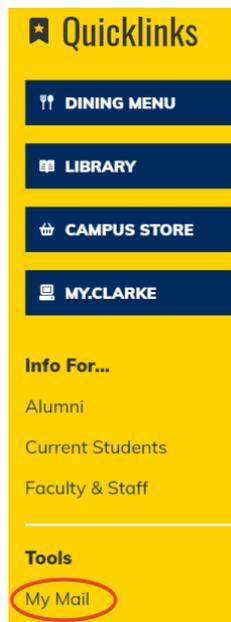


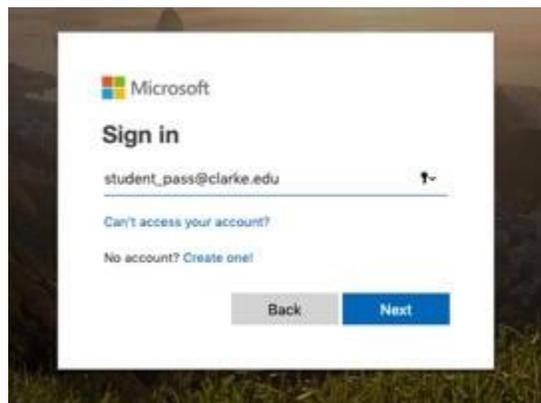
INITIAL LOGIN INFORMATION

Please follow the instructions below to help you in verifying your account with us. You may also view the Initial Login Video Guide: <https://youtu.be/X1FJ3NquyTo>

1. Sign-in to your Clarke Office 365 account by clicking "QUICKLINKS" at the top left corner of the [Clarke website](#), and clicking "My Mail" under Tools.



- 1.
2. Enter your Clarke email, which will use your first and last name in the following format:
legalfirstname_legallastname@clarke.edu

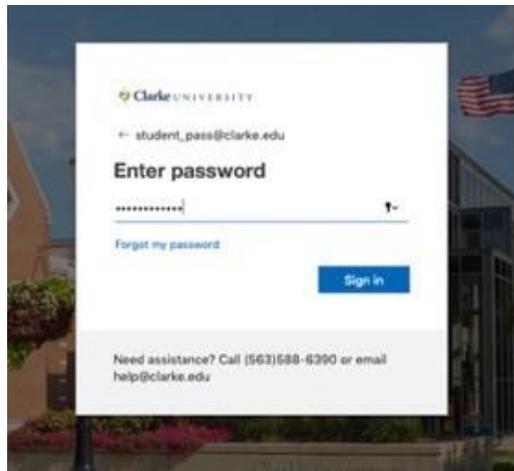


3. Enter your password. If you are a new student, the default password will use the month and date of your birth in the following format:

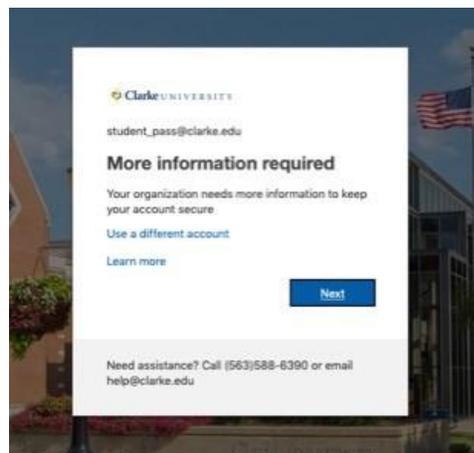
PasswordMMDD

Ensure that the "P" in password is capitalized and write the month and date of your birth in four-digit sequence.

For example, if your birthday was January 2, your default password would be "Password0102"



4. Click "Next" in the "More information required" window.



5. Click on the "Set it up now" option to set up your phone authentication.



6. Enter your phone number and select either "Text me" or "Call me."

Clarke UNIVERSITY student_pass@clarke.edu

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

563-580-3381

text me call me

back

©2018 Microsoft | Legal | Privacy Your session will expire in 14:49

7. Enter the verification code that was either phoned or texted to you and click verify.

Clarke UNIVERSITY student_pass@clarke.edu

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

563-580-3381

text me call me

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

verify

back

©2018 Microsoft | Legal | Privacy Your session will expire in 14:44

8. Click on the "Set it up now" option to set up your e-mail authentication.

Clarke UNIVERSITY student_pass@clarke.edu

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 +1 563-580-3381. Change

Authentication Email is not configured. Set it up now

finish cancel

©2018 Microsoft | Legal | Privacy Your session will expire in 14:51

9. Enter a non-Clarke e-mail address. Click “email me.”

Clarke UNIVERSITY student_pass@clarke.edu

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email
external_email@gmail.com

email me

We've sent an email message containing a verification code to your inbox.

verify

back

©2018 Microsoft Legal Privacy Your session will expire in 14:51

10. Enter the verification code that was sent to your external e-mail address and click “verify.”

11. Click "Finish."

Clarke UNIVERSITY student_pass@clarke.edu

don't lose access to your account!

Thank! 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 +1 363-980-3381. Change

Authentication Email is set to colin.muenster@gmail.com. Change

Finish cancel

©2018 Microsoft Legal Privacy Your session will expire in 14:52

12. Your account is now verified. You should now reset your password at <http://reset.clarke.edu>