



## Office 365 Web Portal Access

**Summary:** Microsoft 2FA (two-factor authentication) is required when accessing the Office 365 web portal (<https://office.com>) when disconnected from the UConn Health network. When you access the Office 365 web portal for the first time you will be required to register. After that initial registration you will only be prompted for 2FA when disconnected from the UConn Health network.

### How does Office 365 web portal 2FA access work?

When you first access the web portal you will be required to register your “Microsoft Authenticator” application to enroll.

Follow the process below to register for Microsoft 2FA. If you are unable to use the Microsoft authenticator application, contact the service desk. <https://health.uconn.edu/information-technology/about-us/divisions/customer-support-services/>

In your web browser type in <https://office.com> and Click “Sign In”:



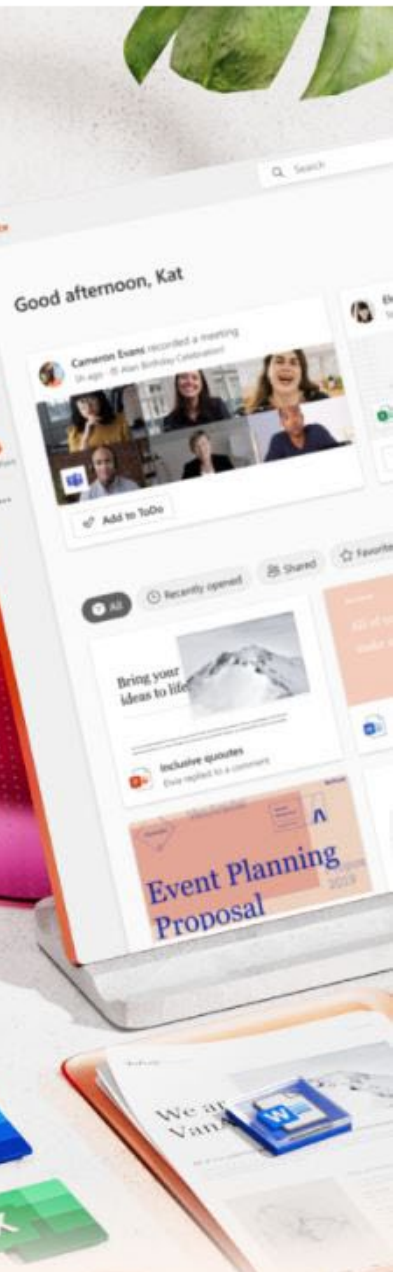
# Welcome to your Office

The all-new Microsoft Office lets you create, share and collaborate all in one place with your favorite apps


Sign in

Get Office

[Sign up for the free version of Office >](#)



Login with your email account:

 Microsoft


Sign in

No account? [Create one!](#)

Can't access your account?

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 Sign-in options





**Taking you to your  
organization's sign-in page**



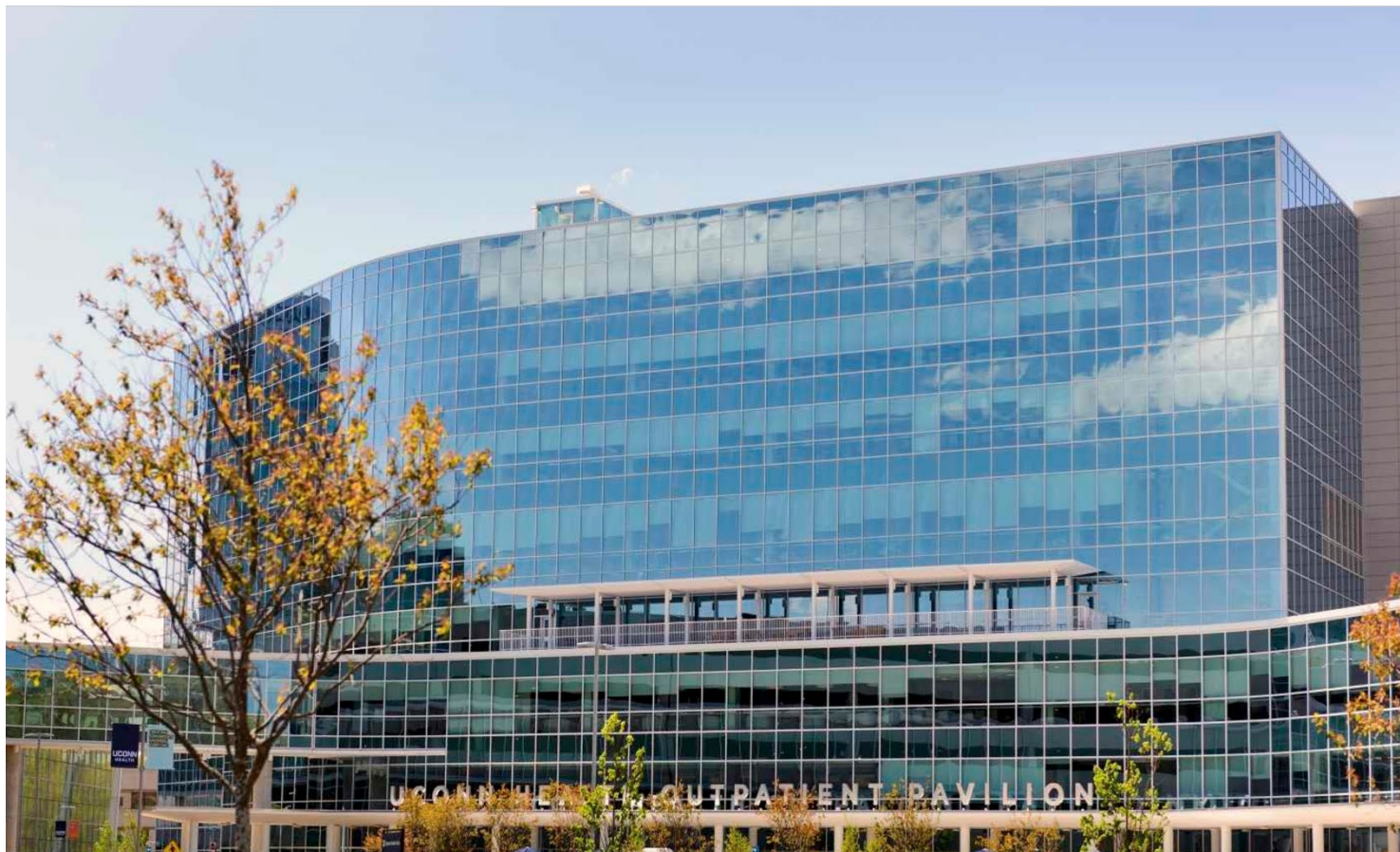
[Cancel](#)

If you are attached to the UConn Health network, enter your username and password:

Username

Password

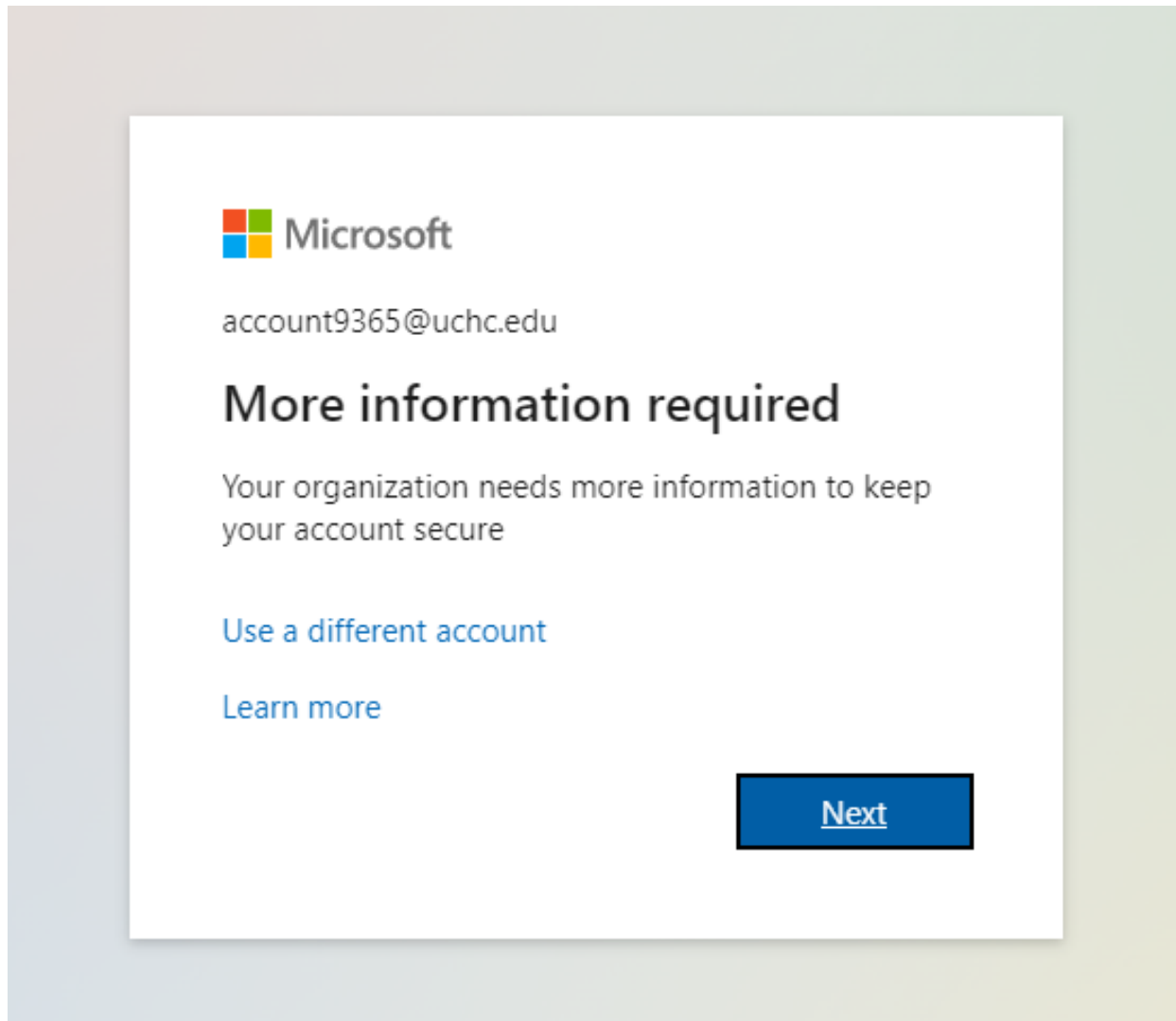
If you are not attached to the UConn Health network, login per below:



# UConn HEALTH

Sign in with your organizational account

Click “Next”:



You are prompted to download the “Microsoft Authenticator” application to your phone (if not already installed).

On an Android Phone download from “Google Play”, on an Apple phone download from the “Apple store.”

## Keep your account secure

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

### 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](#)



Continue to setup the "Microsoft Authenticator" application, Click "Next".



# Keep your account secure

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

## Microsoft Authenticator



### Set up your account

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

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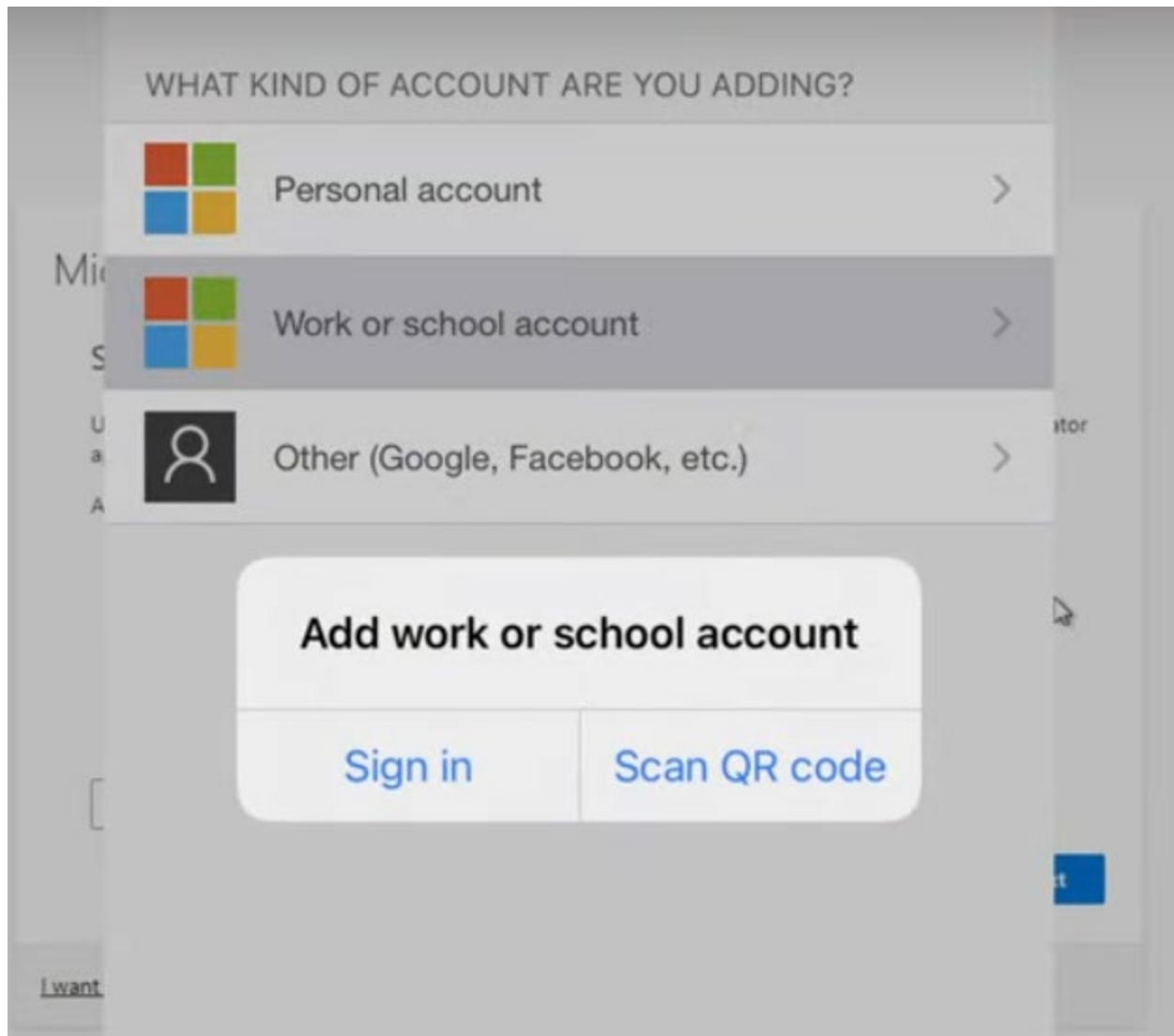
Next

[I want to set up a different method](#)



Once the “Microsoft Authenticator” application is installed open the application and select “Work or School” account, alternatively select “add account”:





Next select “Scan QR Code” and use the mobile phone with the phone camera to scan the QR code presented on the screen. Approve the permission prompt by the application requesting access to the camera.

## Keep your account secure

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

### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

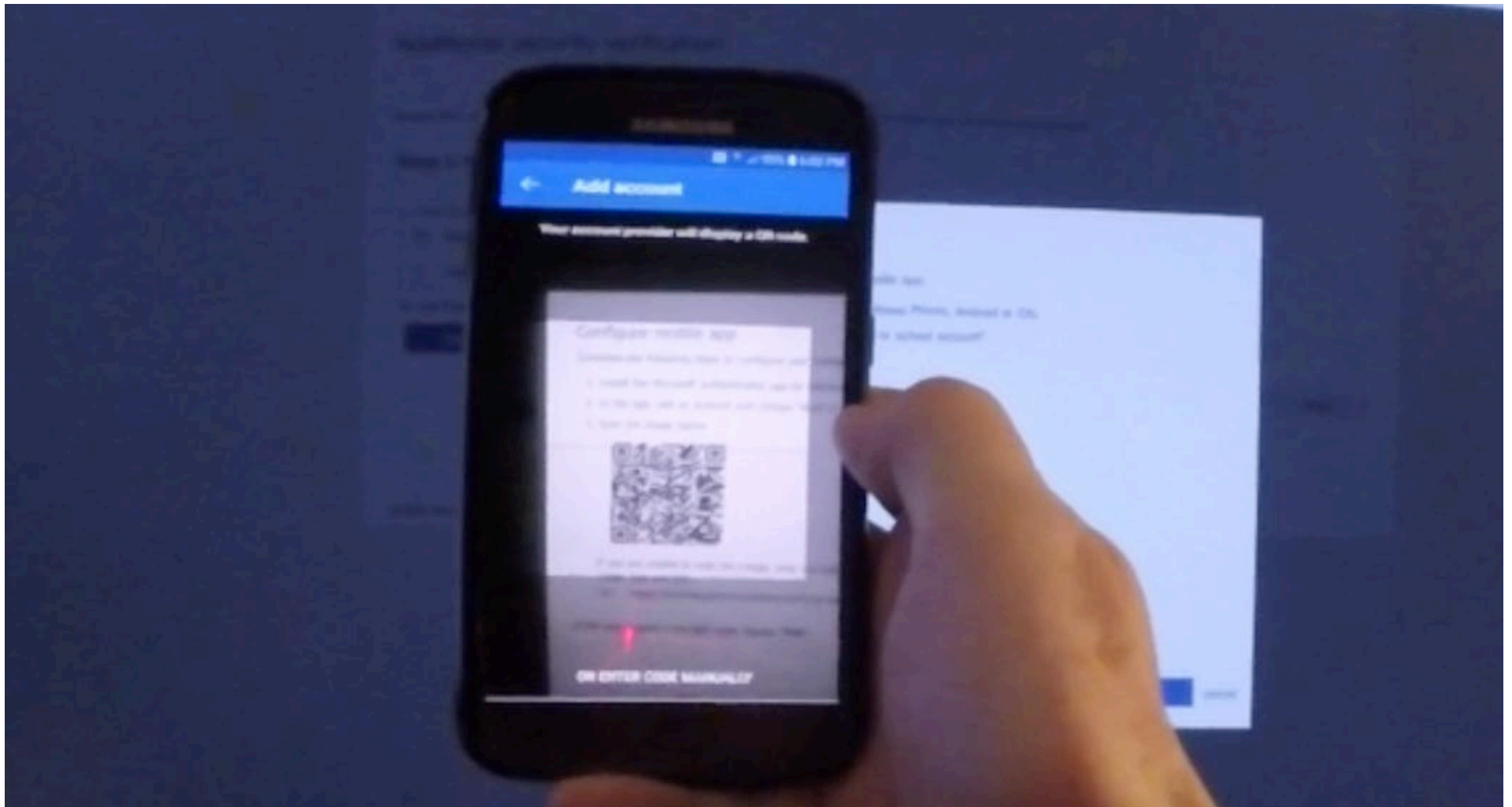


Can't scan image?

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[I want to set up a different method](#)



Enter the code provided into the “Microsoft Authenticator” application:

# Keep your account secure

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

## Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

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[I want to set up a different method](#)

Continue to complete the “Microsoft Authenticator” setup, Click “Next”:

# Keep your account secure

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

## Microsoft Authenticator



✓ Notification approved

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[I want to set up a different method](#)

Click “Done”:

# Keep your account secure

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

## Success!

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

### Default sign-in method:

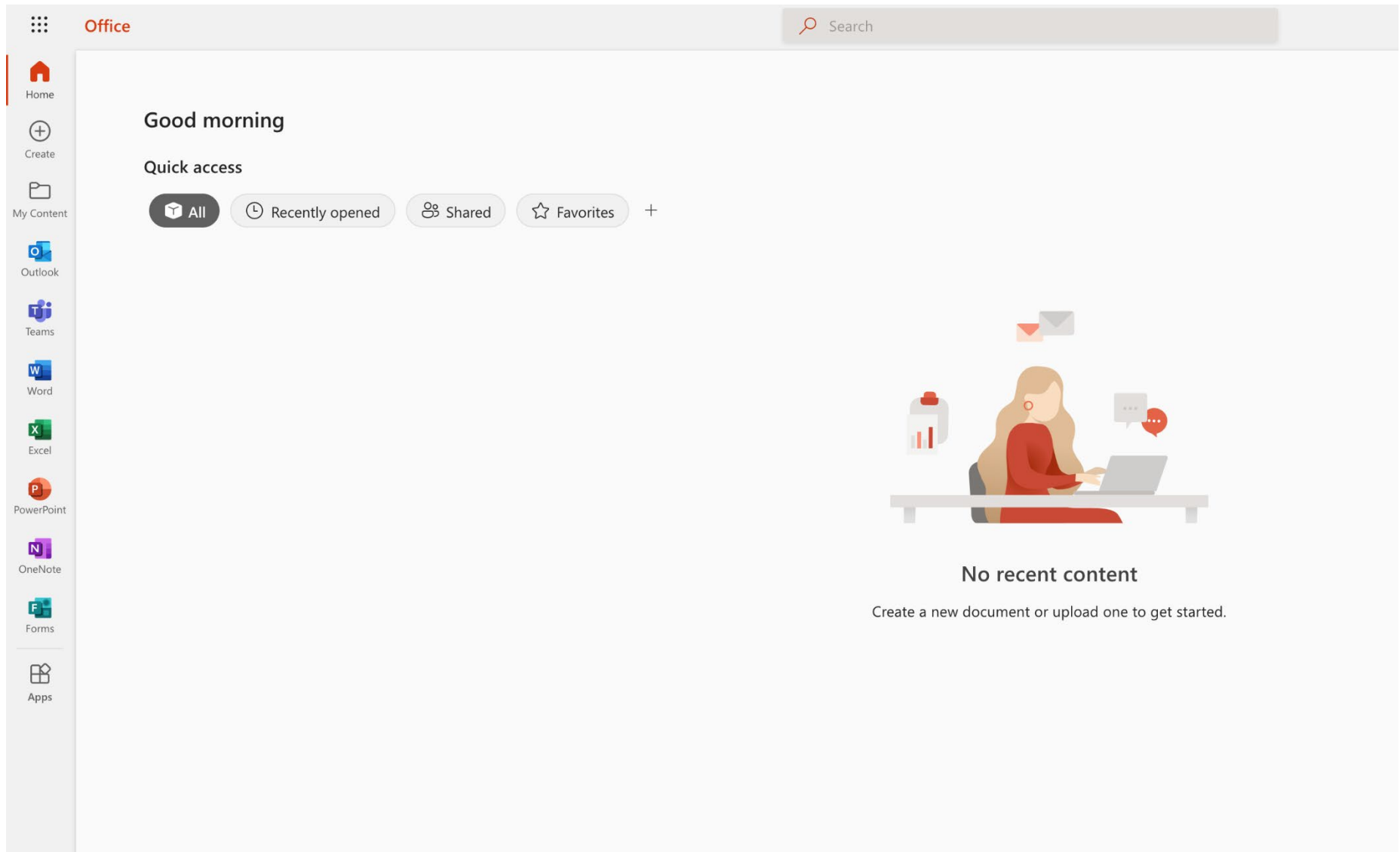


Microsoft Authenticator

Done



You are now logged into the Office 365 web portal:



## Get Help and Support

For additional help with Microsoft 2FA please contact the UConn Health Service Desk.



IT Service Desk (860-679-4400): An internal technical support center, providing 24/7 phone based technical support for UConn Health desktop computing environments. The Service Desk offers assistance for faculty, staff, students and patients and averages a rate of 60-70% for resolution during the first call. For non-urgent items, email requests can be sent to [servicedesk@uchc.edu](mailto:servicedesk@uchc.edu).