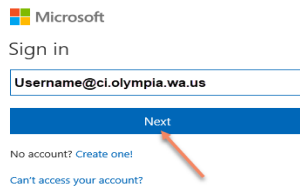


Initial OWA Access Instructions

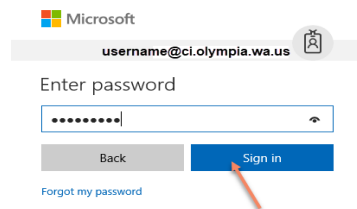
The following instructions are for accessing OWA for the first time.

Access OWA via <https://outlook.office365.com/owa/>

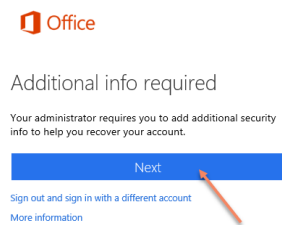
1. Sign in with your email address and click [Next](#)



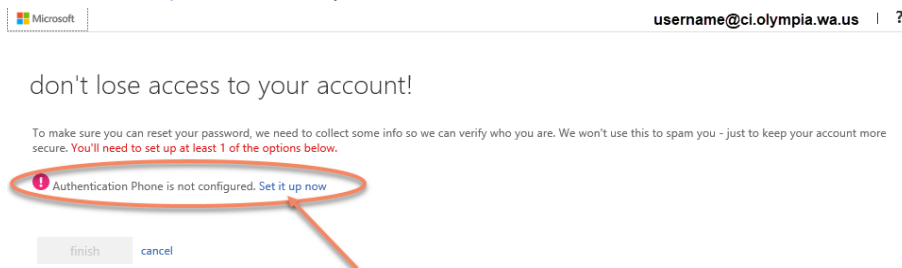
2. Enter your password and [Sign in](#)



3. You will get a prompt for Additional info required. Click [Next](#)



4. Select [Set it up now](#) to setup Phone Authentication.



5. Select **United States**, Enter your phone number. Select either **text me** or **call me** option.

Microsoft username@ci.olympia.wa.us | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

text me **call me**

back

6. Enter code given and Select **verify**.

Microsoft username@ci.olympia.wa.us | ?

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

text me call me

We've sent a text message containing a verification code to your phone.

verify try again

back

7. Click **finish**.

Microsoft

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 3608780889. [Change](#)

finish cancel

8. Select **Outlook** to access your Mailbox

Office 365 username

Good afternoon

Apps

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Tuesday, March 20, 2018

Tue 20 Wed 21 Thu 22 Fri 23 Sat 24 Sun 25 Mon 26

New Event