

Student user guide for getting started with Microsoft Office 365



Microsoft Office 365 is the new digital workspace for TU Dublin students and staff.

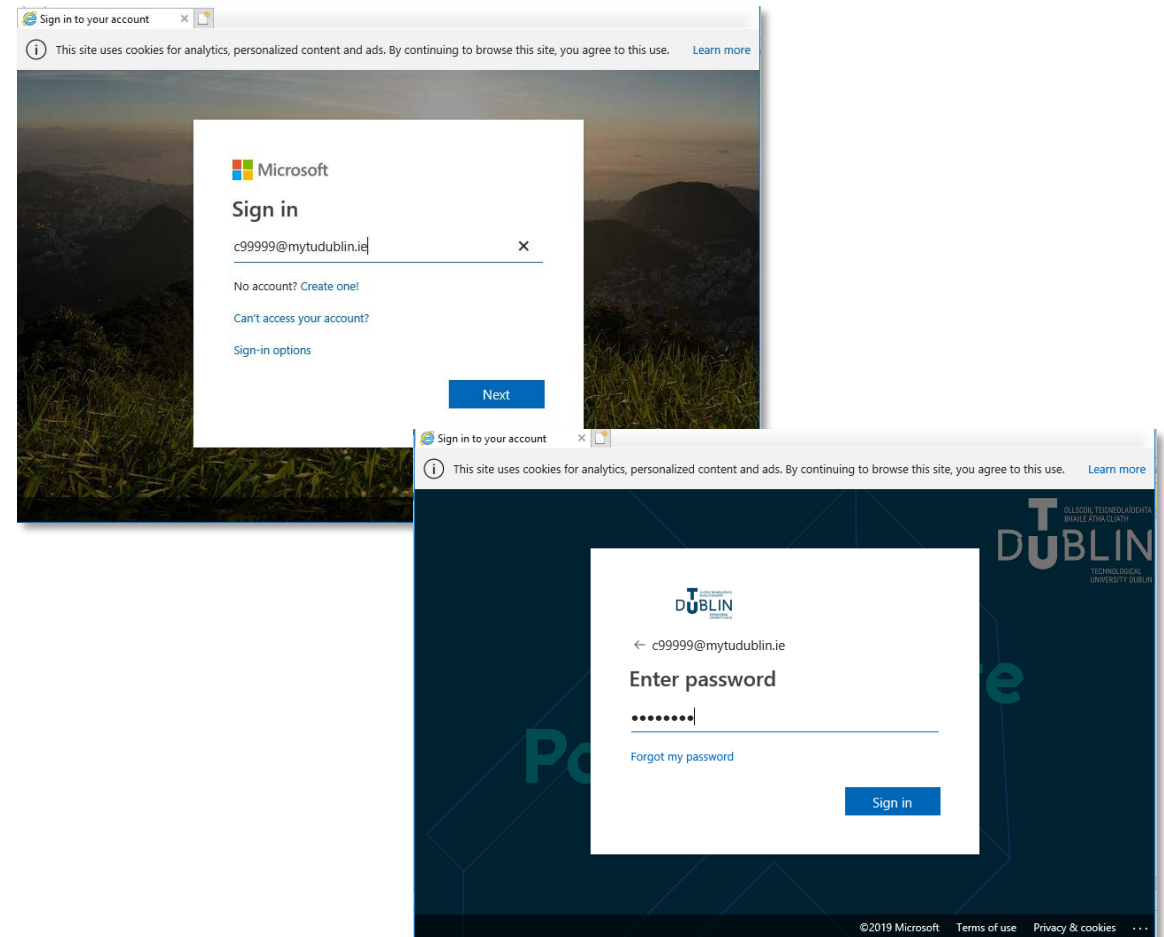
This user guide will show you how to get started on Office 365, including:

1. How to logon to Office 365 at portal.office.com
2. The credentials you should use.
3. The steps you need to complete the first time you log in to Office 365.
4. Show you the Office 365 homepage from where you can access your new email via Outlook and other Office applications such Word, PowerPoint, Excel etc.



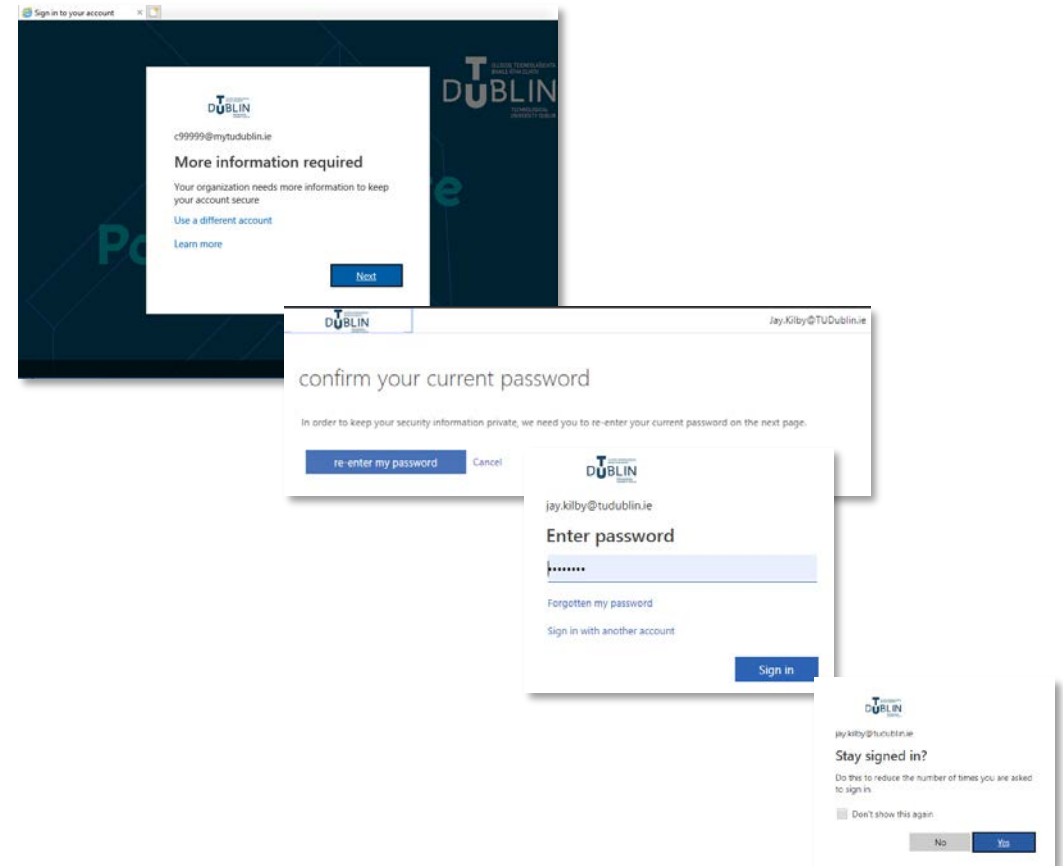
How to log into Office 365

1. Open your preferred browser and go to portal.office.com
2. Where prompted at the **Microsoft Sign in** page, enter your new TU Dublin account user name (this is the same as your **@mytudublin.ie** email address) and click **Next**.
3. When promoted to **Enter password** returning students should enter the password for their previous email account while new students should enter their new TU Dublin account password.
4. Click **Sign in**.



How to log into Office 365 for the first time

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 if you 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.



How can I avoid getting locked out of my Office 365 account?

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

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

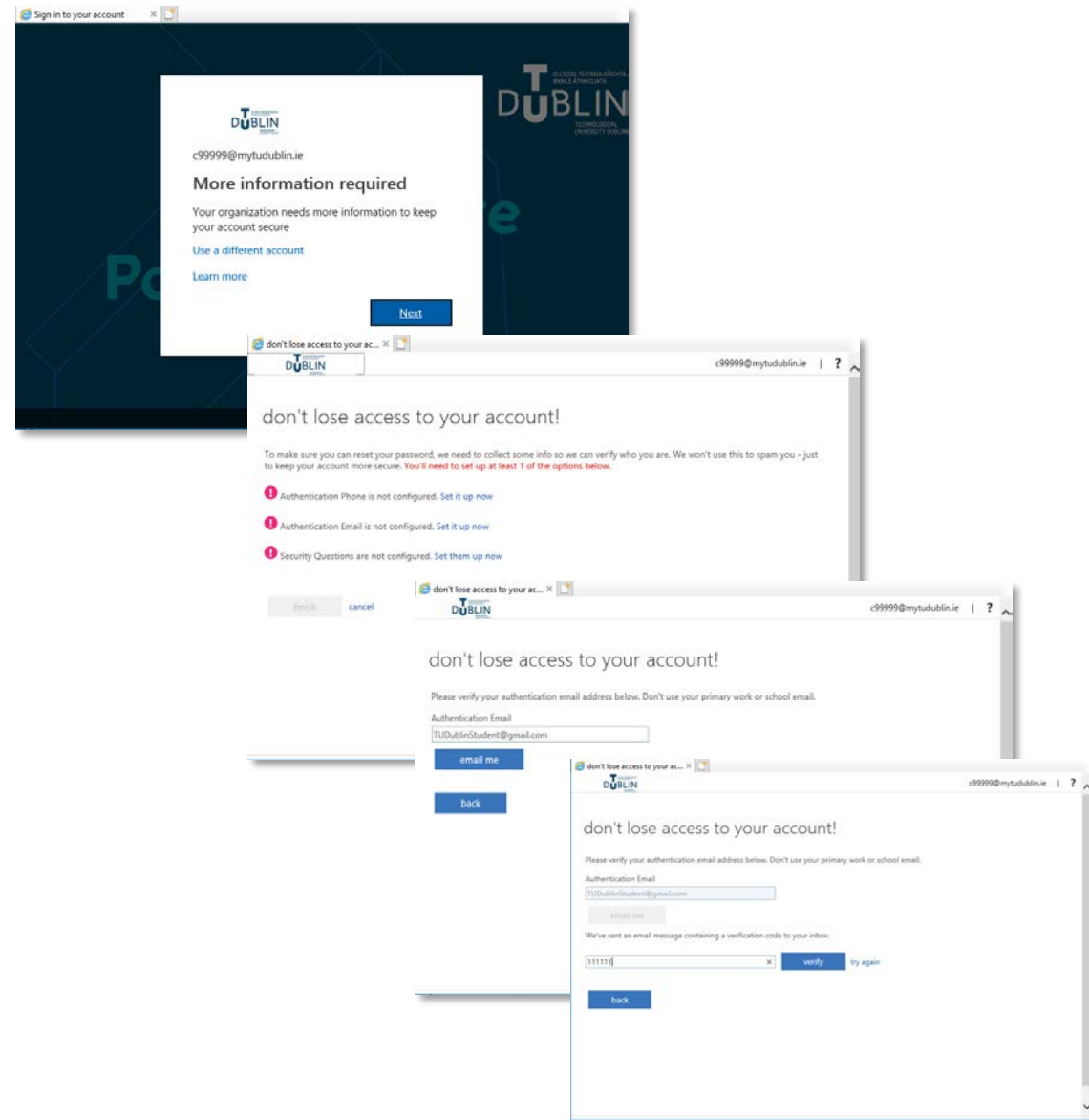
SSPR will enable you to reset your password for Office 365 at any time without the need to contact Support.

You will need to register an alternative means of communication, either an email address or a phone number, or set a security question to enable you to be contacted to confirm your identity during the password reset process.



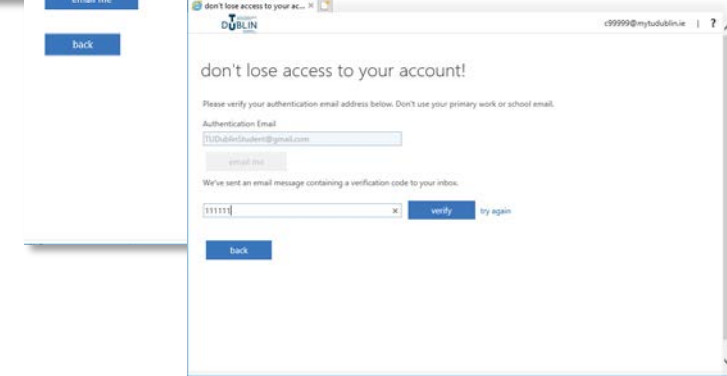
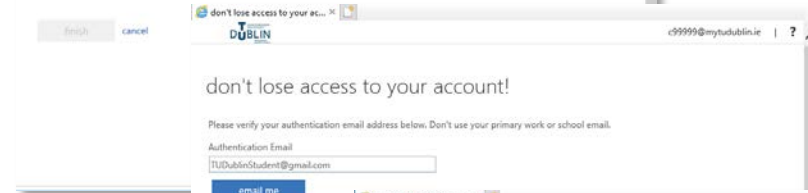
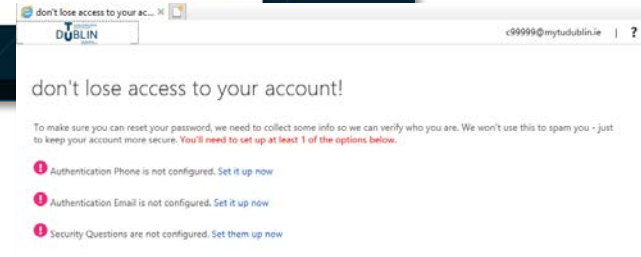
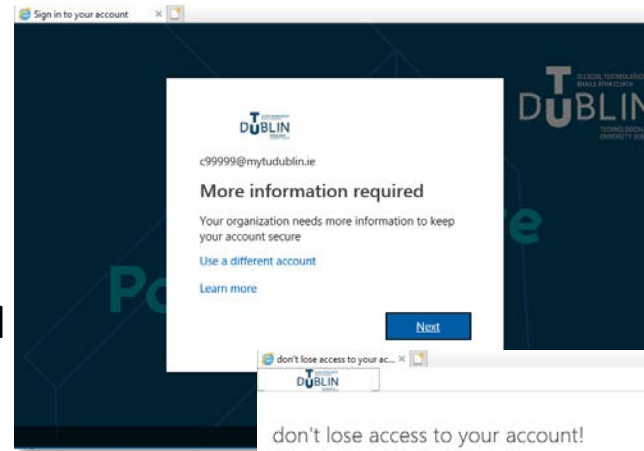
How to register for SSPR using an email address

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**.
5. Click **Finish** on the **Don't lose access to your account** screen.



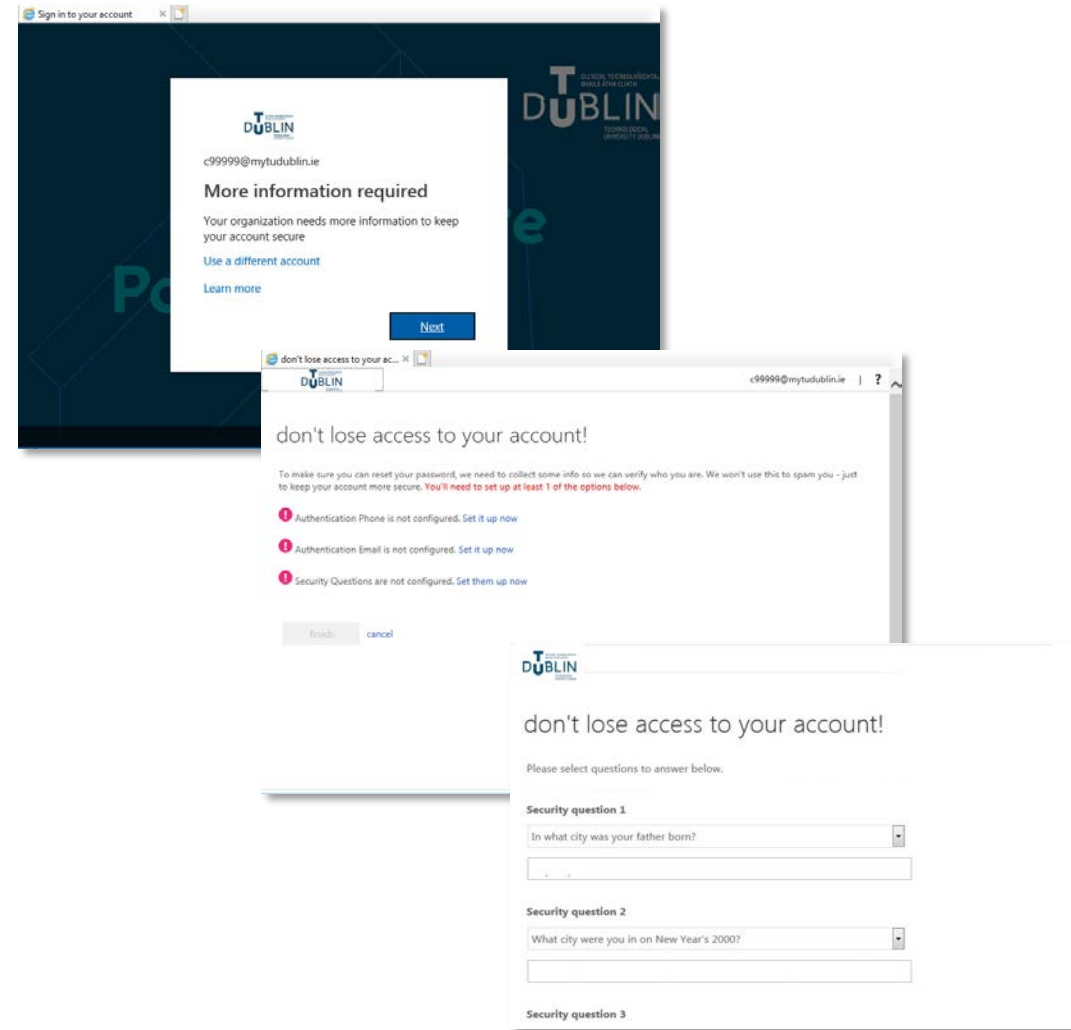
How to register for SSPR using an email address

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 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. Click **Finish** on the **Don't lose access to your account** screen.



How to register for SSPR by providing answers to security questions

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 **Security Question**.
3. Choose security questions and answers to the questions as required.
4. Click **Finish** on the **Don't lose access to your account screen**.



TU Dublin Microsoft Office 365 Homepage

1. Once you have successfully completed the **initial login** and **SSPR registration** you will be directed to the **Office 365 homepage**.
2. From here you will have access to your email using **Outlook**, personal file storage and collaboration using **OneDrive**, along with browser-based versions of **various Office tools, including Word, PowerPoint, Excel etc.**

