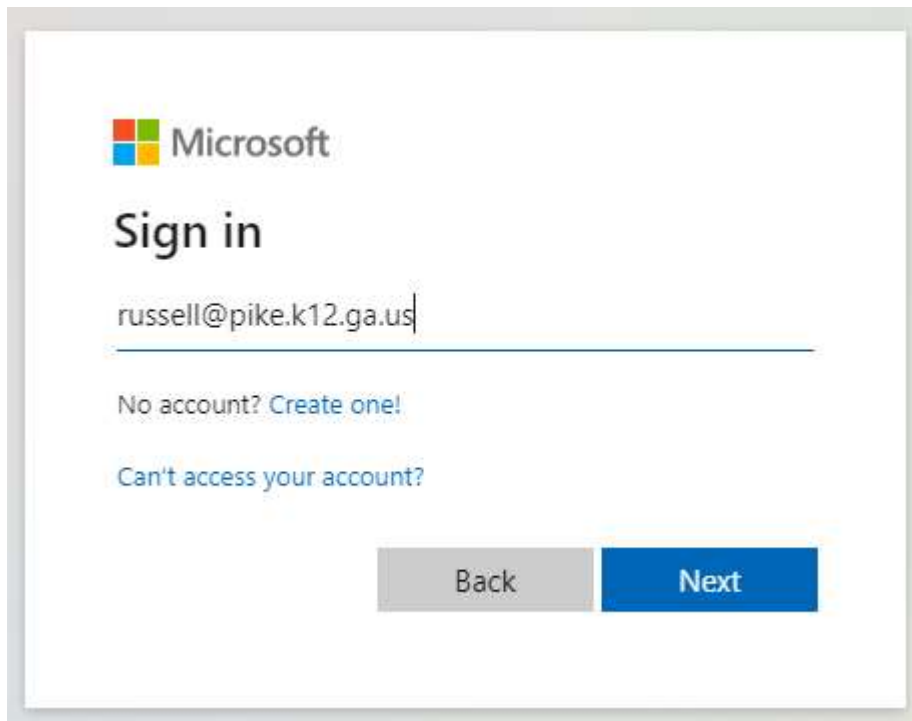
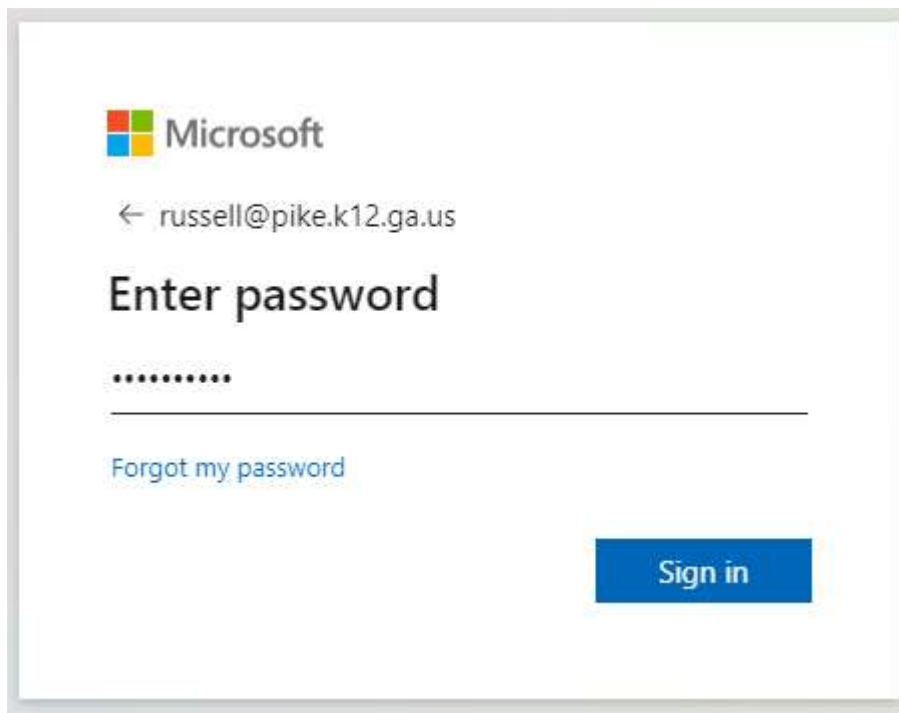


- Access <https://www.office.com>

-Enter your email address and password and click Sign in

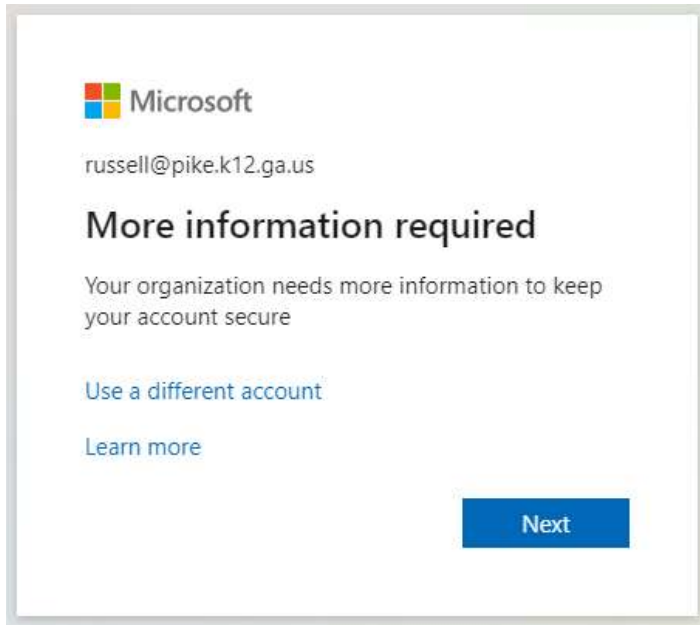


The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "russell@pike.k12.ga.us". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

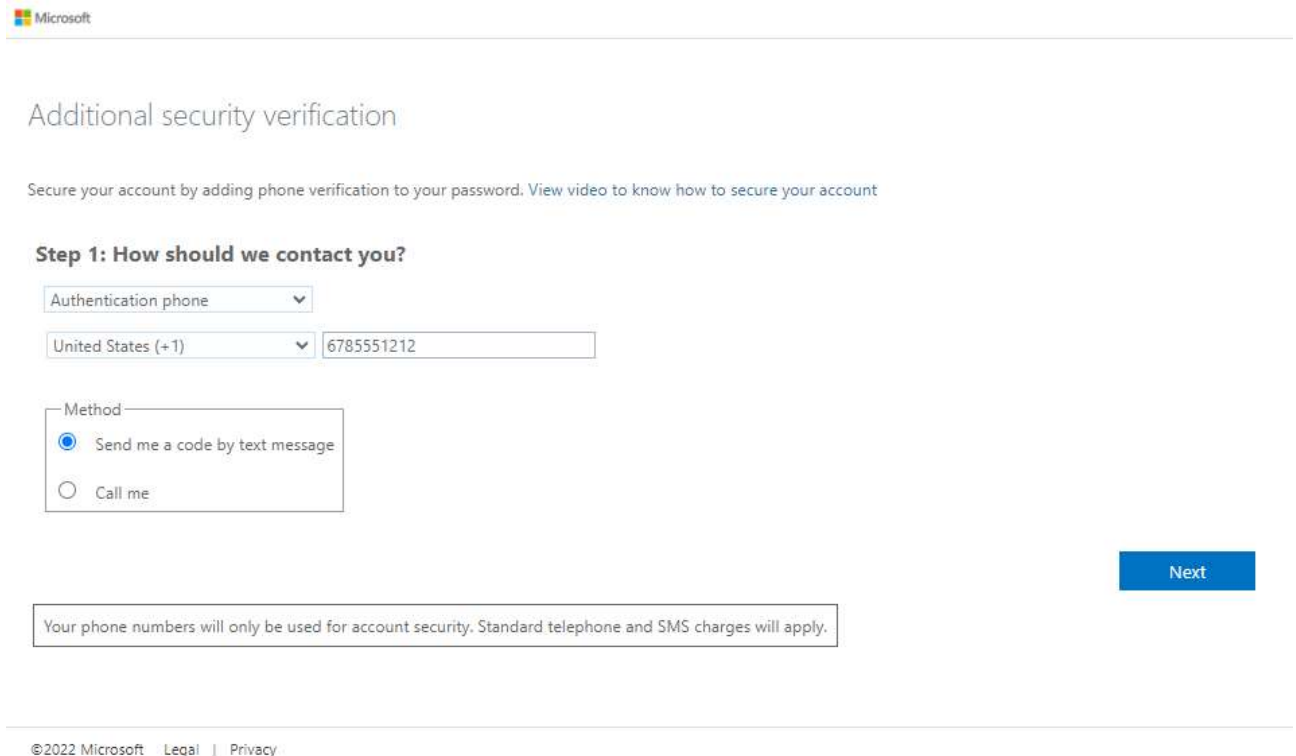


The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is the heading "Enter password". Above the password input field is a back arrow and the email address "russell@pike.k12.ga.us". The password field contains seven dots. Below the input field is a link: "Forgot my password". At the bottom right is a blue "Sign in" button.

-Click Next



-Select Authentication phone, United States (+1) and your cell phone number. Select “Send me a code by text message” and click next.



Enter the verification code send to your phone and click Verify.



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

When you receive the verification code, enter it here

Cancel

Verify

©2022 Microsoft [Legal](#) | [Privacy](#)



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

When you receive the verification code, enter it here

Cancel

Verify

©2022 Microsoft [Legal](#) | [Privacy](#)

-Click Done and Yes to stay signed in.




Additional security verification

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

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

tyhxnfyrcbvjjgk 

Done

©2022 Microsoft | [Legal](#) | [Privacy](#)



russell@pike.k12.ga.us

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

-You are in! You should only have to authenticate on the first login of each device.

