# How to setup your official email at first time.

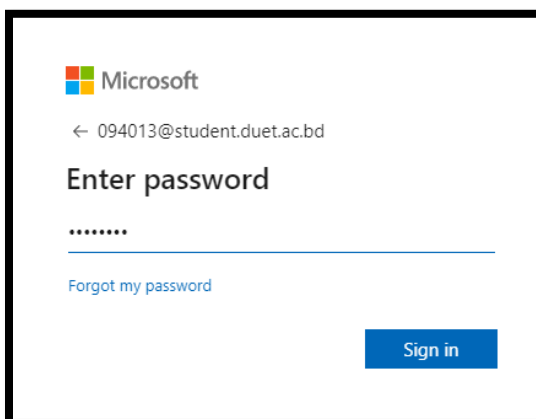Step 1. Go to https://login.microsoftonline.com/



Step 2. Enter your official email ID
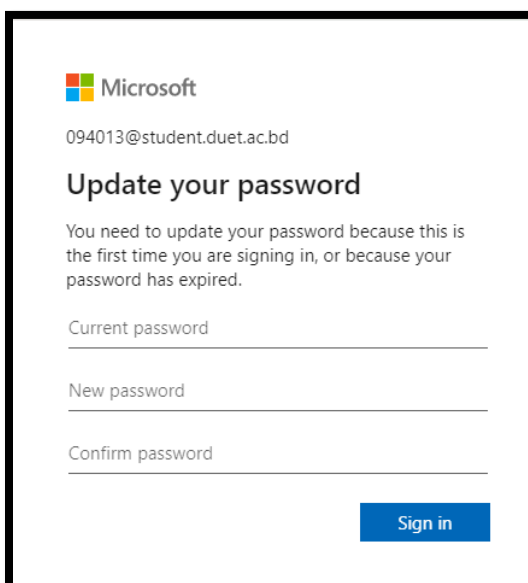


Step 3. Enter your given password



Step 4. Update your password [*Recommended]
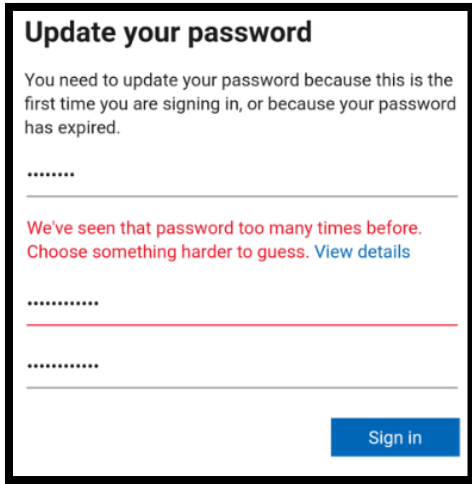
So enter  a strong password.

Then Click Next.
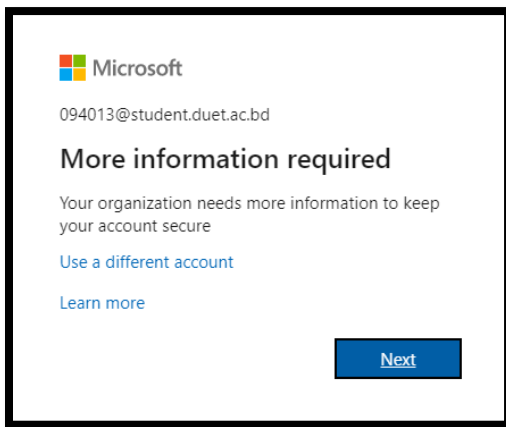


Step 5. Verify your mobile number and another email address for resetting your password in future.

[You have 15 munities in every step.]



Option 1: Authentication Phone is not configured. Set it up now

Click Set it up now

Select Bangladesh

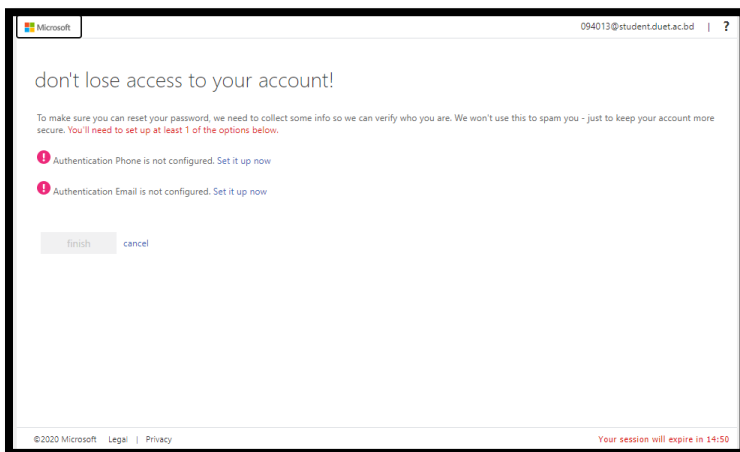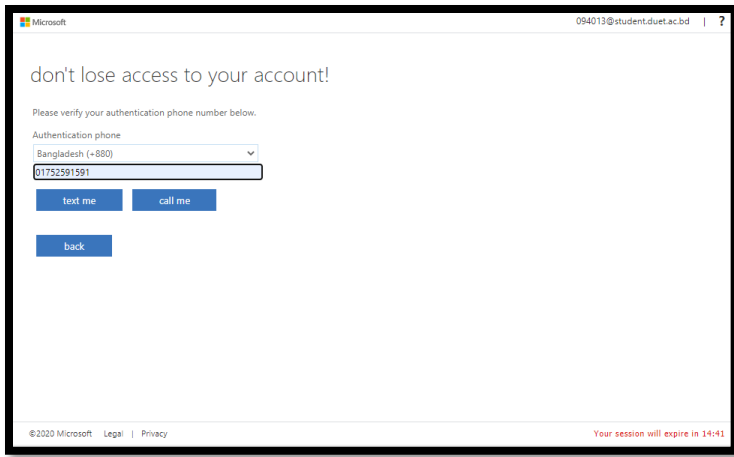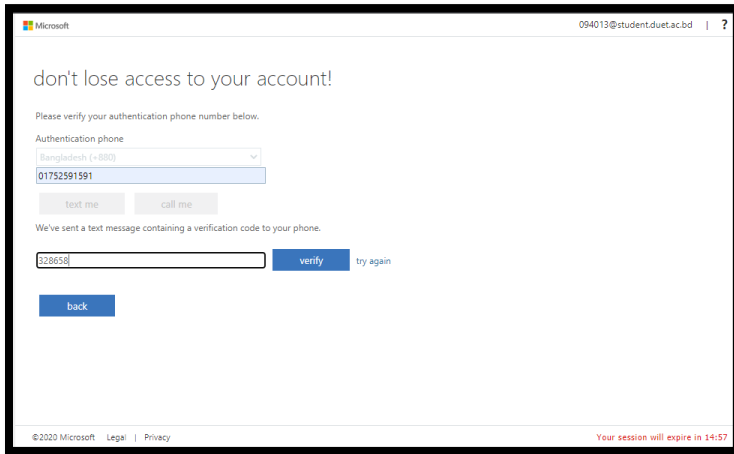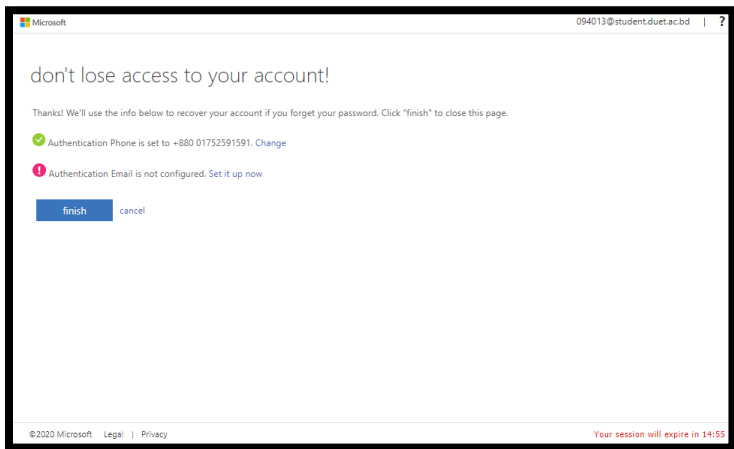Then enter your mobile number and click "text me" button.

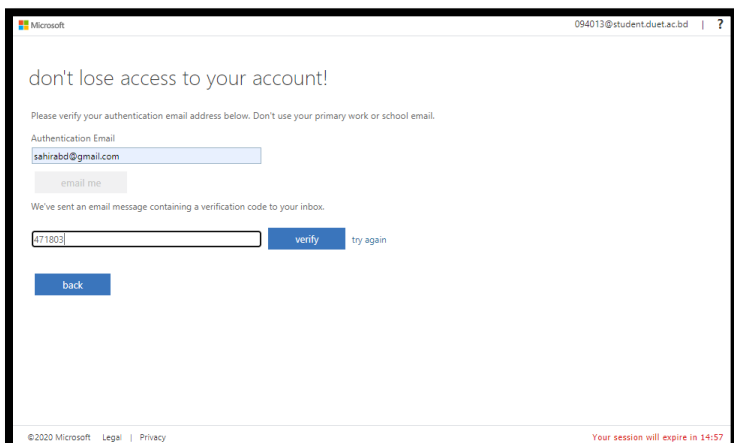Check your mobile to get the code and paste it, then click "verify" button



Option 1 is done.



Option 2: Authentication Email is not configured. Set it up now

Click Set it up now

Enter your another email then click "email me" Button.

Then check your mail and copy paste the verification code and click "verify" button.



Option 2 done. Then click "finish"

# 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 +880 01752591591. Change

✓ Authentication Email is set to sahirabd@gmail.com. Change

[finish]    cancel