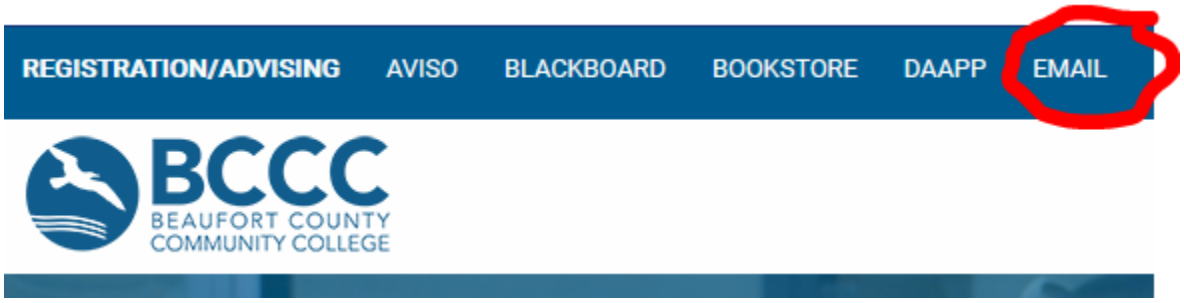
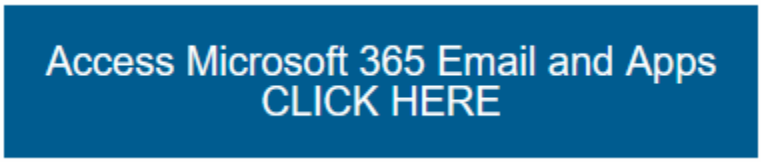
Logging into Email and Microsoft Multi-Factor Authentication

***NOTE: The following instructions assume you are signing in with one device and using your cell phone as an authentication device

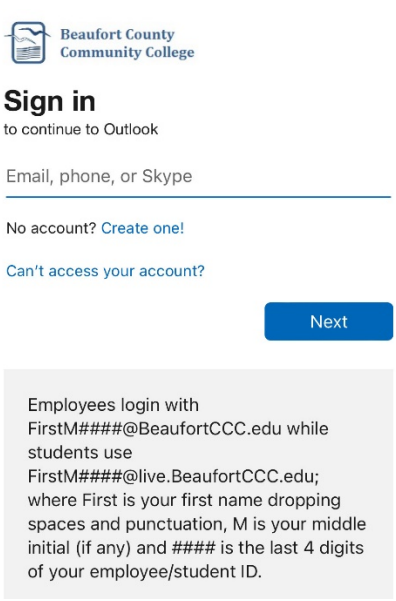
1. On your computer, select the Email link in blue on our website.

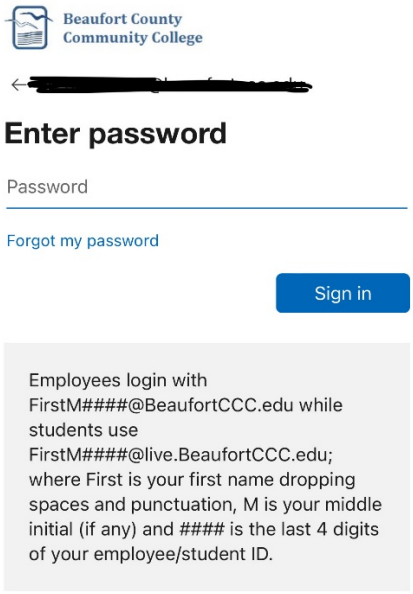


2. Click on the blue Access Microsoft 365 Email and Apps box.

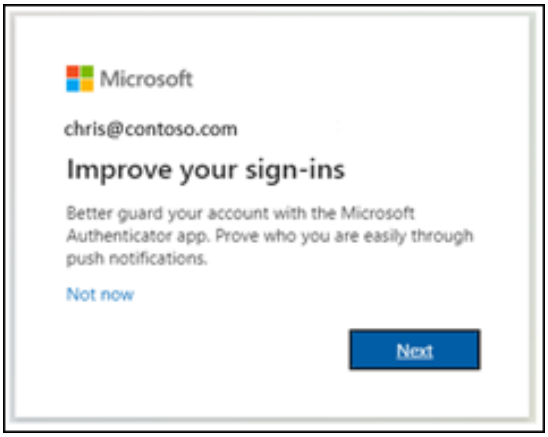


3. Enter your email address, and then your password.

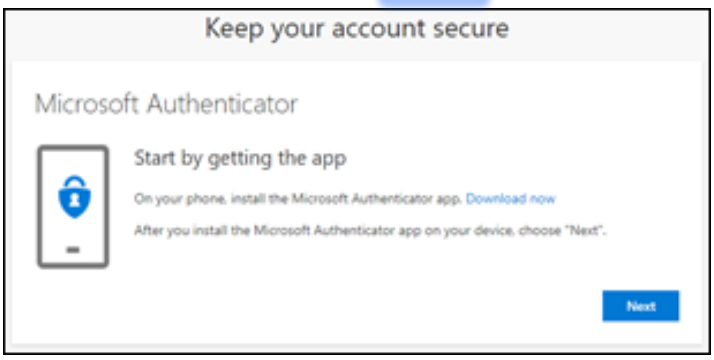




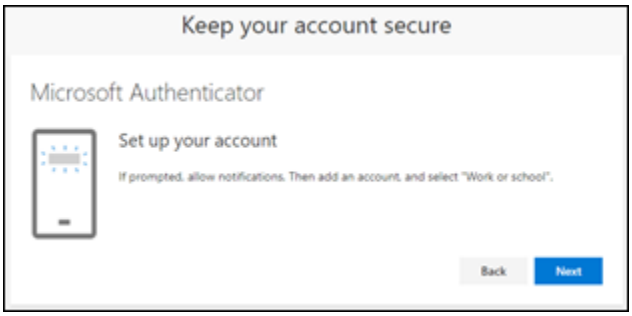
4. You will be asked to further secure your account by using the **Microsoft Authenticator** app on your cell phone.



5. You will be directed to download the free **Microsoft Authenticator** App from the App Store or the Google Play Store and install it on your cell phone. The App logo looks like this:

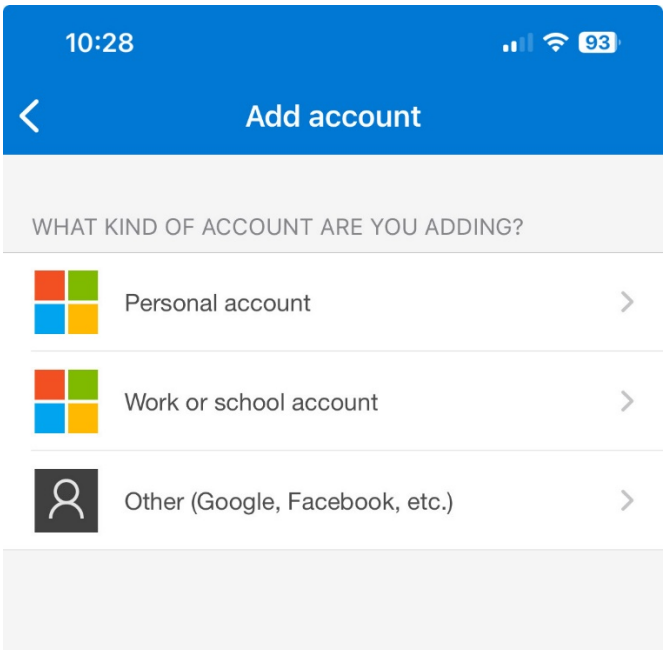


6. Once the App is installed on your phone, click Next on the computer.

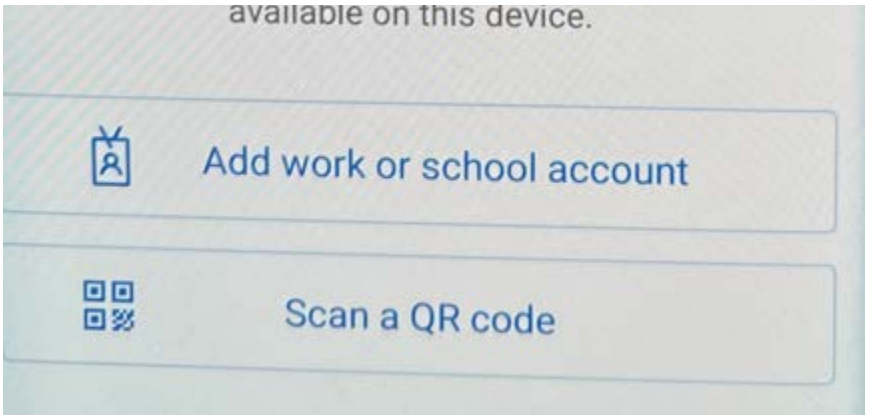


7. Click Next on the computer to setup your account.

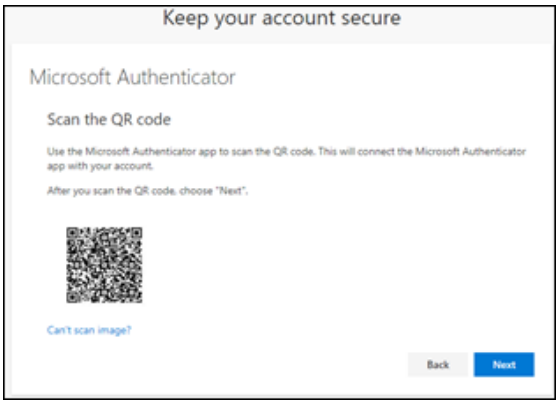
8. On your phone, open the Microsoft Authenticator App and select Work or School account.



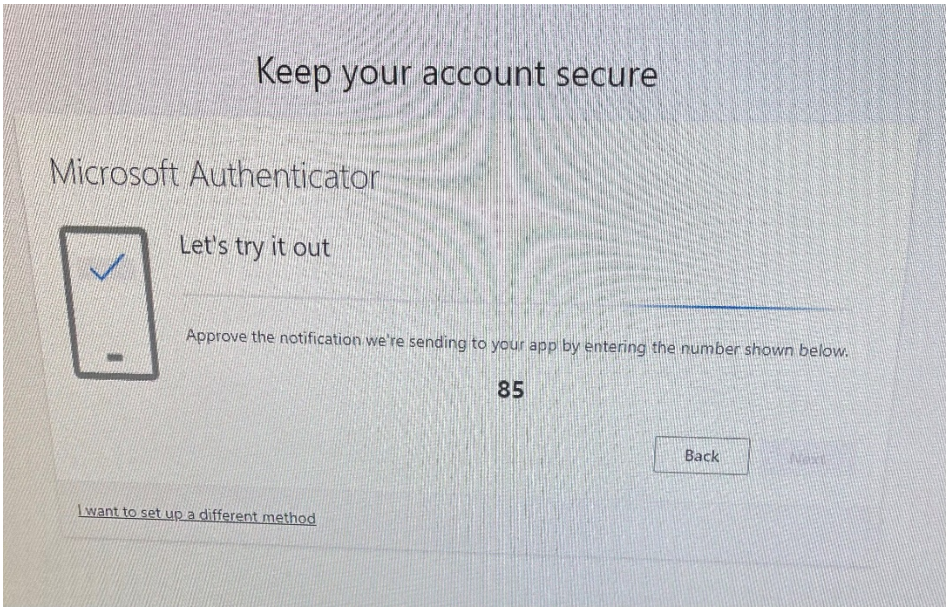
9. Select Scan the QR Code.



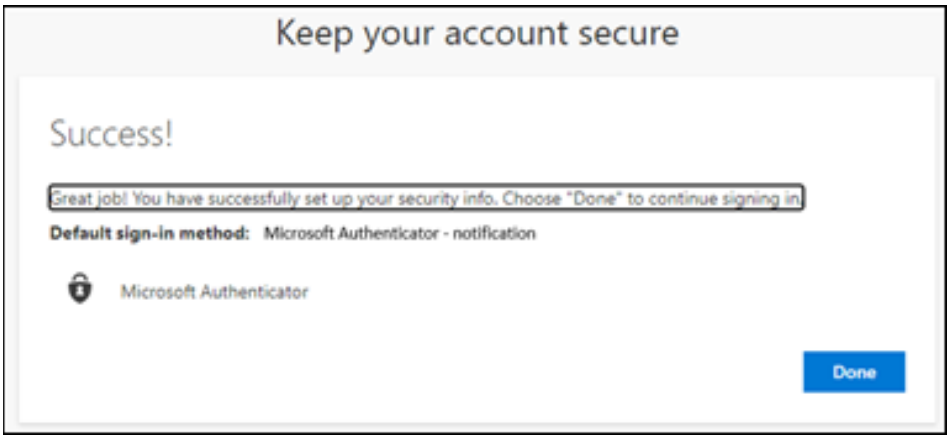
10. Hold your phone up to the QR Code, and your BCCC account is created.



11. On the computer. Click Next. Microsoft will display a 2-digit code on the computer screen.



12. Enter the 2 digits into your phone and you should receive a Success notification.



If you have any trouble with these directions, please call the IT Support desk Monday through Thursday from 8:00-5:45 and Friday from 8:00-1:00.