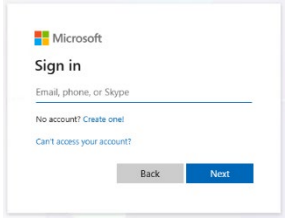
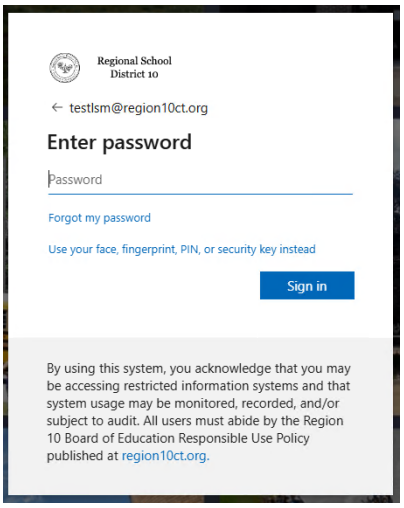
Setting Up a Passkey for your Region 10 Microsoft 365 Account

Before you start: have your Region 10 Microsoft 365 Account email address and password ready.

1. Open your web browser and navigate to https://www.region10ct.org/ , choose **Microsoft 365** *(top right of page)* or directly to https://account.microsoft.com and select Sign In.

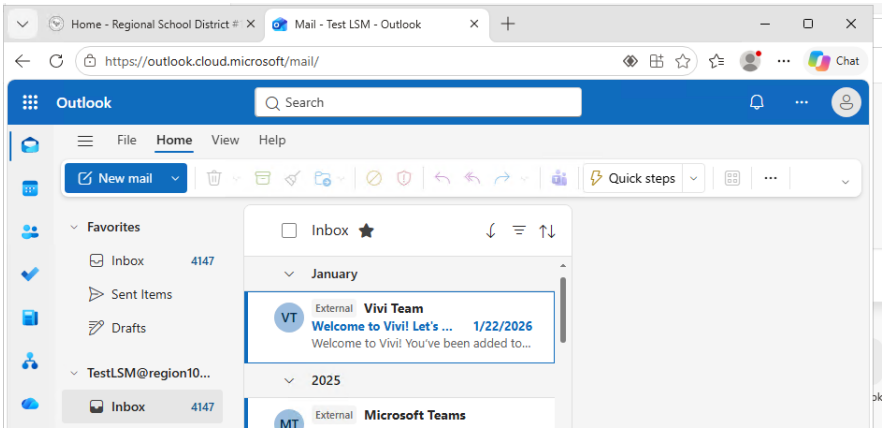


2. Enter your Region 10 Microsoft 365 email address and select Next. You'll be redirected to Region 10's branded sign-in page.

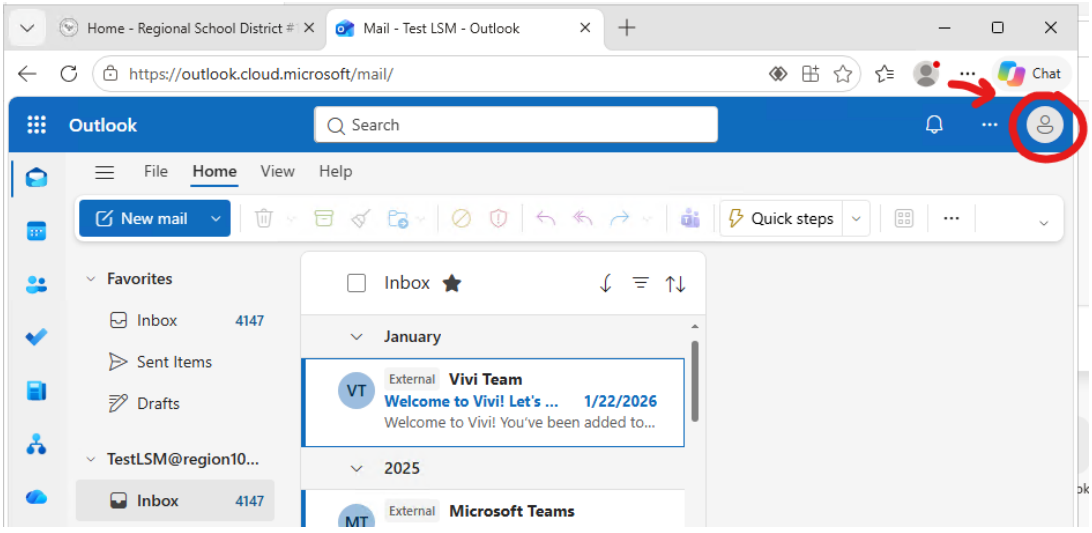


3. **Enter your password** and select **Sign in**. If an extra verification process is required, complete it when prompted.

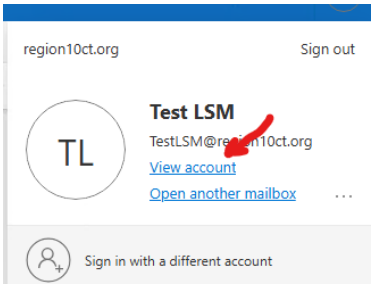
a. After signing in you should land on your Outlook page or your email page.

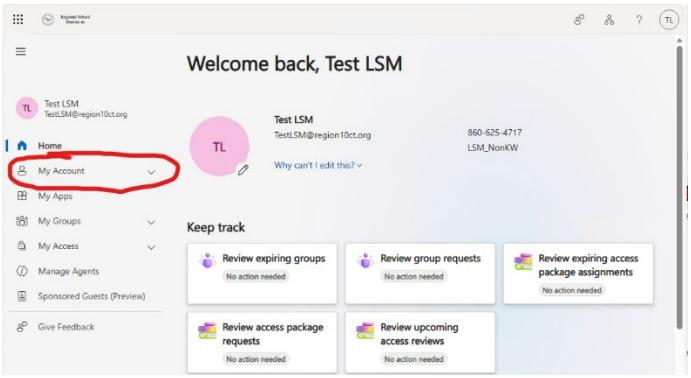


4. Chick on your account icon, the circle in the upper right corner of your screen.



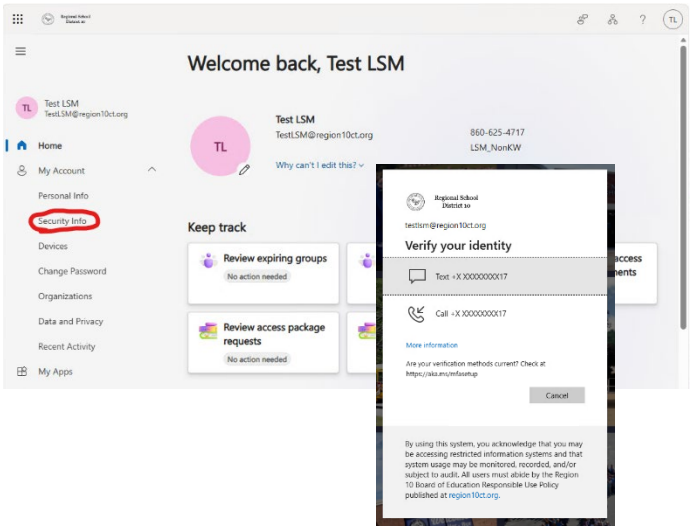
5. Select **View account**

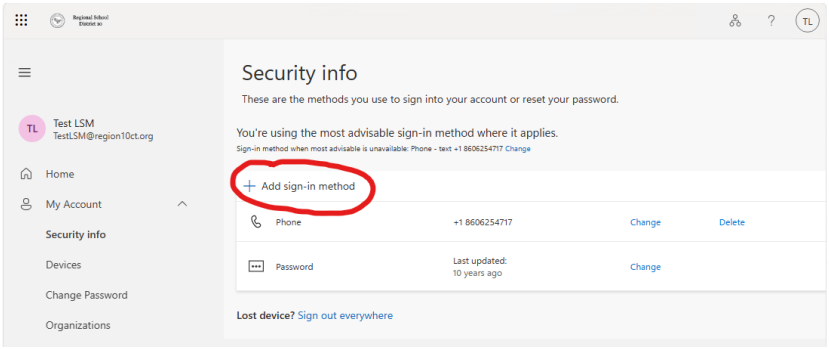




6. Click on **My Account** to expand the menu.

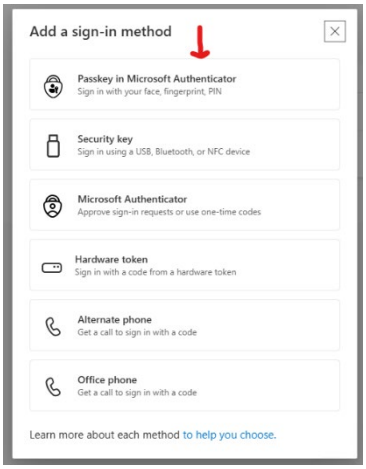
7. Choose **Security Info** from the *My Account* menu and **follow the on-screen prompts** to verify your identity.

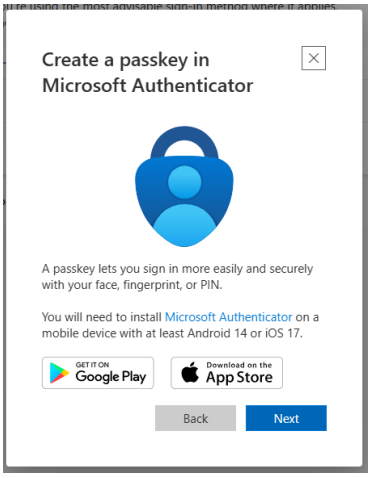




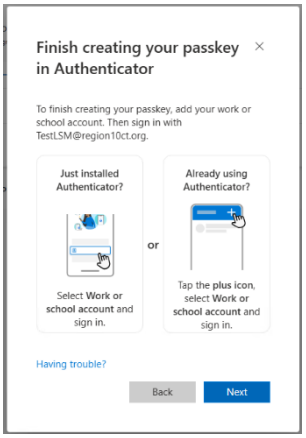
8. On your **Security Info** page, please click **+ Add sign-in method**

9. Choose Paskey in Microsoft Authenticator

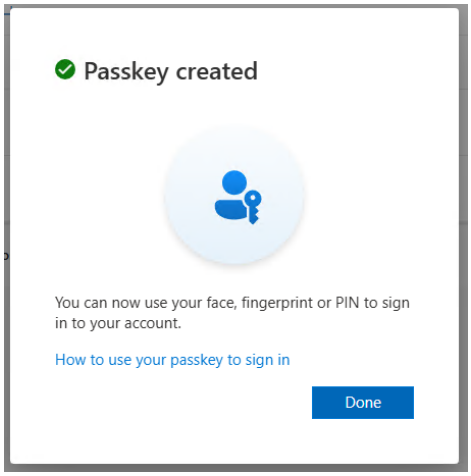




10. If you do not have Microsoft Authenticator, please download and install it on your phone. Then click Next.

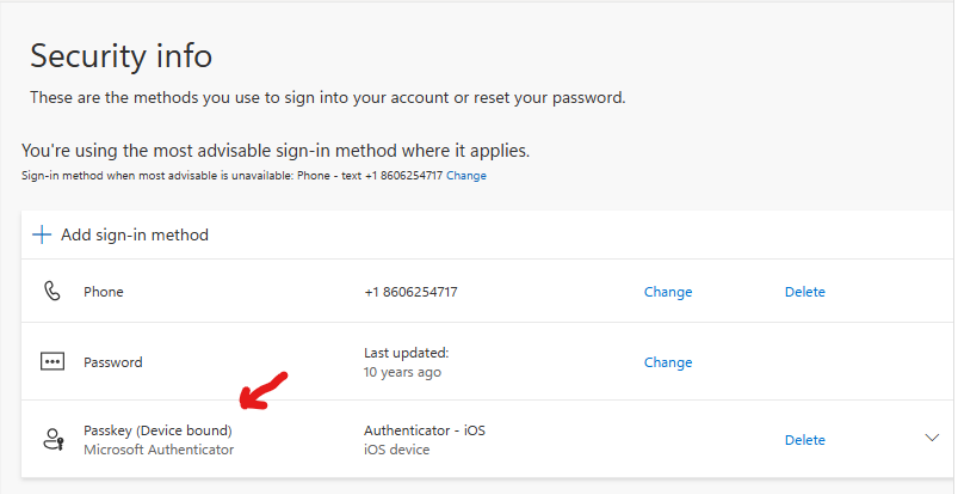


11. Follow the on-screen prompts on your phone to finish passkey registration. Click Next when you when you have completed setting up the passkey on your phone.



12. When this process has been completed, you will see a passkey created screen. Click Done.

13. Check that a Passkey is listed on your Security Info page.



Tip: *We recommend keeping Microsoft Authenticator installed as it can serve as a backup authentication method and assist with account recovery if you replace or lose your device.*

14. Exit this page and ***consider signing out*** of your account. If you choose to sign out, you can verify that you are able to sign back into your Microsoft 365 account.