This guide will show you how to log into your new @toronto.anglican.ca email account. It is very important that you complete all the steps so that you can control your account.

There are four main steps that you have to complete. They are:
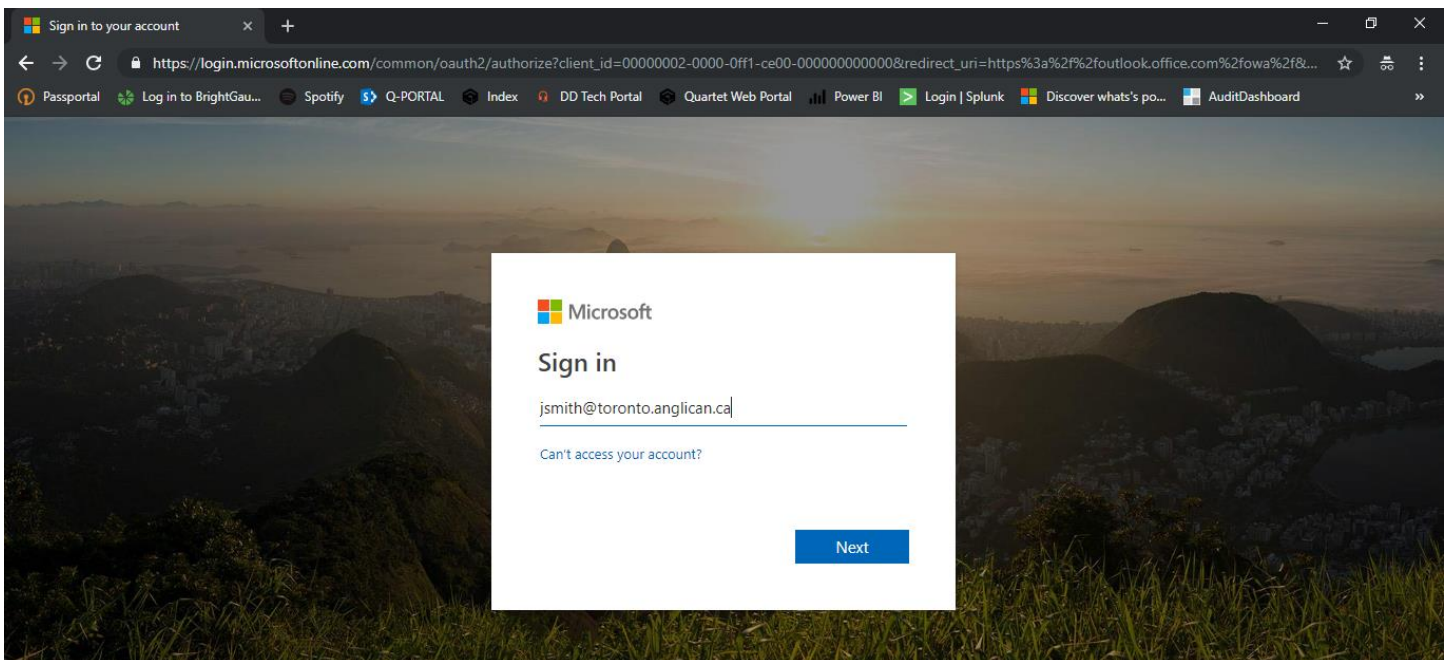
1. Signing in for the first time.
2. Creating a new password.
3. Set up a way to recover your password in case you forget.
4. Set up additional options.
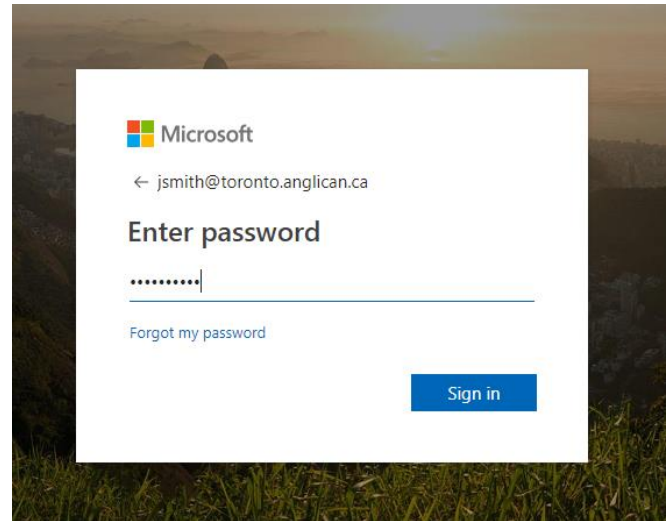
## Signing in for the first time

1. Open your browser and type in https:\\outlook.office.com.
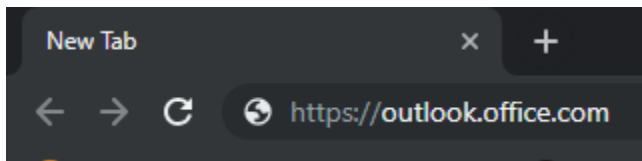


2. At the Sign in page, enter your new email address and click **Next.**
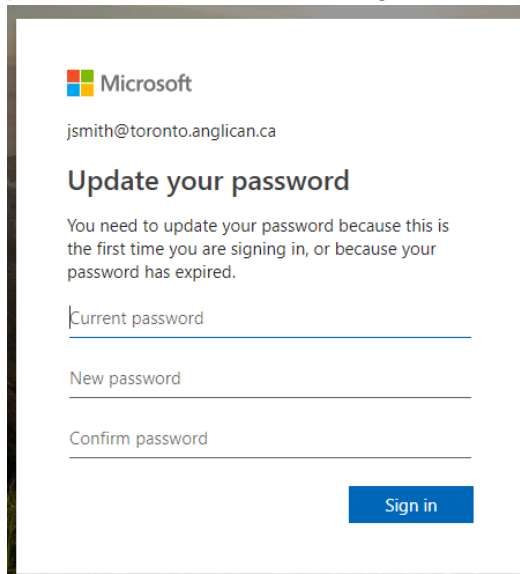
3. Enter the password you were provided with your **toronto.anglican.ca** email address and click **Sign in**.



## Creating a new password

1. The next screen will ask you to **Update your password**. This is so you can choose your own private password. Enter the following and click **Sign in**:
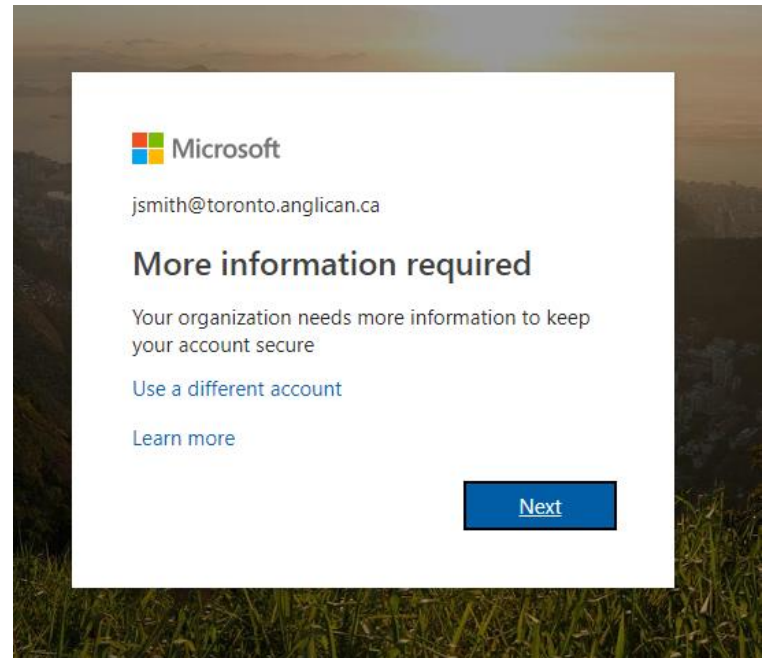


**Current password**: Enter your current password

**New password**: Enter a new password

**Confirm password**: Enter in your new password again

2. On the next screen, you will be notified that the Diocese of Toronto will require more information to secure your account. Click **Next**.
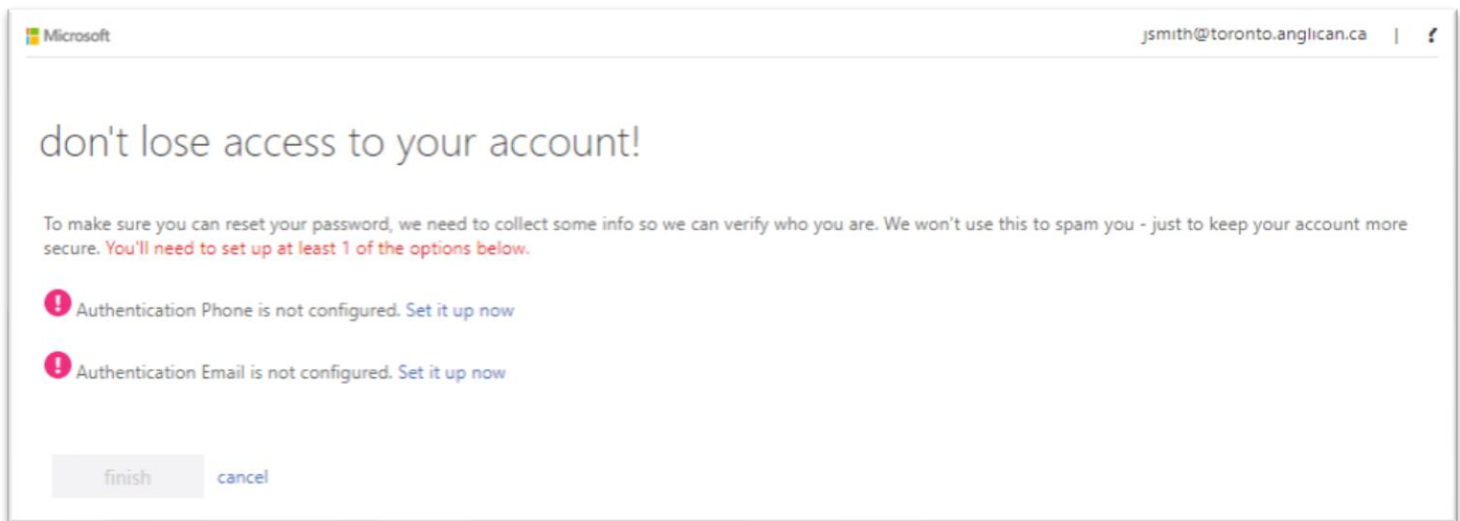


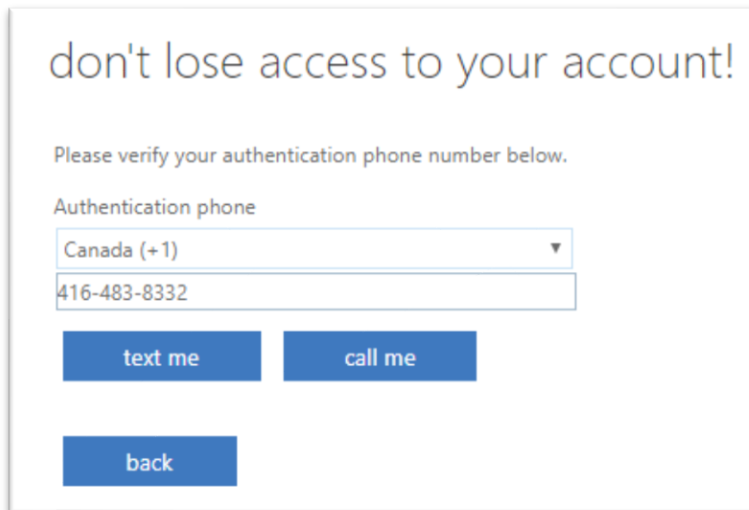## Set up a way to recover your password in case you forget

1. Next, you will be asked to confirm your current password. Click **re-enter my password**. Enter your password and click **Sign in**.
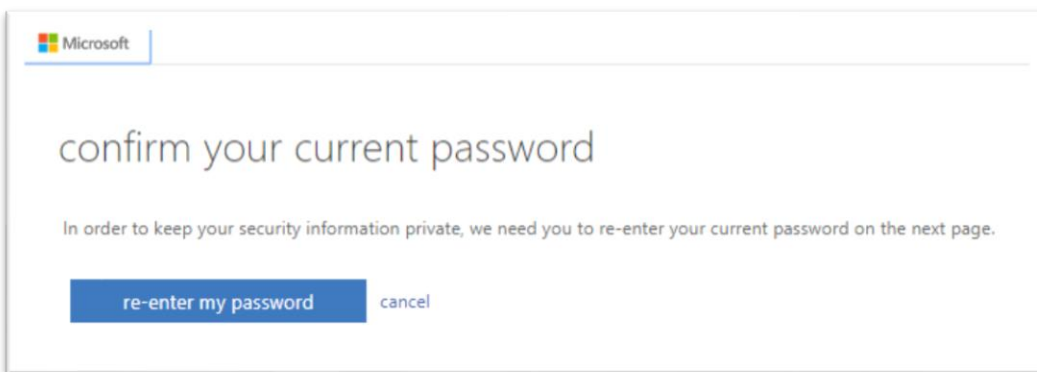
2. Next, you will configure your phone number or alternate email address to reset your password in the future, if needed. You must set up at least one option.
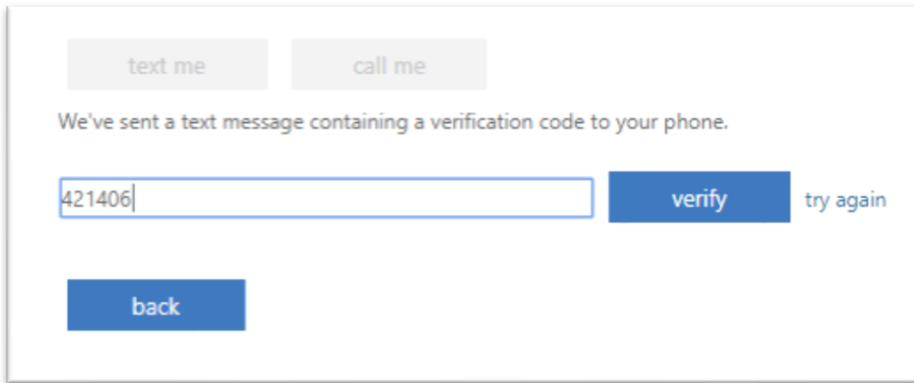


3. To set up a phone number, click **Set it up now** beside **Authentication Phone is not configured**. In the first drop down, select **Canada (+1)** from the list. In the field below, enter in the phone number you would like to use to receive a verification code. Then select the way you want to receive the code.



Mobile Phone: Click **text me** or **call me**
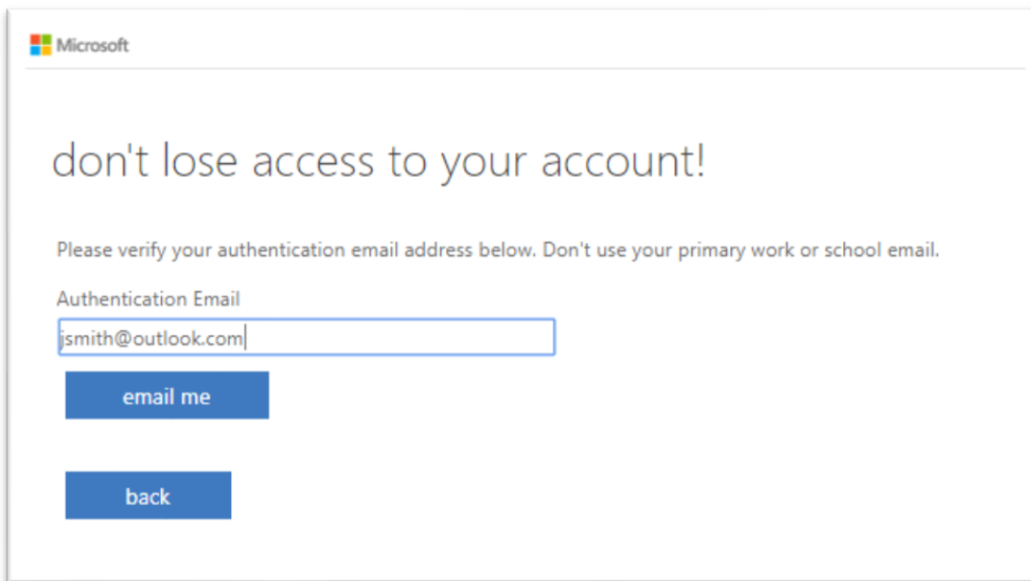
Landline: Click **call me**
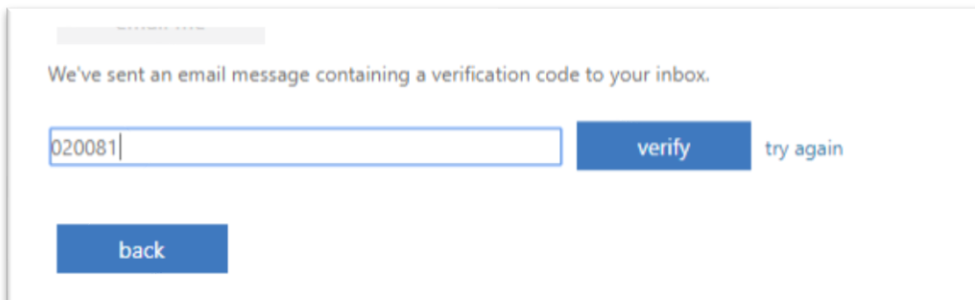
When you receive the code, enter it into the blank field and click **verify.**

4. To set up an email address, click **Set it up now** beside **Authentication Email is not configured**.

   Enter in an alternate email address in the **Authentication Email** field and click **email me**.





When you receive the email with your code, enter it into the blank field and click **verify.**

5. When you're finished setting up authentication, click **Finish**.

## Set up additional options

1.  You'll be logged into and brought to a welcome screen. Click on the right-side arrow to go through basic setup options and choose the following:

    **Language & Time zone**

    **Theme**

    **Add your signature**

2.  Outlook will apply your changes and tell you when it's finished. Click on **Let's go** and Outlook will bring you to your inbox. You can now start using your new email address.