

# Office365 and Outlook Onboarding Steps

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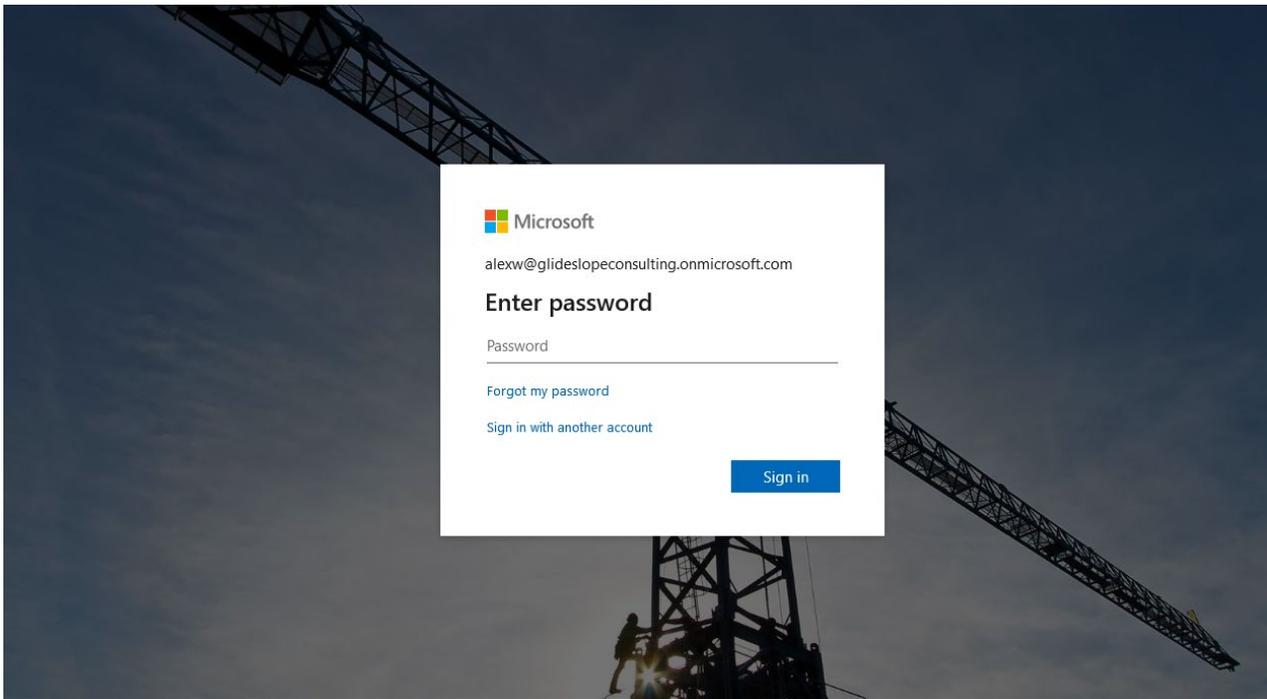
**Note:** The instructions outlined below are ensuring your Microsoft Identity is configured correctly. This is a onetime process.

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# Step 1 - Office 365/Outlook Login

If your organization uses Office365 already, then you'll use your Office365 credentials to log in. If you don't know your password for your Office365 account, you will need to contact an IT representative in your company

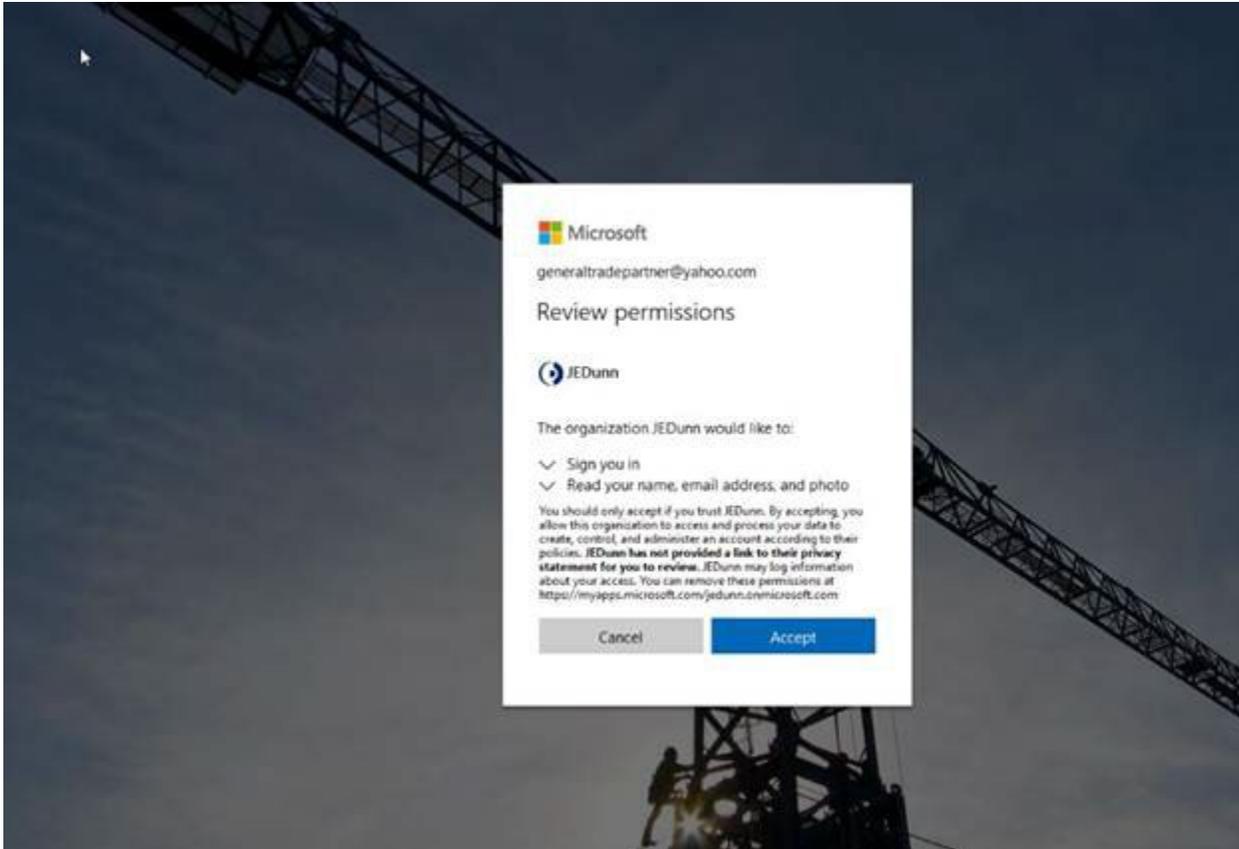
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## Step 2 - Review Permissions Policy

At this point, you've successfully signed into your account. Next, you need to need to review a couple of things before continuing.

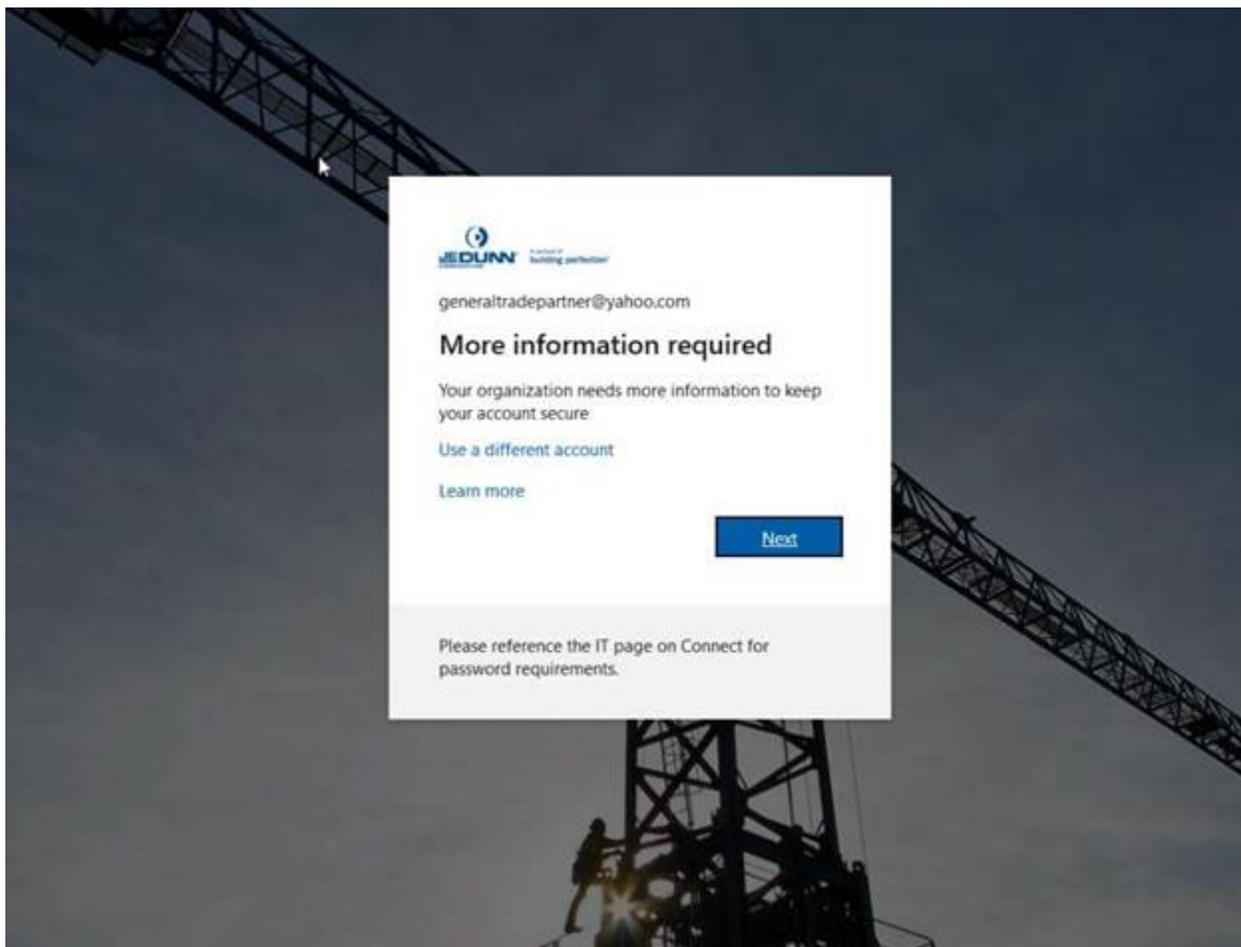
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## Step 3 - Multi Factor Information Needed

Now we need to set up a security step called multi-factor authentication or MFA. This step is similar to what many websites like Amazon or your bank are now doing to ensure that even if your username and password are stolen, someone else can't log into the system with those stolen credentials.

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# Step 4 - Accept Terms of Use

Review the terms of use established by JE Dunn Construction.

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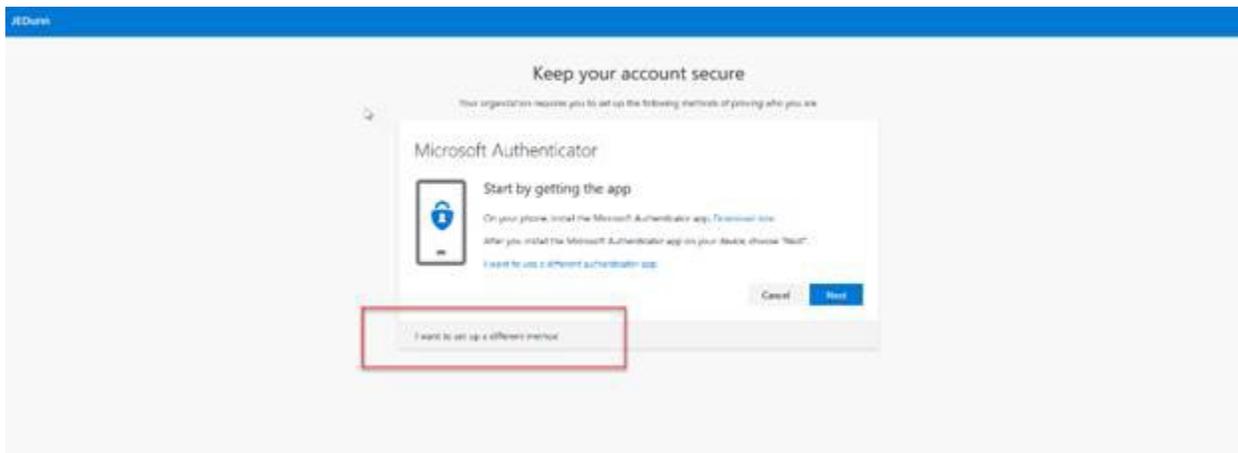


The screenshot shows a web interface for accepting terms of use. At the top left is the JEDunn logo with the tagline "building perfection". Below the logo is the heading "JEDunn Terms of Use". A line of text states: "In order to access JEDunn resource(s), you must read the Terms of Use." Below this is a light gray button labeled "JE Dunn Terms of Use" with a right-pointing chevron icon. Underneath the button, a line of text reads: "Please click Accept to confirm that you have read and understood the terms of use." At the bottom are two buttons: a gray "Decline" button and a blue "Accept" button.

## Step 5 - Choose Authentication Method

Now we need to collect your mobile number so that we can send you a text whenever you sign in. The easiest way to get going is to click the link at the bottom of the window labeled "I want to set up a different method".

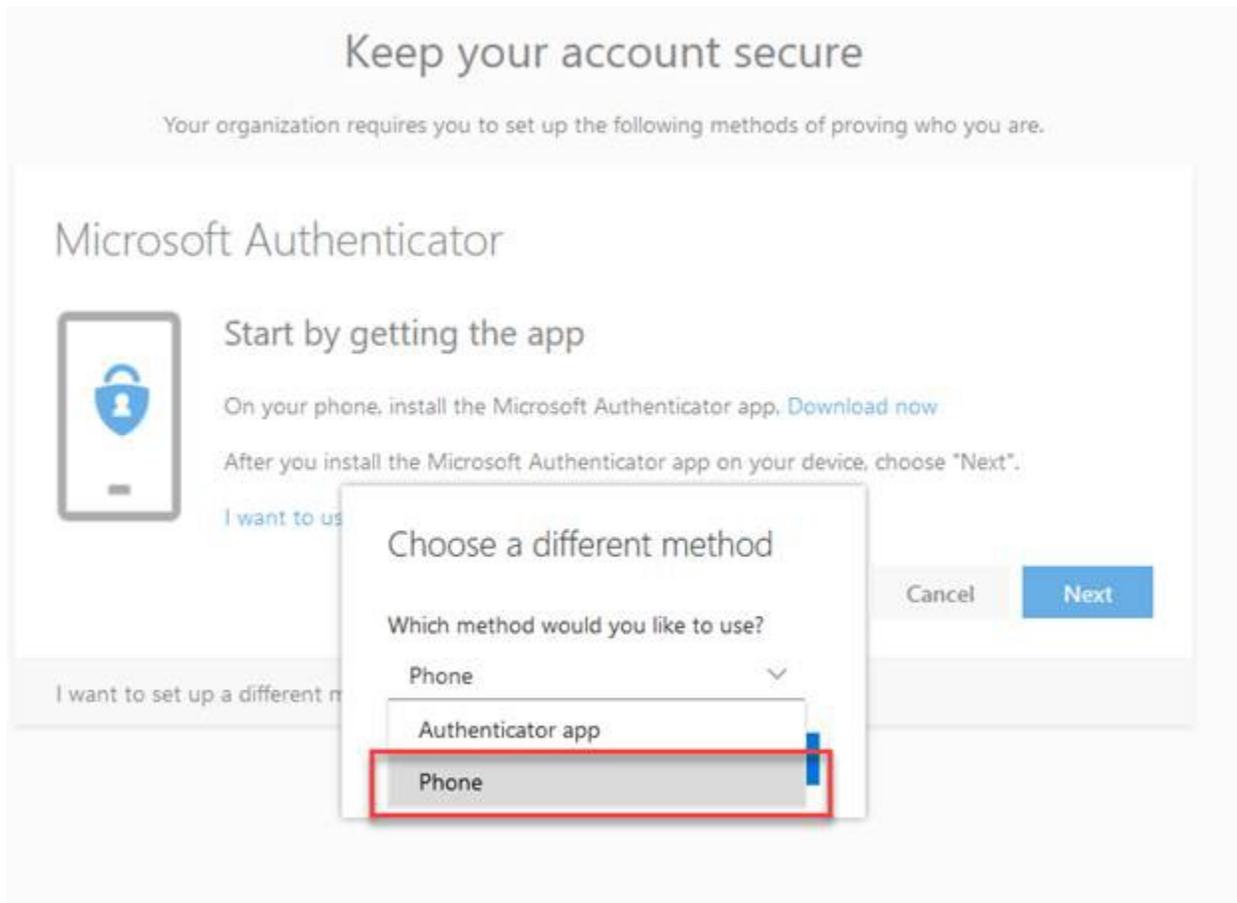
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## Step 6 - Select Authentication Method

Open your options and select "phone".

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The screenshot shows the Microsoft Authenticator setup interface. At the top, it says "Keep your account secure" and "Your organization requires you to set up the following methods of proving who you are." Below this, the "Microsoft Authenticator" section is visible, with the heading "Start by getting the app". A mobile phone icon with a shield and keyhole is shown. Text instructions include "On your phone, install the Microsoft Authenticator app. [Download now](#)" and "After you install the Microsoft Authenticator app on your device, choose 'Next'". A "Next" button is highlighted in blue. A dropdown menu is open, titled "Choose a different method", with the question "Which method would you like to use?". The menu lists "Phone", "Authenticator app", and "Phone" (highlighted with a red box). A "Cancel" button is also visible.

## Step 7 - Authentication Method Details (Mobile Number)

Now enter your mobile number and choose whether you want to get a text message or an automated phone call.

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### Keep your account secure

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

#### 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?

United States (+1)

Text me a code  
 Call me

Message and data rates may apply.

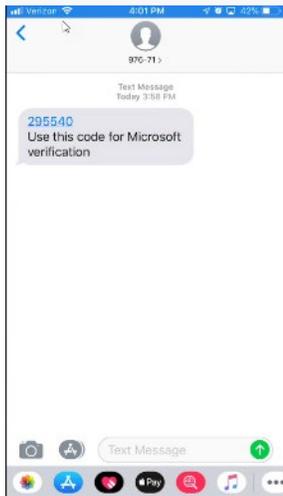
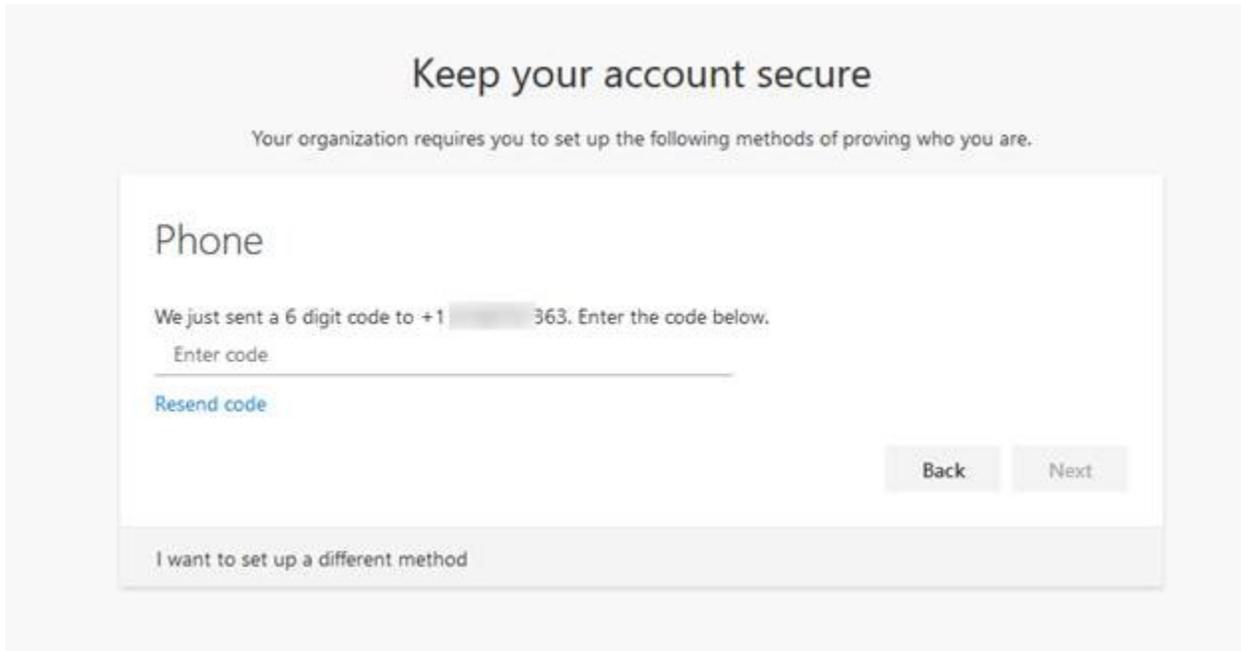
[Next](#)

[I want to set up a different method](#)

# Step 8 - Enter Authentication Code

Enter the code you get via text message and click "Next".

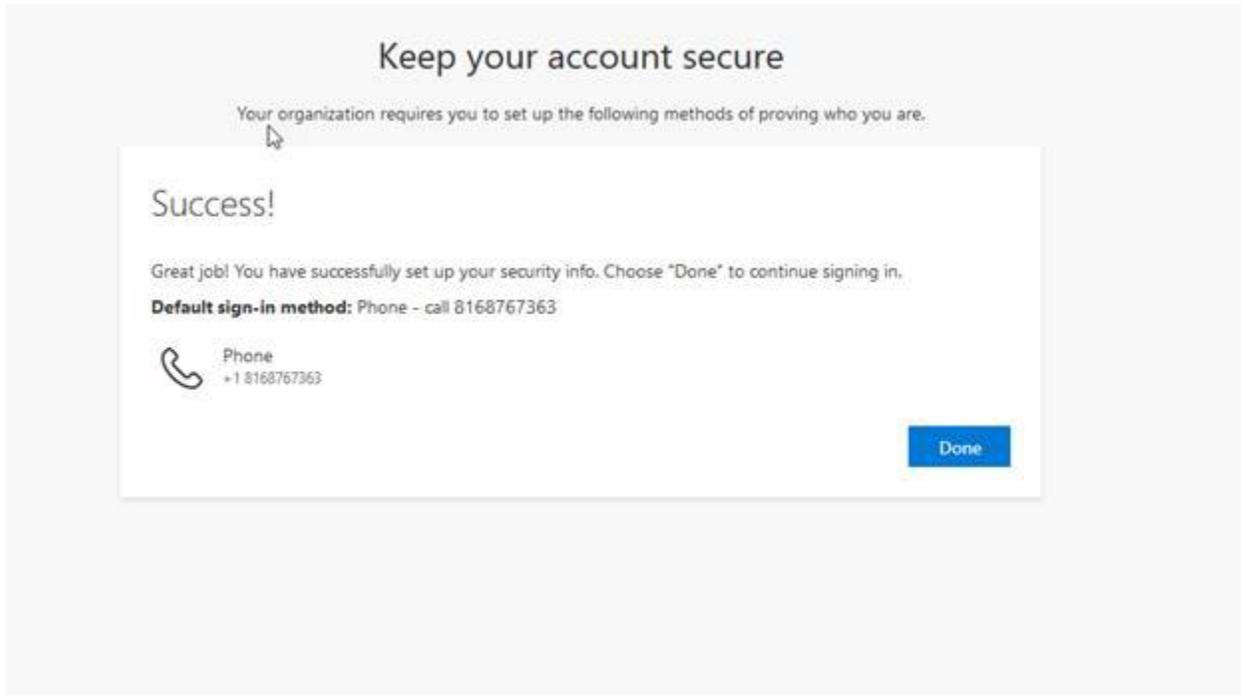
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## Step 9 - Success

You've now successfully registered for MFA!

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The screenshot shows a success message within a grey-bordered box. At the top, the heading "Keep your account secure" is centered. Below it, a line of text reads "Your organization requires you to set up the following methods of proving who you are." with a mouse cursor pointing to the word "organization". The main message area is white and contains the word "Success!" in a large font. Below that, it says "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." followed by "Default sign-in method: Phone - call 8168767363". A phone icon is shown next to the text "Phone +1 8168767363". A blue "Done" button is located in the bottom right corner of the white message box.

Keep your account secure

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

Success!

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

**Default sign-in method:** Phone - call 8168767363

Phone  
+1 8168767363

Done

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# Step 10 - Welcome

You'll now be taken to the Blue Hat catalog homepage.

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The screenshot shows the Blue Hat website homepage. At the top is a dark blue navigation bar with contact information and links for Locations, Contact Us, and Help Center. Below this is the Blue Hat logo, a search bar, and user account options. A horizontal menu contains links for PRODUCTS, REQUEST RETURN, PROVIDE FEEDBACK, and ACCOUNT REGISTRATION. The main content area features a large banner with a glowing crane graphic and the text "RIGHT SOLUTIONS RIGHT PEOPLE". A red notice below the banner states: "\*Scheduled annual inventory will be affecting warehouse operations at all offices over the next few weeks. For more information, [click here](#)." Below the banner is a "Shop by Category" section with four icons representing different types of equipment: a crane, a scissor lift, a boom lift, and a generator.

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