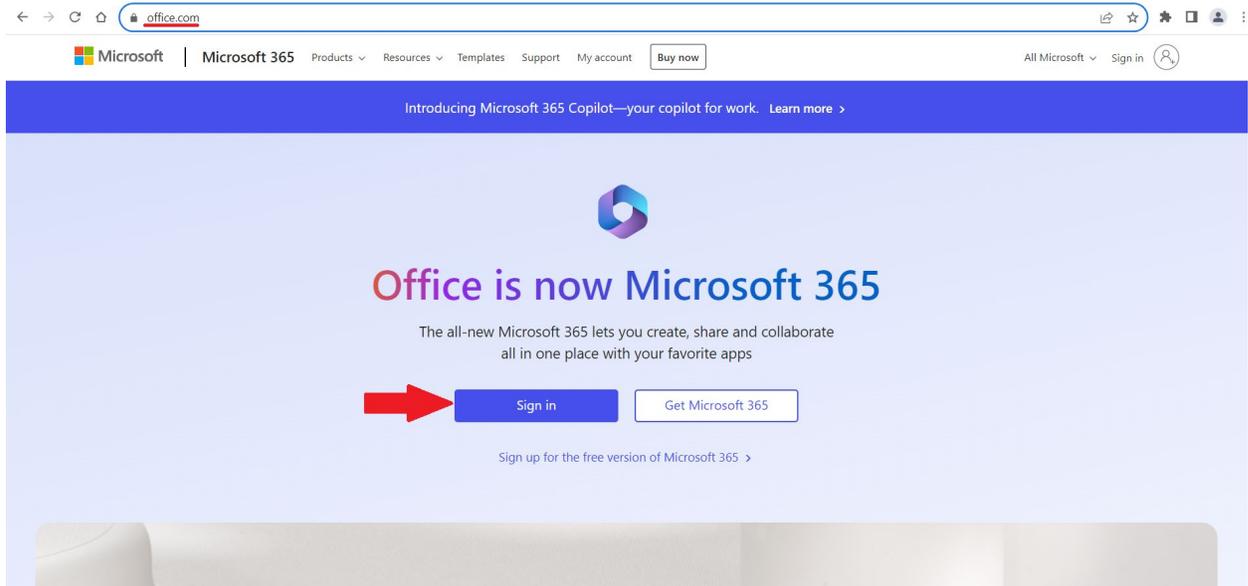# How to Access Microsoft 365

From an internet enabled device,

1. Navigate to www.microsoft365.com . Then click Sign in.

2. Enter your County provided email address then click Next.

3. Enter your password. Then click Sign in.

Microsoft

← ▮@yorkcounty.gov

Enter password

••••••••••

Forgot my password

Sign in

4. Approve sign in request.

Microsoft

▮@yorkcounty.gov

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

81

No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information

5. On your mobile device, enter number provided for approval request. Then tap YES.

Are you trying to sign in?

County of York, Virginia
@yorkcounty.com

Enter the number shown to sign in.

Enter number here

⟹ YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

6. You may be prompted to reduce the number of times the system requests for you to sign in. Select your desired preference.

Microsoft

@yorkcounty.gov

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

| No | Yes |

7. Once your credentials are confirmed you will be directed to the Office 365 Home screen.