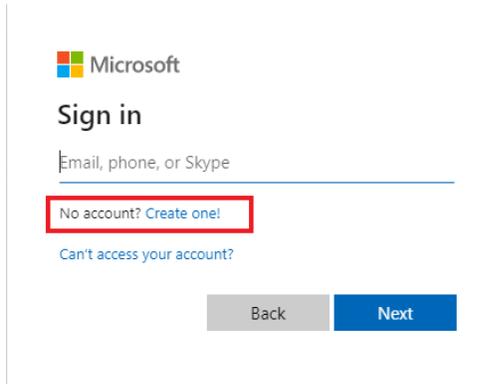


How to Create a Microsoft Account.

1. Go to account.microsoft.com, select Sign in located in the top right corner, and then choose **Create one!**



Microsoft

Sign in

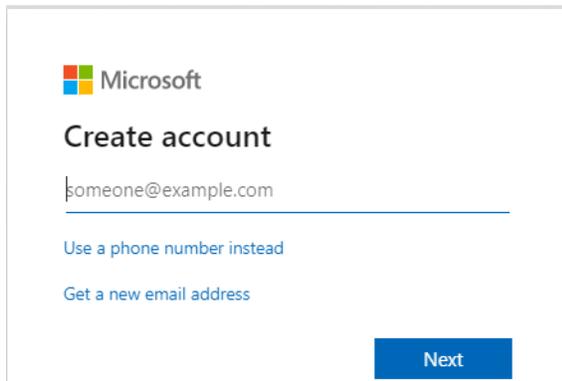
Email, phone, or Skype

No account? **Create one!**

Can't access your account?

Back Next

2. Next enter your email account name into the provided field and select **Next**.



Microsoft

Create account

someone@example.com

Use a phone number instead

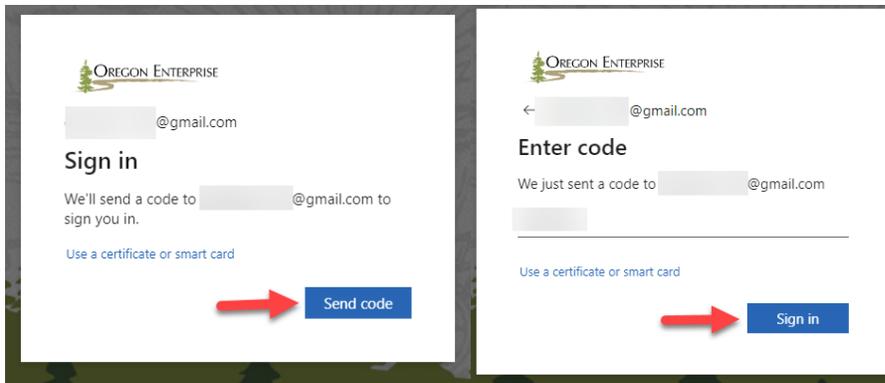
Get a new email address

Next

3. Microsoft will have you enter in some information such as **name**, **birth date**, and create **a new password**.
4. Next Microsoft will send you an email with a **code** to verify your identity.
5. Copy and paste the code into the provided area and click **Next**.

What to do if you had not linked your email account to a Microsoft Account before accepting an invite.

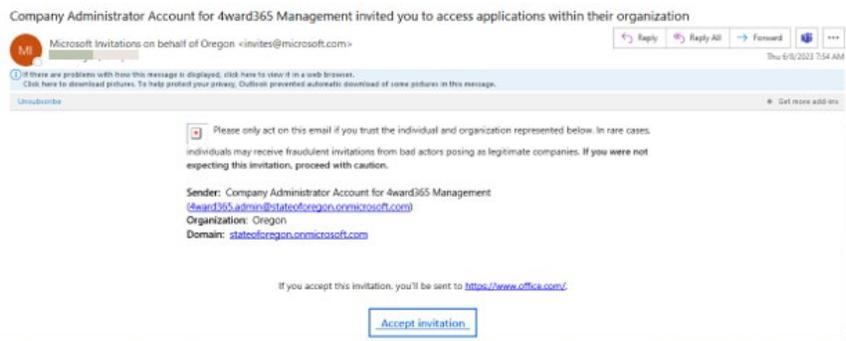
1. Go through the above steps to link your email account to a Microsoft account.
2. Wait for a State of Oregon employee to send you a link to a document.
3. Once the email comes in click and follow the link to the document.
4. Your email account name will show up click **Next** to continue.
5. You will receive a prompt for a code to be sent to your email account, click **Send Code**.



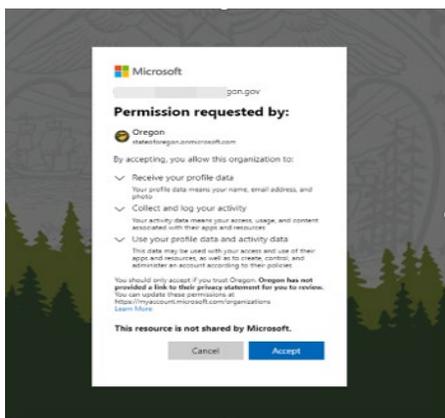
6. You will receive an email to your account with a code. Copy and paste the code in the provided area.
7. You will then be prompted to set up the Microsoft Authenticator.
8. Please follow the instructions on the screen. For more detailed information follow the section of this guide on how to set up the Microsoft Authenticator.
9. After setting up the Microsoft Authenticator you will be prompted to read the Oregon Terms of Use for External Guests. Once you have read them if you agree to the terms please click Accept.
10. You will now be allowed to view the document that was shared with you.

Accept the Secure File Share link.

Example Email:



Example Prompt:



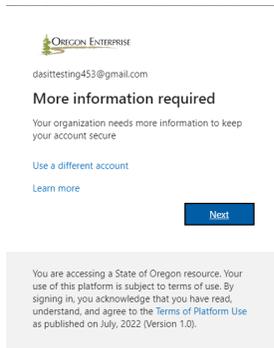
Download and install Microsoft Authenticator app.

Please follow this link for information on how to download and install the Microsoft Authenticator App.

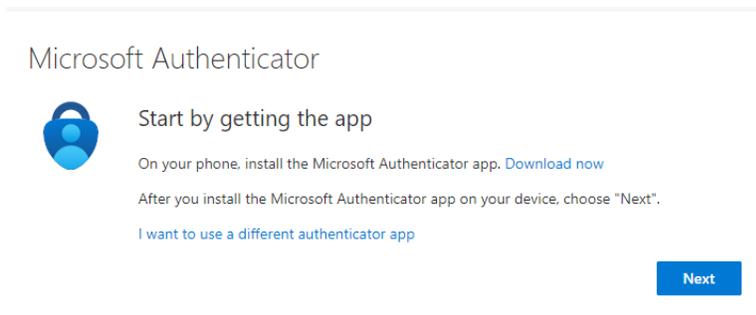
[Download and install the Microsoft Authenticator app - Microsoft Support](#)

Set up Multifactor authentication on Account.

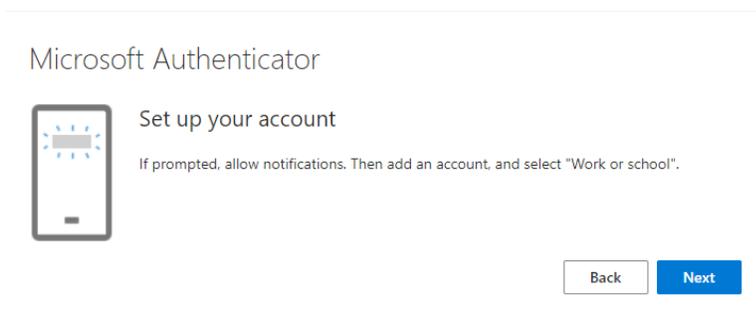
1. On the **More information required** screen, click **Next**.



1. On the **Start by getting the app** screen, click **Next**.



2. On the **Set up your account** screen, click **Next**.



3. On your cell phone, with the **Microsoft Authenticator** app opened to the **Scan the QR code** screen, aim your cell phone (iPhone or Android) at the web page. The app should automatically read the QR code and add your account.

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

4. Back on the web browser, you can now click **Next** on the *Scan the QR code* screen.

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

5. The *Let's try it out* screen will appear.
 - a. On the mobile device, input the code displayed on the screen and tap **Approve**.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

13

Back

Next

6. If the following screen appears, you have successfully completed setting up MFA. Click **Done**.

Success!

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

Default sign-in method:



Microsoft Authenticator

Done