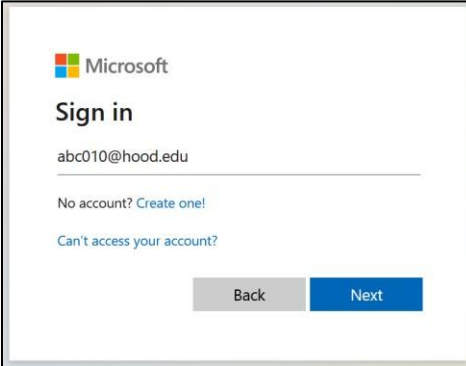


New Hood College Account - Initial Setup Steps

Your Hood College email account is used to login to most Hood College systems. Once you have received your login information from Admission, please follow these steps to complete the initial setup of your email account. If you have any questions about this process, please contact the IT helpdesk (helpdesk@hood.edu or 301-696-3622)

1. From any web browser, go to <https://outlook.office.com>

2. Enter your Hood email address then click **NEXT**

A screenshot of the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "abc010@hood.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: "Back" and "Next".

Microsoft

Sign in

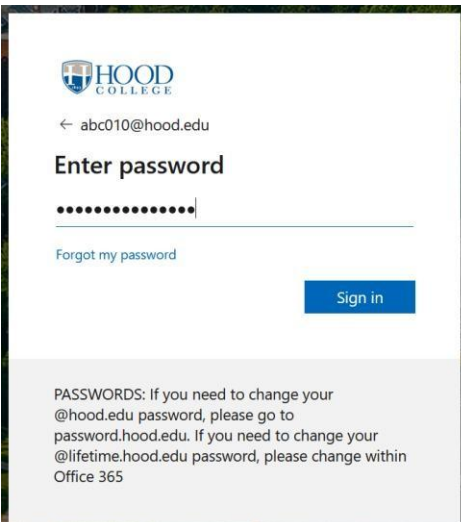
abc010@hood.edu

No account? [Create one!](#)

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

Back Next

3. Enter your initial password then click **SIGN IN**

A screenshot of the Hood College "Enter password" screen. At the top is the Hood College logo. Below it is the text "abc010@hood.edu". The main heading is "Enter password". There is a password input field with dots. Below the input field is a link "Forgot my password". At the bottom right is a "Sign in" button. At the bottom, there is a section titled "PASSWORDS:" with instructions on how to change passwords for @hood.edu, @lifetime.hood.edu, and Office 365.

HOOD COLLEGE

← abc010@hood.edu

Enter password

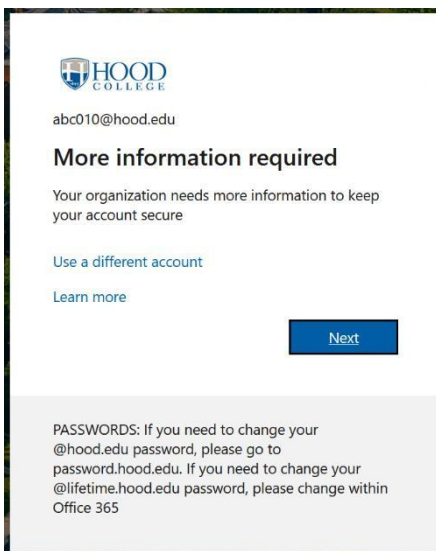
.....

[Forgot my password](#)

Sign in

PASSWORDS: If you need to change your @hood.edu password, please go to password.hood.edu. If you need to change your @lifetime.hood.edu password, please change within Office 365

4. On The "More Information" screen, click **NEXT**

A screenshot of the Hood College "More information required" screen. At the top is the Hood College logo. Below it is the text "abc010@hood.edu". The main heading is "More information required". Below the heading is the text "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right is a "Next" button. At the bottom, there is a section titled "PASSWORDS:" with instructions on how to change passwords for @hood.edu, @lifetime.hood.edu, and Office 365.

HOOD COLLEGE

abc010@hood.edu

More information required

Your organization needs more information to keep your account secure

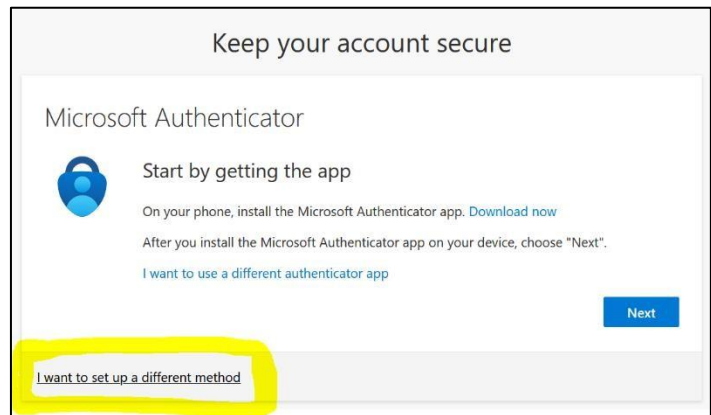
[Use a different account](#)

[Learn more](#)

Next

PASSWORDS: If you need to change your @hood.edu password, please go to password.hood.edu. If you need to change your @lifetime.hood.edu password, please change within Office 365

5. On the “Keep your account secure” screen, click **I WANT TO SET UP A DIFFERENT METHOD**



Keep your account secure

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

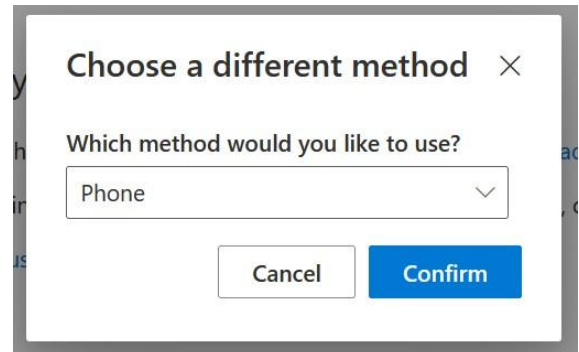
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

6. On the “Choose a different method” screen, select **PHONE** from the “Which method would you like to use?” drop down menu and then click **CONFIRM**



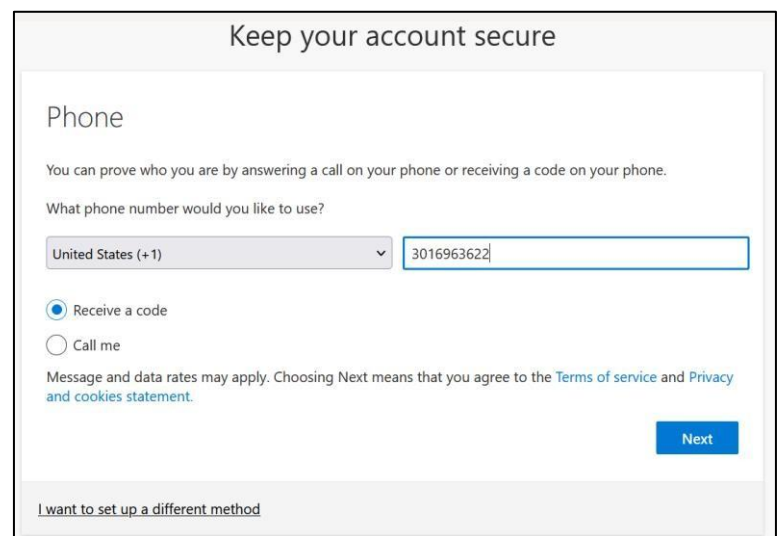
Choose a different method

Which method would you like to use?

Phone

[Cancel](#) [Confirm](#)

7. On the “Phone” screen, select your country code and enter your phone number. Then select “Receive a code” or “Call me” then click **NEXT**
- Receive a code: sends a code through SMS (Text) to verify
 - Call me: makes a voice call to verify



Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) 3016963622

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service and Privacy and cookies statement](#).

[Next](#)

[I want to set up a different method](#)

8. If you chose **CALL ME**, got to step 11. If you chose **RECEIVE A CODE**, go to step 9.

9. If you chose **RECEIVE A CODE**, enter the code you received and click **NEXT**

Keep your account secure

Phone

We just sent a 6 digit code to +1 3016963622. Enter the code below.

433826

[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

10. Your phone has been registered. Click **NEXT** and go to step 13

Keep your account secure

Phone

✓ Verification complete. Your phone has been registered.

[Next](#)

11. If you chose **Call ME**, answer the call and follow the instructions

Keep your account secure

Phone

We're calling +1 3016963622 now.

[Back](#)

[I want to set up a different method](#)

12. Your phone has been registered. Click **NEXT**

Keep your account secure

Method 1 of 2: Phone

Phone 2 App password

Phone

✓ Call answered. Your phone was registered successfully.

[Next](#)

13. If you are asked to create an App password, type a name for the App password. The name needs to be at least 8 characters long. Then click **NEXT**

The screenshot shows the 'Keep your account secure' screen. At the top, it says 'Method 2 of 2: App password'. Below this, there are two indicators: 'Phone' with a green checkmark and 'App password' with a blue pencil icon. The main heading is 'App password'. Below it, a message says: 'Start by creating a name for your app password. This will help differentiate it from others. What name would you like to use? Minimum length is 8 characters.' A text input field contains 'FluffyBunny'. A blue 'Next' button is at the bottom right.

14. Click **DONE**. Note: If you use an app that does not support multi-factor authentication, save a copy of this password for later use. For example, an old version of an email app may need this password to connect to your Hood email; newer email apps do not require it to connect.

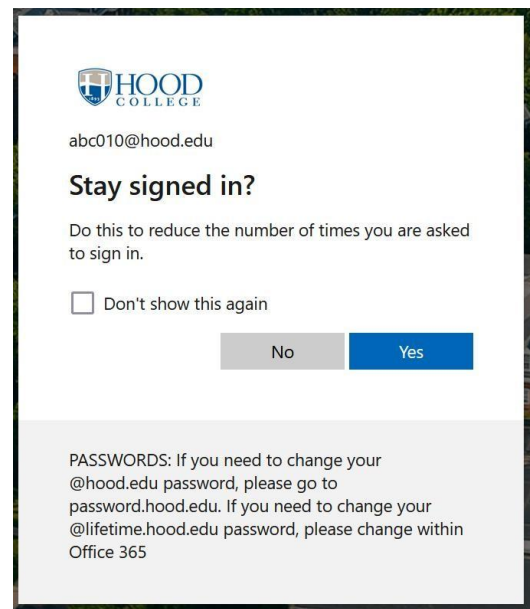
The screenshot shows the 'Keep your account secure' screen. At the top, it says 'Method 2 of 2: App password'. Below this, there are two indicators: 'Phone' with a green checkmark and 'App password' with a blue pencil icon. The main heading is 'App password'. Below it, a message says: 'App password was successfully created. Copy the password to clipboard and paste into your app. Then return here and choose 'Done''. Below this, it shows 'Name: FluffyBunny' and 'Password: cxrrkdxsrntndnw' with a copy icon. A note says: 'Note: Keep this password in a safe place. It will not be shown again.' At the bottom right, there are 'Back' and 'Done' buttons.

15. Success! Click **DONE**

The screenshot shows the 'Keep your account secure' screen. At the top, it says 'Method 2 of 2: Done'. Below this, there are two indicators: 'Phone' with a green checkmark and 'App password' with a green checkmark. The main heading is 'Success!'. Below it, a message says: 'Great job! You have successfully set up your security info. Choose "Done" to continue signing in.' Below this, it shows 'Default sign-in method:' with two options: 'Phone' with a phone icon and '+1 3016963622', and 'App password' with a key icon and 'FluffyBunny'. A blue 'Done' button is at the bottom right.

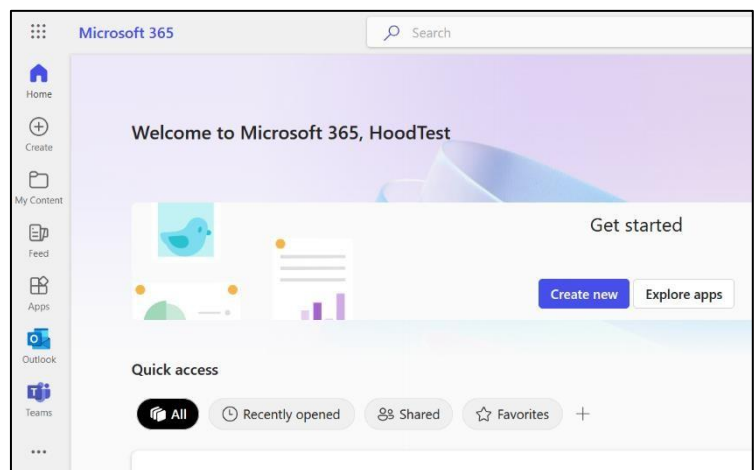
16. You are now asked if you want to stay signed in.

- a. When using public devices, click **NO**
- b. When using personal devices, click **YES**



17. You are now logged into the Microsoft 365 portal. From here you have access to many Microsoft applications. View the apps by selecting the checkerboard icon in the top left. Commonly used applications include:

- a. Outlook: to access your Hood email
- b. OneDrive: for saving your files
- c. Teams: for voice/video collaboration
- d. Word: for creating documents
- e. Excel: for creating spreadsheets
- f. PowerPoint: for creating presentations



18. Listed below are several other things you should do related to your new account.

Instructions for these items are located on the Hood College website at this link:

<https://it.hood.edu>

- a. Change your account password
- b. Install the Microsoft Authenticator App on your phone
- c. Setup your personal device for Printing (you must be on campus to do this step)
- d. Login to Power Campus Self Service to check your course schedule and billing information
- e. Login to Blackboard to check your course materials