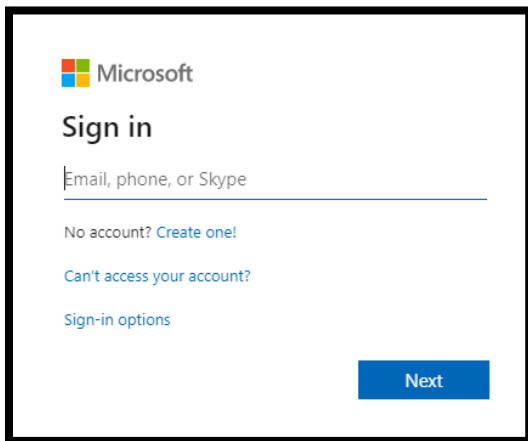


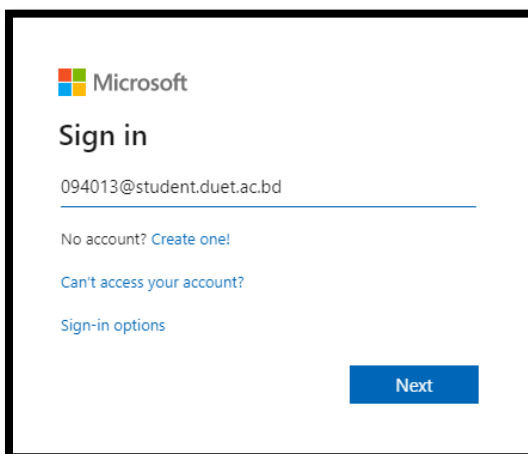
How to setup your official email at first time.

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



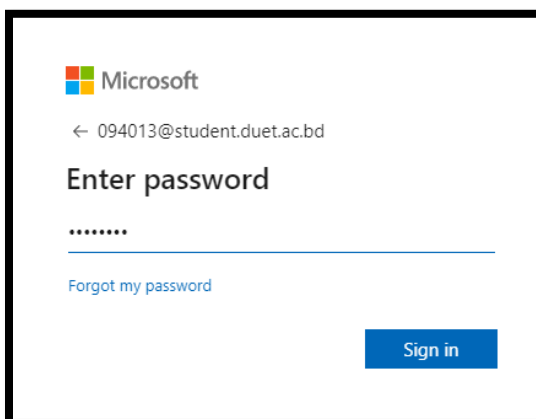
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

Step 2. Enter your official email ID



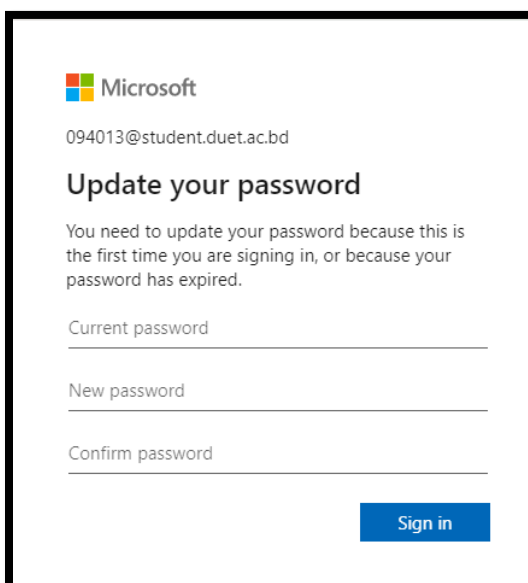
The screenshot shows the Microsoft sign-in page with the email address "094013@student.duet.ac.bd" entered in the input field. The rest of the page, including the "Next" button, is identical to the previous step.

Step 3. Enter your given password



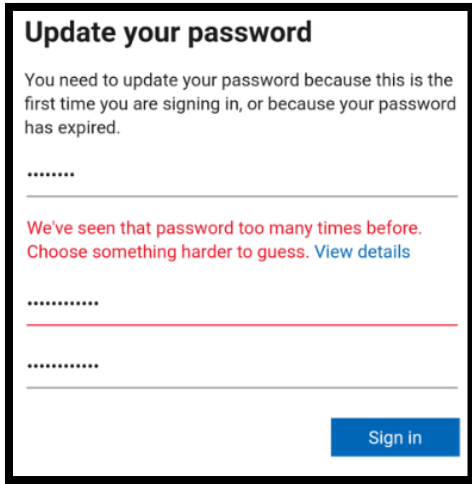
The screenshot shows the "Enter password" page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. Above the input field is a back arrow and the email address "094013@student.duet.ac.bd". The input field contains seven dots. Below the input field is a link "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

Step 4. Update your password [*Recommended]



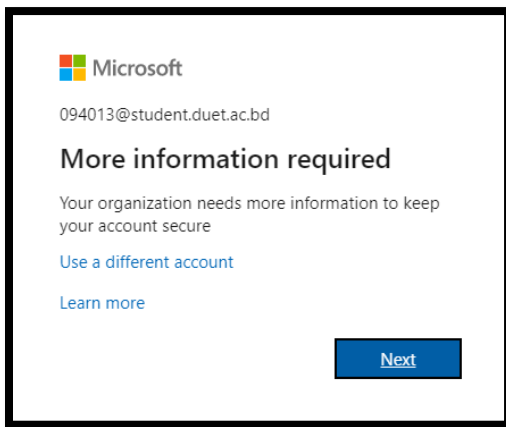
The screenshot shows the "Update your password" page. At the top left is the Microsoft logo. Below it, the text "Update your password" is displayed. Above the first input field is the email address "094013@student.duet.ac.bd". Below the title is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three text input fields labeled "Current password", "New password", and "Confirm password". At the bottom right, there is a blue button labeled "Sign in".

If your password is easy to guess then you got this type of error.



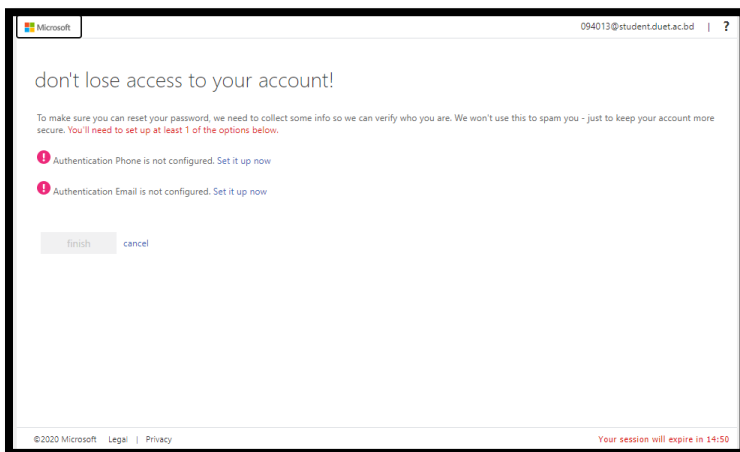
So enter a strong password.

Then Click Next.



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

[You have 15 minutes in every step.]

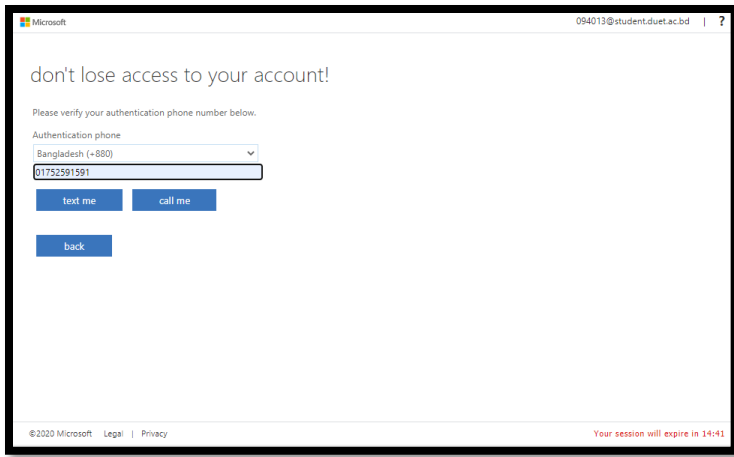


Option 1: Authentication Phone is not configured. [Set it up now](#)

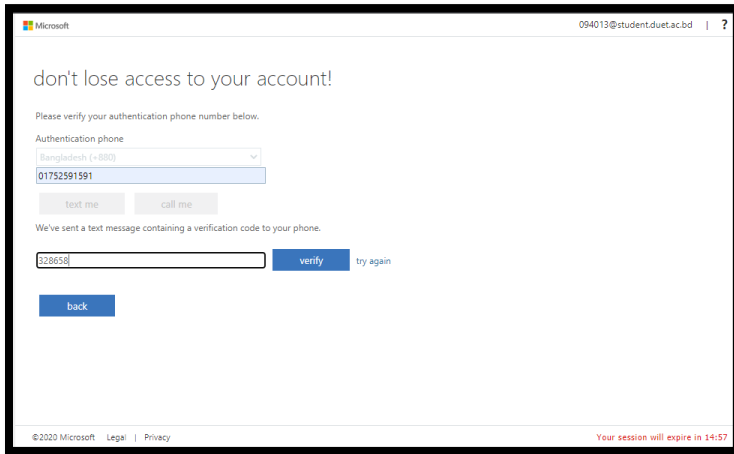
Click [Set it up now](#)

Select Bangladesh

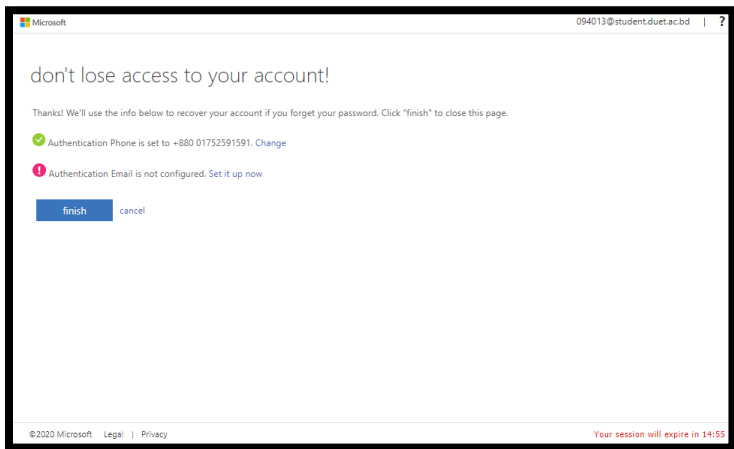
Then enter your mobile number and click "text me" button.



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



Option 1 is done.

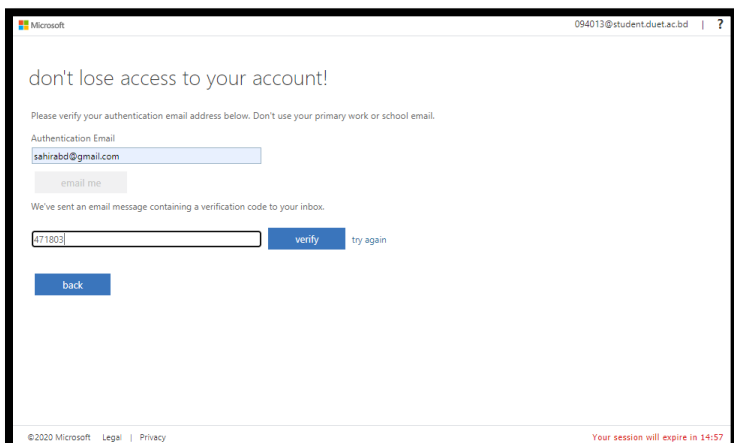


Option 2: Authentication Email is not configured. [Set it up now](#)

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](#)