How to access Mayfield Email

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



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

TWO FACTOR already enabled and this is your <u>first</u> login:

- 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

Microsoft	Mayfield City School District ?	Mayfield City School District ?
ktomco@mayfieldschools.org	Keep your account secure	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
More information required	rour organization requires you to set up the rollowing methods of proving who you are.	
Your organization needs more information to keep your account secure	Microsoft Authenticator Start by getting the app	Phone You can prove who you are by answering a call on your phone or texting a code to your phone.
Use a different account	On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next".	What phone number would you like to use? United State (<1)
Next	L want to use a different authenticator app Next	Test me a code Call me
	Loant to set up a different method	Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

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)