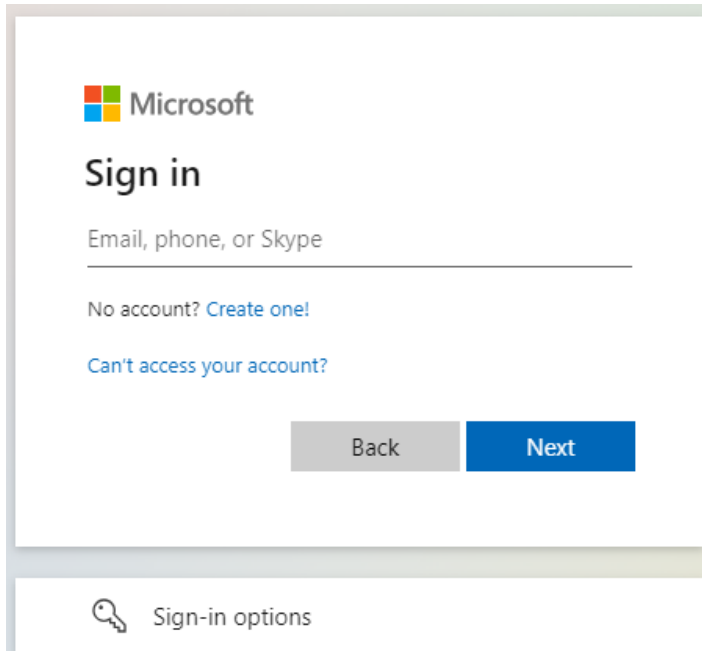


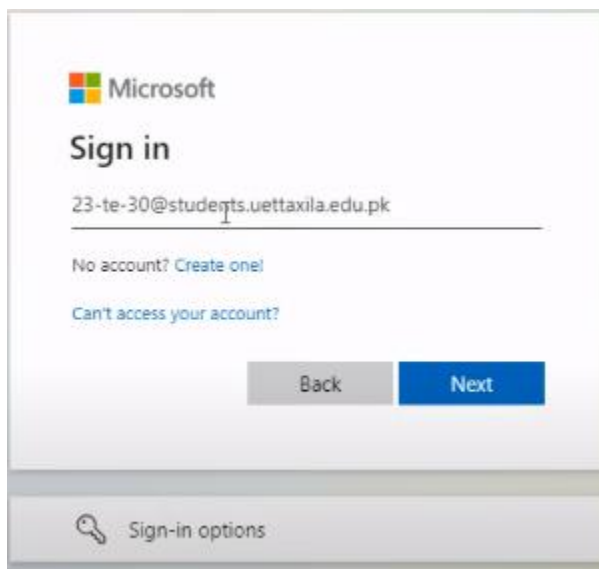
How to Log in to Office 365 for the First Time

This guide provides step-by-step instructions for logging in to Office 365 for the first time.

1. Access the Office 365 Portal:
 - Visit either <https://www.office.com> or <https://mail.uettaxila.edu.pk>.
2. Initiate Sign-in:
 - Click on the "Sign in" option.
 - Enter your UET Taxila email address, then click "Next."
3. Faculty Email Addresses:
 - Faculty email addresses typically follow this format: abcd@uettaxila.edu.pk (e.g., replace "abcd" with the actual faculty details).
4. Student Email Addresses:
 - Student email addresses follow this pattern: 23-se-22@students.uettaxila.edu.pk (e.g., use the appropriate format with the student details).
5. Alumni Email Addresses:
 - Graduates from UET Taxila should use emails in the format xx-xx-xx@alumni.uettaxila.edu.pk.



1. Enter Your Email Address Provide by UET Taxila (NARC Department)



2. Enter Your password.

The screenshot shows the login page for the University of Engineering and Technology (UET) Taxila. At the top left is the university's logo and name. Below it is the email address: 23-te-30@students.uettaxila.edu.pk. The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".

3. Update your Password.

Note: The password provided you by NARC is temporary kindly update your password with uppercase lowercase special character and numeric characters. The minimum length of the new password will be eight characters.

4. Update your Recovery option (phone or Email)

The screenshot shows a message from the UET Taxila student portal. At the top left is the university's logo and name. Below it is the email address: 23-te-30@students.uettaxila.edu.pk. The main heading is "More information required". Below the heading is the text: "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right is a blue button labeled "Next".

5. Select Country Code Pakistan +92 enter phone Number without 0 (eg) 321712345678

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

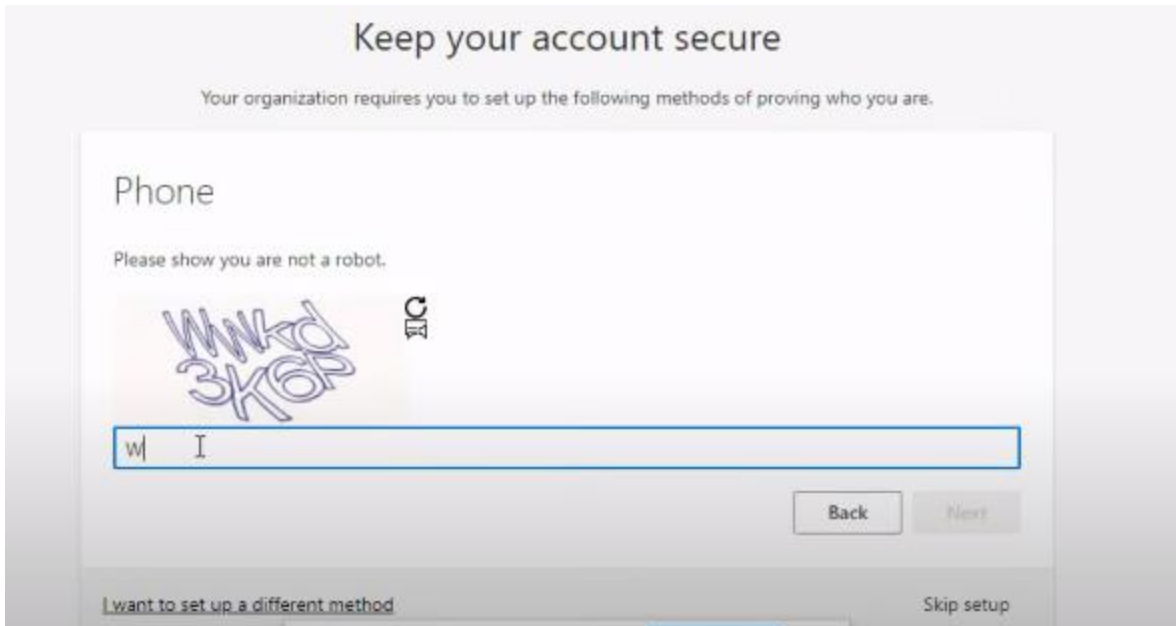
What phone number would you like to use?

Text me a code

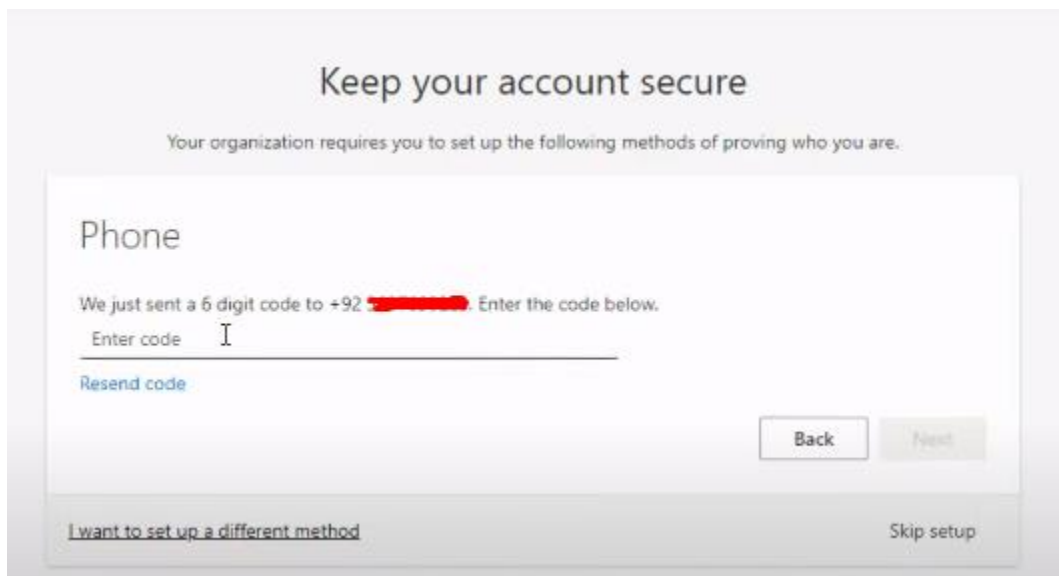
Call me

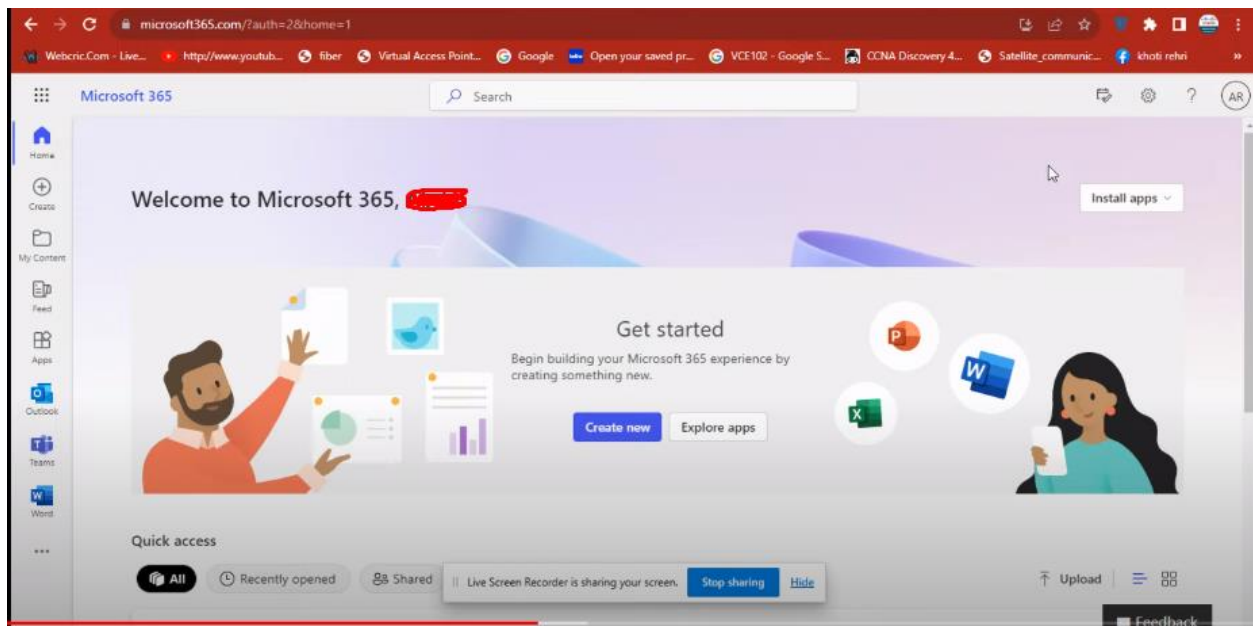
Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

6. Solve A puzzle.



7. You will receive a text message on your device enter it.





8. You can watch an online Video for the same steps.

[\(130\) Microsoft Office 365 for UET Taxila - YouTube](#)

<https://tinyurl.com/8v959h6r>