

## Office 365 Login via Personal PC

All conferencing use must be in line with council [policy](#)

**Note** – Microsoft Teams call function **does not** work in Internet Explorer 11.

**It is recommended that Google Chrome is used as other Internet Browsers have reduced functionality when using Office 365 applications.**

Google Chrome Download Link -

[Download Link](#)

[Direct Download Link](#)

# Logging into Office.com

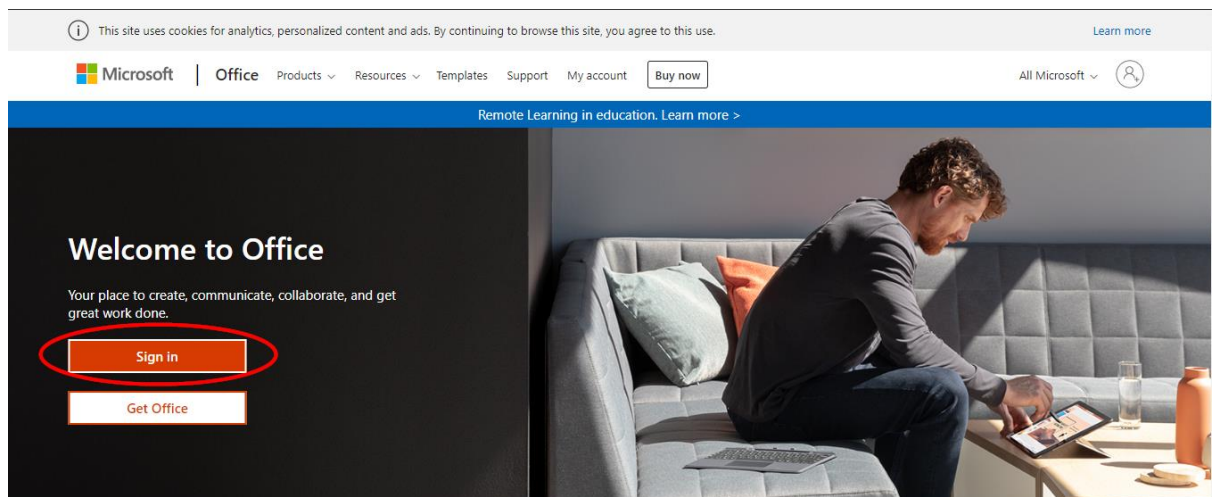
## Section Purpose:

- How to access [www.office.com](http://www.office.com) from a personal device
- How to log in to your Microsoft Office online account
- How to set up multi-factor authentication

1. Open up Google Chrome
2. Type in “[www.office.com](http://www.office.com)” into the bar at the top and hit the Enter/Return key on the Keyboard.

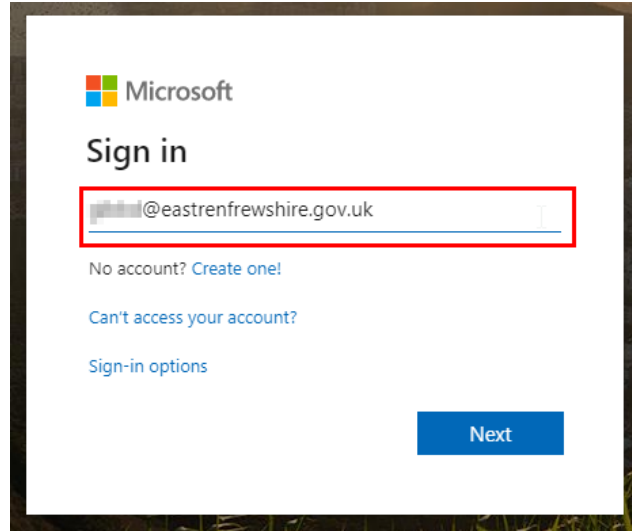


3. Select Sign in



- The Sign in address is for each user is their **network username** + “@eastrenfrewshire.gov.uk” and then Select Next.

*For example “John Smith” would be SmithJ@eastrenfrewshire.gov.uk*



- The password is the same as your Council account password.



East Renfrewshire Council

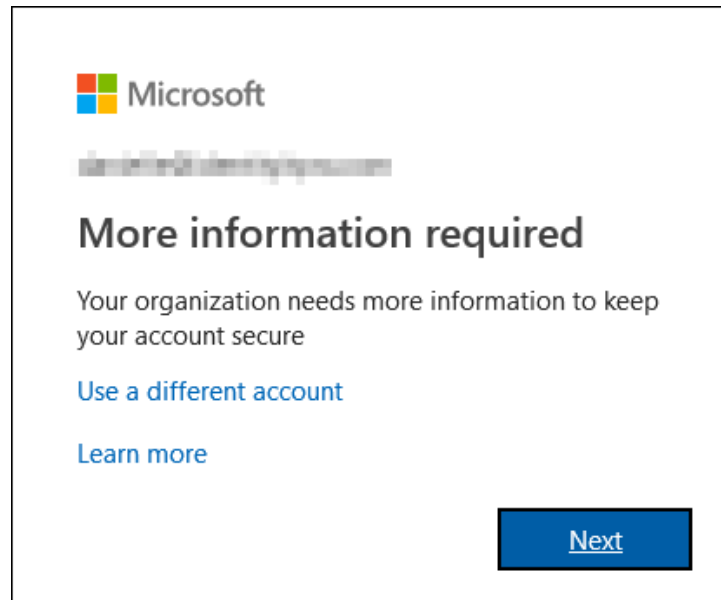
Sign in with your organizational account



- Select Sign in

## Setting up Microsoft Multi-Factor Authentication

1. After Selecting Sign in we now need to set up mobile authentication for security reasons.



Microsoft

Secure your account with multi-factor authentication

### More information required

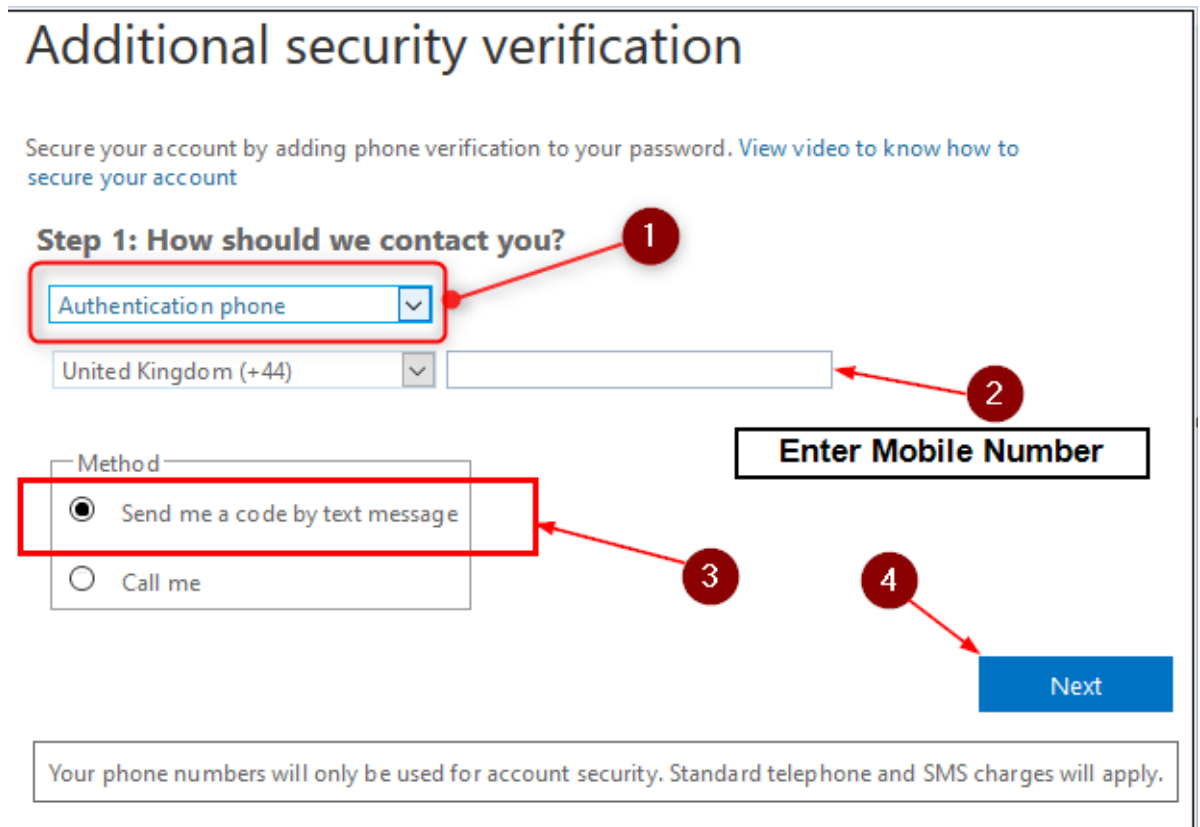
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

2. Select Next



## Additional security verification

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

**Step 1: How should we contact you?**

1 Authentication phone

United Kingdom (+44)

2 Enter Mobile Number

Method

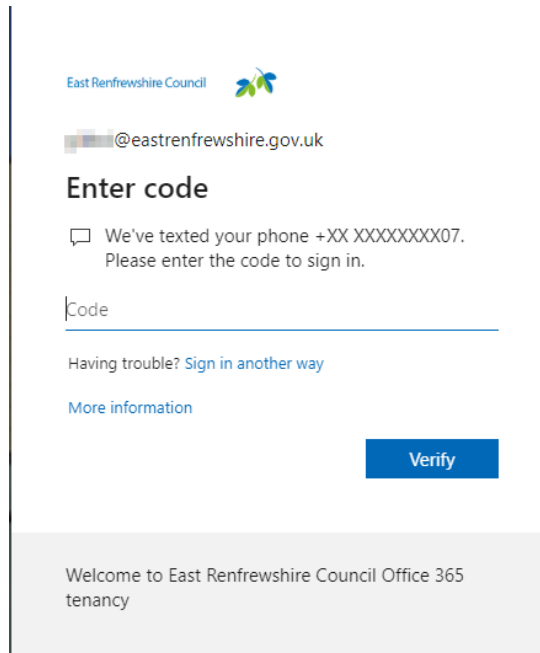
3  Send me a code by text message

Call me

4 Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

3. You will receive an SMS from a recipient called Microsoft, which will contain a 6-digit code.
4. Enter the 6-digit code you received on the mobile phone and Select Verify.



5. After selecting Verify and you will now have access to the Office 365 suite.

