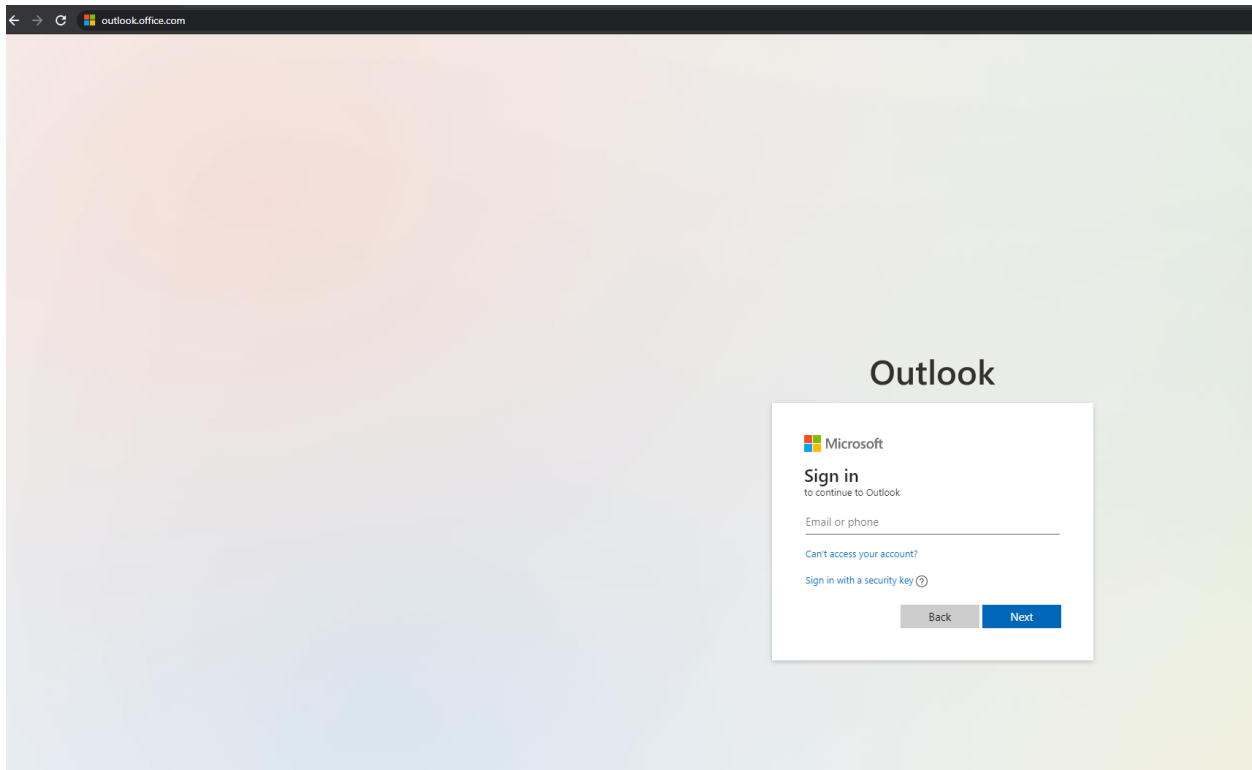
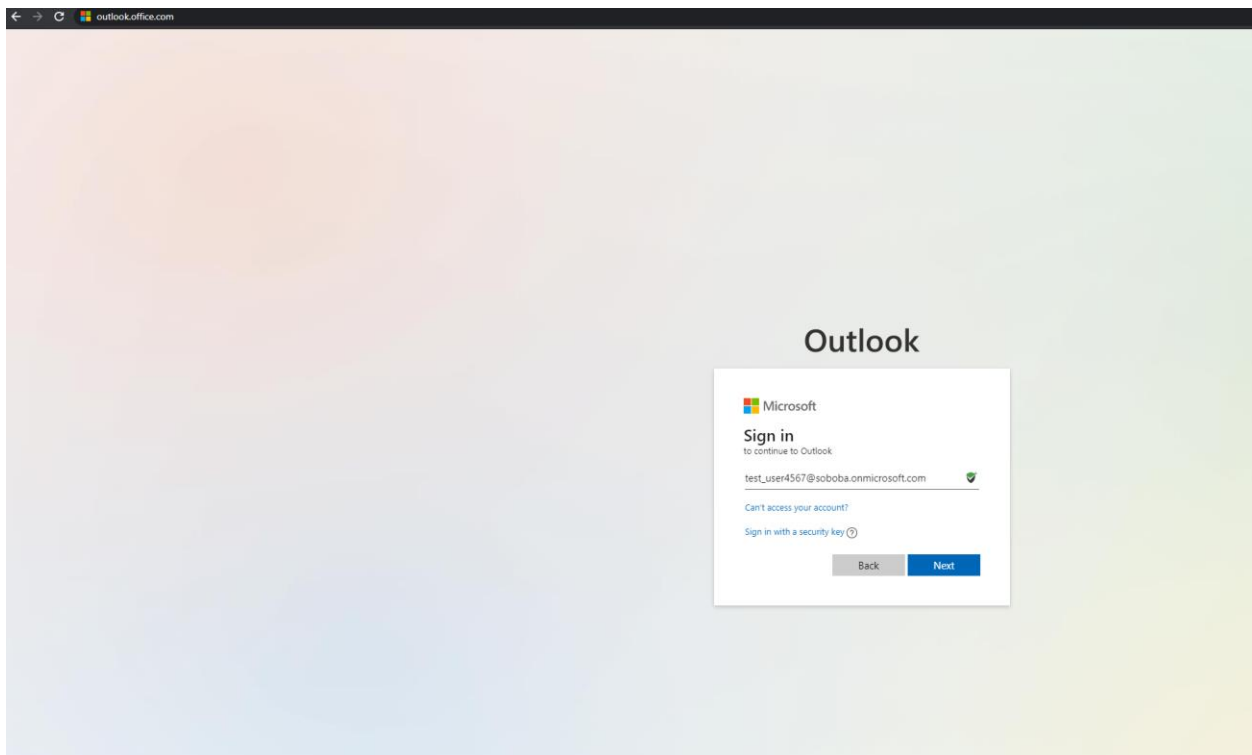


# How to login for the first time to your tribal email account

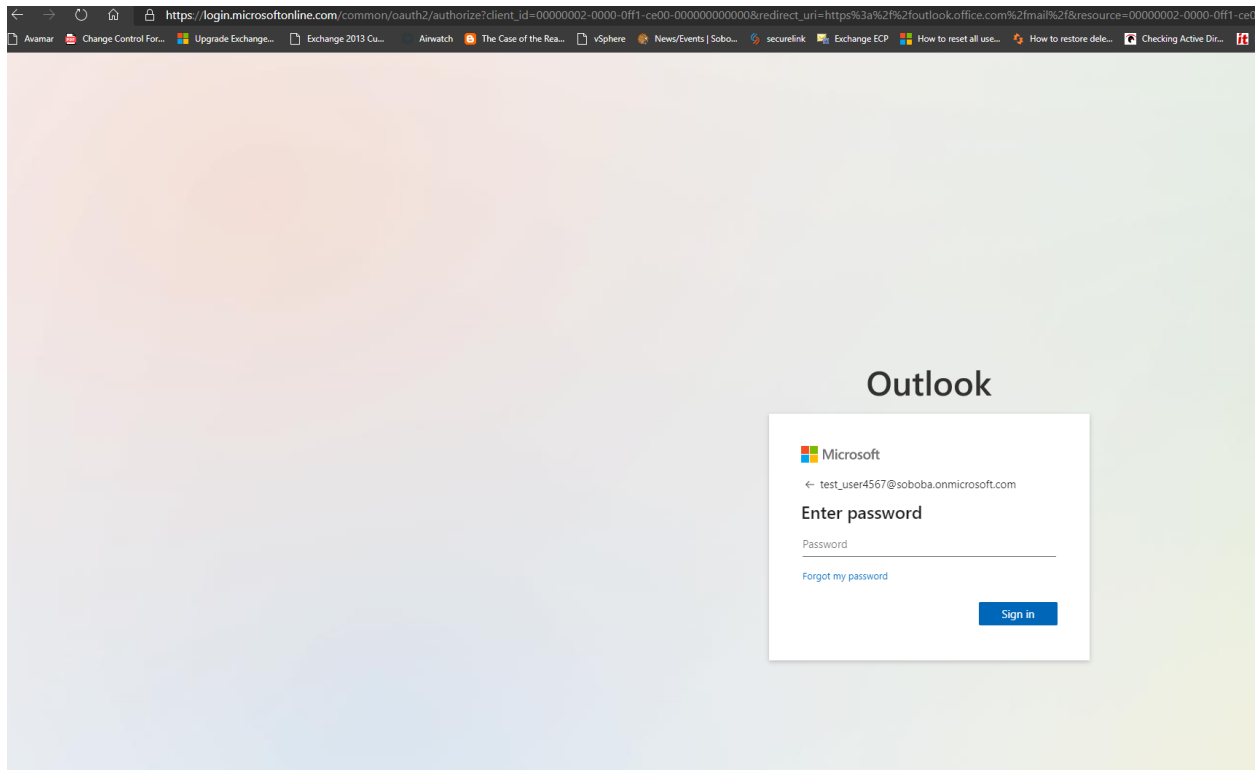
Go to <http://outlook.office.com>



Enter your login: ex [mmouse1234@soboba.onmicrosoft.com](mailto:mmouse1234@soboba.onmicrosoft.com)  
(FirstInitialLastName4digitRollNumber@soboba.onmicrosoft.com)



## Contact IT for default password



A screenshot of a web browser displaying the Outlook login page. The browser's address bar shows a URL from login.microsoftonline.com. The page features a white login box on a light blue and green gradient background. The box contains the Microsoft logo, the user email address 'test\_user4567@soboba.onmicrosoft.com', and the heading 'Enter password'. Below the heading is a password input field, a link for 'Forgot my password', and a blue 'Sign in' button.

Outlook

Microsoft

< test\_user4567@soboba.onmicrosoft.com

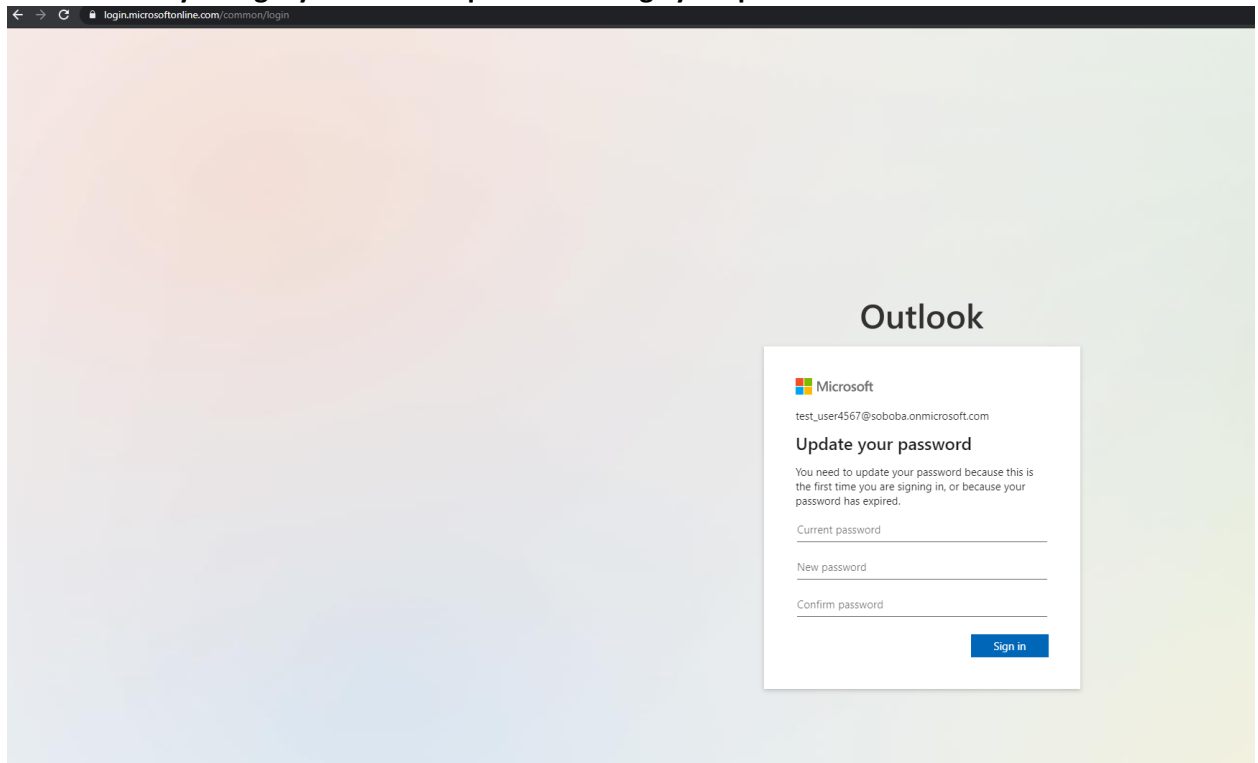
**Enter password**

Password

[Forgot my password](#)

Sign in

## The first time you login you will be required to change your password



A screenshot of a web browser displaying the Outlook login page. The browser's address bar shows a URL from login.microsoftonline.com. The page features a white login box on a light blue and green gradient background. The box contains the Microsoft logo, the user email address 'test\_user4567@soboba.onmicrosoft.com', and the heading 'Update your password'. Below the heading is a message explaining the password update requirement, followed by three password input fields (Current password, New password, Confirm password) and a blue 'Sign in' button.

Outlook

Microsoft

test\_user4567@soboba.onmicrosoft.com

**Update your password**

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

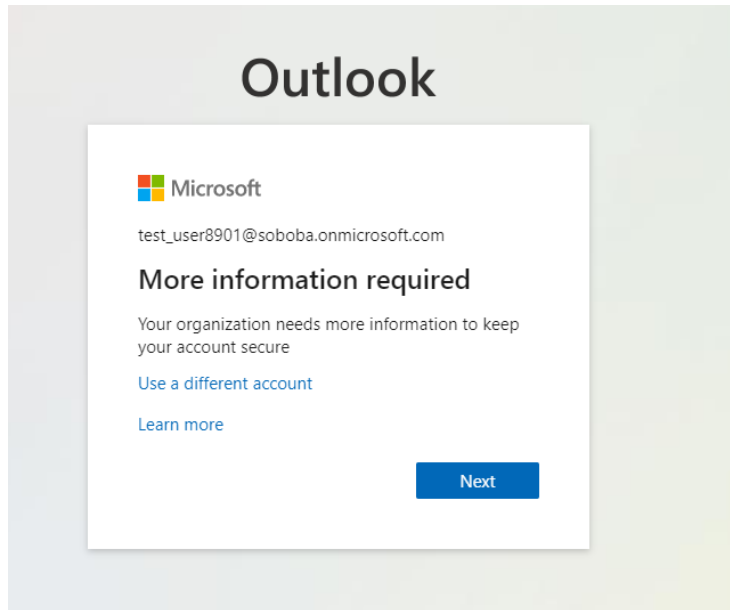
New password

Confirm password

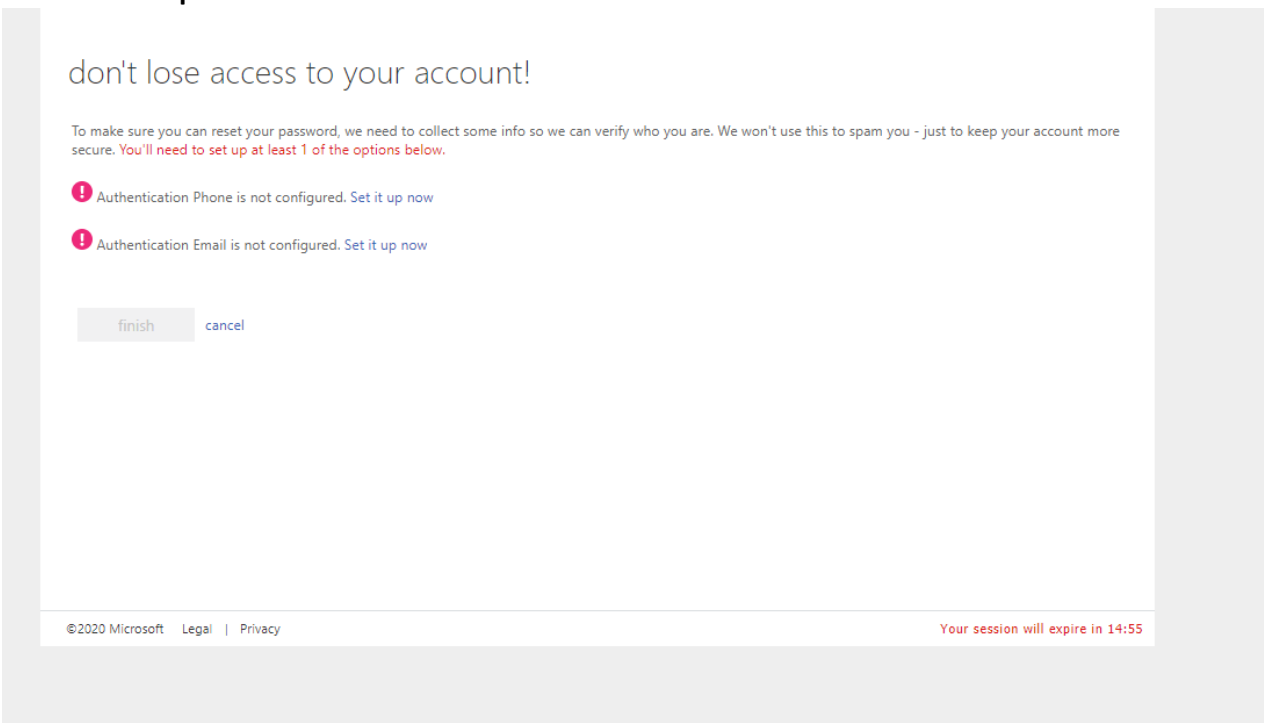
Sign in

**You will also be required to enter a cell phone or alternate email address in case you ever need to reset your password.**

**Click next on this screen:**



**Choose either phone or Email**



## Enter recovery email or phone number

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

Enter your authentication phone number

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## Enter verification code they email/text to you

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

We've sent a text message containing a verification code to your phone.

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Once logged in you will see any messages:

