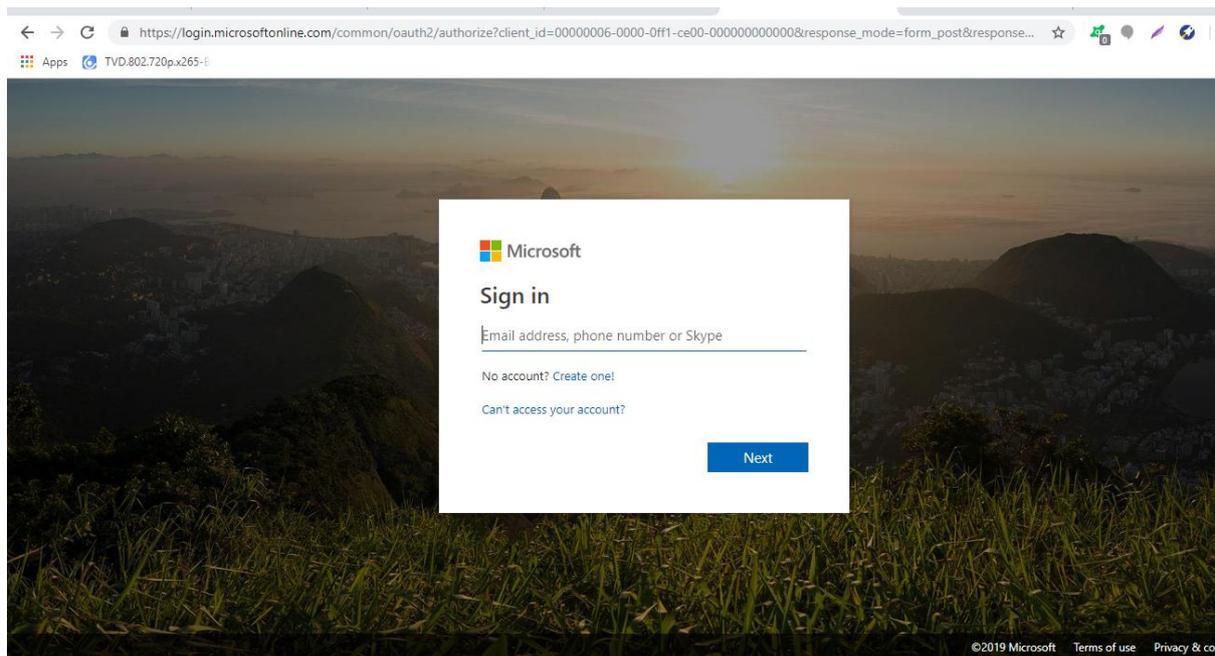
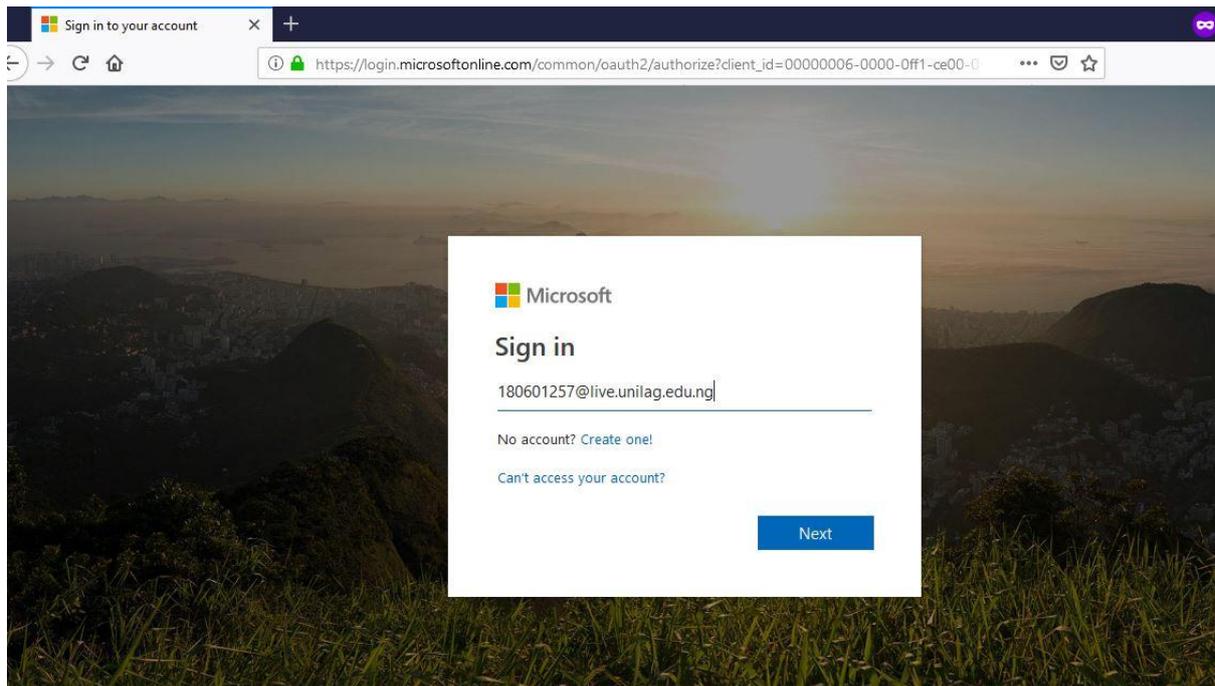


HOW TO LOGIN TO YOUR STUDENT EMAIL ACCOUNT USER GUIDE

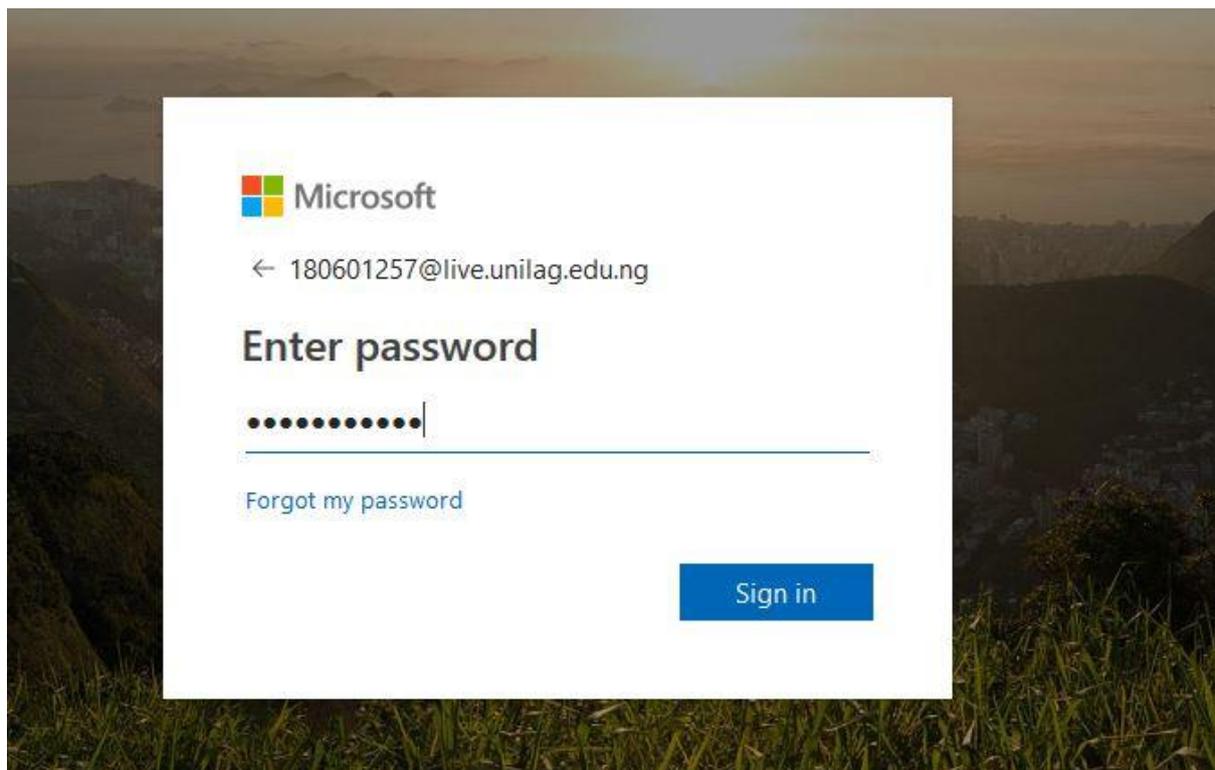
Step 1: Open a web browser and type in portal.office.com.



Step 2: Input your email address and click Next. Your email address is matricnumber@live.unilag.edu.ng e.g. 030805039@live.unilag.edu.ng.



Step 3: Input your password and click sign in.



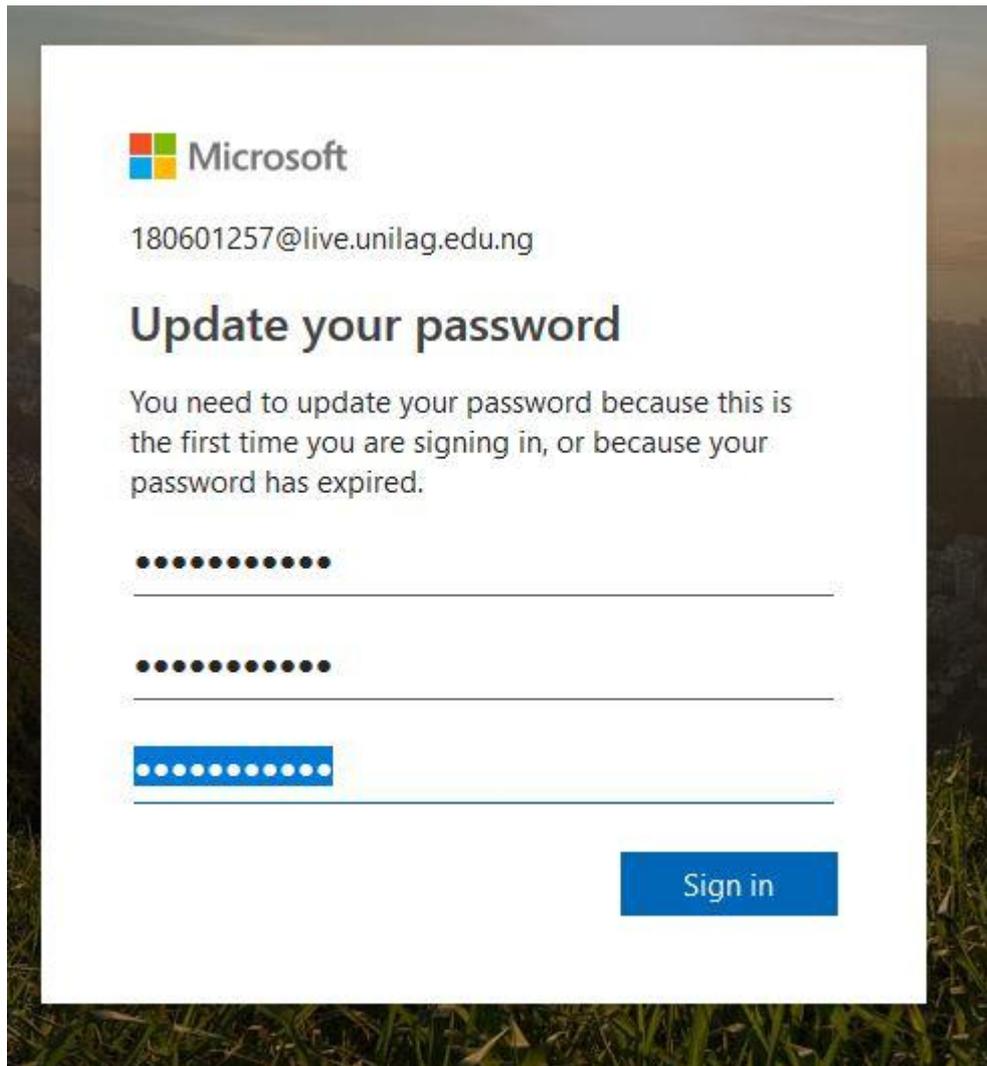
Step 4: Update your password

Current Password - The temporary password given to you

New Password- Choose a password of your choice which must consists of all or any two in the bracket(characters, uppercase, lower case, symbols and Numbers)

Confirm Password - Repeat the new password.

Click Sign In.



Step 5: After clicking on sign, the window below appears, Click on Next



180601257@live.unilag.edu.ng

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Step 6: Now you need to set up a recovery method for your email, choose one of the methods below.

don't lose access to your account! × +

→ ↻ 🏠 <https://account.activedirectory.windowsazure.com/passwordreset/register.aspx?client-request-id=6c8...> ... 📄 ☆

Microsoft 180601257@live.unilag.edu.ng

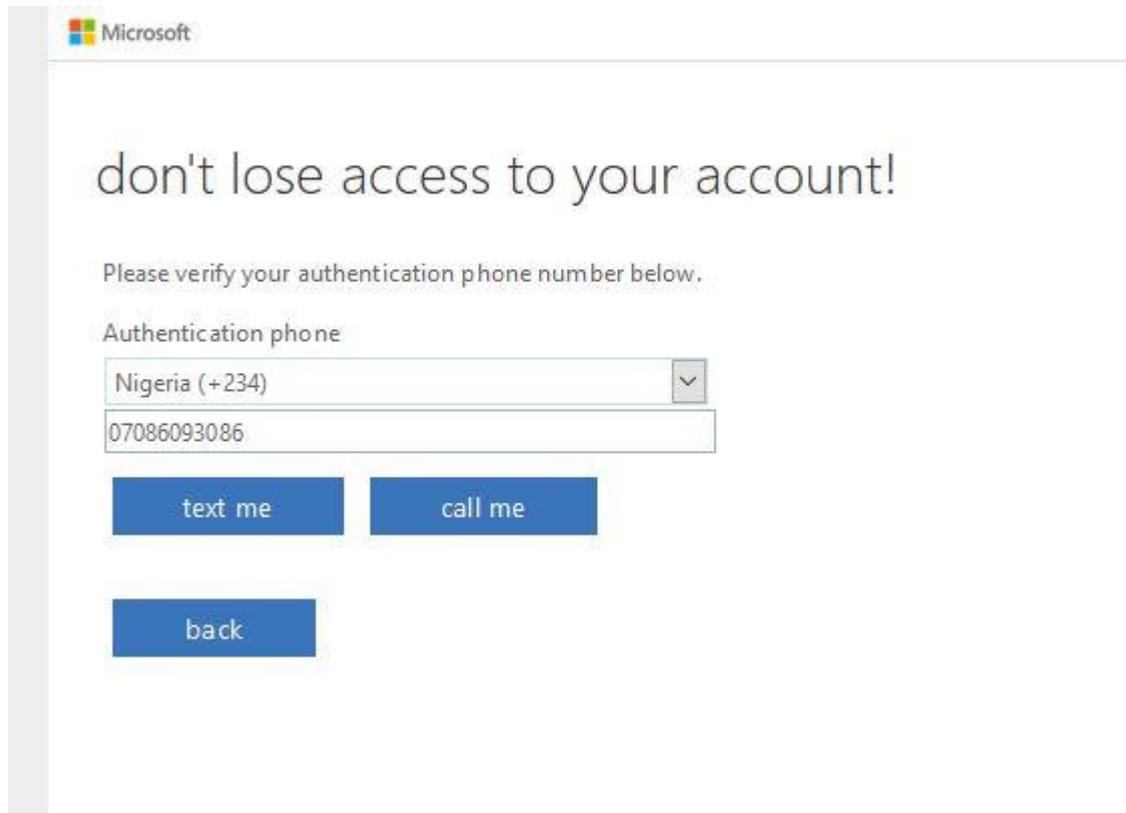
don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- ❗ Authentication Phone is not configured. Set it up now
- ❗ Authentication Email is not configured. Set it up now

finish cancel

Step 7: For the phone number method, put in a phone number you'd like to use and click on one of the prompts below to get an access code.



The screenshot shows a Microsoft account verification interface. At the top left is the Microsoft logo. The main heading reads "don't lose access to your account!". Below this, a sub-heading says "Please verify your authentication phone number below.". The form is titled "Authentication phone" and contains two input fields: a dropdown menu for the country code, currently set to "Nigeria (+234)", and a text input field for the phone number, containing "07086093086". Below the input fields are three blue buttons: "text me", "call me", and "back".

Step 8:

After getting the code, input it as shown below and click verify.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

text me

call me

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

verify

try again

back

Step 9: After verifying, click finish to go to your dashboard.

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.

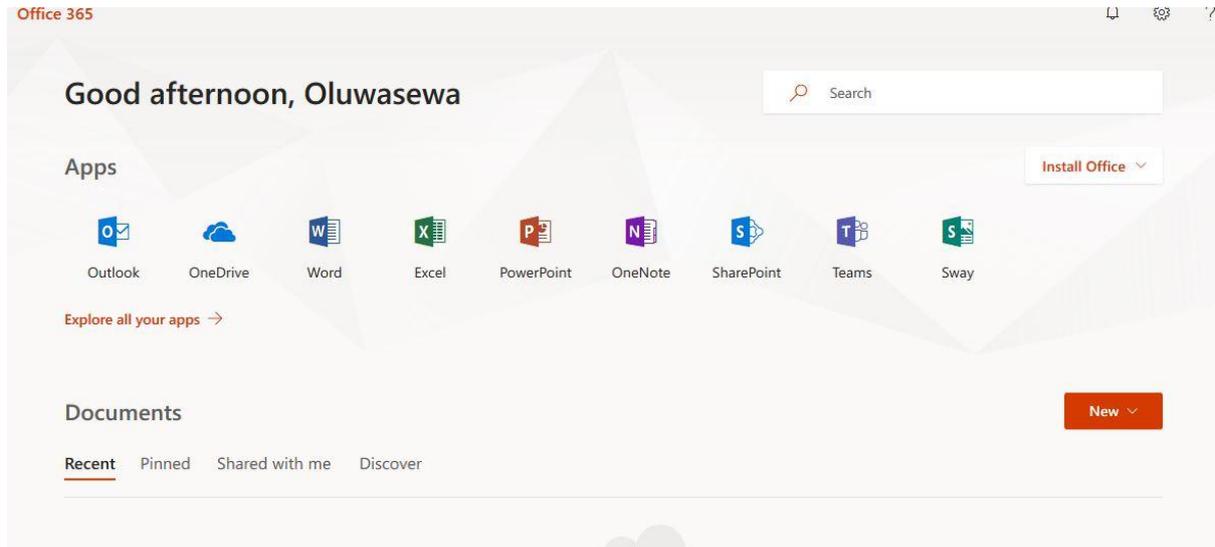
✔ Authentication Phone is set to +234 07086093086. [Change](#)

❗ Authentication Email is not configured. [Set it up now](#)

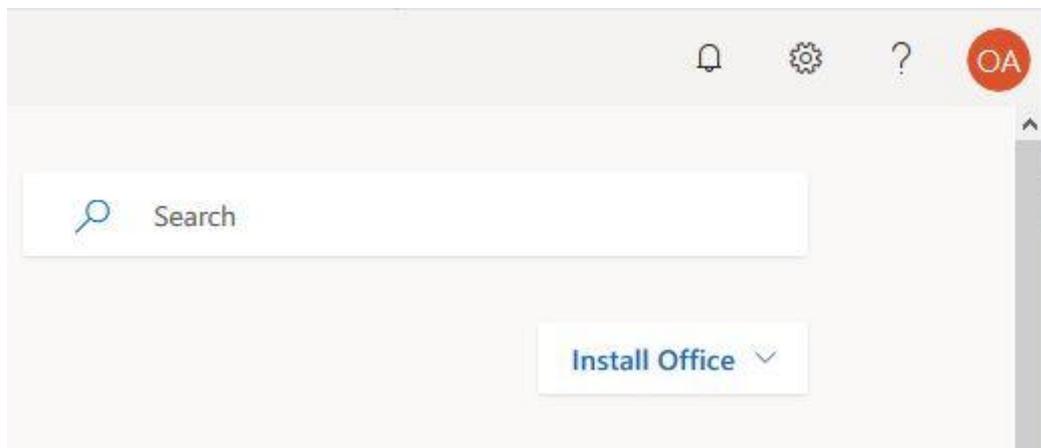
finish

cancel

Step 10: A sample of OFFICE365 dashboard.



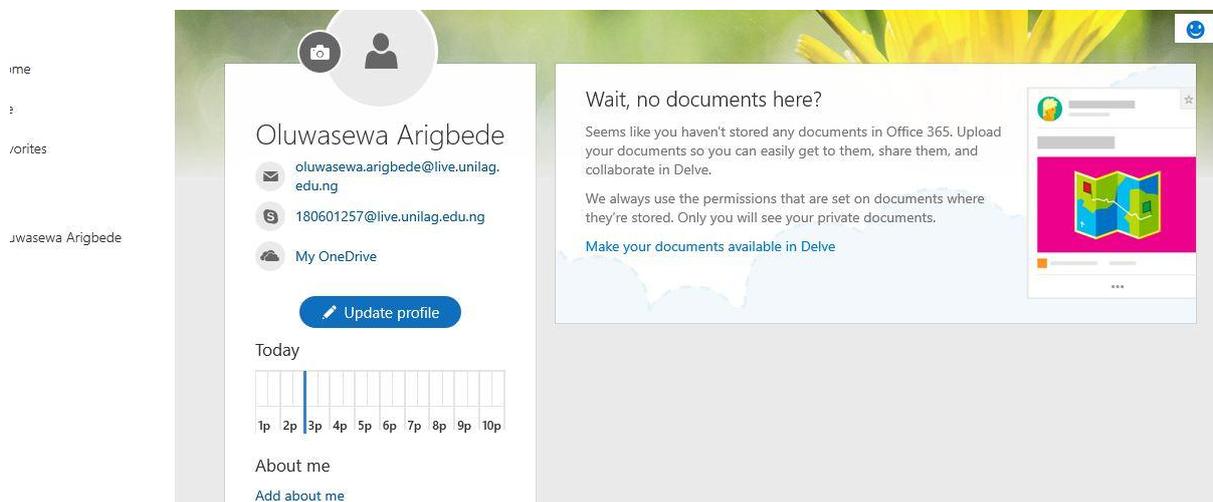
Step 11: To see your email address, click on the icon that shows your initials at the top right corner of your dashboard.



Step 12: Click on your "My Profile"



Step 13: A sample showing your email address and skype id



Step 14: A closer look at a sample email address

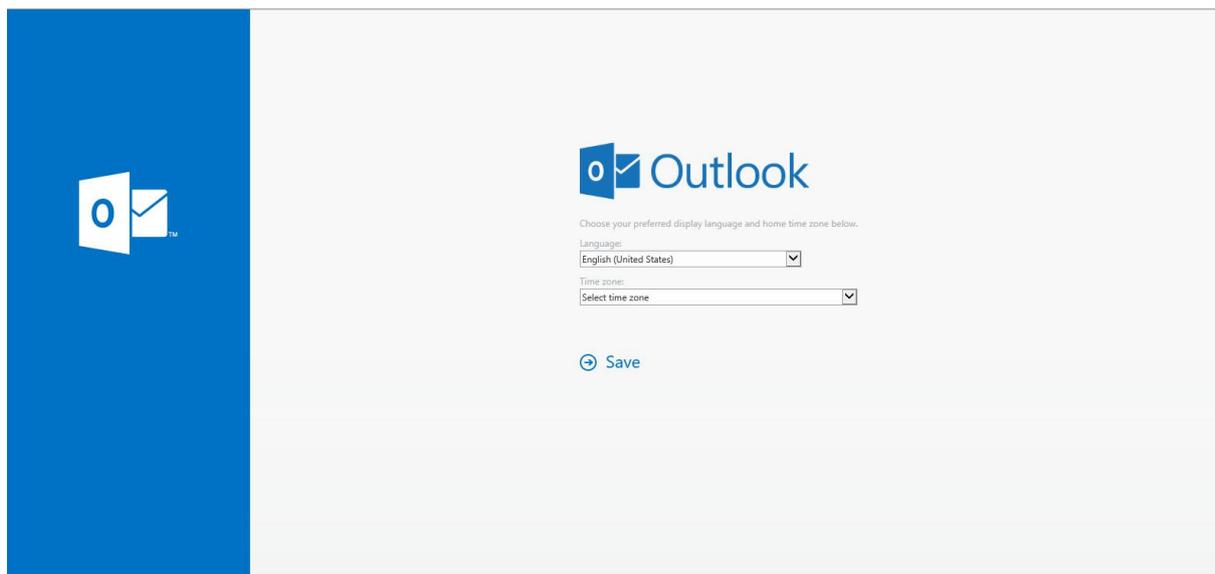


Step 15: Click on Outlook Icon to check your mailbox on your dashboard.



Step 16:

Select your preferred language and timezone.



Step 17: Click Save and you're good to go!

- ^ Folders
- Inbox
- Sent Items
- Drafts
- More

Focused Other Filter v

Next: Loading your upcoming events...



Your Focused inbox is cleared