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

Select Sign in.

Step 2: Use your gulfcoast email to sign in.
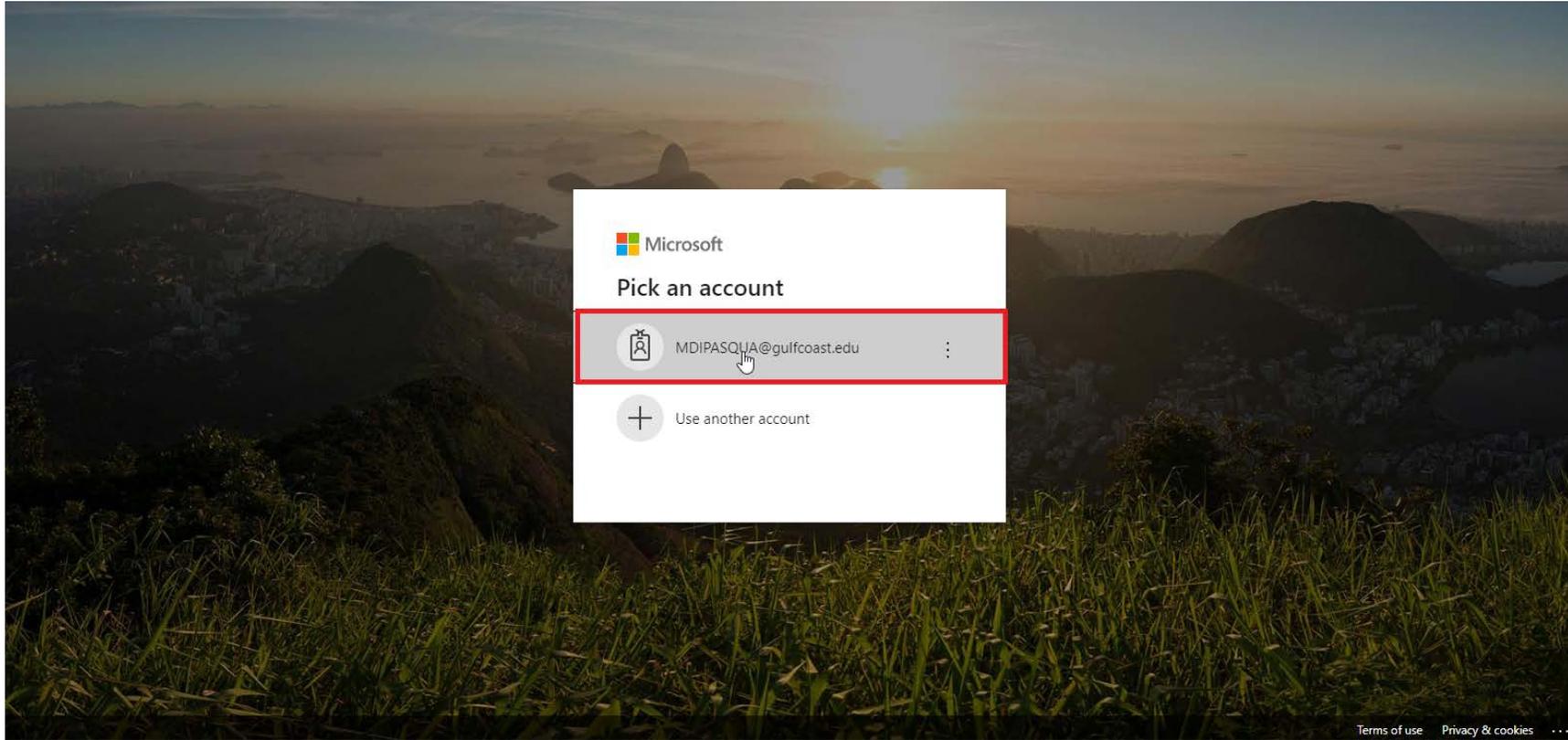
Step 3: Enter your password

Step 4: Choose Next

Step 5: Fill in Information needed

Step 6: Enter the code sent to your phone.
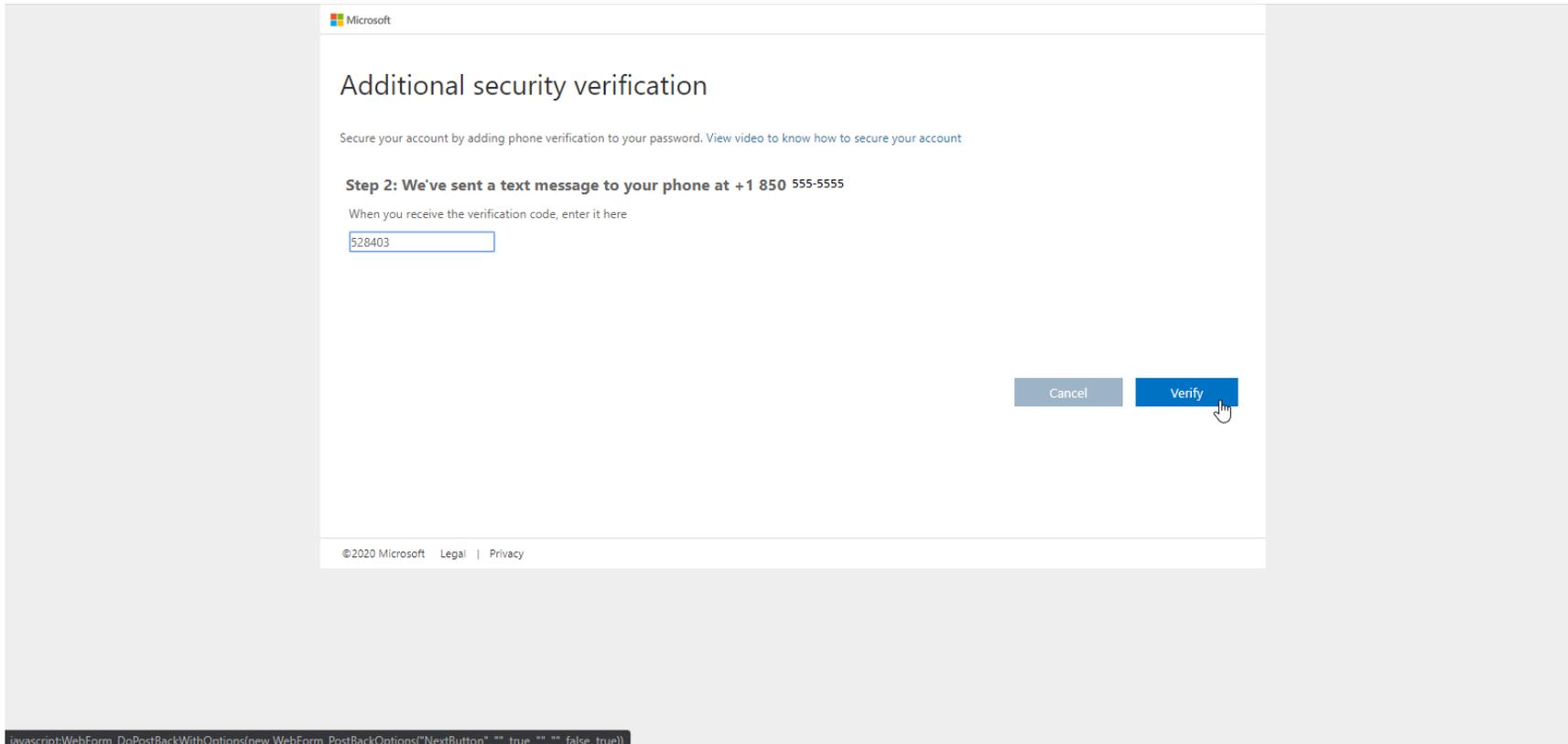
Microsoft

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

528403

Cancel   Verify

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javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("NextButton", "", true, "", "", false, true))

Office 365 view within browser: click on your initials and select "My Account"
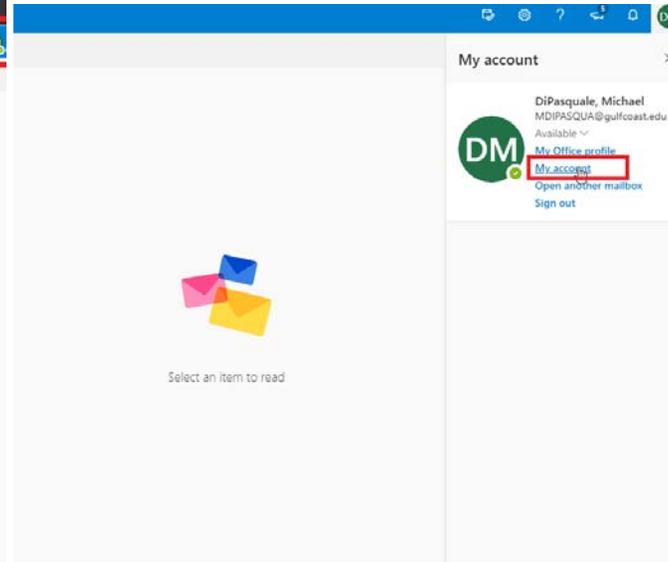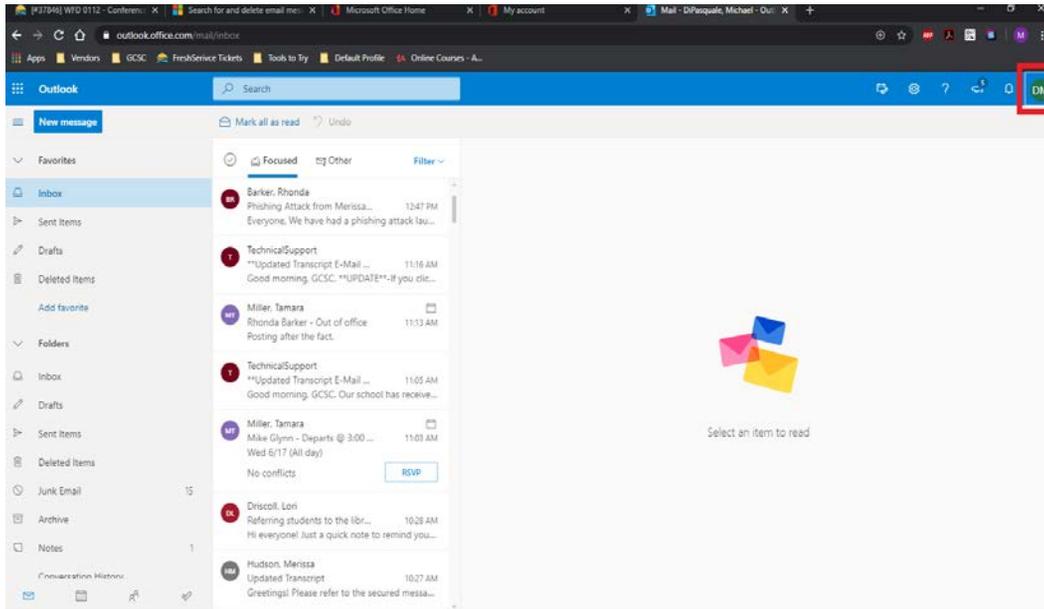
Click on the Security and Privacy section on the left pane and then click on "Manage security & privacy" button to display options.
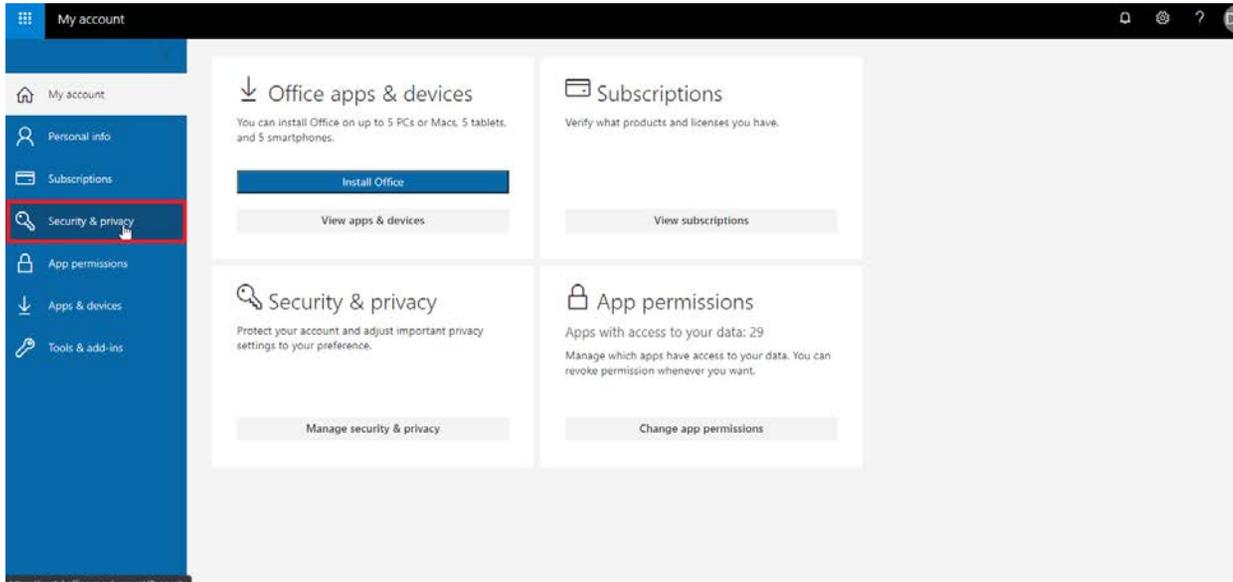
Click on Additional security verification to expand options available.

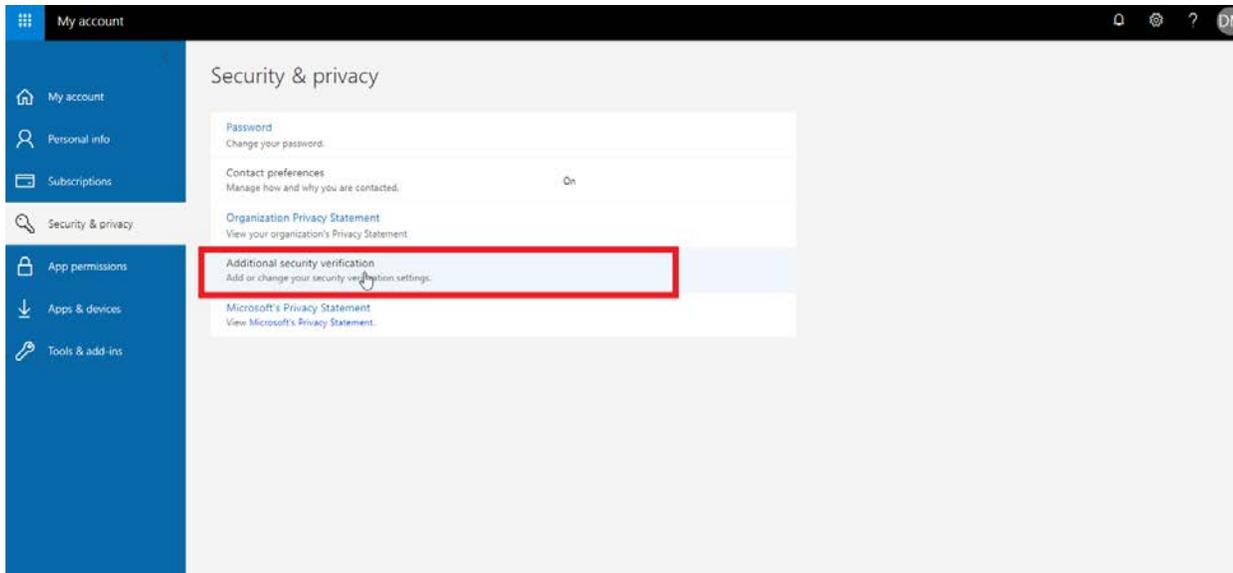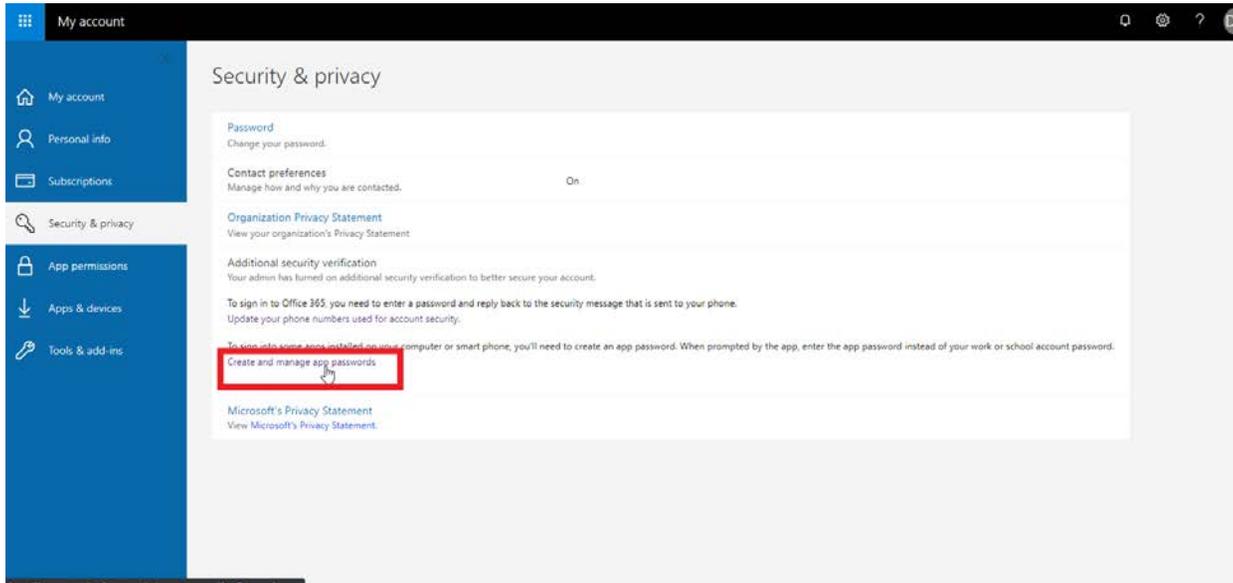Click on the section where it reads: "to sign into some apps installed on your computer or smart phone, etc."

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: initial app password

[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.