



Dublin College Dundrum MICROSOFT 365

Follow these steps to activate your college Microsoft 365 account during induction:

Important:

During Induction when using the desktop college computers Login as **Guest (No password needed)**. Follow the prompts once the browser is open. Note A series of Microsoft messages must be passed through when using Guest Accounts to setup .

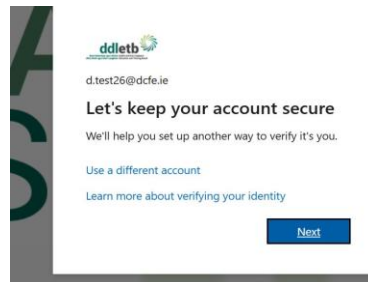
The order of Microsoft prompts may vary as Microsoft does make changes. Follow all prompts until your password has been changed, and your Security Info (Authentication) setup is complete. Authentication must be completed during induction. You can reset password later if needed by choosing forgot password. **Visuals of prompt screen on page 2 .**

1. Best to use college website Go to <https://cfedundrum.com/my-dcfe/> and scroll down page and select the Microsoft 365 logo.
2. Enter your college email address (e.g. 20245678@dundrum.mycollegedundrum.ie).
3. Enter the password from your **Welcome to Dundrum CFE email**. This is a Microsoft generated password. You will need to change (Min 8 Characters with a symbol, number and a capital letter)
4. Set up Phone Verification (Multi-Factor Authentication (MFA)). (This is Additional Security using your phone). This is required
5. Can use the App or Select Other Methods and Phone (SMS/Text Message) as the preferred verification method of college
6. Enter your mobile number and complete the verification code process. (If you have personal Microsoft Account, please note having both open may cause issues)
7. Complete any remaining security setup prompts.
8. You can check all is setup by clicking on your account number and Select View Account, then Security Info, to confirm your phone number is registered. You can change here a number later or move to the App if required
9. Use the 9-dot App Launcher to access Outlook, Word, Excel, OneDrive and other Microsoft 365 apps.

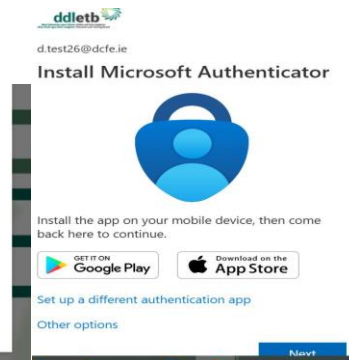
Need help? Contact your Programme Lead.

Prompt Screens. Order may vary slightly

1 After entering email



2 Authentication Method



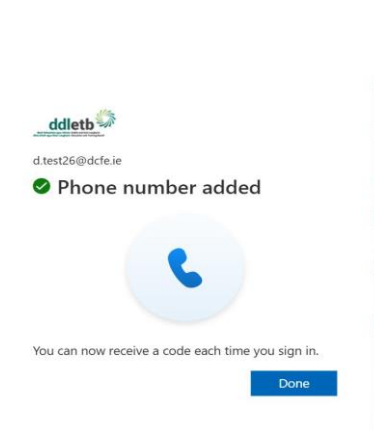
3 Authentication Options



4 Phone Number to verify



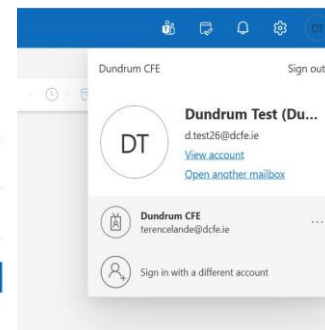
5 Number Added



6 Change of password



7 Viewing Account



8 Account Setup

