

Accessing CIIS email (MFA not enabled)

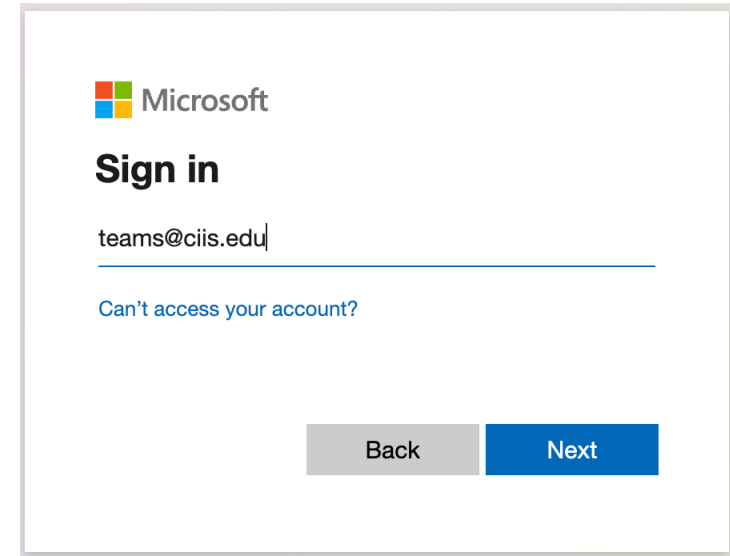
1

In a browser (Chrome, or Firefox, or Safari, etc.) open the following URL

<https://outlook.office.com/mail/>

 https://outlook.office.com/mail/

and enter your CIIS email address in the prompt, select Next



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, the email address "teams@ciis.edu" is entered into a text field. Below the text field is a blue link that says "Can't access your account?". At the bottom right of the sign-in area, there are two buttons: a grey "Back" button and a blue "Next" button.

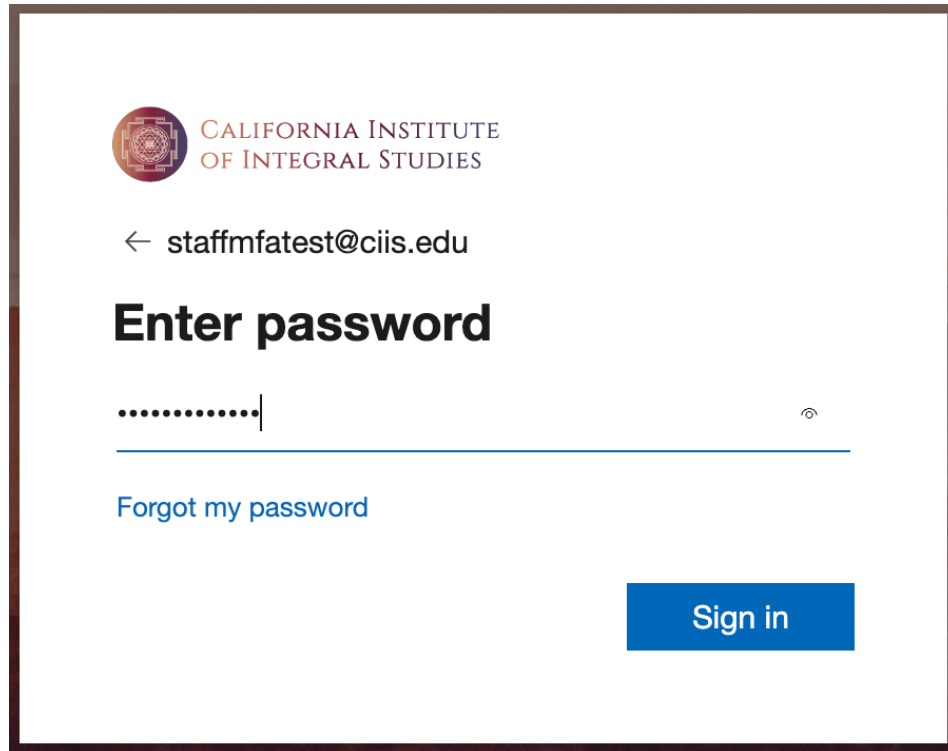
Important: If you use Microsoft 365 for another email address it is important that you are fully logged-out of that address before attempting to access your CIIS email account. If you have another account, one way to avoid problems is to open a separate Private or Incognito browser window to open your CIIS email. Typically, a Private/Incognito window can be opened from the browser settings.

Hover mouse
to navigate
slides here



2

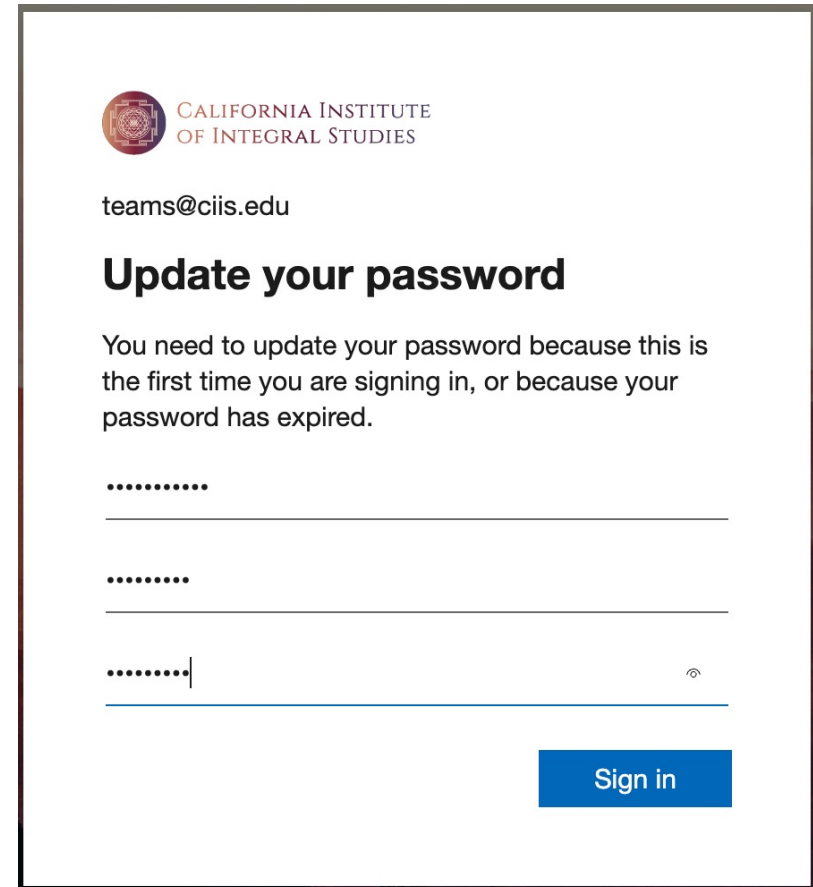
Enter your password at the prompt, select Sign-in



The screenshot shows the login interface for the California Institute of Integral Studies. At the top left is the CIIS logo and name. Below it is the email address 'staffmfatest@ciis.edu' with a back arrow. The main heading is 'Enter password'. There is a password input field with a masked password '.....' and a toggle icon for visibility. Below the field is a blue link 'Forgot my password'. At the bottom right is a blue 'Sign in' button.

3

Enter the temporary password as your current password and a new password twice, select Sign-in



The screenshot shows the password update interface for the California Institute of Integral Studies. At the top left is the CIIS logo and name. Below it is the email address 'teams@ciis.edu'. The main heading is 'Update your password'. A message states: '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 password input fields: the first is masked with '.....', the second is empty, and the third is masked with '.....' and has a toggle icon. At the bottom right is a blue 'Sign in' button.

4

You may be required to add account Recovery information if you have not set this up in the past, select Next



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teams@ciis.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

If you use more than one Microsoft account, you may be asked to confirm you are setting-up recovery for your @ciis.edu account. Simply select your @ciis.edu account to proceed.

 Microsoft

Pick an account



Teams CIIS
teams@ciis.edu
Signed in



Use another account




5


If you have not set-up a recovery option, follow the step to set-up a recovery phone number.

If you previously set-up a recovery phone number, select Verify and then looks good.

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 set to +1 [redacted] [Verify](#)

 Security Questions are not configured. [Set them up now](#)

looks good

cancel



6

Check “Don’t show this again,” select Yes

Important: do not set-up external email forwarding. This feature will be disabled on July 29th, 2022 to comply with cyber security insurance underwriting best practices.



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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes