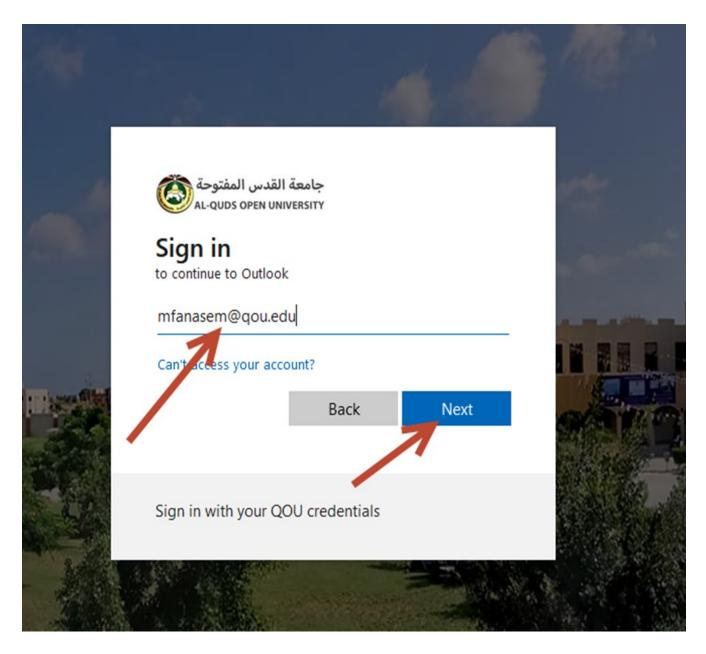# Alquds Open University

Information and Technology Center
System and Infrastructure Engineering Section

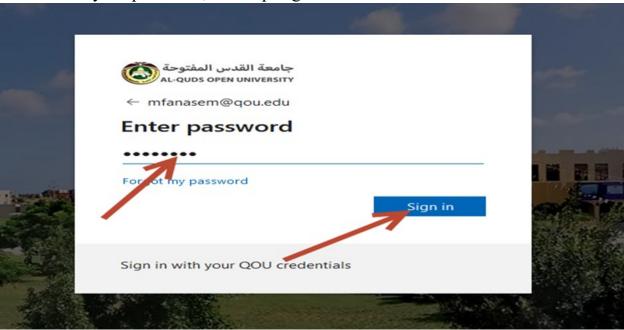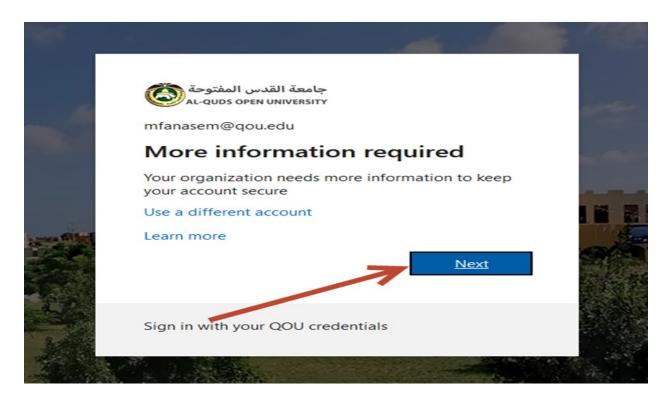## Instructions to configure Web Outlook for the first login

1. First Sign in

1. Launch any browsers (Chrome, Firefox….) and access the Office 365 Portal page from the link: **https://outlook.office.com**
2. Tap "**work or School account".** You will be redirected to the **Email sign in page**.,
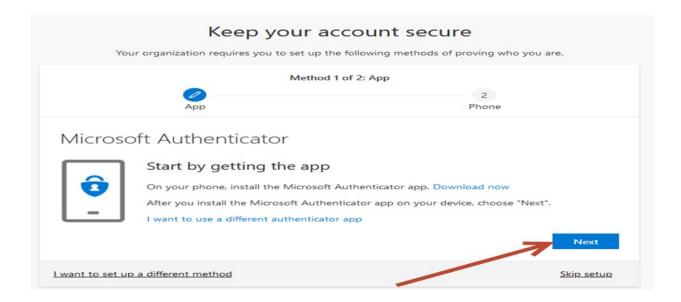3. Enter [*your email address*]. Tap **"Next"**

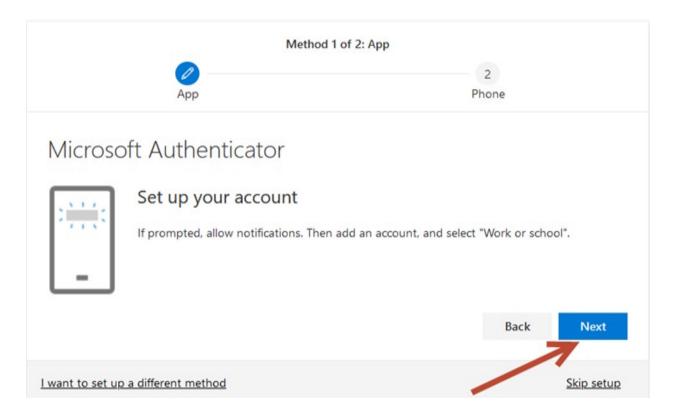4. Enter your password, then tap Sign in.

5. **For the first time login**, we need to complete registration process. Follow the next wizard. Tap **"Next".**
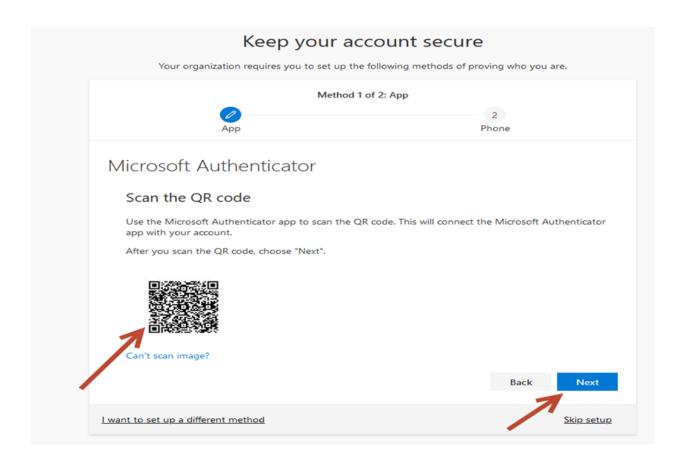

6. In the following wizard **"Keep your account secure"**, tap **"Next".**

Keep your account secure

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

Method 1 of 2: App

App — Phone

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

I want to set up a different method — Skip setup

7. Microsoft Authenticator is default method, if you want to use it, tap **"next"**, if not, tap **"I want to use a different authenticator app"**.

8. We will choose **"Microsoft Authenticator"**. Continue by tap **"Next"**. The following wizard will appear. Tap "**Next".**

Method 1 of 2: App

App — Phone

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   Next

I want to set up a different method — Skip setup

9. The following wizard for **Scan QR code**.

10. Now, switch on to the Mobile:
11. Open the play store and search about **Microsoft authenticator**.

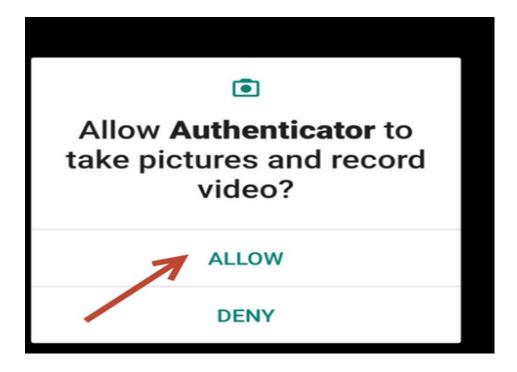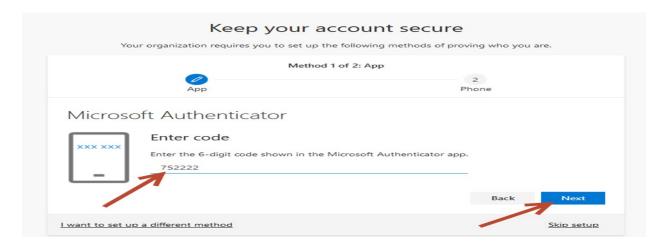12. Tap **"Install"** the application and   tap **"open"**.

13. Tap "**I agree".**

14. In the next Wizard, tap **"Scan a QR code".**

9:58 | 1.0KB/s

Skip

Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

Sign in with Microsoft

Scan a QR code

QR code will be shared by your account provider (e.g Microsoft, Google, Facebook) or organization

Restore from Backup

15. Tap **"Allow"** in the following wizard.

Allow **Authenticator** to take pictures and record video?
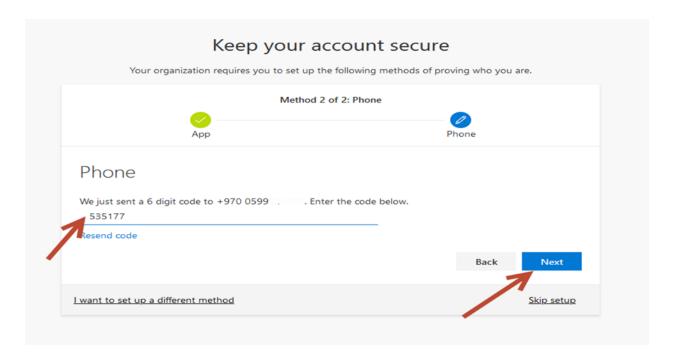
ALLOW

DENY

16. Direct your mobile camera into computer display. **Scan QR code**.
17. Automatically the following wizard appear. Just write the code appear in MS Authenticator. Tap **"Next".**
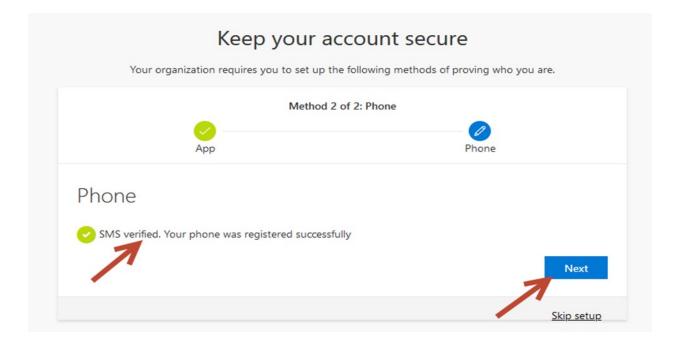

18. The Second stage of registration process: Submit mobile number. Tap **"Text me a code".** Tap "**Next**".
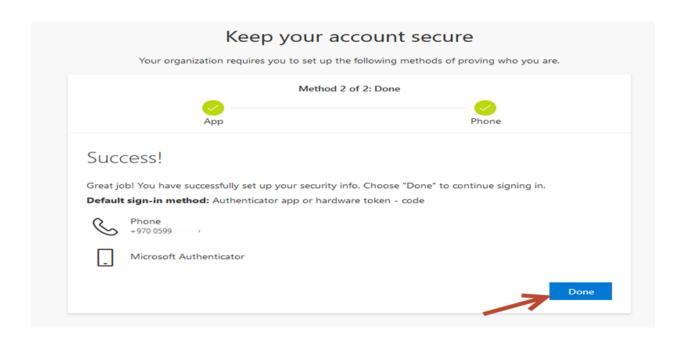
19. In the following wizard: **submit the code** sent to your mobile number. Tap **"Next".**

20. The SMS verified, tap **"Next".**

21. Finally, tap "**Done".**

Keep your account secure

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

Method 2 of 2: Done

✓ App ───────── ✓ Phone

Success!

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

Default sign-in method: Authenticator app or hardware token – code

📞 Phone
+970 0599 ᵎ

▫ Microsoft Authenticator

[Done]

2. **Sign out**
Click the on the top right of the screen, tap **[Sign out]**

🗨 📑 📝 🔔² ⚙ ? 🖥¹⁴ Test Qou 🛡

My account ✕

Test Qou
test@qou.edu
Appear away ∨
My Office profile
My account
Open another mailbox
Sign out

3. New Message

From Microsoft 365 interface, click on **"New message".**

- You can attach file from
  - ➢ Browse this computer.
  - ➢ Browse Cloud Locations (OneDrive).
  - ➢ Upload and share.

4. Creating Signature

1. From setting: select **"Mail".** From sub menu select **"Compose and reply".**

Settings

Search settings

⚙ General
✉ Mail
📅 Calendar
👥 People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

Groups

Compose and reply   ✕

Email signature

Create a signature that will be automatically added to your email messages.

☐ Automatically include my signature on new messages that I compose

☐ Automatically include my signature on messages I forward or reply to