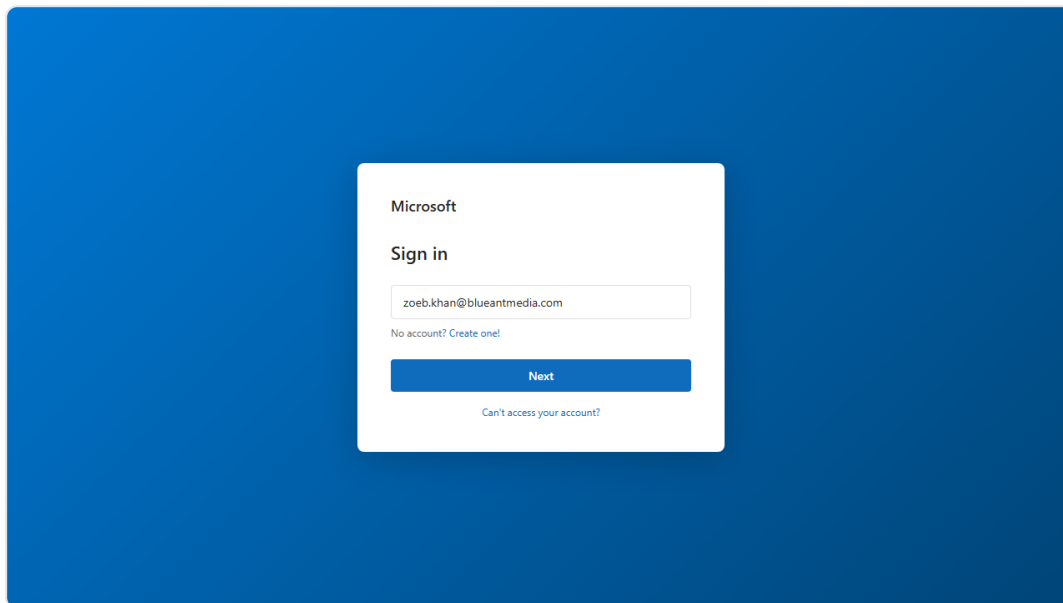


Your New Sign-In

After cutover, you'll sign in to Microsoft 365 with your **@blueantmedia.com** email address and a new password provided by IT.



Microsoft 365 sign-in page — enter your @blueantmedia.com email

First Sign-In Steps

Step 1

Go to **portal.office.com** (or open any M365 app like Outlook or Teams).

Step 2

Enter your email: **yourname@blueantmedia.com**

Step 3

Enter the temporary password provided by IT.

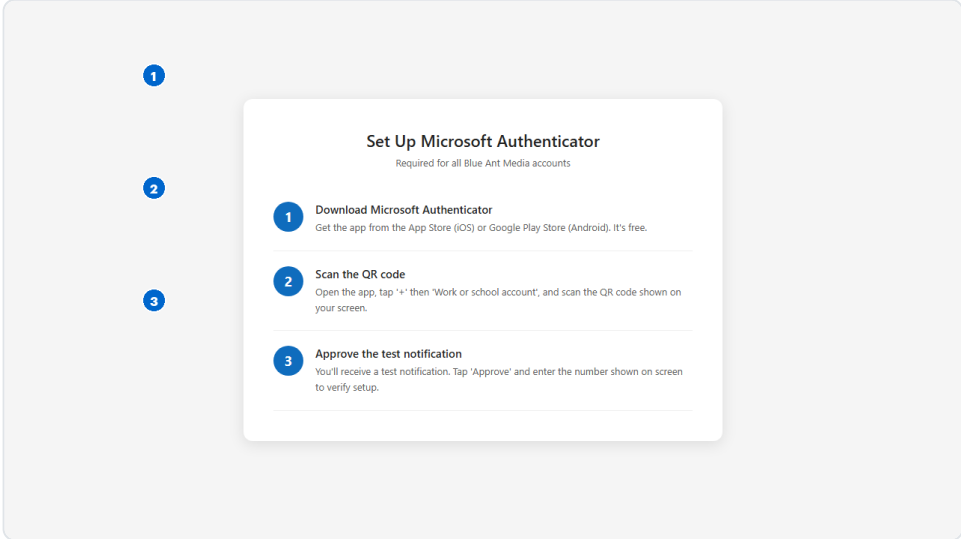
Step 4

You will be prompted to **change your password**. Choose a strong password (at least 12 characters, mix of letters, numbers, and symbols).

Step 5

You will be prompted to **set up MFA** (Multi-Factor Authentication). Follow the steps below.

Setting Up MFA with Microsoft Authenticator



Setting up Microsoft Authenticator on your phone

WHAT IS MFA?
Multi-Factor Authentication adds a second layer of security beyond your password. After entering your password, you'll approve a notification on your phone. This protects your account even if someone learns your password.

Step 1
Download **Microsoft Authenticator** from the App Store (iPhone) or Google Play (Android).

Step 2
When prompted during sign-in, select **"I want to use a different authenticator app"** or follow the QR code prompt.

Step 3
Open Microsoft Authenticator on your phone → tap **"+"** → **"Work or school account"** → **"Scan QR code"**.

Step 4
Point your phone camera at the QR code shown on your computer screen.

Step 5
A test notification will be sent to your phone. **Approve** it to complete setup.

TIP

Keep your phone charged and nearby when signing in for the first time. You'll need it for the MFA approval step. After initial setup, you can choose to stay signed in on trusted devices for 30 days.

Password Reset

If you forget your password:

1. Go to **passwordreset.microsoftonline.com**
2. Enter your @blueantmedia.com email
3. Complete the verification (text, call, or Authenticator app)
4. Set a new password

Account Lockout

After **5 incorrect password attempts**, your account is temporarily locked for 15 minutes.

- Wait 15 minutes and try again with the correct password
- If you can't remember your password, use the self-service reset above
- If still locked out, contact **m365support@blueantmedia.com**

Need help? Contact **m365support@blueantmedia.com** or visit the M365 Help channel in Microsoft Teams.