



## **MAJLIS ANSARULLAH UNITED KINGDOM**

Information Technology & Data Security Committee

Helpful guide to logging in to your new Virtual Office and accessing the productivity apps.

V1.0

1. Microsoft Office O365 - Sign-in and Setup
2. How to change your Microsoft account password
3. How to use Microsoft O365 apps online
4. How to use Microsoft O365 apps from your phone
5. Shared Email Account Information

## **Microsoft Office O365 - Sign-in and Setup**

Microsoft 365 is the productivity cloud that brings together best-in-class Office apps with powerful cloud services, device management, and advanced security.

### **About two-step verification:**

Two-step verification helps protect us by making it more difficult for someone else to sign in to our Ansarullah account. It uses two different forms of identity: your password and a contact method preferably Microsoft authenticator App on you mobile.

### **STEP 1**

Install Microsoft authenticator App using below URL

<https://www.microsoft.com/en-us/account/authenticator>

OR

Search Microsoft authenticator from your google play or app store on your mobile phones.

### **STEP 2**

Go to

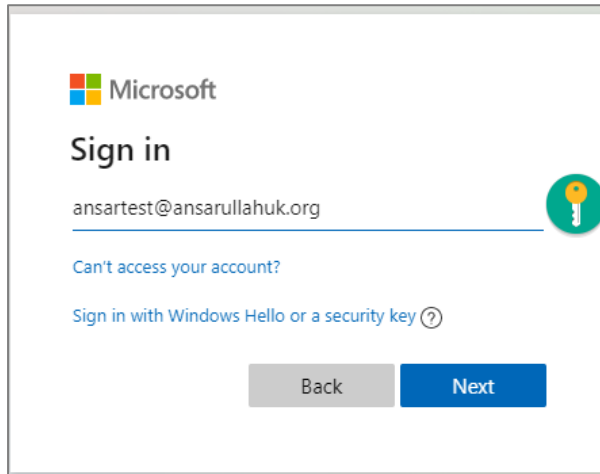
<https://myaccount.microsoft.com>

Sign-in with your "ansarullahuk" domain email account, ie:

username@ansarullahuk.org, and

password (provided to you by Majlis Ansarullah UK – Helpdesk

You will be prompted to enter your email account and password like below:



Microsoft

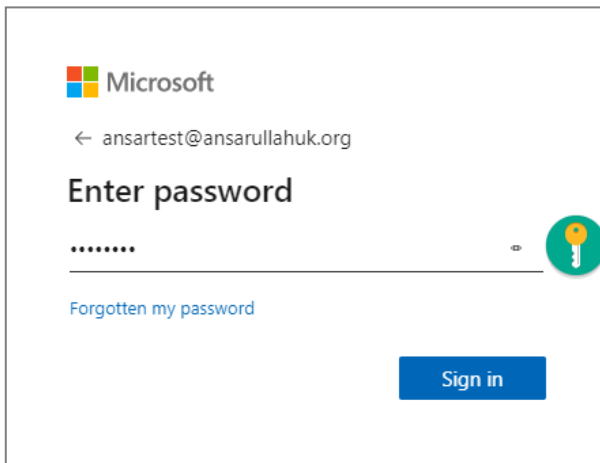
## Sign in

ansartest@ansarullahuk.org

[Can't access your account?](#)

[Sign in with Windows Hello or a security key](#)

[Back](#) [Next](#)



Microsoft

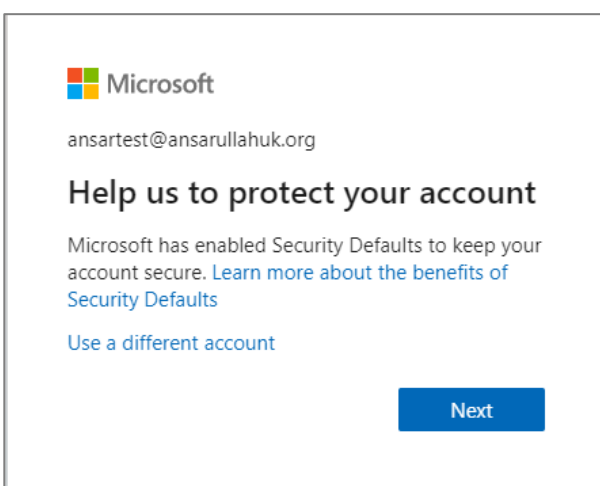
← ansartest@ansarullahuk.org

## Enter password

.....

[Forgotten my password](#)

[Sign in](#)



Microsoft

ansartest@ansarullahuk.org

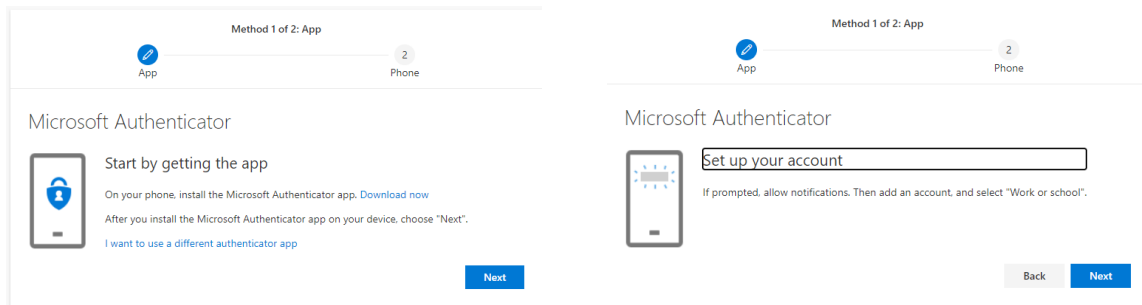
## Help us to protect your account

Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)

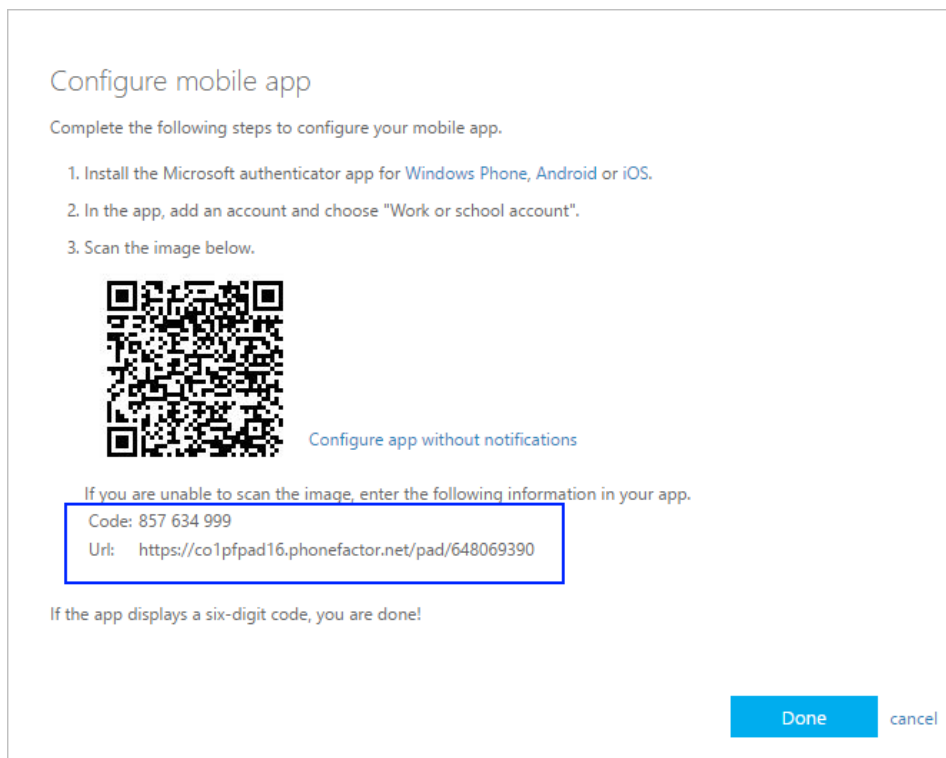
[Use a different account](#)

[Next](#)

Click next on the screen



Click next on the above screen prompts to confirm that you will be using Microsoft Authenticator in the future for two steps verifications



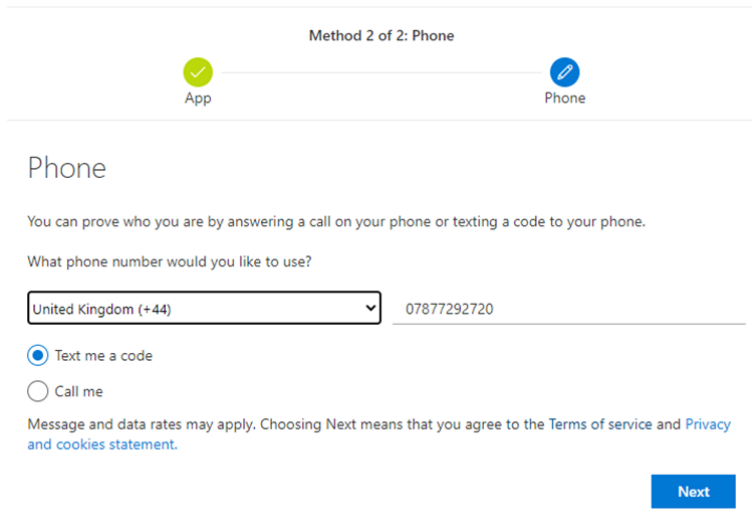
Open the Microsoft Authenticator app, select **Add account** from the **Customize and control** icon in the upper-right, and then select **Work or school account**.

Select **OR ENTER CODE MANUALLY**.

Enter the **Code** and **URL** from Step 1, and then select **Finish**.

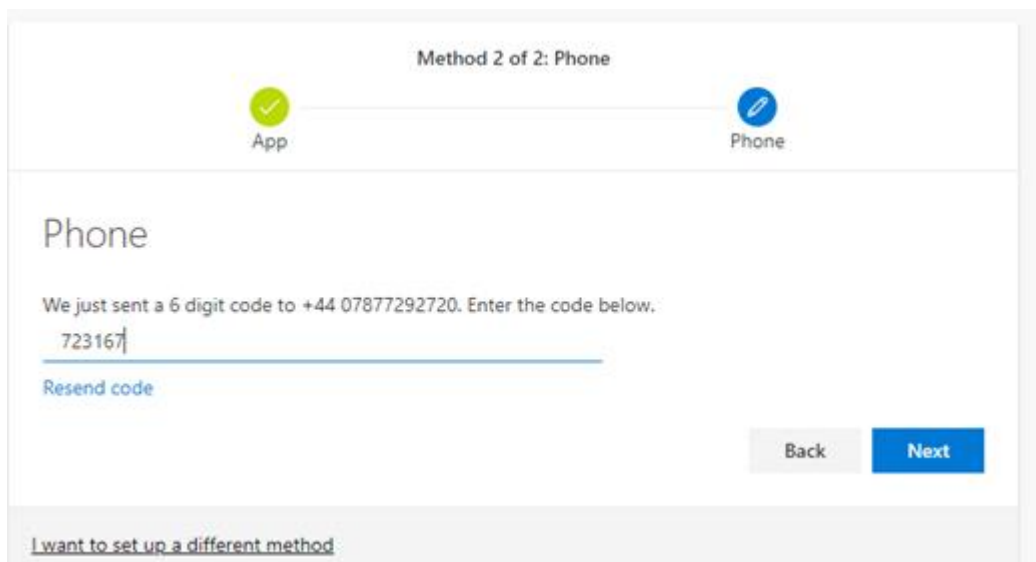
The **Accounts** screen of the app shows you your account name and a six-digit verification code. For additional security, the verification code changes every 30 seconds preventing someone from using a code multiple times.

In the next setup – Microsoft will verify your mobile number by sending text message to you.



The screenshot shows the 'Method 2 of 2: Phone' step in the account setup process. At the top, there are two progress indicators: 'App' with a green checkmark and 'Phone' with a blue pencil icon. Below this, the title 'Phone' is displayed. The text reads: 'You can prove who you are by answering a call on your phone or texting a code to your phone.' Below this, it asks 'What phone number would you like to use?'. There is a dropdown menu for the country code, currently set to 'United Kingdom (+44)', and a text input field containing the number '07877292720'. Below the number, there are two radio buttons: 'Text me a code' (which is selected) and 'Call me'. A small note below the radio buttons states: 'Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.' At the bottom right, there is a blue 'Next' button.

Click next on the next screen



The screenshot shows the next step in the account setup process. At the top, the progress indicators are the same: 'App' with a green checkmark and 'Phone' with a blue pencil icon. Below this, the title 'Phone' is displayed. The text reads: 'We just sent a 6 digit code to +44 07877292720. Enter the code below.' Below this, there is a text input field containing the code '723167'. Below the input field, there is a blue link that says 'Resend code'. At the bottom right, there are two buttons: a grey 'Back' button and a blue 'Next' button. At the bottom left, there is a link that says 'I want to set up a different method'.

Verify your account by typing your code here sent to you by Microsoft.

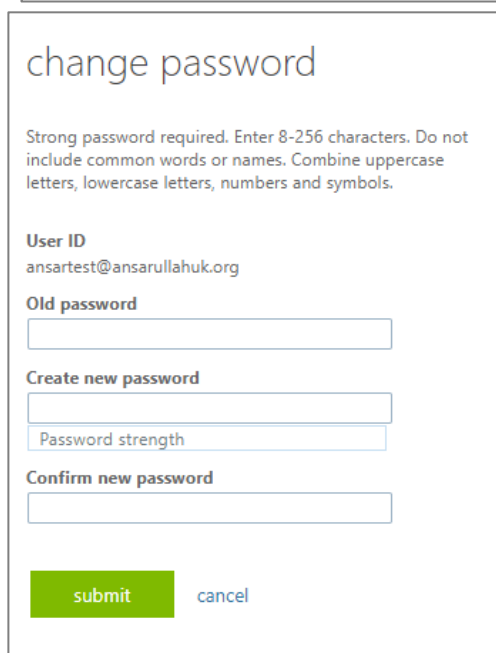
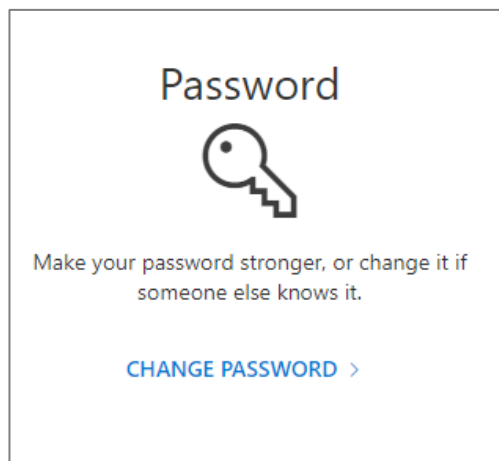
## How to change your Microsoft account password

Sign in to <https://myaccount.microsoft.com> using your current password.

If you forget your password, either select "**Forgot my password** and follow the steps".

**Or**, to reset your account sign-in password, Sign in to <https://myaccount.microsoft.com>

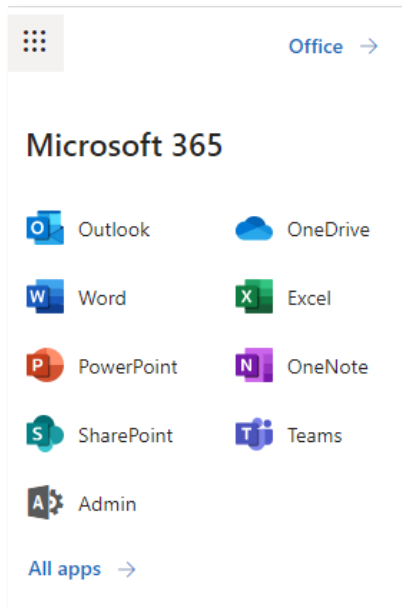
Once you've signed in, select change password from **password utility**, change your password and press submit button.



The screenshot shows a white box with a black border. At the top, the text "change password" is written in a large, black, sans-serif font. Below it, a smaller line of text reads: "Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols." Below this is the "User ID" field, which contains the email address "ansartest@ansarullahuk.org". There are three password input fields: "Old password", "Create new password", and "Confirm new password". The "Create new password" field has a "Password strength" indicator below it. At the bottom of the form, there are two buttons: a green "submit" button and a grey "cancel" button.

## How to use Microsoft O365 Apps online

Sign in to <https://www.office.com> using your Ansarullah email account and password. Click on app launcher and you will be able to view the available apps.



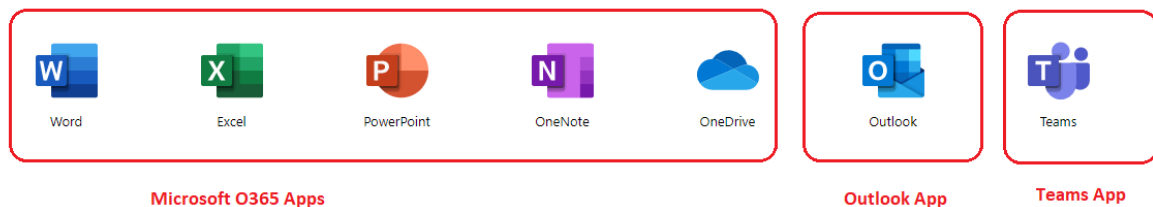
## How to use Microsoft O365 Apps from your Mobile

To set up office apps and email on a mobile device, follow the link below:

**<https://support.microsoft.com/en-us/office/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f>**

or

Install Microsoft Office 365, Microsoft Outlook & Microsoft Team application on your Android, iPhone or iPad devices using Google or App store.

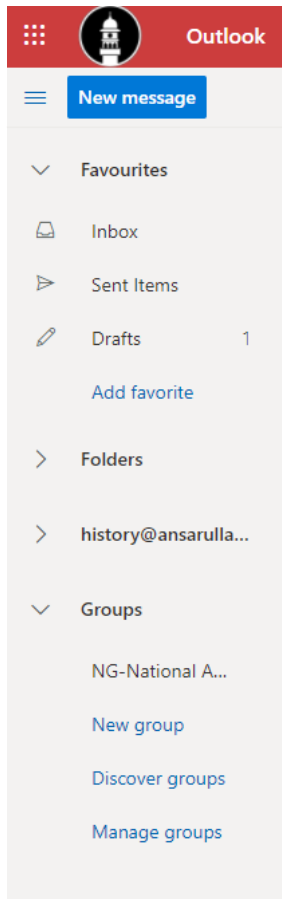


Your apps are all online so there is nothing to install.



## Shared Email Account Information

If you have been assigned more than one email account then you can view incoming emails in a separate section.

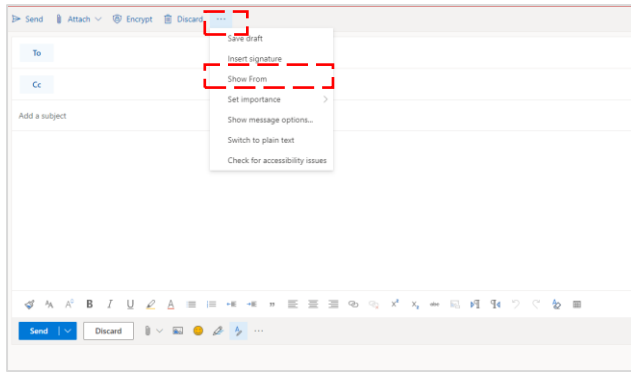


This is your main mailbox section.

This is your additional mailbox section.

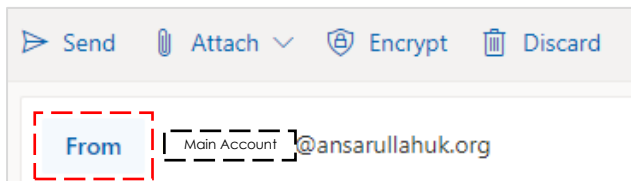
**New message**

Tap the New Message button to compose a new message.



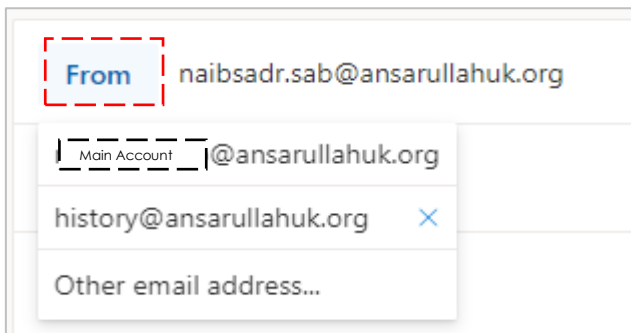
In the message compose section, you can select 'from' which email account you want to send the email.

Tap on the 3 dots next to Discard and tap Show From.



In the message compose section, you can select 'from' which email account you want to send the email.

Tap on the 3 dots next to Discard and tap Show From.



Tap 'from' and select the desired account.