

# Getting Started with Office365



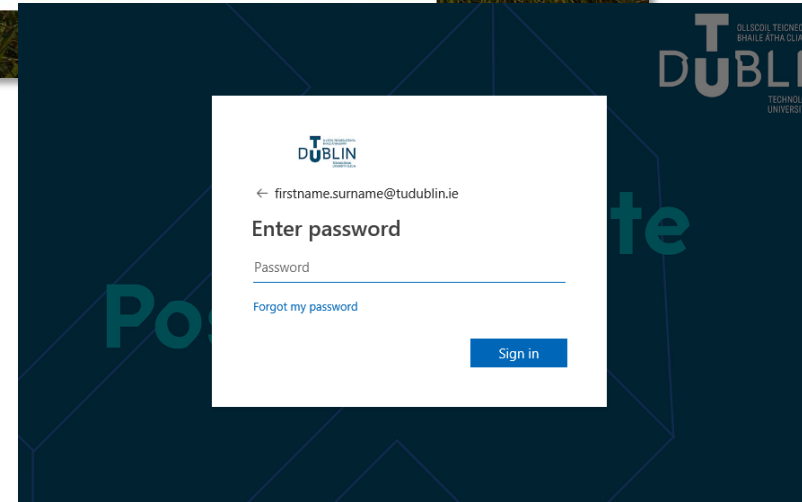
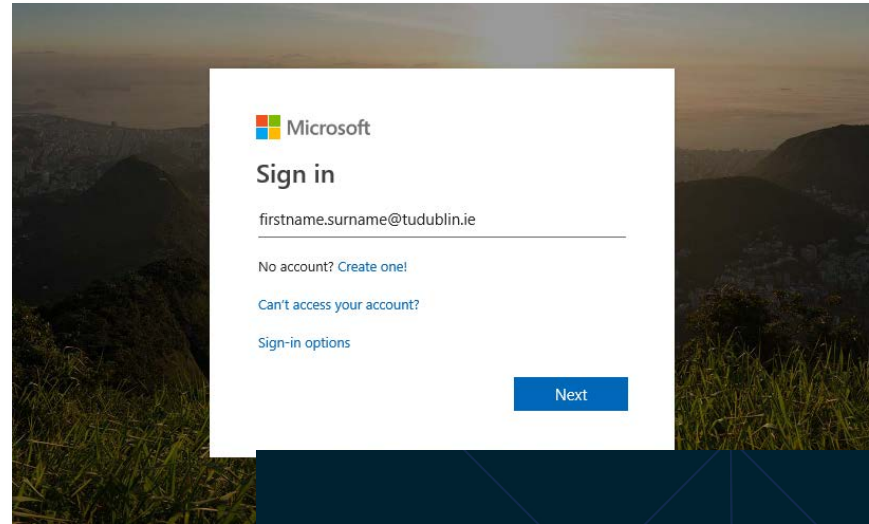
# Lesson Objectives

- This lesson will teach you the following items:
  1. How to connect to Office 365 at [portal.office.com](https://portal.office.com)
  2. What credentials you should use.
  3. Steps you need to complete the first time you log in to Office 365.
  4. Show you the Office 365 landing page from where you will access your email (using Outlook) and the other Office apps such as Excel.



# Logging in to Office.com

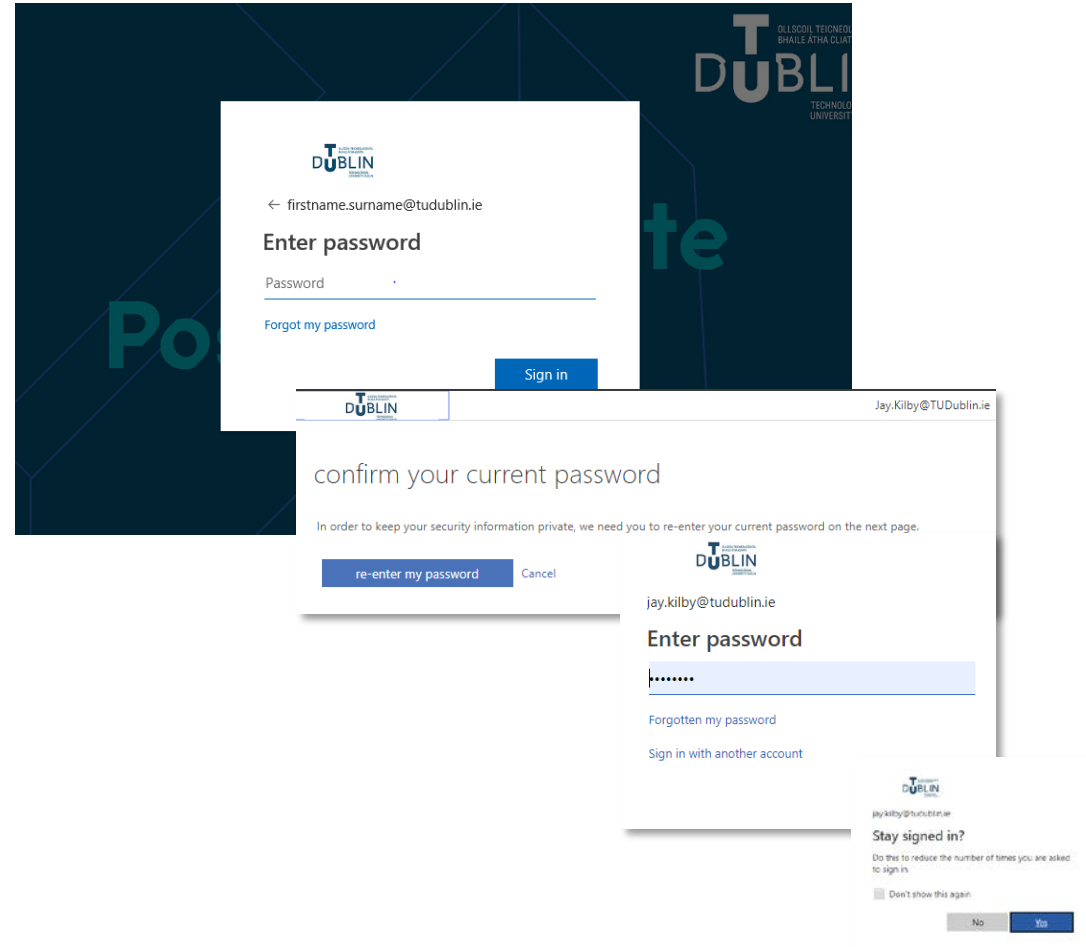
1. Open your preferred browser and go to [portal.office.com](https://portal.office.com)
2. Where prompted at the standard Microsoft Sign In page, enter your new TU Dublin account user name (this is the same as your TUDublin.ie email address) and click **Next**.
3. You should notice that the page background will change to display TU Dublin colours and imagery.
4. Enter your password.
5. Click **Sign in**.



# First Time Login

Some additional steps are required the first time you connect to TU Dublin Office 365.

1. On the 'More information required' screen click next.
2. Click '**re-enter my password**' on the 'Confirm your current password' screen.
3. Enter your password and Click '**Sign in**'
4. On the 'Stay Signed in' screen: You may select the option '**Don't show this message again**' and then click **Yes** (this will reduce the amount of times you are requested to sign in)



# Forgotten your password?

To avoid getting locked out of your email account, register with TU Dublin's **Self-Service Password Reset (SSPR)** service.

You will be prompted to register the first time you login to Office 365.

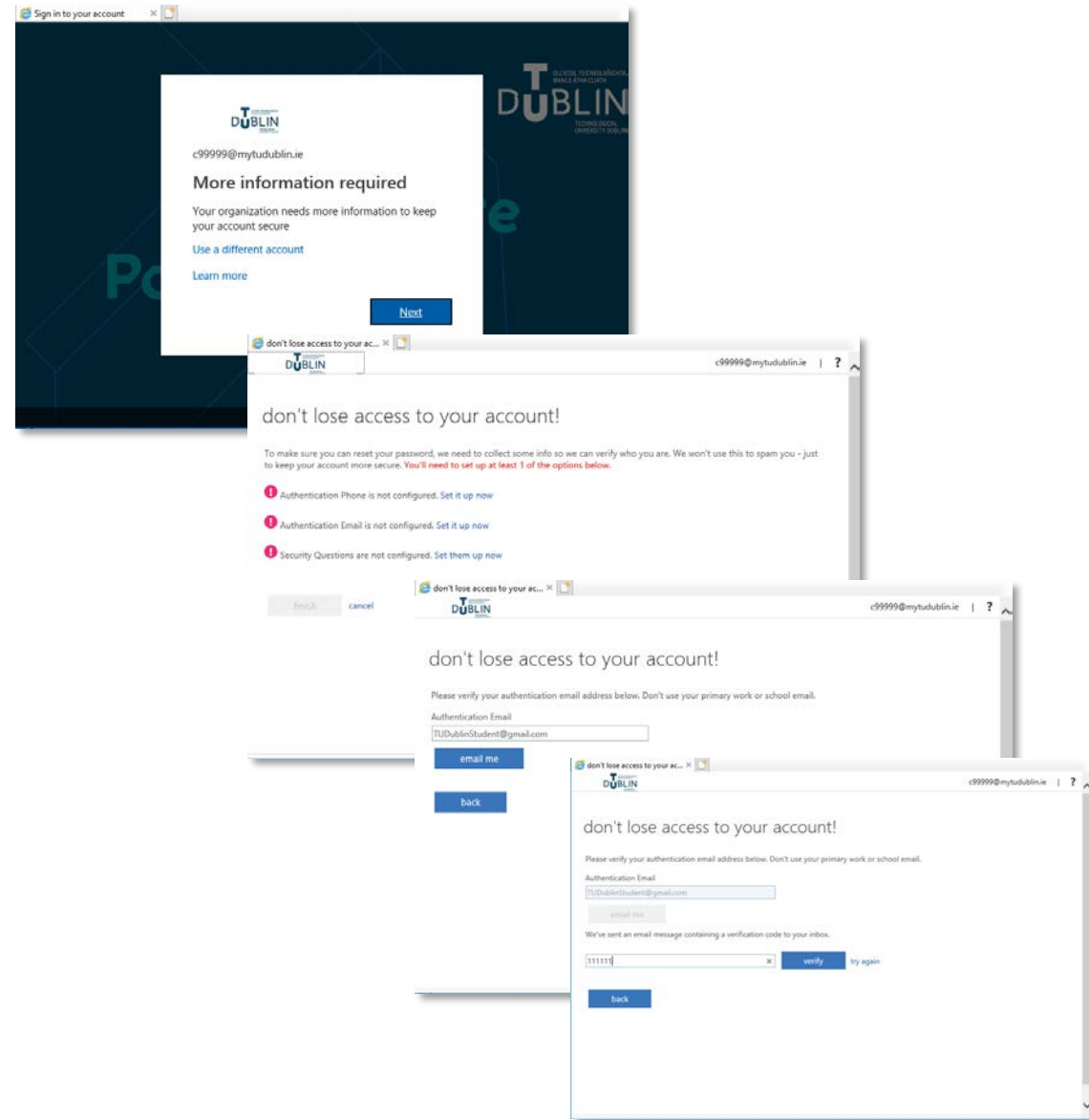
**SSPR** will enable you to reset your password for Office 365 at any time *(without needing to contact IT support)*.

You must register an alternative means of communication (email address, phone number or security questions) with the service to enable you to be contacted during the password reset process or set a security question which will allow you to confirm your identity.



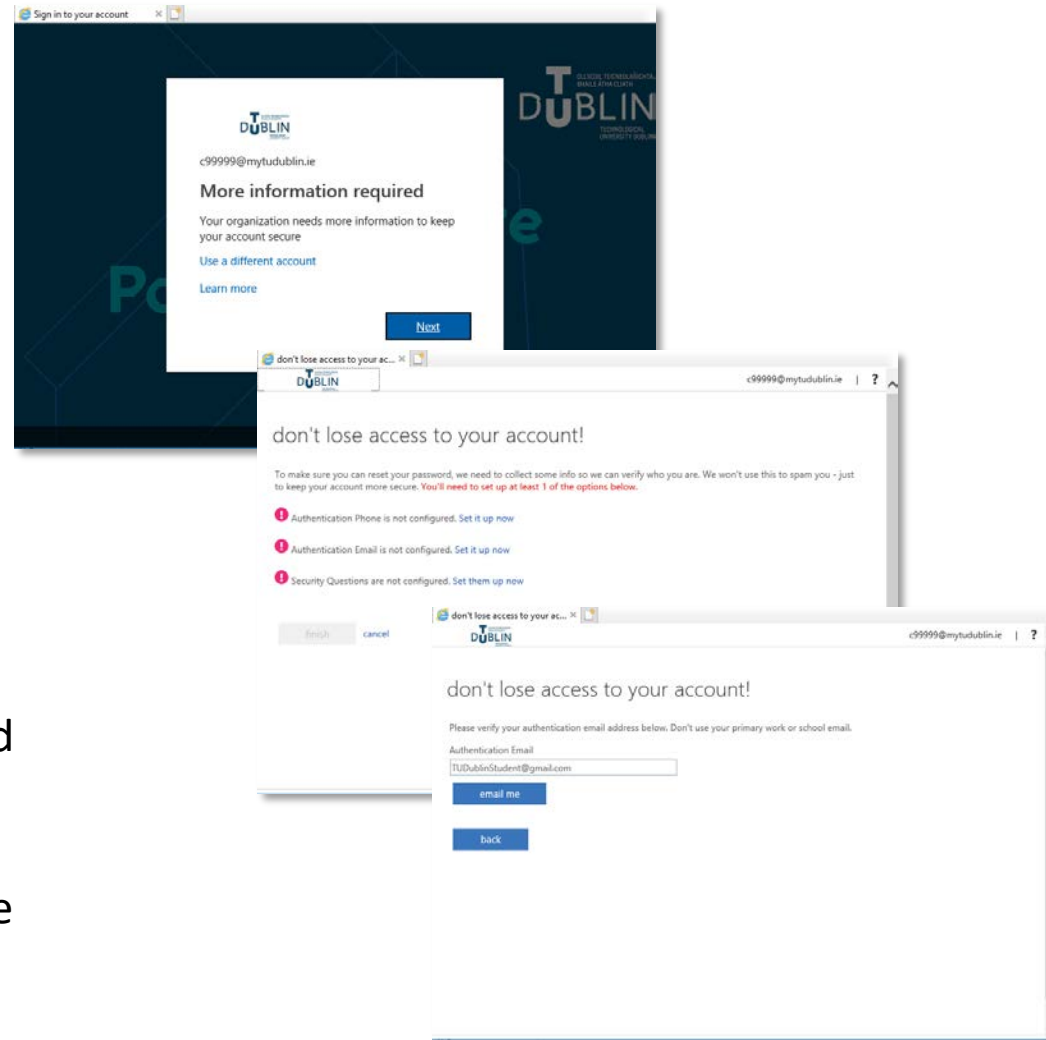
# Register for SSPR with an email address

1. On the TU Dublin **'More information required'** screen click next.
2. On the **'don't lose access to your account!'** screen, select **'Set it up now'** under Authentication email.
3. Enter your alternate email address and click email me.
4. You will receive an email to your alternate email address with a code. Enter the code and click verify.



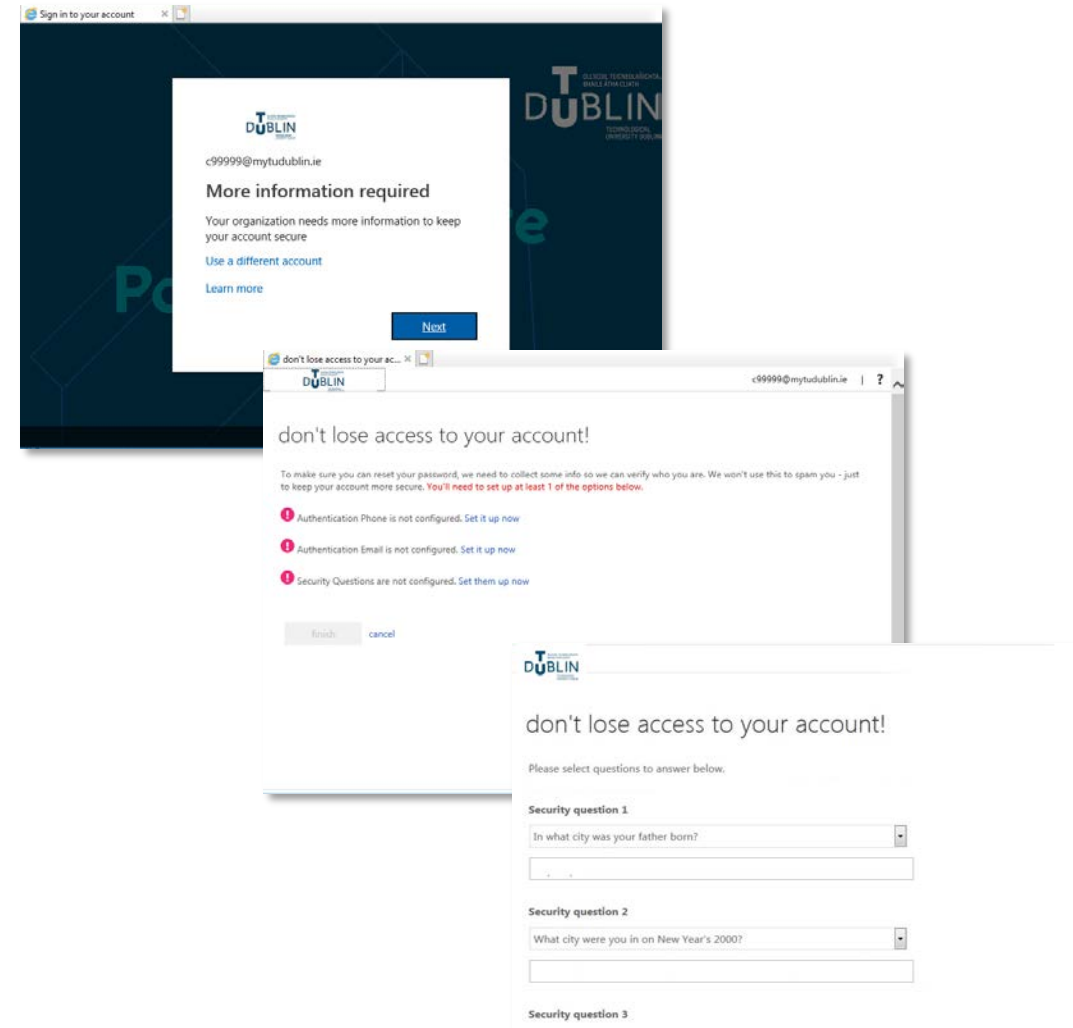
# Register for SSPR with a phone number

1. On the TU Dublin 'More information required' screen click next.
2. On the 'don't lose access to your account!' screen, **Again** select 'Set it up now' under Authentication **phone**.
3. Choose the region of your phone number and enter your phone number.
4. Choose whether you would like to receive the code via a phone call or a text.
5. You will receive a text or call to your phone with a code. Enter the code and click verify.
6. You can now click **finish** on the 'don't lose access to your account screen'



# Register for SSPR with security questions

1. On the TU Dublin **'More information required'** screen click next.
2. On the **'don't lose access to your account!'** screen, **Again** select **'Set it up now'** under Security Question.
3. Choose security questions and answers to the questions as required.
4. You can now click **finish** on the **'don't lose access to your account screen'**





# Welcome to Office.com :

## The TU Dublin Office 365 Home page

1. Once all of the initial login and SSPR registration screens have been successfully completed you will reach the Office 365 Home page
2. From here you will have access to your email using Outlook, personal file storage and collaboration using OneDrive in addition to browser-based versions of all the familiar Microsoft Office tools.

