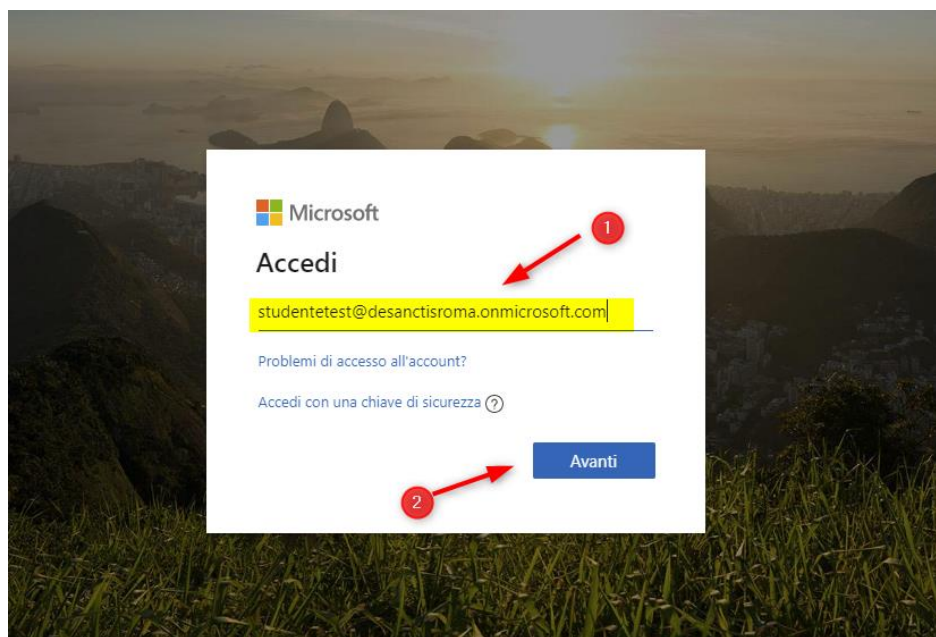
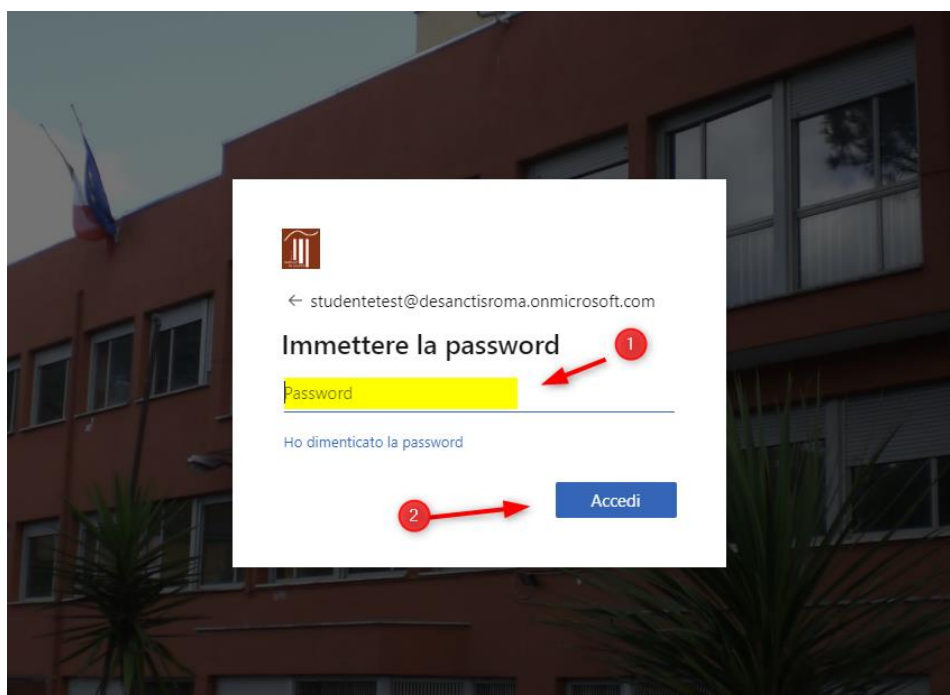


Primo accesso alla piattaforma Microsoft Office 365

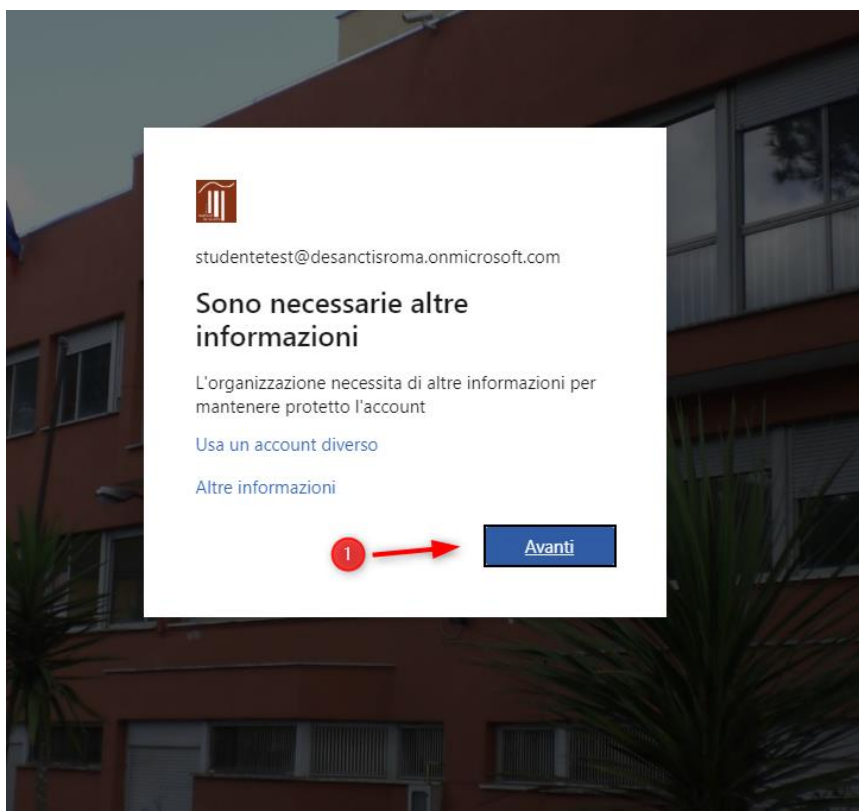
1. Recarsi sulla pagina <https://www.office.com/> ed accedere con le credenziali fornite dall'istituto



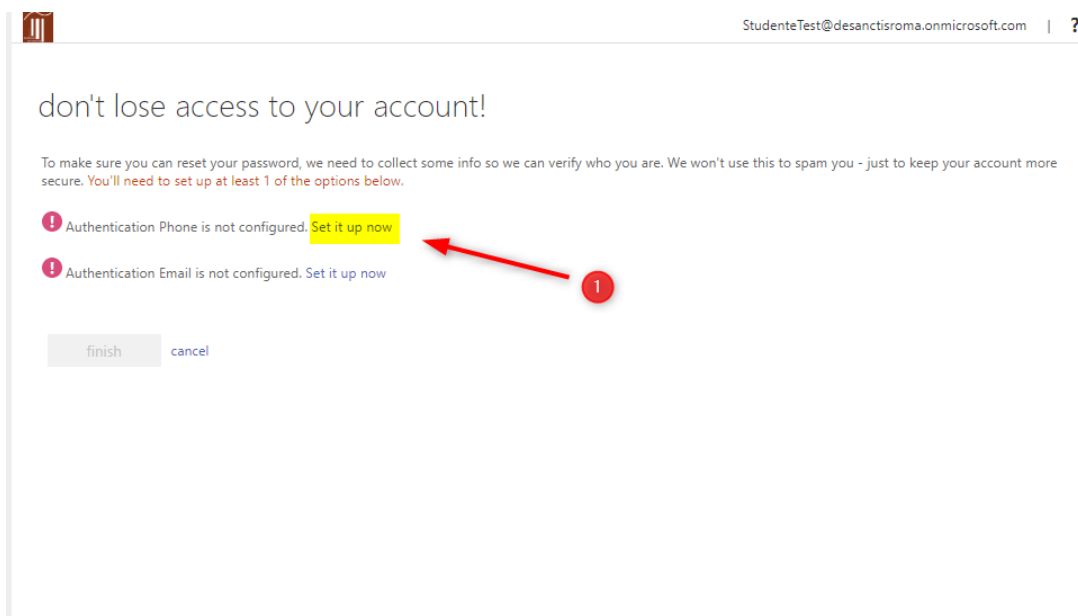
2. Inserire la password



3. Al primo accesso vi verranno richieste informazioni aggiuntive che vi permetteranno di ripristinare la password in caso si dimentichi.



4. Accedere al primo link



5. Inserire il numero di telefono e nel campo di verifica inserire il codice ricevuto via sms

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Italy (+39)

text me

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

verify try again

back

The screenshot shows a verification page with five numbered red arrows: 1 points to the 'Authentication phone' dropdown menu; 2 points to the phone number input field; 3 points to the 'text me' button; 4 points to the 'back' button; and 5 points to the 'verify' button.

6. Procedere con il secondo passo di verifica cliccando sul link

StudenteTest@desanctisroma.onmicrosoft.com | ?

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

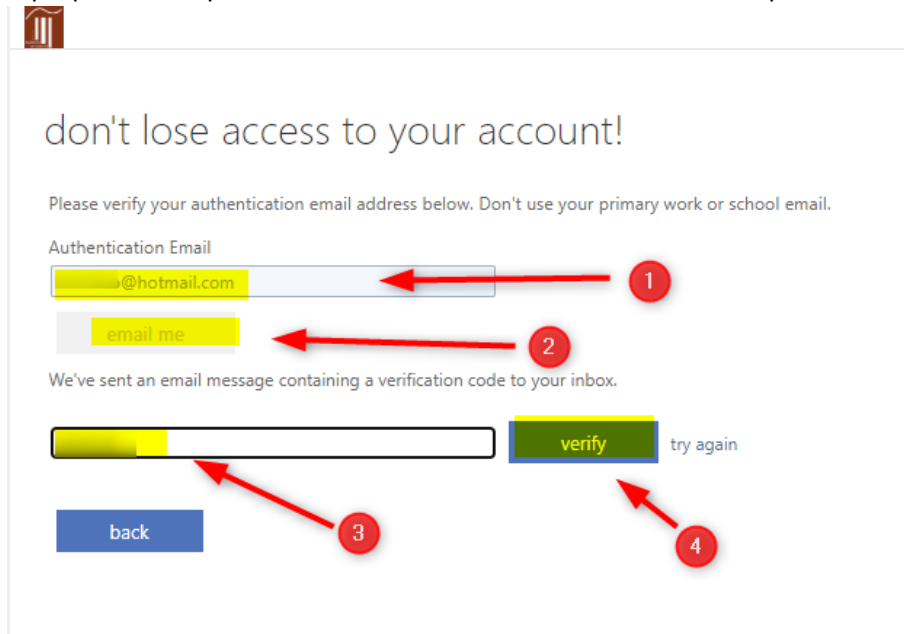
✔ Authentication Phone is set to +39 3346979857. Change

! Authentication Email is not configured. [Set it up now](#)

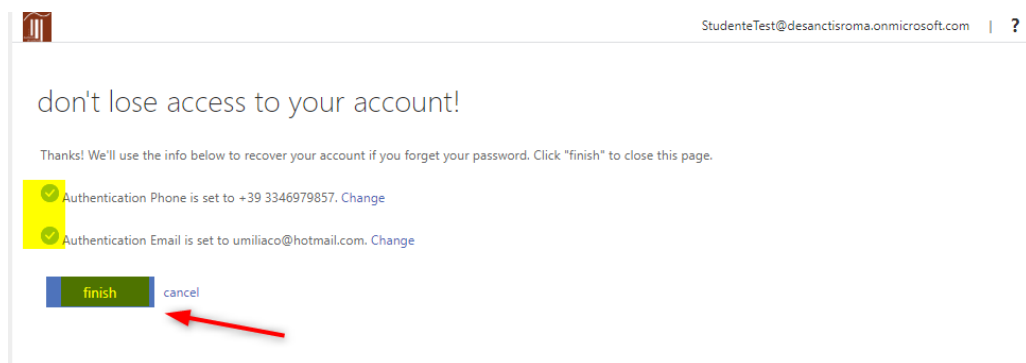
finish cancel

The screenshot shows the same verification page but with a single numbered red arrow (1) pointing to the 'Set it up now' link in the 'Authentication Email is not configured' message.

7. Inserire la propria e-mail personale e successivamente il codice ricevuto per email



8. Terminare il processo di verifica



9. Arrivati a questo punto potrete sia utilizzare la piattaforma Office 365 via web, sia scaricare il pacchetto office da poter installare sul vostro desktop (PC o Mac).

