



JOHNATHAN ACADEMY

JA Microsoft Account active instruction

Preparatory work:

1. Prepare your own account and password (send from the Microsoft). User account template: First name+ English name+ Last name+ JA@cseec.education; The temporary password in the email from Microsoft.
2. Download **Microsoft Authenticator** on your phone for use during activation. It may be easy to download on an iPhone or iPad, and then verify security. It is suggested that if you cannot download or complete subsequent operations on android phones, you can borrow apple devices around you, or classmates can help each other.



Activity step:

1. Search for Microsoft 365 on your computer and click on the link shown with the Highlight.

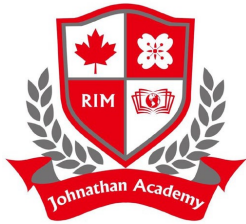
Google search results for "microsoft 365". The search bar shows "microsoft 365". The results include:

- Compare Plans & Pricing For The Latest Version of **Microsoft 365**® - Download Today!
Microsoft 365® Apps. Family & Business Plans. Real Time Collaboration. Create, Edit & Present. World Class Security. Integrated **Microsoft 365**®. Increased Collaboration.
- [See Microsoft® Offerings](#)
Choose From Microsoft 365® Personal Or Office Home & Student 2019
- [Innovative Office Apps](#)
Download The Latest Version Of Office Apps With Microsoft 365®!
- [Microsoft 365® Plans](#)
Buy The Latest Version Of Microsoft 365®. Shop Now!
- [Microsoft 365® Business](#)
Choose The Plan That Is Best For You & Your Business!

https://www.office.com

Office 365 Login | Microsoft Office

Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...



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2. Select Sign in and enter the prepared user name. Note that you can log in to the Web version directly, no need to download Microsoft 365 software edition.

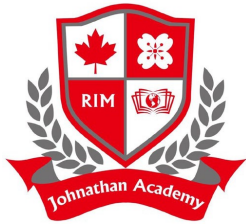


3. Enter your account and password

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- If you log in to the system using the initial password for the first time, the system prompts you to update the password. You need to enter the initial password once and then enter the new password twice. The new password must meet the setting requirements.



firstnameenglishnamelastnameja@cseec.education

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

Passwords can't contain your user ID, and need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols. [View details](#)

.....

.....

Sign in

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5. After completing the initial login, proceed to the account security Settings page.



firstnameenglishnamelastnameja@cseec.education

Help us protect your account

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

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Learn more](#)

[Next](#)

6. Next step, we need to use the second step of our preparation work, the phone has downloaded Microsoft Authenticator, because we are ready, directly click the next step.


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2
Phone

Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

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- This page is a reminder to select the account type as work or school when using Authenticator.


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2 Phone

Microsoft Authenticator



Set up your account

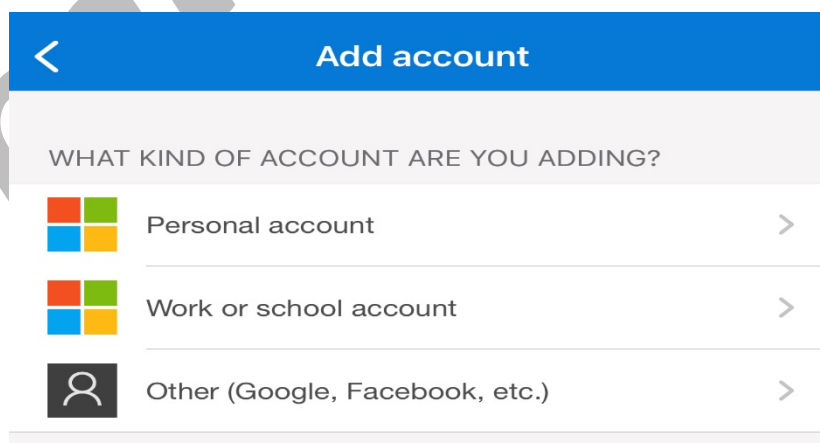
If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

- Start Microsoft Authenticator on the mobile phone.



Click the + sign in the upper right corner.



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Choose the second, work or school account.

WHAT KIND OF ACCOUNT ARE YOU ADDING?

-  Personal account >
-  Work or school account >
-  Other (Google, Facebook, etc.) >

Add work or school account

Sign in

Scan QR code

Click “Scan QR code” to verify.

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9. Back to the computer, follow the step 7, you will see the new interface, you can use the smartphone scan the two-dimensional code as shown below. After scanning go to the next step.

Method 1 of 2: App


App 2
Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

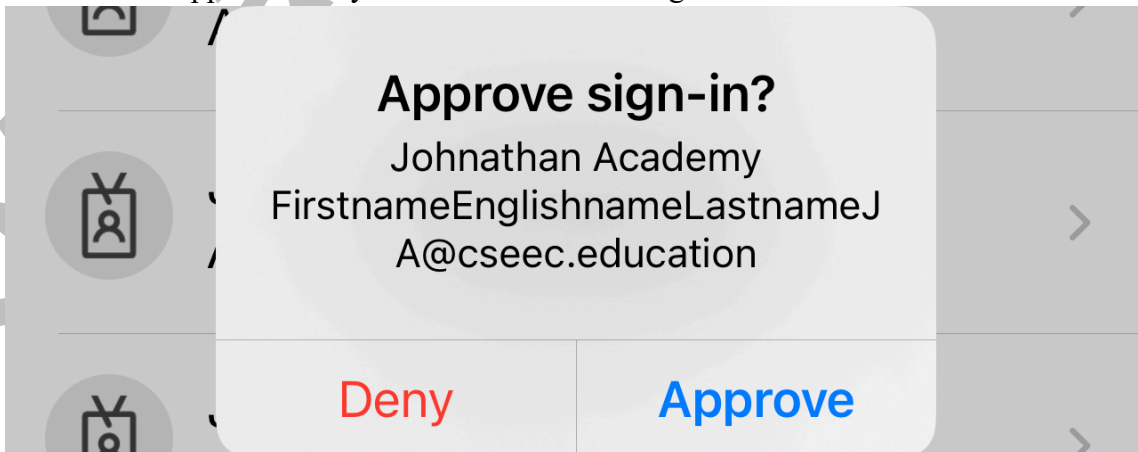
After you scan the QR code, choose "Next".



[Can't scan image?](#)

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

10. The phone's Microsoft Authenticator will receive a notification requesting approval. Click on approval and you will see the following screen.



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Method 1 of 2: App



App

2

Phone

Microsoft Authenticator



✔ Notification approved

Back

Next

11. Come to the second part of security verification, telephone verification, the interface is as follows, in the left box, you need to select Canada(+1), and then enter the student's mobile phone number on the right.

Method 2 of 2: Phone



App



Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Canada (+1) ▾

Enter phone number

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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12. The phone will receive a code, enter the code, and then click next step by step as prompted, as shown below.

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 [REDACTED]. Enter the code below.

Enter code

[Resend code](#)

Method 2 of 2: Phone

App Phone

Phone

SMS verified. Your phone was registered successfully.

Method 2 of 2: Done

App Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone +1 [REDACTED]

Microsoft Authenticator

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At this point, all activation processes are complete and you are ready to log in to Microsoft 365 Web edition on your computer. After login, the office software on the left is free to use.



Finally, you also need to download a Microsoft Teams on your computer for future use in class or homework. You can log in with the account and password activated just now without any other operations.

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