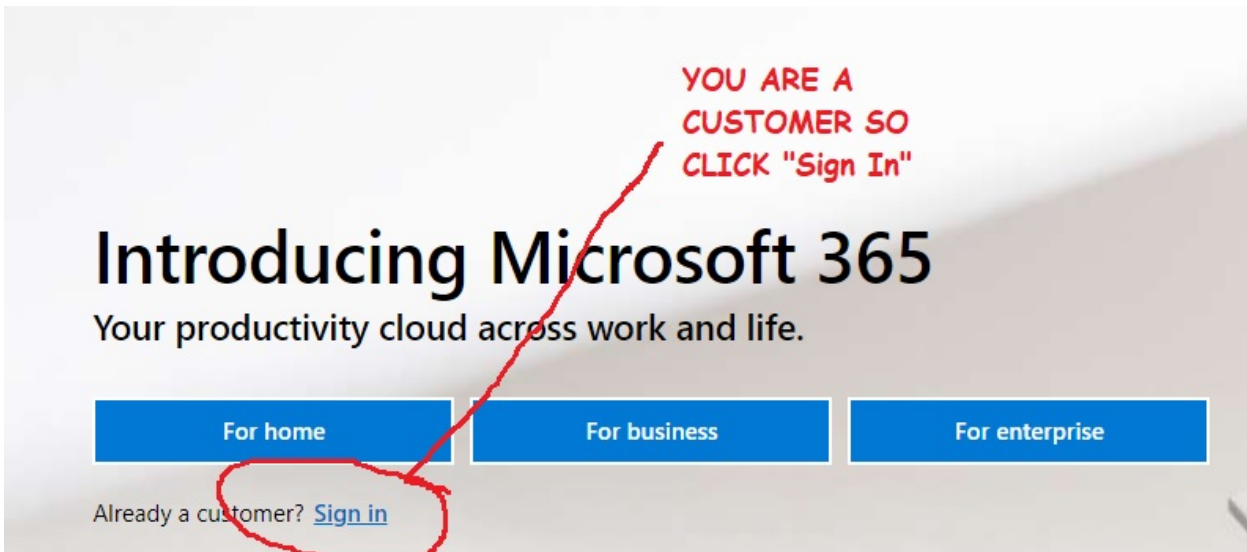


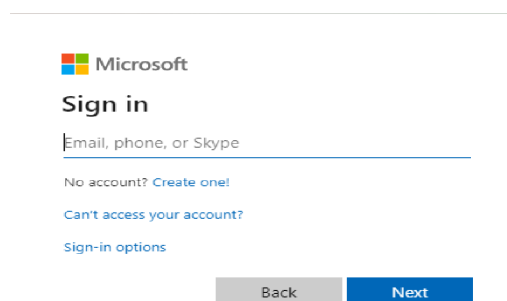
## INSTRUCTION FOR CREATING YOUR MICROSOFT O365 ACCOUNT

1. Go to a browser and type this URL: o365.COM or Office.com



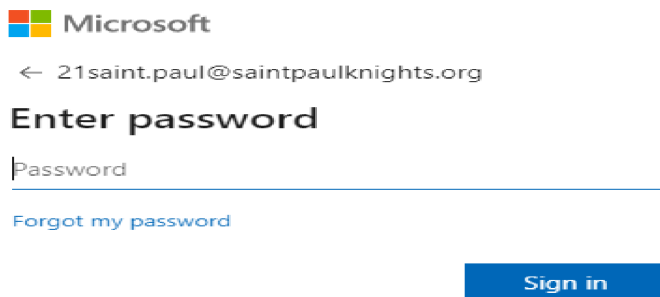
2. Now sign-in with your User E-mail. Remember, this will be :  
Year of GraduationFirst Name.Last Name @saintpaulknights.org

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



The screenshot shows the Microsoft login interface. At the top left is the Microsoft logo. Below it is the email address 21saint.paul@saintpaulknights.org with a back arrow. The main heading is "Enter password". Below this is a text input field containing the word "Password". Underneath the input field is a link that says "Forgot my password". At the bottom center is a blue button labeled "Sign in".

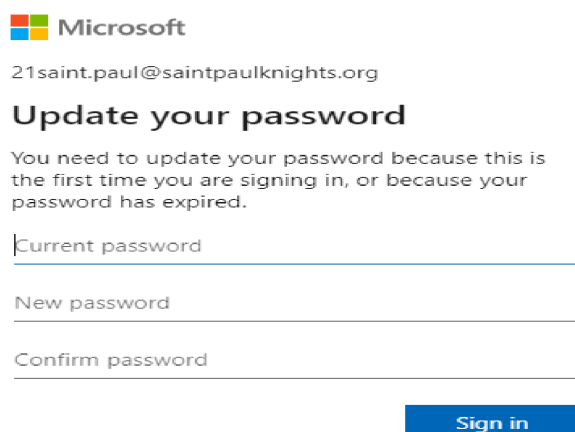
Then, click "Sign In"

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.

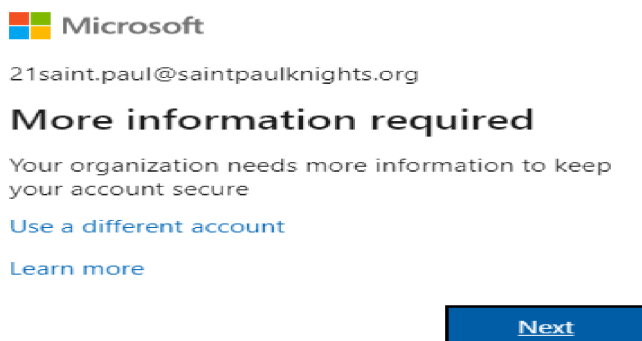
Passwords can't contain your user ID, and need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols.



The screenshot shows the Microsoft password update interface. At the top left is the Microsoft logo. Below it is the email address 21saint.paul@saintpaulknights.org. The main heading is "Update your password". Below this is a short paragraph explaining why the password needs to be updated. There are three text input fields: "Current password", "New password", and "Confirm password". At the bottom center is a blue button labeled "Sign in".

5. Congratulations!!! You now have a new personal secret password! Now, we must do one more thing. Set up self-authorization. This will enable 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.

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.

! Authentication Phone is not configured. [Set it up now](#)

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

! Security Questions are not configured. [Set them up now](#)

finish cancel

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 + [redacted] [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:



← 21saint.paul@saintpaulknights.org

## Enter password

Sorry, your sign-in timed out. Please sign in again.

.....|

[Forgot my password](#)

Sign in

10. Congratulations!!!!!! Enjoy.