Setting Up Your Anderson University Email

Note: this process must be completed on two separate devices—a laptop/tablet and your mobile device. Complete steps 1-3 on the laptop/tablet, and then begin using your mobile device on step 4.

1. On your computer/tablet log in to your Anderson University email account at https://portal.office.com/ using the username and password located in the "Student Webmail" section in your admission portal.
2. After entering your username and password, you will be prompted to change your password.
3. After changing your password, you will see a screen that prompts you to set up two-factor authentication. Do not select anything on this screen until you have completed step 4.
4. Install the Microsoft Authenticator app on your phone. You can accept the agreement prompt **but do not proceed any further until directed to.**
5. Back on your laptop/tablet, click on the drop-down indicator on the two-factor authentication screen and choose Authenticator app. Click Add.
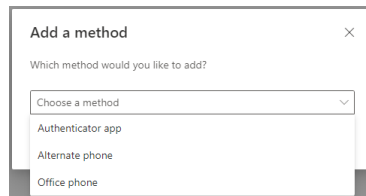
6. Click Next until you get to the QR code screen.
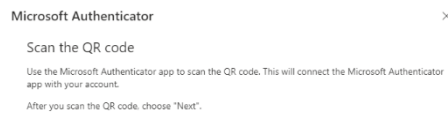
7. Open the authenticator app on your phone and click on the option to scan a QR code and after you have scanned the code, click on Next on your computer.
8. Once the process has completed successfully, you will see Anderson University registered in the Authenticator app and you will be prompted to test the authentication on your computer. Follow the prompts to complete this process.
9. Authenticator will become your primary method of authentication after this process is completed. You will only need to have data access from your phone to be able to authenticate into the AU system from this time forward.