

First Login to Your New Microsoft 365 Powered Computer Account

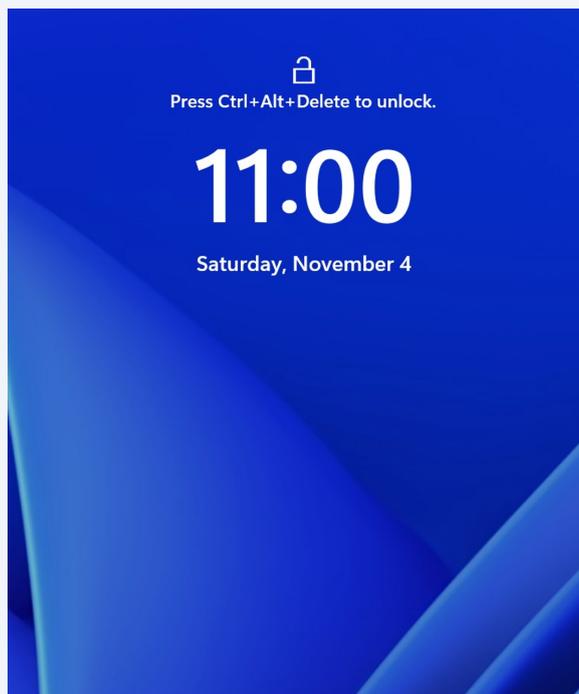
This guide provides step-by-step instructions on how to log in to a new Microsoft 365 powered computer account. It includes tips for a smooth login process and highlights the importance of rebooting the computer before starting. By following these steps, users can easily access their new account and begin using Microsoft products.



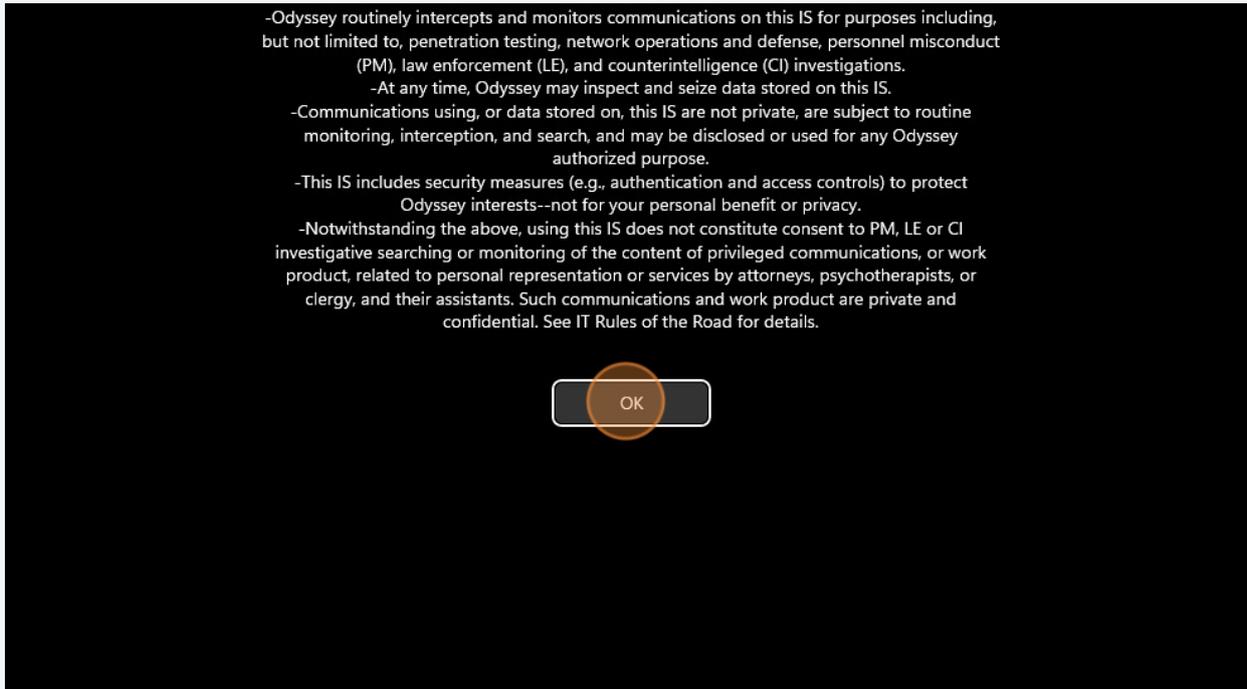
Tip! Reboot your computer before you start to ensure that it's fully ready to add your new account.

1

Start by keying Ctrl + Alt + Delete to unlock the computer



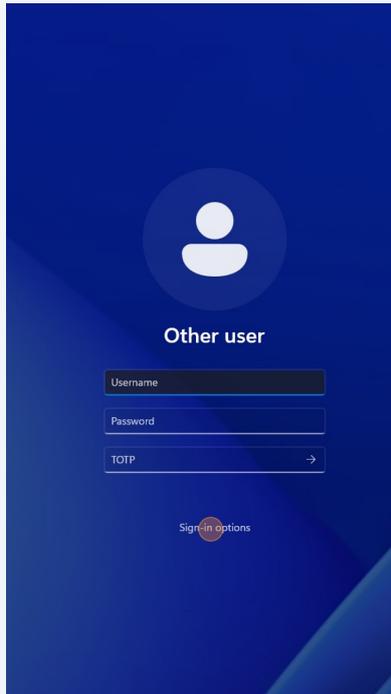
2 Select OK



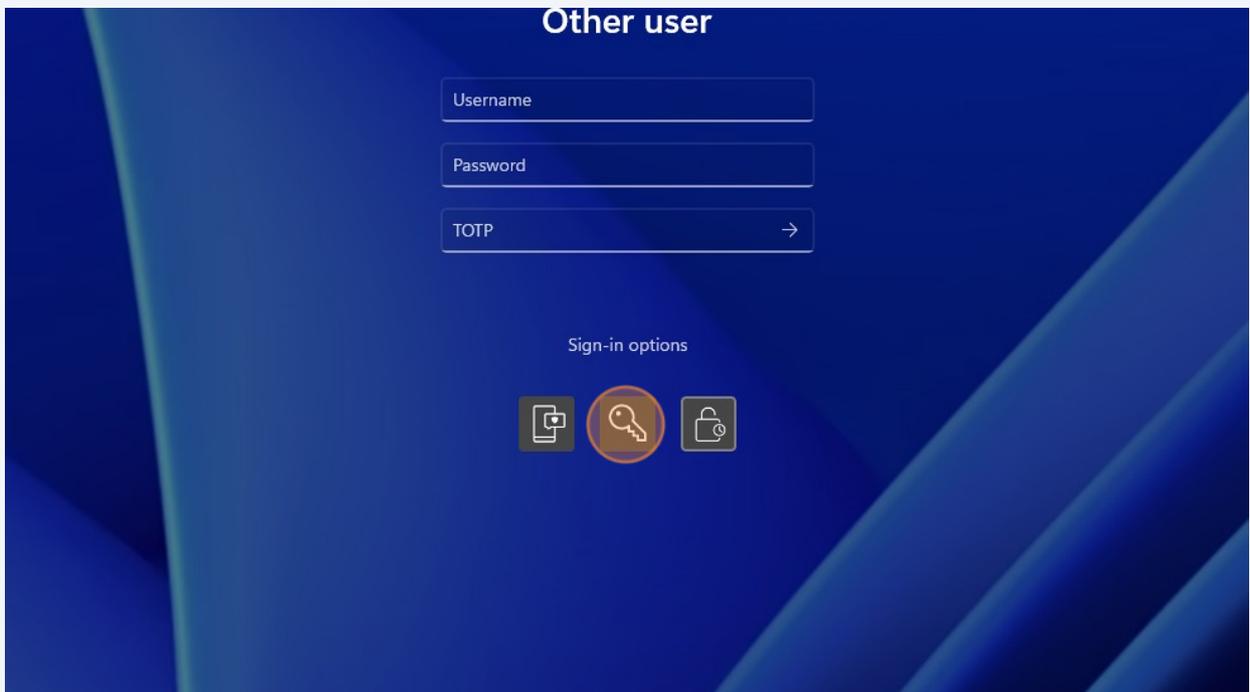
3 Select "Other User"



4 Select Sign-In Options



5 Select the Key icon

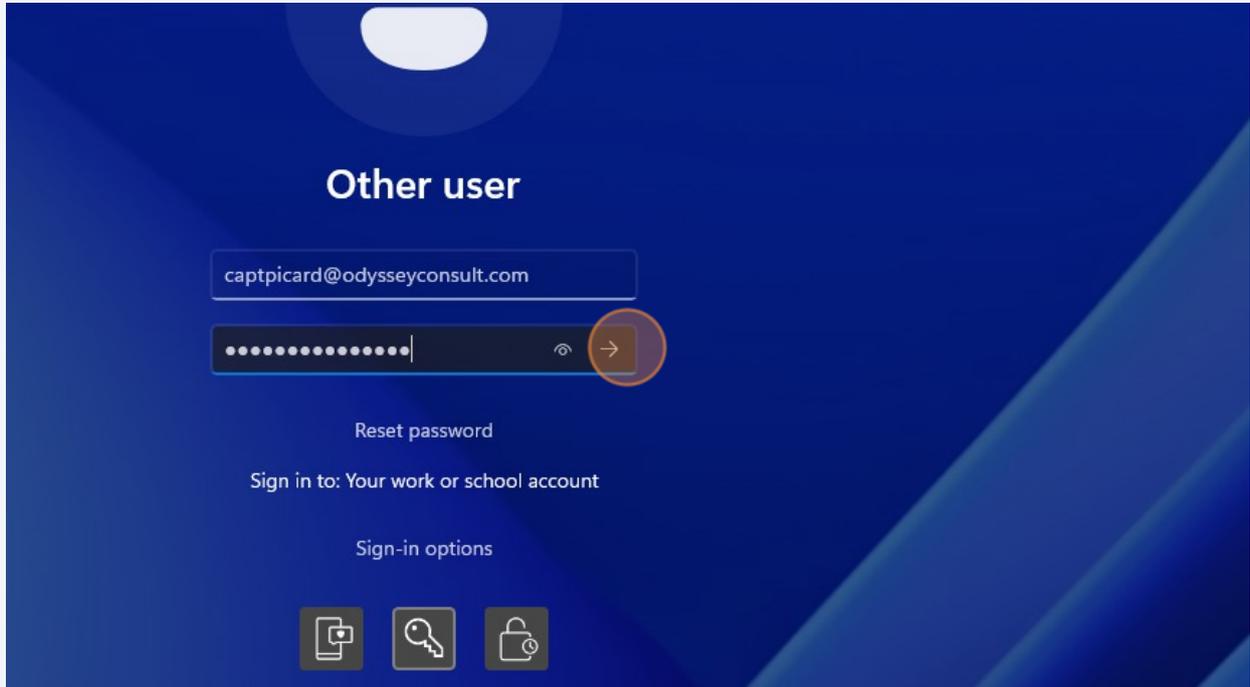




This is the password that IT provided you for your NEW account. This is the same as what you will use to login to the Web version of the Microsoft Products.

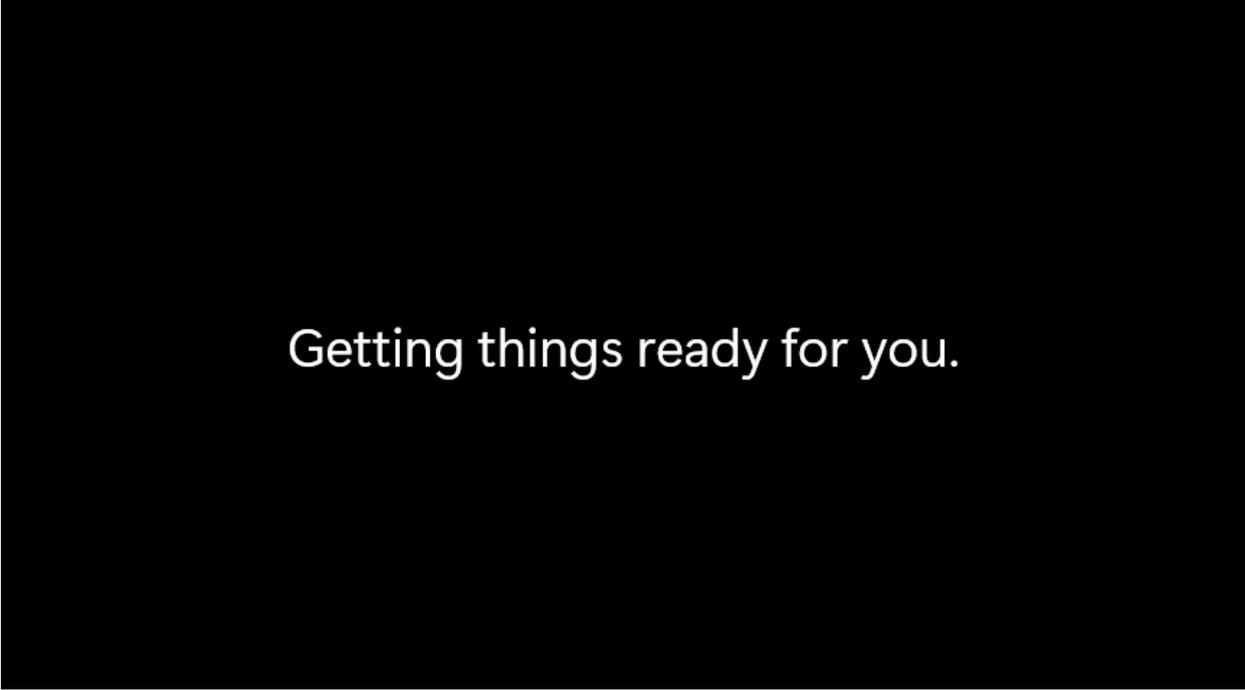
6

Enter your Email Address and your NEW password.



7

Huzzah! You're logged in to your new Microsoft 365 powered computer account.



Getting things ready for you.

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