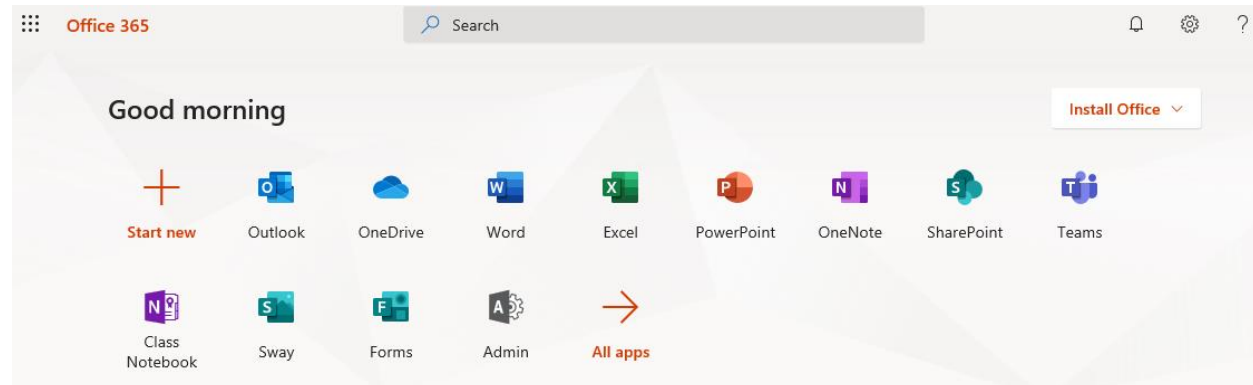


# How to login to Office 365



## Reset Password

For new students, if you've never reset your initial issued password, please call the IS&T Solution Center at 215-955-7975 to reset your password prior to your first attempt to login to Office 365. If you are an existing student and have not recently reset your password, please call the IS&T Solution Center at 215-955-7975 to reset your password prior to your first attempt to login to Office 365.

## Access Office 365

If this is your first time signing in, you'll be prompted to setup MFA.

1. Login to the Office 365 portal <https://outlook.office365.com/students.jefferson.edu>
2. Your username will be *campuskey@students.jefferson.edu*
3. Enter your password
4. Click Sign in

## Multi-Factor Authentication

**Multi-Factor Authentication** or **MFA**, adds a safe and secure two-step verification method for your online identity. **MFA** adds an extra verification step to your login to make sure that you are who you say you are. Multi-Factor Authentication protects you and the organization.

## Registering for MFA

Registration is a one-time setup. After you register, you will have a two-step verification with strong authentication including a range of easy options for you to choose from to access your online data or applications. You can select one of the options below for your verification:

- Phone Call
- Text Message
- Mobile App notification

## **Registration Link:**

<https://aka.ms/MFASetup>

## **Student workers are issued two Office 365 accounts**

Student workers are issued two separate Jefferson Office 365 accounts (worker and student). You may wish to have both accounts/mailboxes open at the same time in a web browser. Attempting to open your secondary or other Office 365 account in the same web browsing session may not produce the desired result; instead, the browser will open the same Office 365 account a second time. Below are steps you may follow to open both the worker and student accounts/mailboxes at the exact same time:

- Use two different browsers, one for each session (i.e. Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer, etc.)
- If only one browser choice is available, open one session normally and the second using the browser's 'private' mode
  - Most of the popular browser's latest versions contain a 'private' mode
    - Chrome – Incognito mode
    - Edge – InPrivate mode
    - Safari – Private Browsing mode
    - Firefox – Private Browsing mode
  - Please access your browser's help function to learn how to use their respective features
- Use the correct Office 365 URLs for access; attempting to sign-on from the consumer Microsoft email portals will result in an error indicating your mailbox may not exist.
  - Do not attempt to sign-on to any Jefferson account from Microsoft's Hotmail.com, Live.com or Outlook.com email web portals
  - For worker mailbox access, use the link:  
<https://outlook.office365.com/owa/?realm=jefferson.edu>
  - For student mailbox access, use the link:  
<https://outlook.office365.com/students.jefferson.edu>