Get setup with your new misda.church email account

1. First sign into outlook.office365.com with the temporary password that was provided to you.

2. Click next on the page that says your company requires more information.

3. Follow the steps on the next screen to setup the 2-factor authentication.

4. Change your password to your desired password.

5. On the next screen it will ask you to pick a time zone.

6. Scroll down to Eastern and click next

7. Once you have signed in you can now go to portal.office.com to download the latest version of Microsoft Office.

8. Click on "Install Office" in the top right corner of the page.

9. Once office is downloaded and installed please follow the instructions in the Office 365 Email Setup to get your devices setup with your new email account.