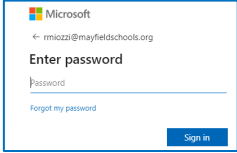# How to access Mayfield Email

From any Internet browser (Chrome, Firefox, Edge), type in the following URL address

www.office.com

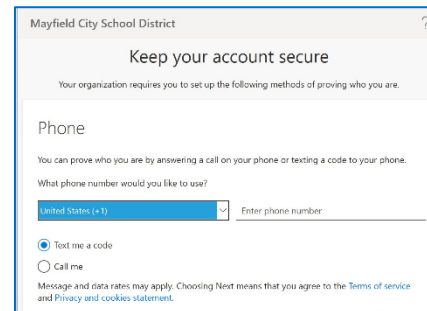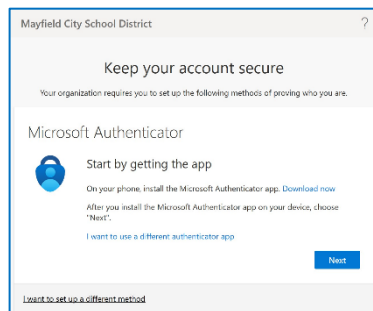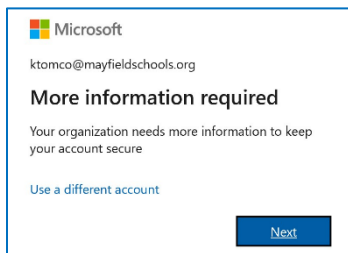|	
Click the red SIGN IN	Office is now Microsoft 365
Enter your Mayfield email address (first initial + last full name + @mayfieldschools.org)	Microsoft Sign in
Enter your Mayfield password	Microsoft Enter password
Click on Outlook icon	Outlook

TWO FACTOR login authentication is recommended and will be mandatory in October 2023.

<mark>TWO FACTOR already enabled and this is your first login:</mark>
- Login to office.com from the internet
- A Microsoft Prompt will appear saying "**More information required**" > **NEXT**
- Select "**I want to set up a different method"** (at the bottom)
- Choose a different method > **PHONE** > **CONFIRM**
- Enter your **cell phone number** to receive texts for a code (We do not recommend using your office/school number) > NEXT (make sure "Text me a code" is checked)
- **Enter the code** from your text onto your screen

Your Mayfield email address <u>should be used strictly for school communications</u>. Please avoid giving this email for personal contacts <u>or</u> subscriptions.

- **DO NOT click on anything that looks like SPAM.**
- **ALWAYS verify the email address the message is being sent from.**
- **NEVER provide your password.**
- **CALL the IT Dept if you are not sure! (ext 6780)**