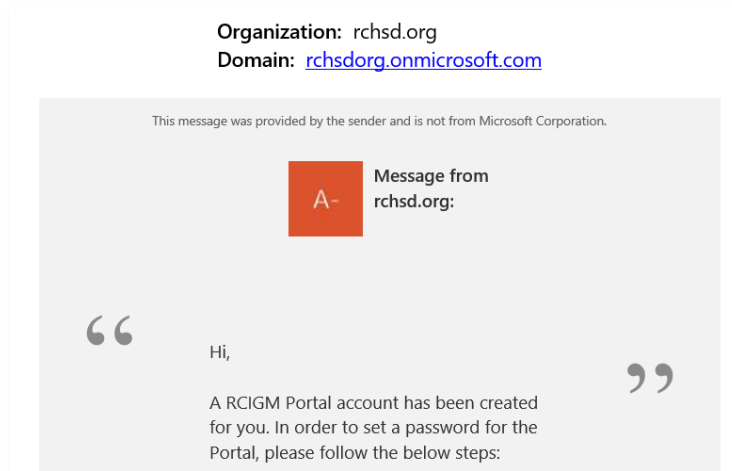


Registering your account with Microsoft

- When your account is created by the RCIGM staff, you will receive an email from Microsoft that the account has been created with instructions on how to register your account and login. This is part of our new and improved security model.



- Navigate to the link provided in the email
- You will be redirected to a Microsoft M365 login page to enter your email address
- Once you have input your email address, follow the instructions on the ensuing screens for creating a password and receiving/entering a confirmation code
 - You will be asked to select a method for receiving a confirmation code (either by downloading the Microsoft app or opting to receive the code via SMS text message)
- If you elect to use your phone instead of the Microsoft app, you can choose to receive the code via phone call or text message

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1) 443-41

Method

Send me a code by text message

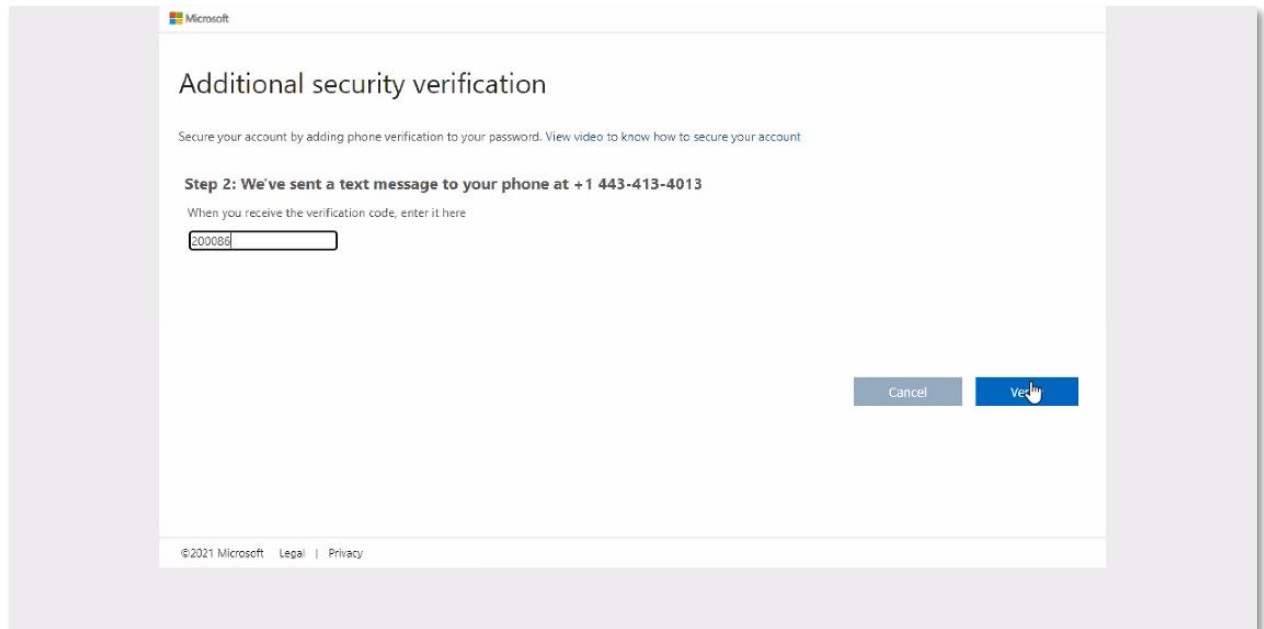
Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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- Once you receive a code, enter it where prompted:



- After entering in the code, you can click the link to the portal:

