

Microsoft 365

All students receive free access to Microsoft 365. This account is automatically created when you register for classes, so no request is needed. You will use it to access your Warren email, campus computers, Microsoft 365, and the Library's EBSCO databases.

Your Account Details

Username on campus: first initial last name and the number 1

Example: John Smith's username would be jsmith1

Username off campus: first initial last name and the number 1@warren.edu

Example: jsmith2@warren.edu

Password: Your default password is the first two letters of your first name (first letter uppercase, second letter lowercase) followed by your birth month (2 digits), your birthday (also 2 digits), the last 4 digits of your Social Security number, and **an exclamation point**.

Example:

John Smith

DOB: 12/1/1990 SSN: 123-45-6789

→Password: Jo12016789!

Setting Up Microsoft 365 Access

Once you have your credentials, download the Microsoft Authenticator App on your mobile device (available in both Apple App Store and Google Play Store).

Go to www.outlook.com on a computer or browser.

Sign in using your college email (e.g., jsmith1@warren.edu) and password.

When prompted, follow the steps to set up Multi-Factor Authentication (MFA):

1. Open the Microsoft Authenticator app on your phone.
2. Tap the blue "+" icon or QR code button at the bottom right. Scan the QR code displayed on your computer screen.
3. Enter the verification code shown on your phone into the Outlook page.

Once complete, you'll be fully enrolled and can access your Outlook email and other Microsoft 365 apps (Word, Excel, PowerPoint, OneDrive, Teams, etc.). You can also download these products on to your devices.

Note: Future sign-ins will require verification through the Authenticator app.

If you are having issues with your Microsoft 365 account, you must contact our IT support team at support@warren.edu or 908-835-2320, or make an appointment with an IT professional through this link [IT Support Booking](#)

You may also go directly to the IT office, which is in room E201