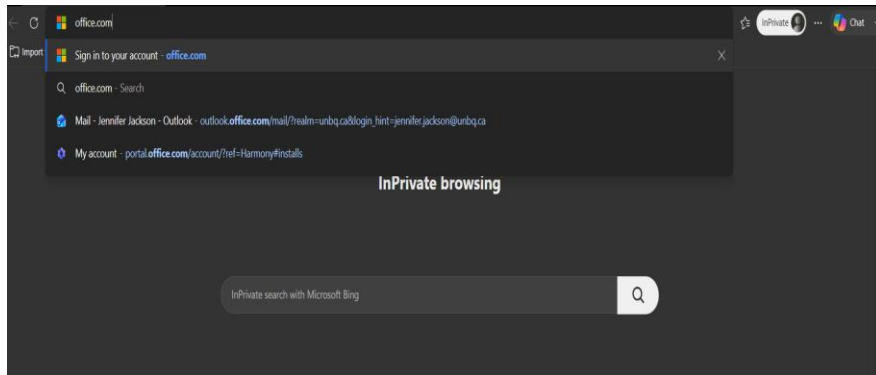
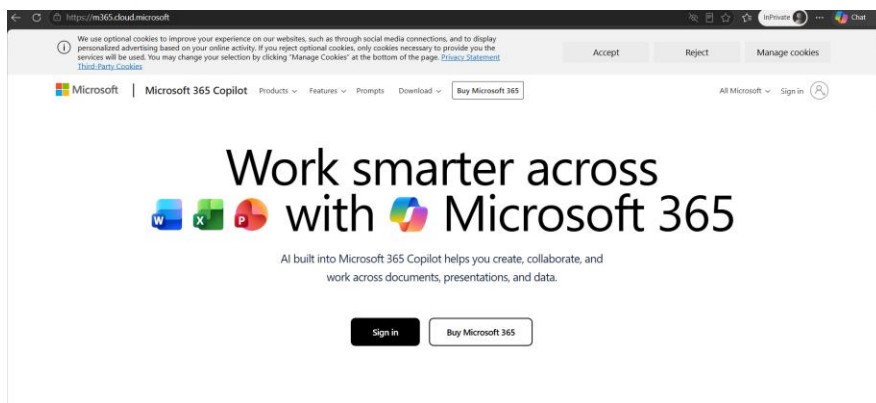


Accessing and setting up your new UnBQ account

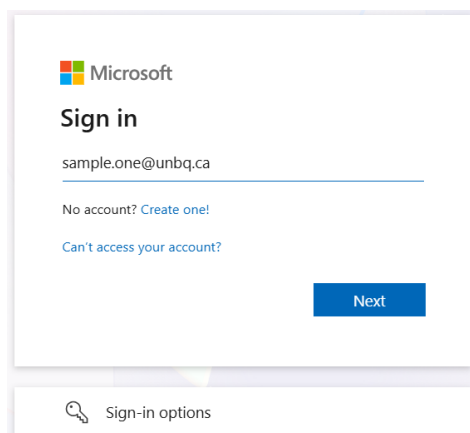
Open your internet browser and go to Office.com



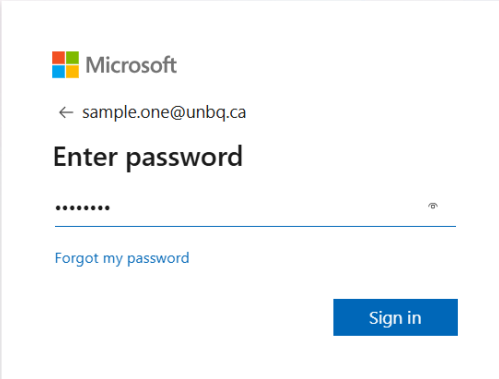
Click Sign in.



Enter your unbq email (firstname.lastname@unbq.ca) and click Next.



Enter your temporary password and then select Sign in.



Microsoft

← sample.one@unbq.ca

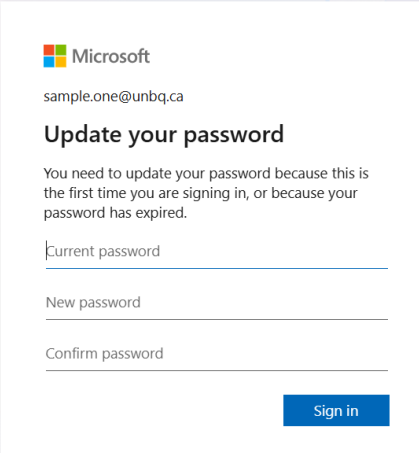
Enter password

.....

[Forgot my password](#)

Sign in

You will be prompted to change your temporary password. Enter your current password and then enter your new password twice. Click Sign in.



Microsoft

sample.one@unbq.ca

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

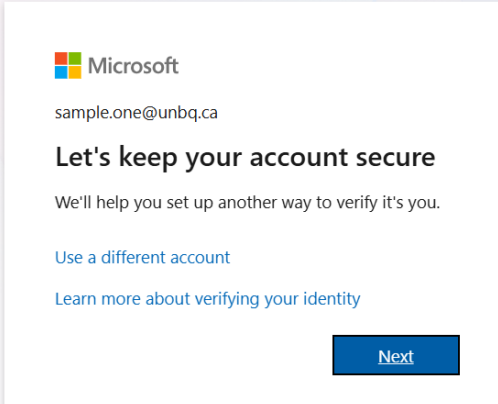
Current password

New password

Confirm password

Sign in

As this is your first time logging into your account, you will see the following image. Click Next.



Microsoft

sample.one@unbq.ca

Let's keep your account secure

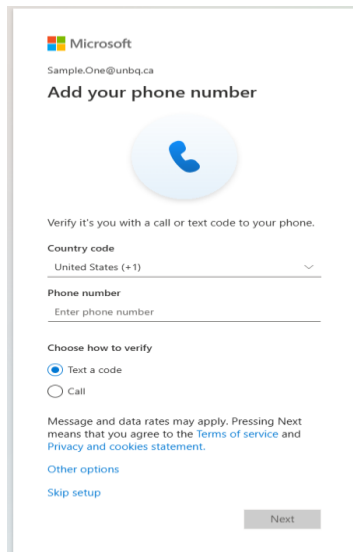
We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

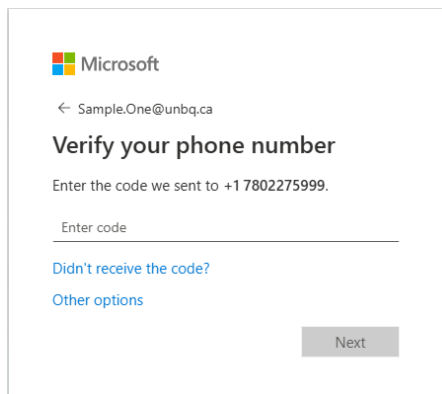
Next

Microsoft will prompt you to enter your cell phone as a security measure. You will need to change information such as United States to Canada, enter your phone number and choose either text or call to receive the verification code. Click Next.



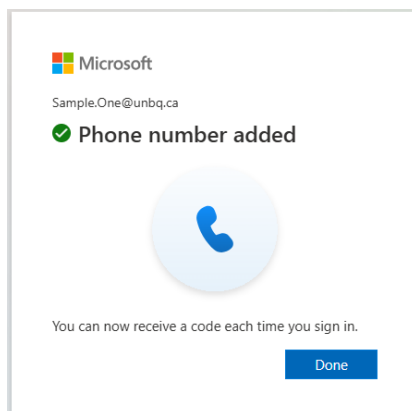
This screenshot shows the 'Add your phone number' step in a Microsoft account setup. At the top, the Microsoft logo and email 'Sample.One@unbq.ca' are displayed. Below the title 'Add your phone number' is a blue phone icon. A message states: 'Verify it's you with a call or text code to your phone.' There are two input fields: 'Country code' with a dropdown menu currently showing 'United States (+1)', and 'Phone number' with the placeholder text 'Enter phone number'. Under 'Choose how to verify', the 'Text a code' option is selected with a radio button, while the 'Call' option is unselected. At the bottom, there is a 'Skip setup' link and a 'Next' button.

Enter the verification code you received on your phone. Click Next.



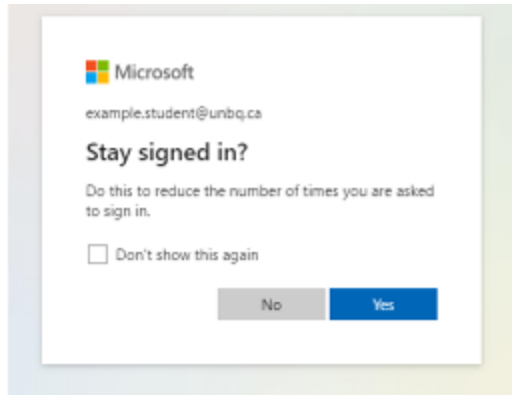
This screenshot shows the 'Verify your phone number' step. It includes a back arrow and the email 'Sample.One@unbq.ca'. The title is 'Verify your phone number'. A message says: 'Enter the code we sent to +1 7802275999.' Below this is an 'Enter code' input field. There are two links: 'Didn't receive the code?' and 'Other options'. A 'Next' button is located at the bottom right.

You have successfully added your phone. Click Done.



This screenshot shows the confirmation screen after successfully adding a phone number. It features the Microsoft logo, the email 'Sample.One@unbq.ca', and a green checkmark icon followed by the text 'Phone number added'. Below this is a blue phone icon. A message states: 'You can now receive a code each time you sign in.' At the bottom right is a blue 'Done' button.

You may be asked if you wish to stay signed in. If you are using your personal computer, it is okay to stay signed in. **If you are using a computer at Blue Quills, please do not stay signed in.**



You have now signed into Office.com. You should now be on the Microsoft 365 home page also referred to as the Copilot page as shown below.

