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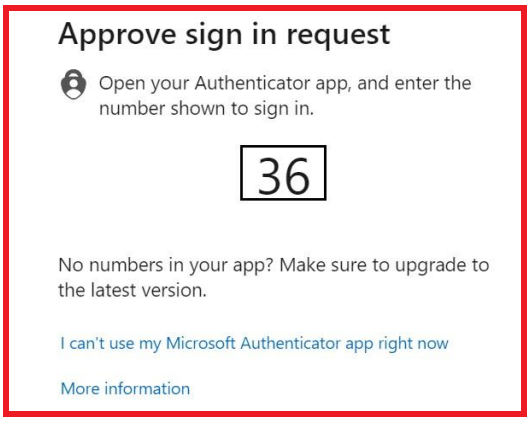
How-To Use Multi-Factor Authentication with Outlook

Once you have downloaded the Microsoft Authenticator app and set up your @sturgeon.ab.ca account on your mobile device, you will be able to use the app to access your email from a web browser.

Signing into Outlook

1. In your web browser, go to outlook.office.com. Or, open up the Outlook client on your computer.
2. Enter your email address, choose your account or use another account.
3. Enter your password and click “Sign In”.
4. The following window will appear:



5. Open the app on your mobile device and enter in the same number that appears on the computer screen. Tap “Yes”, as long as you requested the sign-in authentication, and you will be signed in on your web browser.

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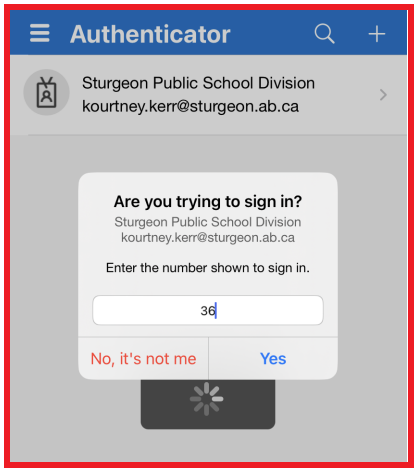

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