

# Microsoft Office 365 CUNY Login Procedure with Multi-Factor Authentication

To sign into CUNY's Office 365 with multi-factor authentication, please follow the steps below.

1. Please go to the enclosed link to bring you to the CUNY login page. <https://login.microsoftonline.com/?whr=login.cuny.edu>
2. Please enter your CUNYFirst username and password. Then press "Log in" to proceed.

CUNY Login

Log in with your [CUNY Login credentials](#)  
If you do not have a CUNYfirst account, see the [FAQs](#).

Username  
@login.cuny.edu

Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

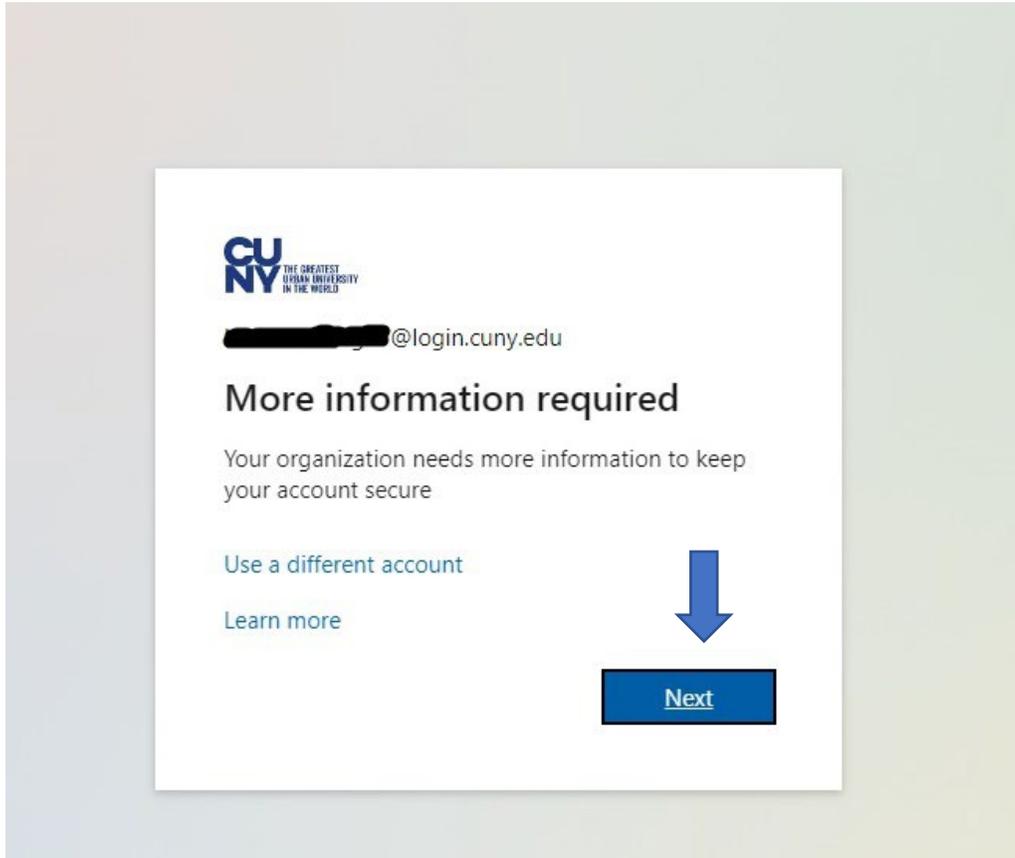
**PROTECT YOUR PERSONAL INFORMATION AND PRIVACY**  
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

Note: Please do not bookmark this page.

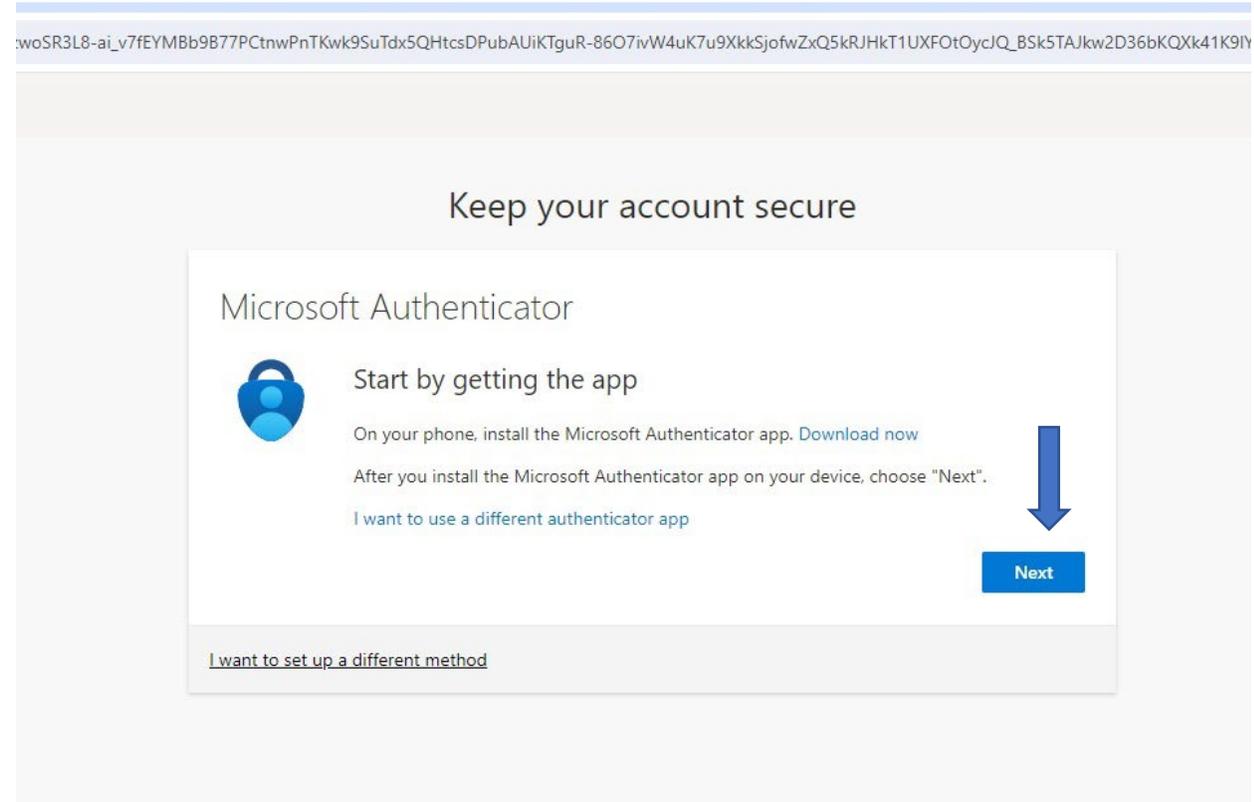
[Terms of Use](#) | [Security Policy](#) | [IT Accessibility](#) | [Tech Resources & Help Desks](#)

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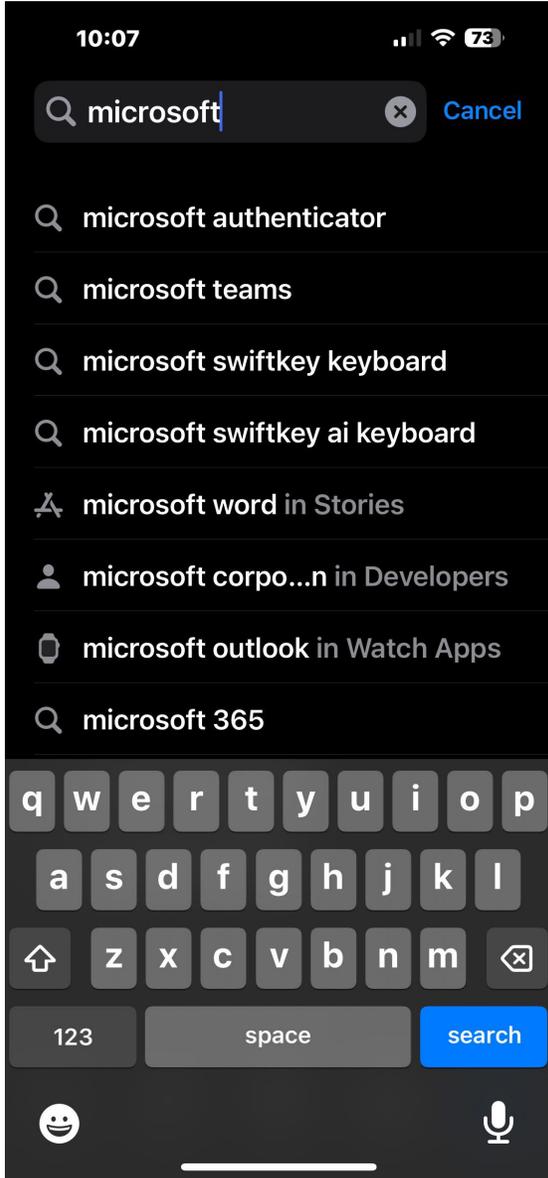
3. When you are presented with this screen, please press "Next" to continue.



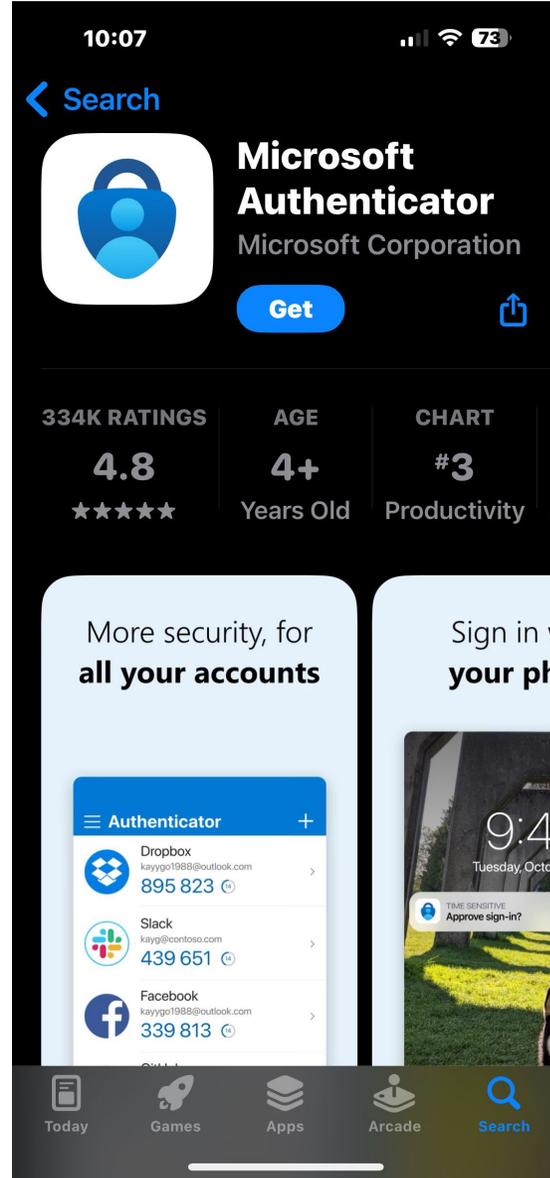
4. when this screen comes up, please select "Next" to continue with the Microsoft Authenticator.



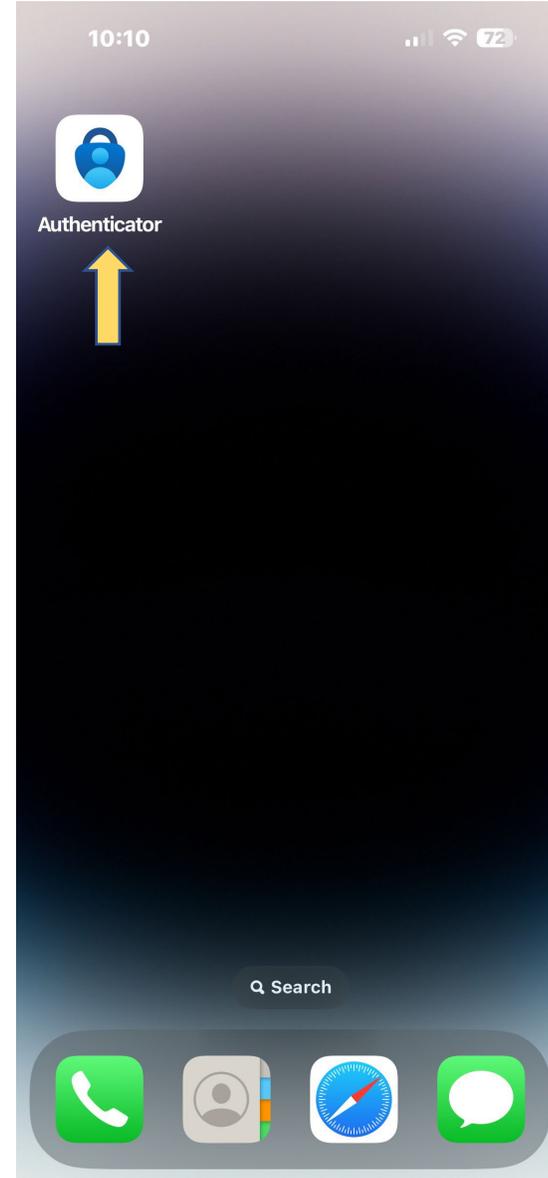
5. On your mobile device, please go to the “APP Store” or the “Google Play Store” associated with your mobile device. Go to “Search” and type in the term “Microsoft Authenticator”.



6. Please tap on “Get” or “Install” and wait for the app to install on your device.



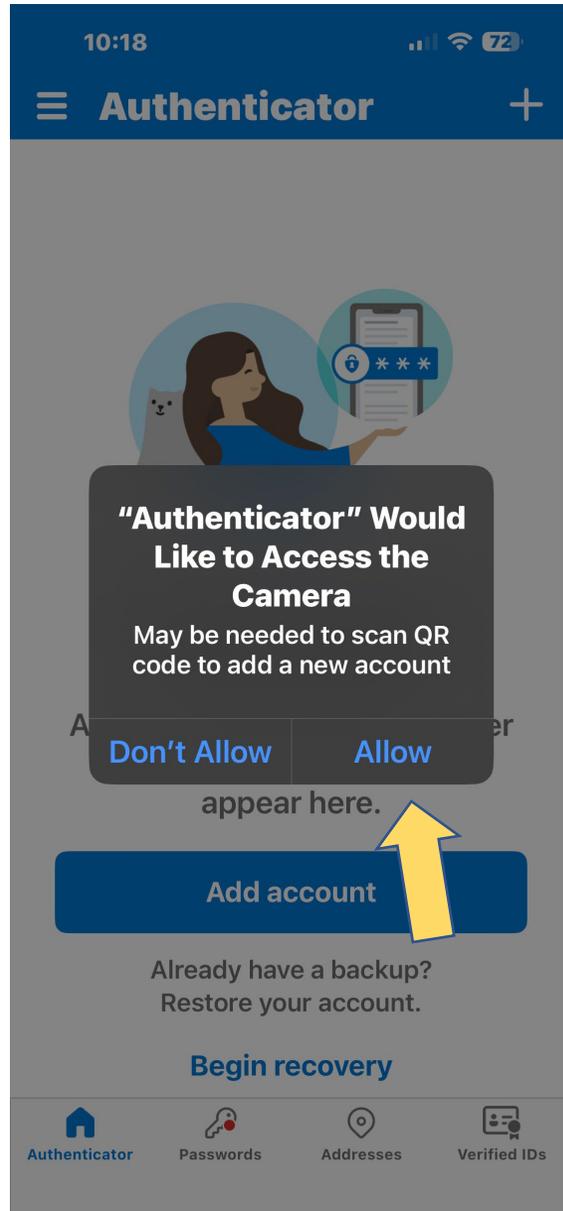
7. Go to your “home Screen” or “App Drawer” on your mobile device and tap on the Authenticator app to start. Then press “Accept” to accept the privacy statement and continue to the next step.



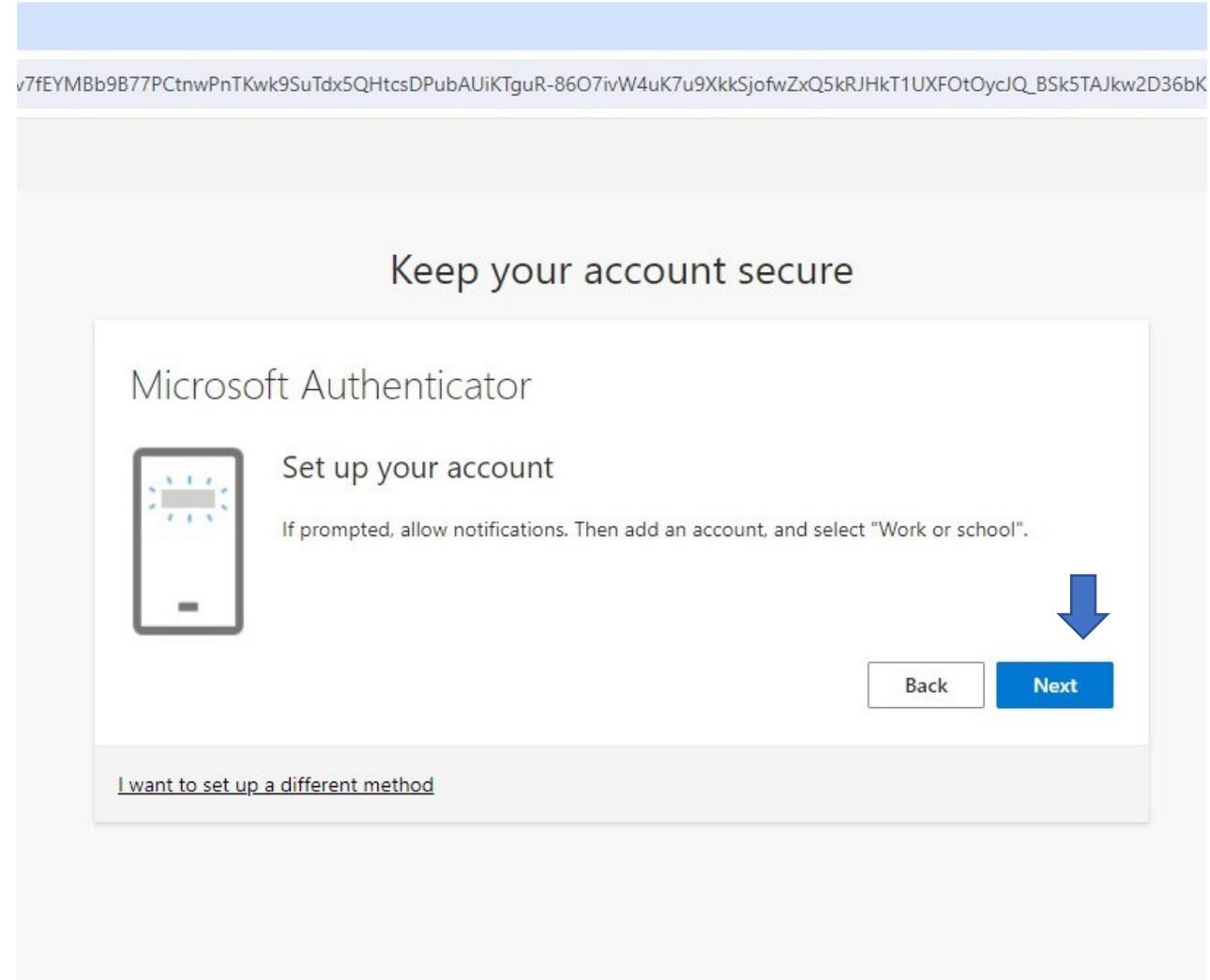
8. Tap on "Scan a QR code" to continue.



9. Please allow the app to access your camera to scan the QR code.



10. Back at the computer, please press "Next to continue."



11. Please scan the QR code on your screen with your mobile device to continue with the sign in of your Office 365 account

12. After scanning the QR code, you will be given a number at the yellow square on your screen. Please enter that number in your Authenticator on your mobile device.

The image shows a two-step process for setting up Microsoft Authenticator. Step 11 shows a web page with the heading "Keep your account secure" and "Microsoft Authenticator". The main instruction is "Scan the QR code". Below this is a QR code and a "Can't scan image?" button. A mobile phone is overlaid on the screen, showing the "Scan QR code" app interface with a camera viewfinder centered on the QR code. Step 12 shows the next screen on the web page, which says "Let's try it out" and "Approve the notification we're sending to your app by entering the number shown below." A yellow square is highlighted on the screen, representing the number to be entered. A mobile phone is overlaid on this screen, showing a notification with a checkmark and a yellow square. Both steps have "Back" and "Next" buttons at the bottom.

13. Please press "Next" and then press on "Done" in the next screen

EYMBb9B77PCTnwPnTKwk9SuTdx5QHtcsDPubAUiKTguR-86O7ivW4uK7u9XkkSjofwZxQ5kRJHKT1UXFOtOycJQ\_BSk5TAJkw2D36bKQXk

### Keep your account secure

#### Microsoft Authenticator



Notification approved



Back Next

[I want to set up a different method](#)

4Bb9B77PCTnwPnTKwk9SuTdx5QHtcsDPubAUiKTguR-86O7ivW4uK7u9XkkSjofwZxQ5kRJHKT1UXFOtOycJQ\_BSk5TAJkw2D36

### Keep your account secure

#### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

#### Default sign-in method:

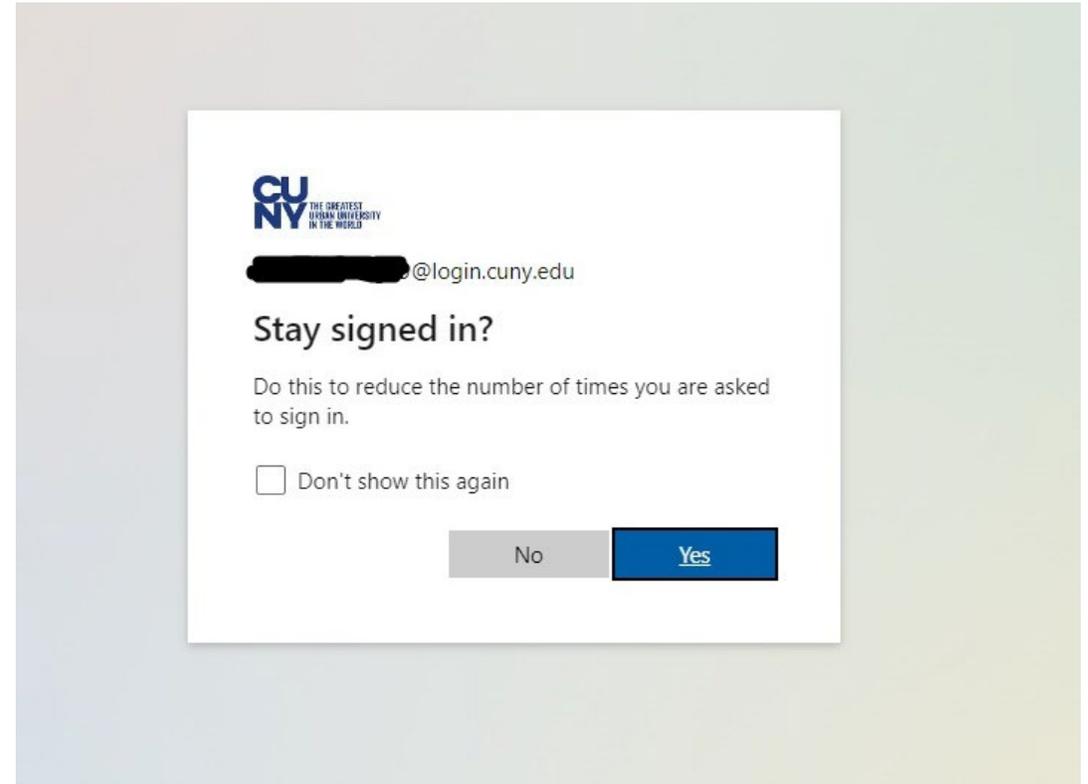


Microsoft Authenticator



Done

14. Press Yes or No according to your preference and continue on.



15. Congratulations, you have successfully signed into Office 365. for your email, please click on Outlook on the far left menu.

The screenshot displays the Microsoft 365 'Apps' page. At the top, the browser address bar shows 'office.com/apps?auth=2'. The Microsoft 365 header includes a search bar and the user's name 'Howard Wong'. The main content area is titled 'Apps' and features a row of seven application tiles: Teams, Word, Excel, PowerPoint, Outlook, OneDrive, and OneNote. A blue arrow points to the Outlook icon in the left-hand navigation menu. Below the main row is an 'Explore by category' section with tabs for Productivity, Utilities, Education, Communication, Content management, Project management, Developer tools, and Employee Experience. The main content area is filled with a grid of application tiles, each with an icon, name, and brief description. The tiles include Forms, Calendar, Sway, Power BI, Engage, Stream, Visio, To Do, Project, Bookings, Whiteboard, Lists, SharePoint, Power Automate, Planner, Loop, Learning, and Power Pages. A 'Feedback' button is located in the bottom right corner of the page.

Microsoft 365

Search

Howard Wong

### Apps

Get more Apps

Teams Word Excel PowerPoint Outlook OneDrive OneNote

All apps →

Explore by category

Productivity Utilities Education Communication Content management Project management Developer tools Employee Experience

Forms  
Customize surveys and quizzes, get real-time results.

Calendar  
Manage and share your schedule.

Sway  
Create interactive reports and presentations.

Power BI  
Create actionable, dynamic, and engaging data dashboards you can share with others.

Engage  
Connect with coworkers and classmates, share information, and organize around projects.

Stream  
Share videos of classes, meetings, presentations, and training sessions.

Visio  
Simplify and communicate complex information visually.

To Do  
List and manage your tasks.

Project  
Develop project plans, assign tasks, track progress, and manage budgets.

Bookings  
Simplify how you schedule and manage appointments both inside and outside your organization.

Whiteboard  
Ideate and collaborate on a freeform canvas designed for pen, touch and keyboard.

Lists  
Allows users to create, share, and track data inside lists.

SharePoint  
Share and manage content, knowledge, and applications to empower teamwork.

Power Automate  
Sync files and more to simplify your work.

Planner  
Create plans, organize and assign tasks, share files, and get progress updates.

Loop  
Enabling teams to think, plan, and create together.

Learning  
Keep learning, keep growing with Viva Learning.

Power Pages  
Unleash the power of Copilot to craft secure, low-code business websites with ease.

Feedback

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