

VU TECH

INFORMATION TECHNOLOGY AT VANGUARD



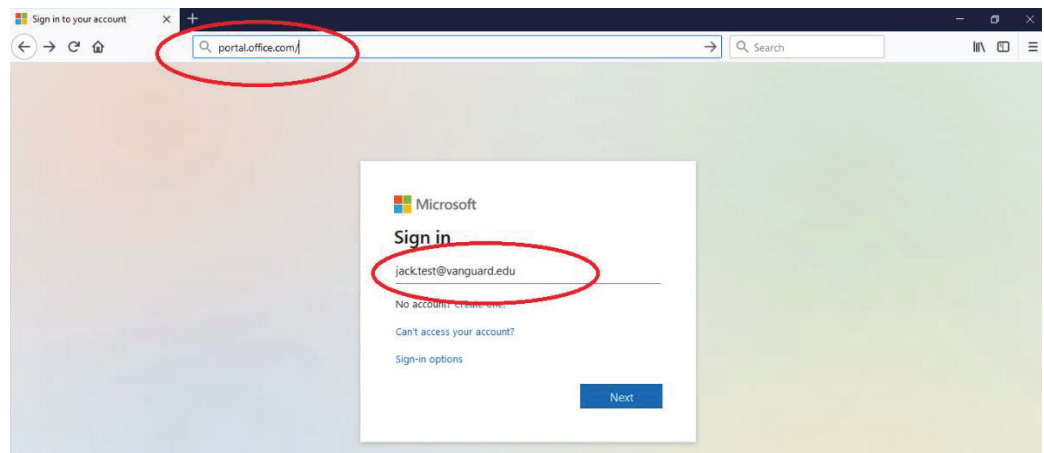
VANGUARD
UNIVERSITY



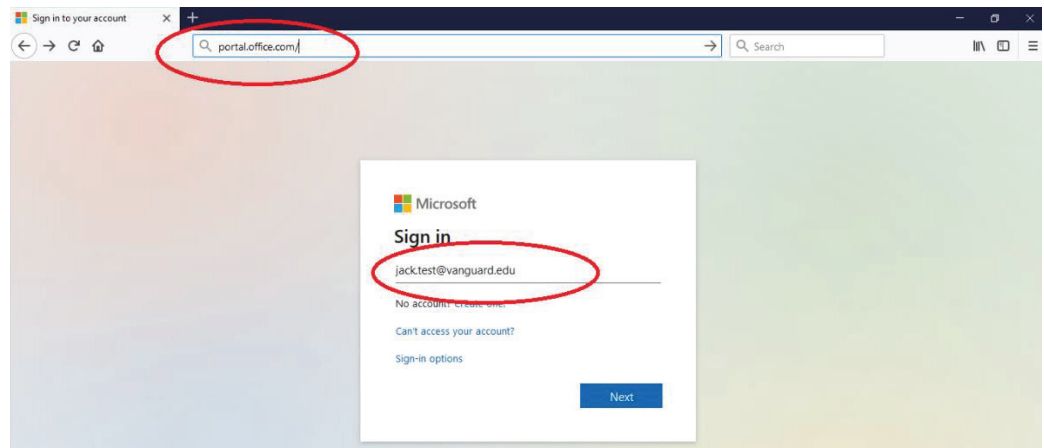
SIGNING INTO OFFICE 365

NOTE: THESE INSTRUCTIONS GO THROUGH SIGNING INTO OFFICE 365 FOR THE FIRST TIME.

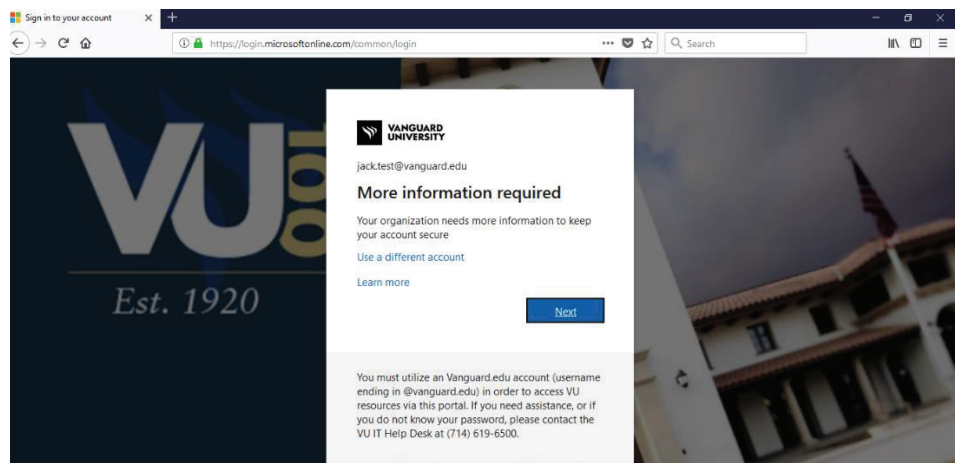
On your address bar of your web browser type – portal.office.com; proceed to type in your Vanguard email address.



After clicking Next, the website will now reflect a Vanguard University background, proceed to type in your password.



Once you click Sign-In, you will be redirected to a web page indicating the need for More information required, proceed to click Next



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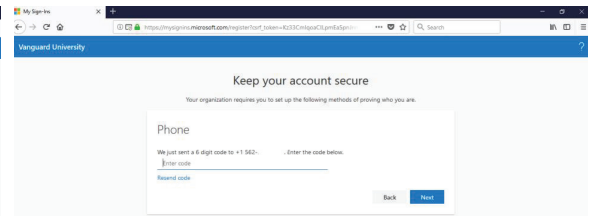
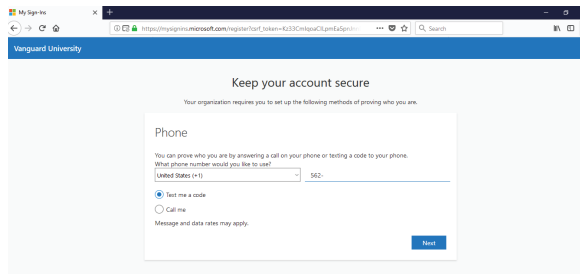


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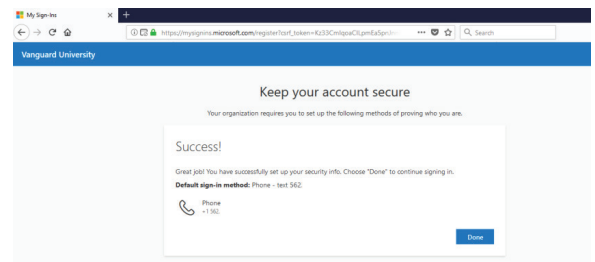
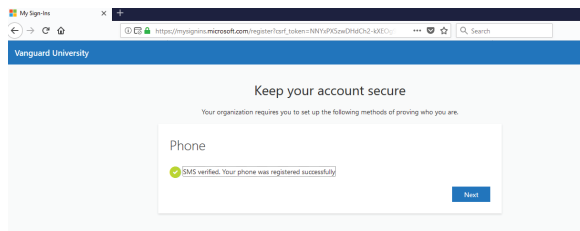
SIGNING INTO OFFICE 365

It will then ask you for a cell phone number for it to call or text; then click Next.



Once you have received the text please input the 6 digit code; then click Next.

It will verify your code then your phone, after clicking Next both prompts.



After clicking on Done, it will take you to Office 365 where you can access your email via Outlook, as well as the Office 365 Suite. You can download a copy of the applications and install them on your Windows or Mac Computer at the Install Office drop down menu.

