Setting up Your Branded Email Account

For the best experience possible, we recommend that you set up your Branded Email Account right away by performing the steps below. You will be prompted to set up your mobile device for Multi-Factor Authentication.

Go to your Brand Email Portal located on your Brand Extranet Site, then:

A. In the yellow command bar, click the link
B. In the pop-up window, copy your temporary password—you’ll need it to log into your branded email account > click the link OR go to portal.office.com) to sign into your branded email account

From portal.office.com, follow these instructions:

1. In the Sign-in form, in the Email, phone, or Skype field, enter your Branded email account name
2. Click next
3. Enter your temporary password

4. Click Sign In

Microsoft will now prompt you to set up your mobile device for MFA:

5. Click next

6. Click Set Up (to enable your MFA)
7. From the country/region drop-down, select United States

8. Enter the area code and phone number of the mobile phone you will use to authenticate your identity.

9. Recommendation: Leave the Text me a code default selected. If you prefer a phone call, select Call me.

10. Click Next

11. Enter the code that you received on your mobile device

12. Click Done

The Keep your account secure screen pops up when your MFA setup is completed.
Next, Microsoft will prompt you to change your password. Please use a **strong password**.

13. In the **Current password** field, enter your **temporary password**.
14. In the **New password** field, enter your **new password**.
15. In the **Confirm password** field, re-enter your **new password**.
16. Click **Sign in**.

Select **Stay signed in** to reduce the number of times you are asked to sign in:

17. Leave **Don’t show this again** selected
18. Click **Yes**.
19. If you see the *Under Construction* tag in the top right corner of the screen, your account isn’t activated yet—the banner will include your activation date. You are all done and may end your session.

To use your account, return to portal.office.com on or after the activation date.

Questions?
Please visit the Core CP home page for support contact information.