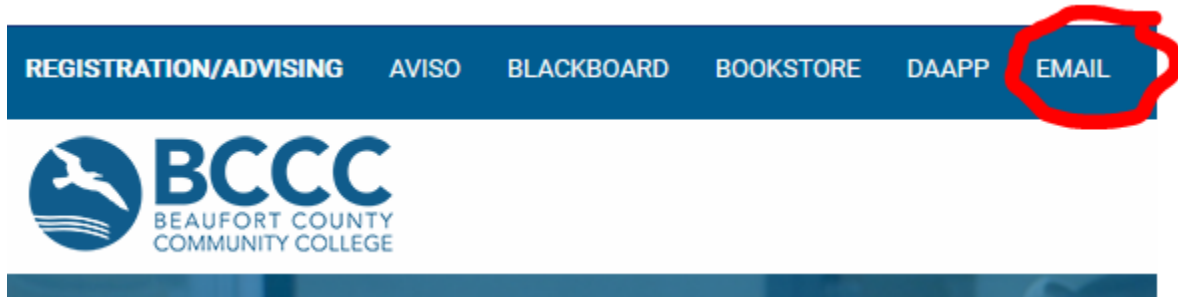


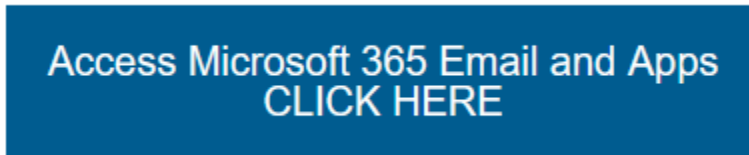
## Logging into Email and Microsoft Multi-Factor Authentication

\*\*\*NOTE: The following instructions assume you are signing in with one device and using your cell phone as an authentication device

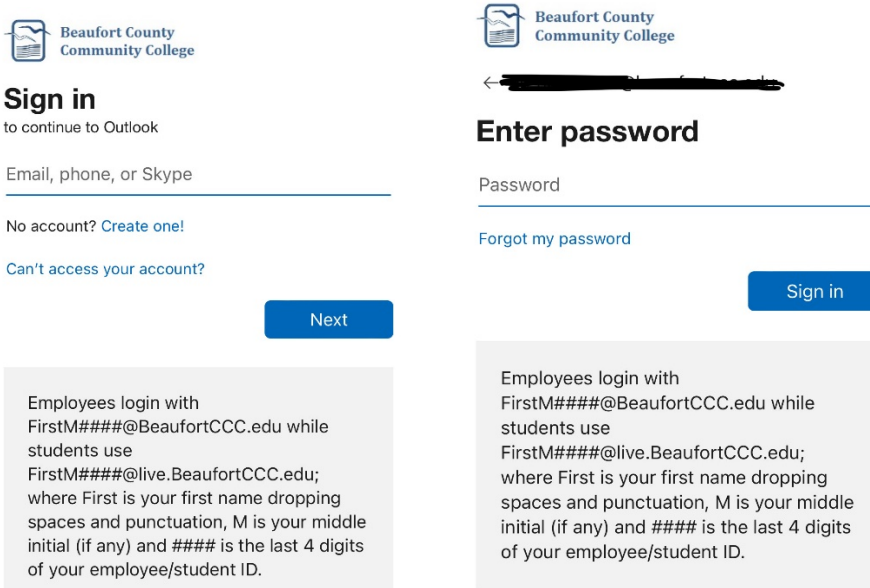
1. On your computer, select the Email link in blue on our website.



2. Click on the blue Access Microsoft 365 Email and Apps box.



3. Enter your email address, and then your password.

A screenshot of the Microsoft 365 sign-in page for Beaufort County Community College. The page is split into two columns. The left column is titled 'Sign in' and contains a text input field for 'Email, phone, or Skype', a 'Next' button, and a 'Sign in' button. The right column is titled 'Enter password' and contains a text input field for 'Password', a 'Forgot my password' link, and a 'Sign in' button. Below the sign-in fields are two informational boxes. The left box explains the email format for employees and students. The right box explains the password format for employees and students.

**Sign in**  
to continue to Outlook

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

**Enter password**

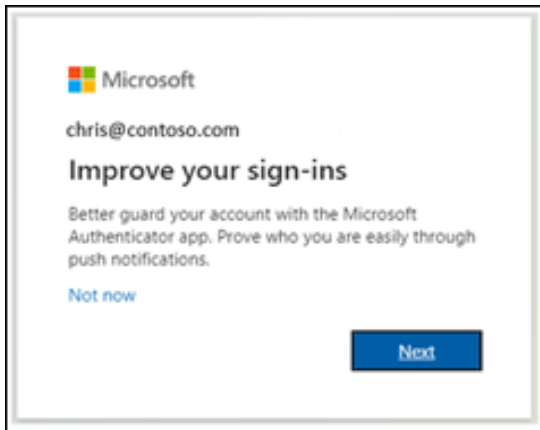
Password

[Forgot my password](#)

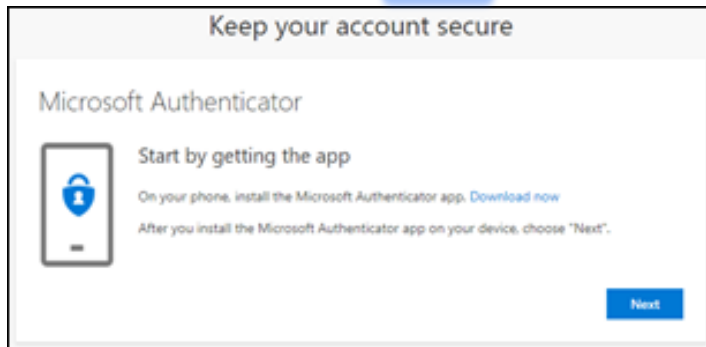
Employees login with  
FirstM####@BeaufortCCC.edu while  
students use  
FirstM####@live.BeaufortCCC.edu;  
where First is your first name dropping  
spaces and punctuation, M is your middle  
initial (if any) and #### is the last 4 digits  
of your employee/student ID.

Employees login with  
FirstM####@BeaufortCCC.edu while  
students use  
FirstM####@live.BeaufortCCC.edu;  
where First is your first name dropping  
spaces and punctuation, M is your middle  
initial (if any) and #### is the last 4 digits  
of your employee/student ID.

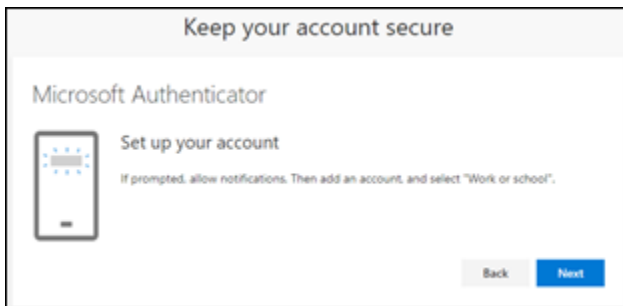
4. You will be asked to further secure your account by using the **Microsoft Authenticator** app on your cell phone.



5. You will be directed to download the free **Microsoft Authenticator** App from the App Store or the Google Play Store and install it on your cell phone. The App logo looks like this:

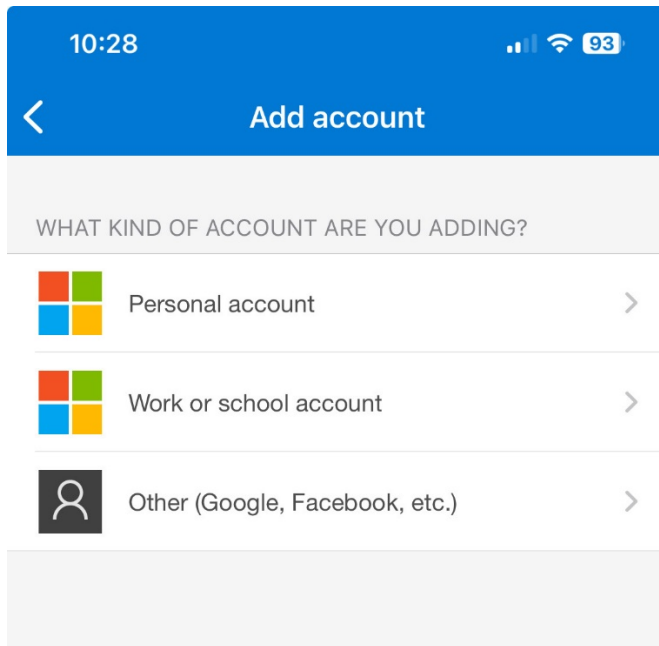


6. Once the App is installed on your phone, click Next on the computer.

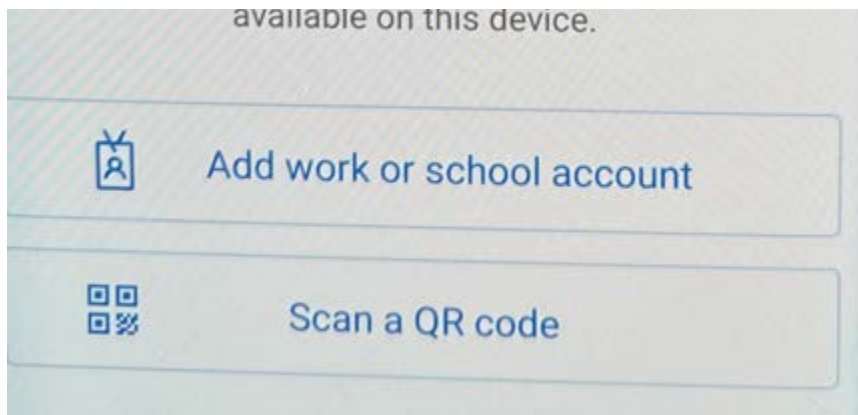


7. Click Next on the computer to setup your account.

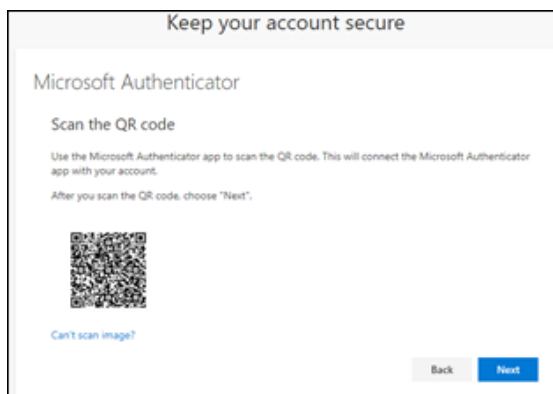
8. On your phone, open the Microsoft Authenticator App and select Work or School account.



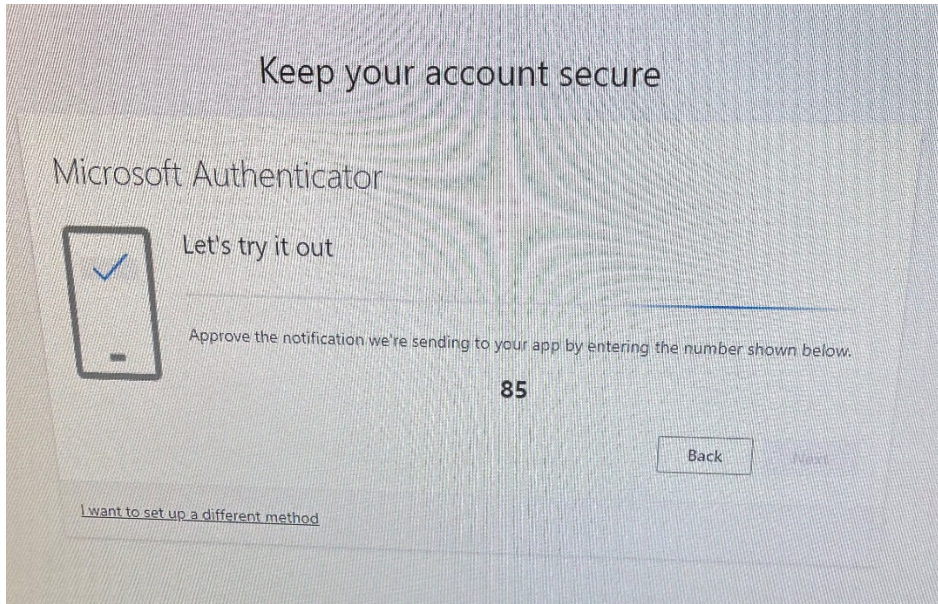
9. Select Scan the QR Code.



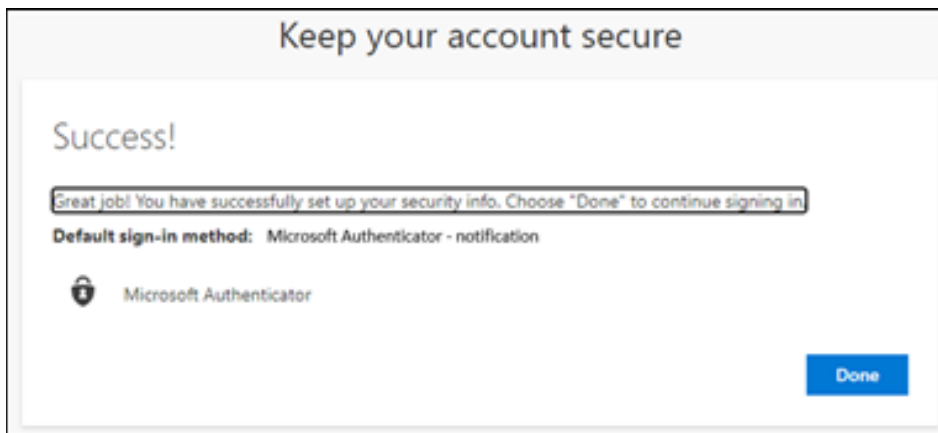
10. Hold your phone up to the QR Code, and your BCCC account is created.



11. On the computer. Click Next. Microsoft will display a 2-digit code on the computer screen.



12. Enter the 2 digits into your phone and you should receive a Success notification.



If you have any trouble with these directions, please call the IT Support desk Monday through Thursday from 8:00-5:45 and Friday from 8:00-1:00.