

Step 1: Open a Browser (Chrome, Edge, Firefox) and navigate to Office.com

Select Sign in.

Office 365 Login | Microsoft Offi... x +

office.com

Microsoft | Office Products Resources Templates Support My account Buy Office 365 All Microsoft Sign in

Remote Learning in education. Learn more >

Hello, Michael. Welcome back.

Sign in as MDIPASQUA@gulfcoast.edu

[Sign in](#)

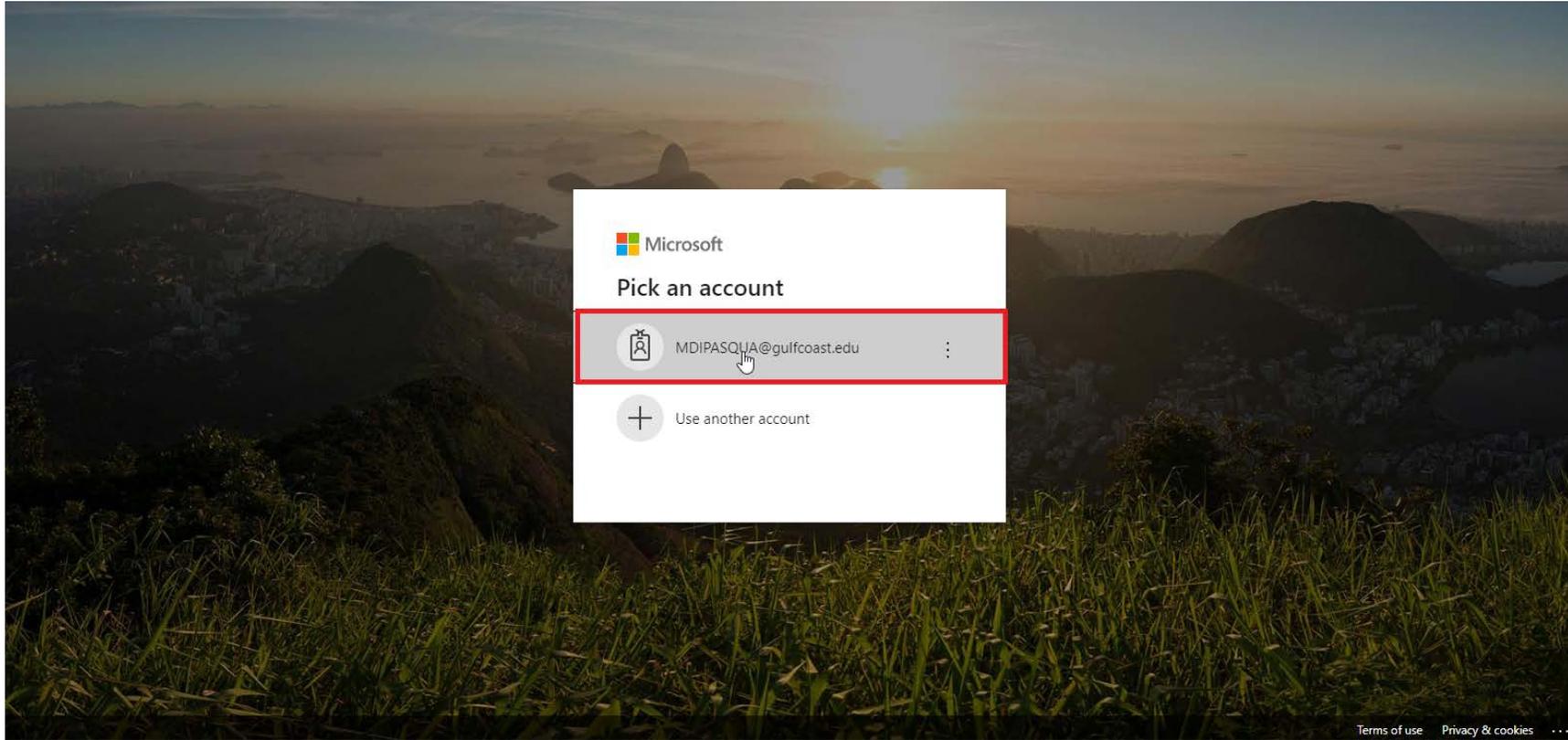
[Switch to a different account](#)

[Not Michael? Forget this account](#)

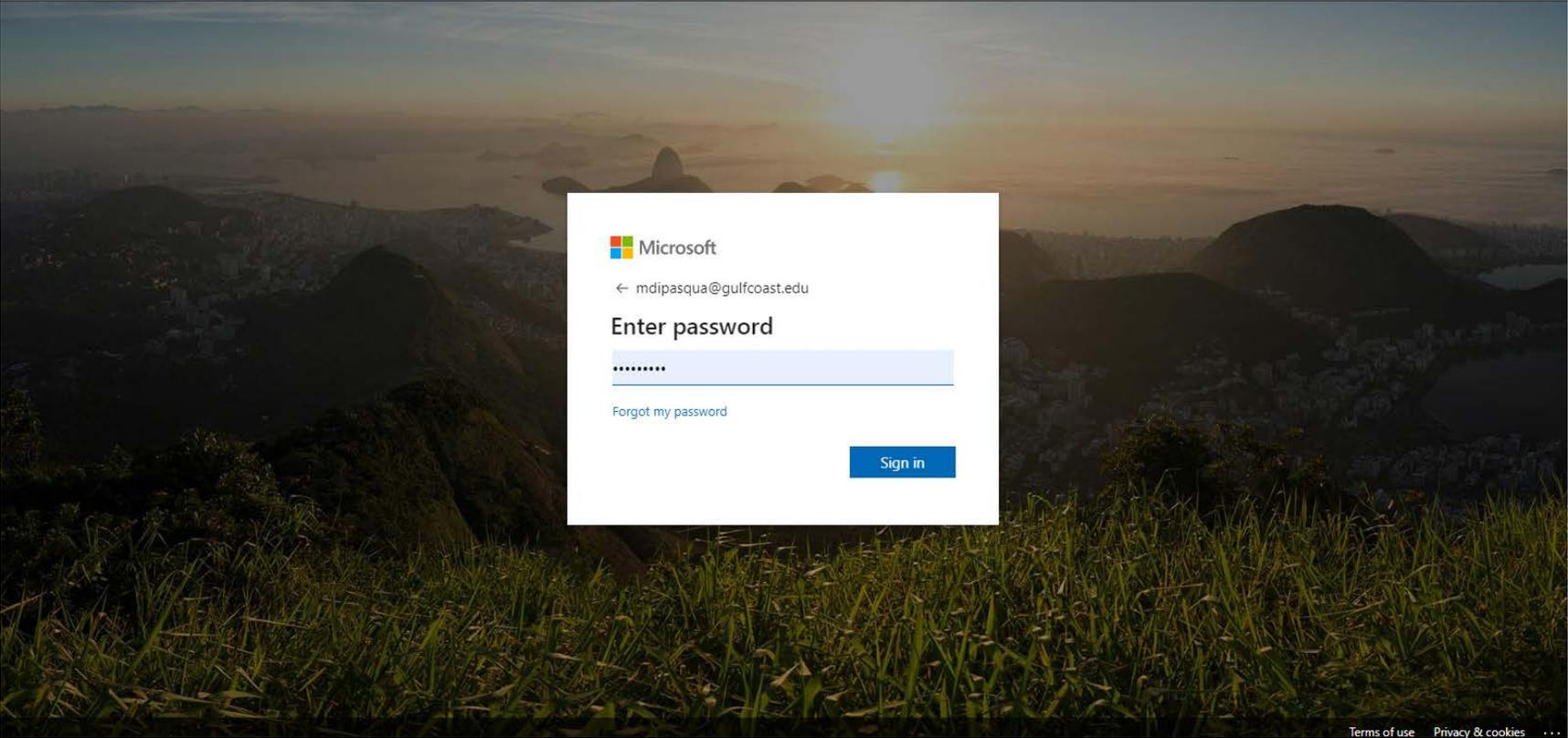
Follow Office [in](#) [f](#) [t](#) [@](#) [✉](#)

What's new	Microsoft Store	Education	Enterprise	Developer	Company
Microsoft 365	Account profile	Microsoft in education	Azure	Microsoft Visual Studio	Careers

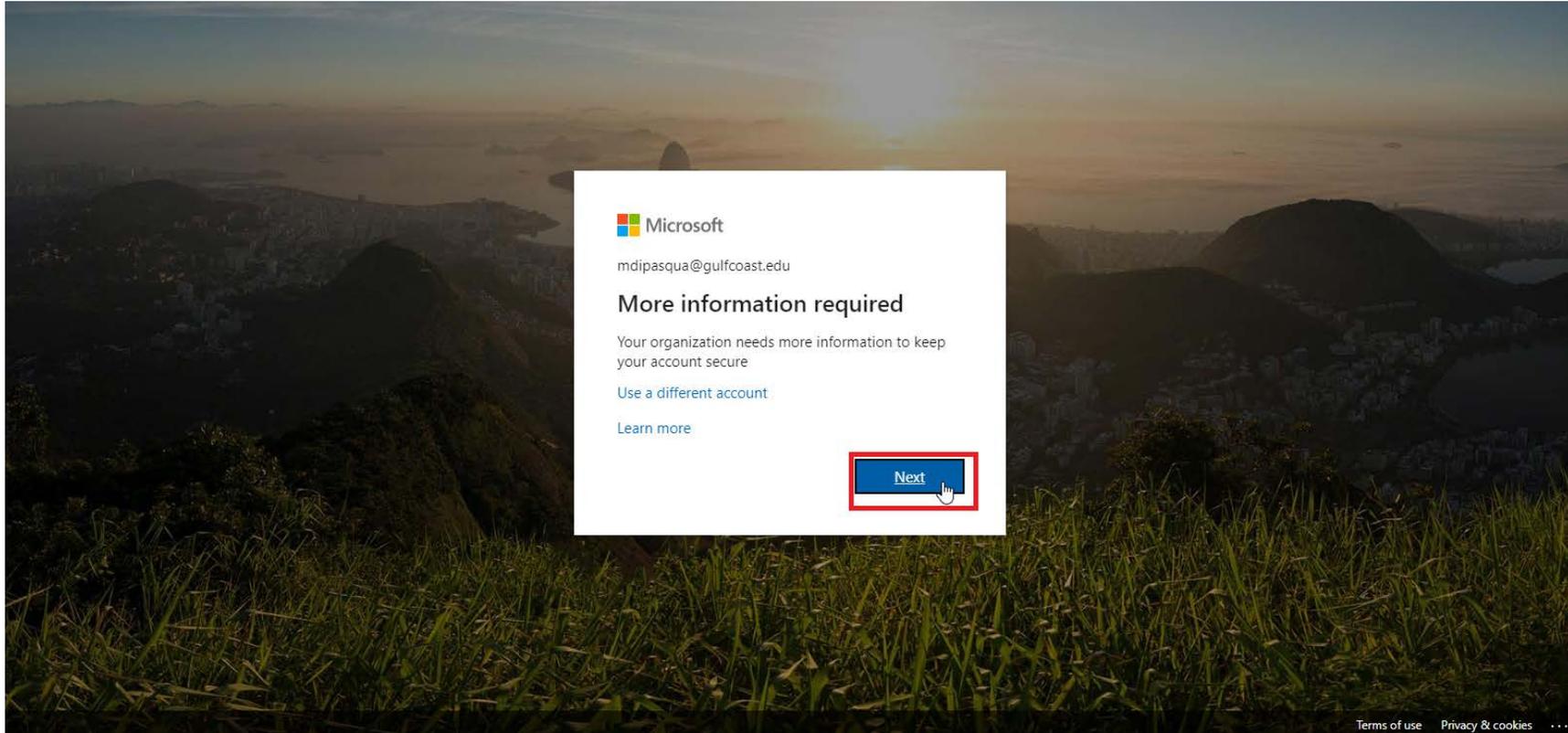
Step 2: Use your gulfcoast email to sign in.



Step 3: Enter your password



Step 4: Choose Next



The image shows a Microsoft account setup screen overlaid on a scenic background of a city at sunset. The screen displays the Microsoft logo, the email address 'mdipasqua@gulfcoast.edu', and the heading 'More information required'. Below this, it states 'Your organization needs more information to keep your account secure' and provides two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is located at the bottom right of the white dialog box, and it is highlighted with a red rectangular border. A mouse cursor is positioned over the 'Next' button.

Microsoft

mdipasqua@gulfcoast.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Terms of use Privacy & cookies ...

Step 5: Fill in Information needed

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

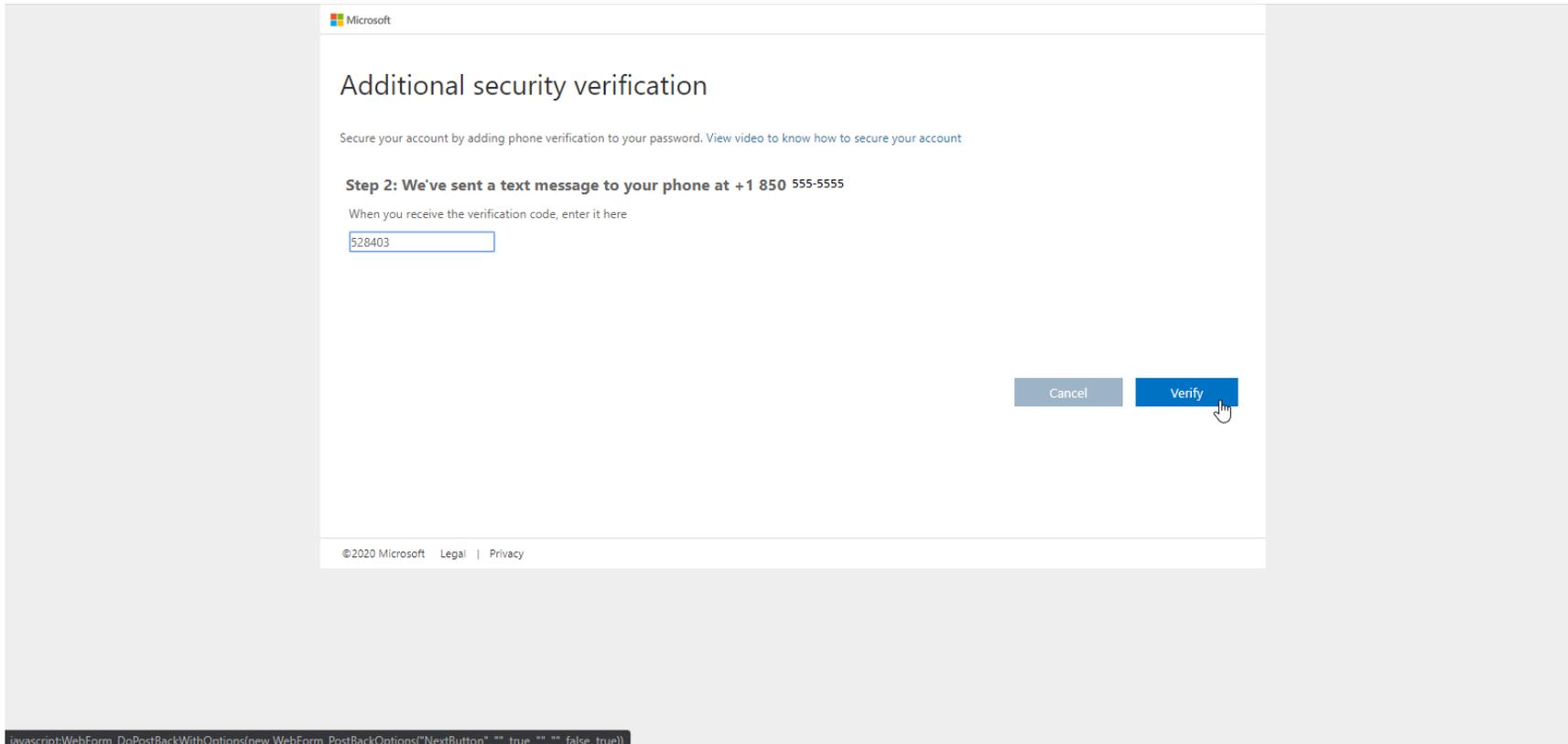
Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

© 2020 Microsoft [Legal](#) | [Privacy](#)

Step 6: Enter the code sent to your phone.



The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The current step is "Step 2: We've sent a text message to your phone at +1 850 555-5555". Below this, it says "When you receive the verification code, enter it here". A text input field contains the code "528403". At the bottom right, there are two buttons: "Cancel" and "Verify". A mouse cursor is hovering over the "Verify" button. At the bottom left, there is a footer: "©2020 Microsoft | [Legal](#) | [Privacy](#)".

Microsoft

Additional security verification

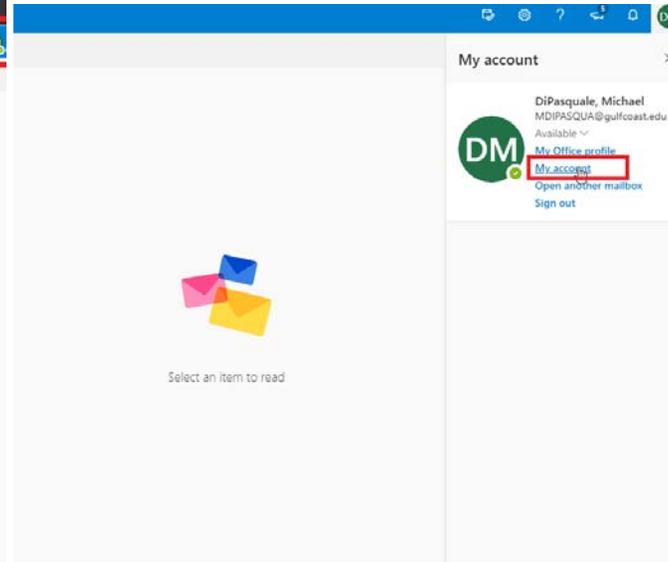
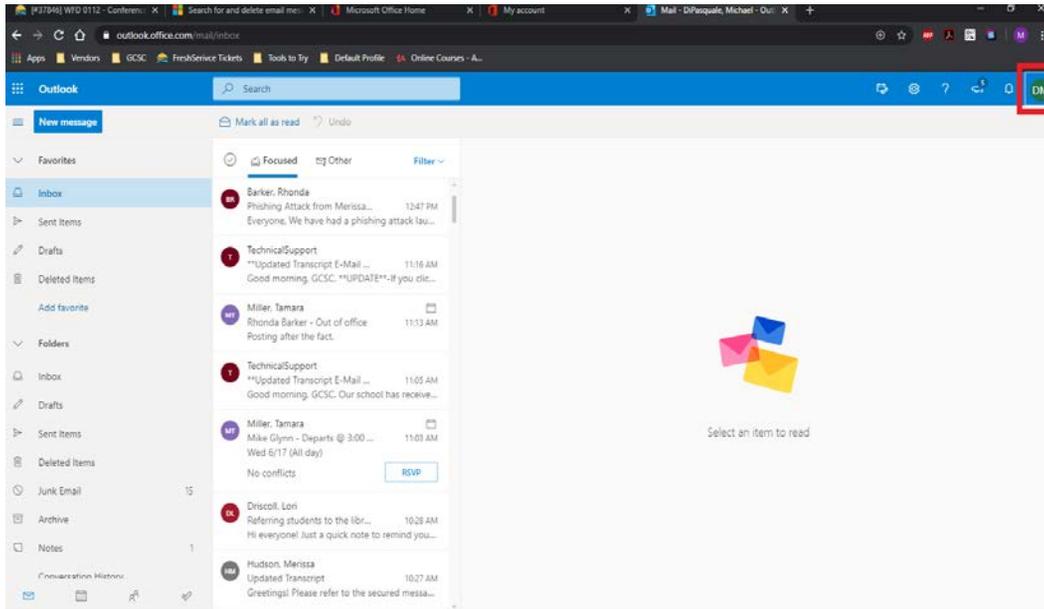
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1 850 555-5555

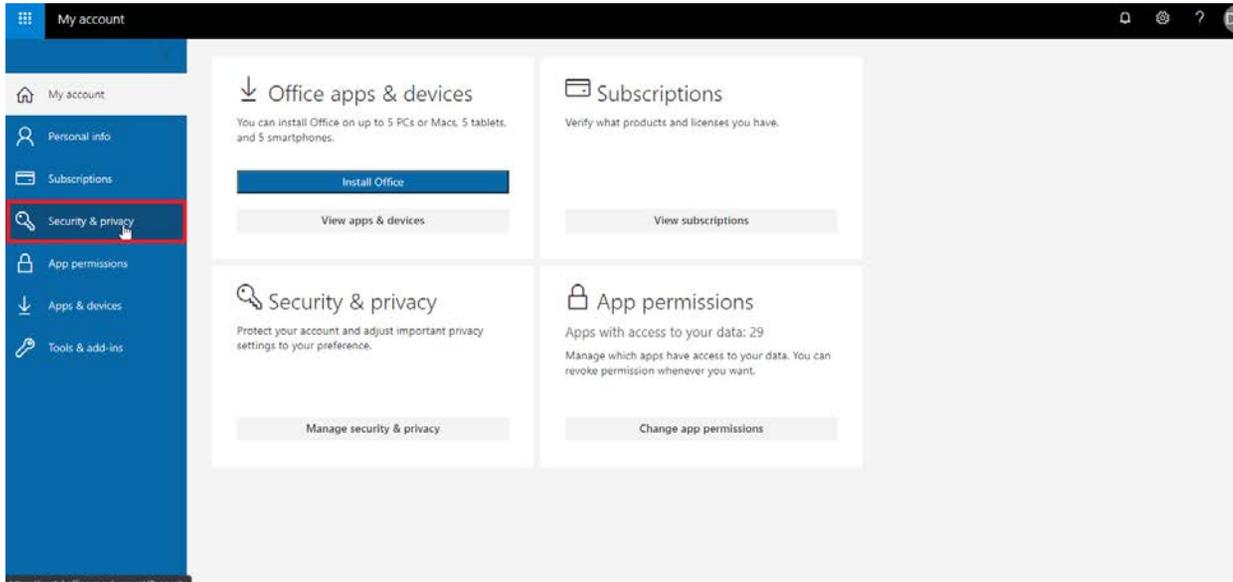
When you receive the verification code, enter it here

Cancel Verify

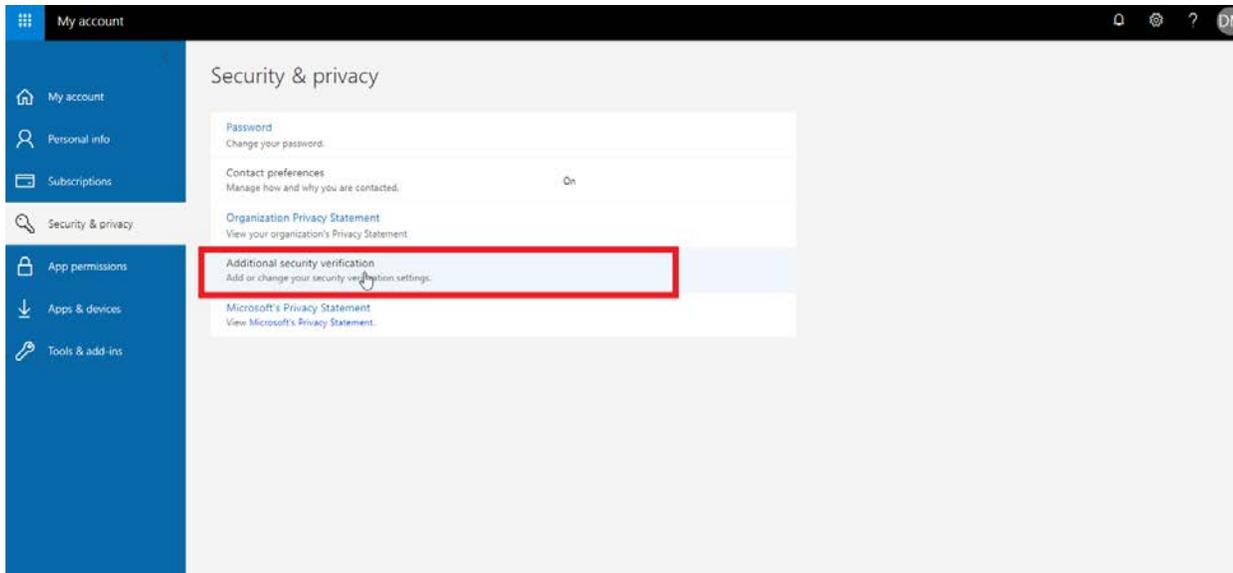
Office 365 view within browser: click on your initials and select "My Account"



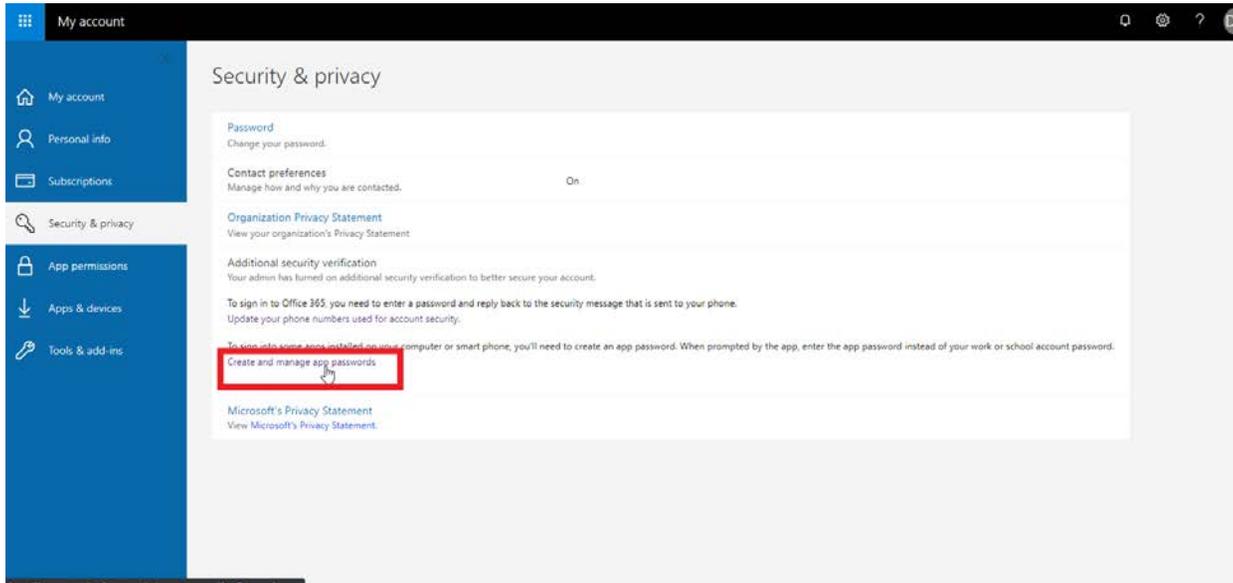
Click on the Security and Privacy section on the left pane and then click on “Manage security & privacy” button to display options.



Click on Additional security verification to expand options available.



Click on the section where it reads: “to sign into some apps installed on your computer or smart phone, etc.”



additional security verification app passwords

To sign into Outlook, Lync or other apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. [How do I get my apps working with app passwords?](#)

Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

[Bookmark this page](#)

create

Click on “Create” to generate your app verification password and type in a name for it.


Create app password
Enter a name to help you remember where you use this password.
Name:
next Cancel


Create app password
Enter a name to help you remember where you use this password.
Name:
next Cancel


Your app password
Name: initial app password
Password:
Note: This password will not be displayed again.
copy password to clipboard
close

Finish by clicking "Close". You can now sign-out and close of the web browser.