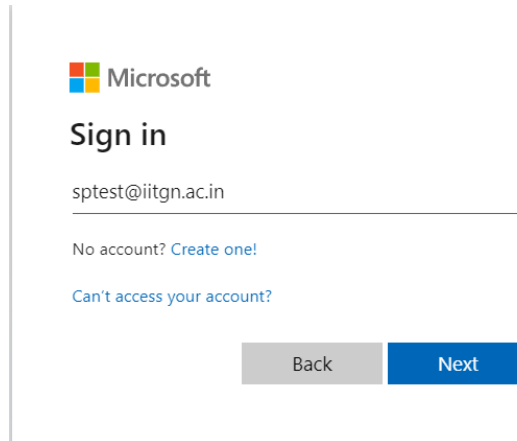


# How to Login on Microsoft 365

1. Browse <https://login.microsoftonline.com/>
2. Enter your Net ID with Domain (sptest@iitgn.ac.in).



Microsoft

## Sign in

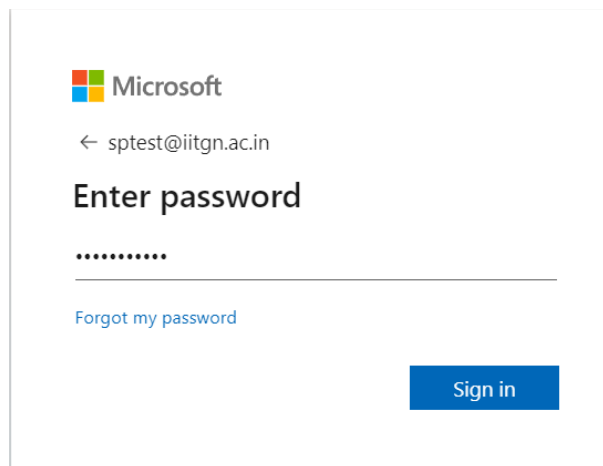
sptest@iitgn.ac.in

[No account? Create one!](#)

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

Back Next

3. Enter your Internet ID Password. Then click on "Sign In".



Microsoft

← sptest@iitgn.ac.in

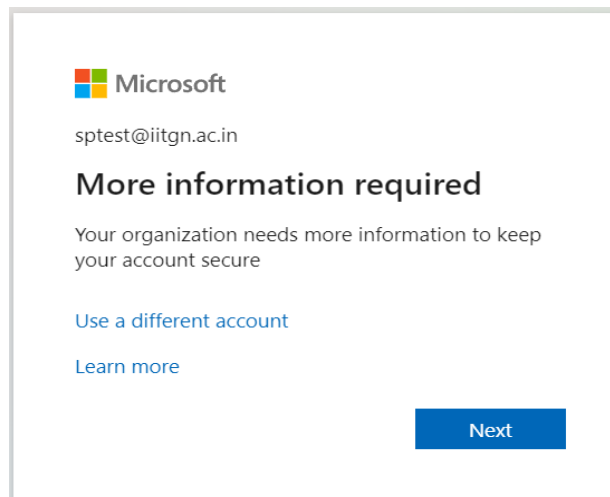
## Enter password

.....

[Forgot my password](#)

Sign in

4. Click on "Next".



Microsoft

sptest@iitgn.ac.in

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

5. Enter your mobile number to secure your account. You can also choose another method to secure your account by selecting “I want to set up a different method”.

The screenshot shows a form titled "Keep your account secure" with the subtitle "Your organisation requires you to set up the following methods of proving who you are." Under the heading "Phone", it says "You can prove who you are by answering a call on your phone or texting a code to your phone." Below this, it asks "What phone number would you like to use?" and provides a dropdown menu for the country (set to "India (+91)") and a text input field for the phone number. There are two radio buttons: "Text me a code" (which is selected) and "Call me". A small note below the radio buttons says "Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement." At the bottom right is a "Next" button. At the bottom left is a link "I want to set up a different method" and at the bottom right is a "Skip setup" link.

6. Enter OTP then click on “Next”.

The screenshot shows the same "Keep your account secure" page. It now says "We just sent a 6 digit code to +91 9099781777. Enter the code below." There is a text input field for the code and a "Resend code" link below it. At the bottom right, there are "Back" and "Next" buttons. At the bottom left is a link "I want to set up a different method" and at the bottom right is a "Skip setup" link.

7. Click on “Next”.

The screenshot shows the "Keep your account secure" page with a green checkmark icon and the text "SMS verified. Your phone was registered successfully." At the bottom right is a blue "Next" button. At the bottom right of the page is a "Skip setup" link.

8. Click on “Done”.

The screenshot shows the "Keep your account secure" page with the heading "Success!". Below it, it says "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Under the heading "Default sign-in method:", there is a phone icon and the text "Phone +91 9099781777". At the bottom right is a blue "Done" button.

9. Now, you are successfully login into Microsoft 365.