

Logging into Office 365 for the first time.



Authentication that gives you greater security.

Providing secure access to your information is always our priority. That's why in addition to your email address and network password, you'll be prompted to perform another step of authentication when you are not on the corporate network and on a trusted browser. This additional step can be in the form of either a push notification to your smart device, a code sent via an SMS message to your mobile phone or code received via a voice call.

Here's what to do:

1. From a browser, type in <https://portal.office.com>.
2. Under "Work or School Account", enter your primary email address.
3. When you tab to the password field, you will automatically be redirected to the Realogy Sign In page.
4. On the Realogy sign-in page, enter your primary email address and password into the appropriate fields.
5. The system will recognize that this is your first login, and you will need to complete the required steps:
 - 5A. Setup a second step of authentication. Select one of the options: **(Make future verifications easier by selecting 2 methods now)**
 - a. **Okta Verify** - ****Recommended Option**** Okta Verify simplifies the process by allowing users to just "accept" a push notification that is sent to their smart device rather than request and enter a code. This option requires installation of the **Okta Verify App** from your device which will be part of the Okta set-up process. You can download the **Okta Verify App** for your device from the app store.
 - b. **SMS Authentication** - A text message with an authentication code is sent to your mobile phone. You will need to key in the code as part of the authentication process. Standard text message rates apply.
 - c. **Voice Call Authentication** - Will call your phone (landline or mobile) and provide an authentication code. You will need to key in the code as part of the authentication process into Okta. Standard voice/call rates apply.
 - d. When done, click the "Finish" button.
 - 5B. Setup "Forgot Password" Options for resetting your password or unlocking your account.
 - a. Enter a secondary email address.
 - b. Choose a forgot password question.
 - c. Add a phone number. (Note your cell phone may be populated already if you entered it in the above step.)
 - d. Click a picture to choose a security image.
 - 5C. Once these steps are complete, click "Create My Account" to continue.
6. You will be redirected to Office 365.

Installation and Set Up if you selected Okta Verify:

Setting up Okta Verify will take a little bit longer initially, but will make any future verifications quicker and easier. You will be prompted to perform another step of authentication when you are not on the corporate network or your Okta browser token expires.

1. Select **“Setup”** under the **Okta Verify** if this is the method you’ve selected.
2. Select your device type by clicking the appropriate icon. This will prompt you to download the **Okta Verify App** onto your mobile device.
3. Complete the installation of Okta Verify on your mobile device and run the Okta Verify application.
4. Switch back to your desktop browser and click **“Next”** at the bottom of the screen.
5. At this point, you will be prompted with a QR Code similar to the screen shot below. During the **Okta Verify** setup on your mobile device, you will be prompted to scan this code using the camera on your mobile device.
6. Once the Okta Two-Factor Authentication process, is finished, you will be taken to Office 365 and the enrollment is complete.

