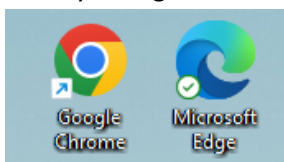


MASH Mail – First Time Login from Home

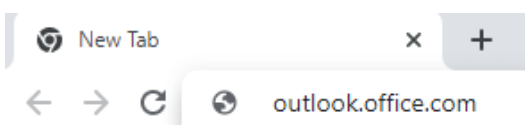


This guide is to help you with setting up your MASH email from computer not owned by MASH. .

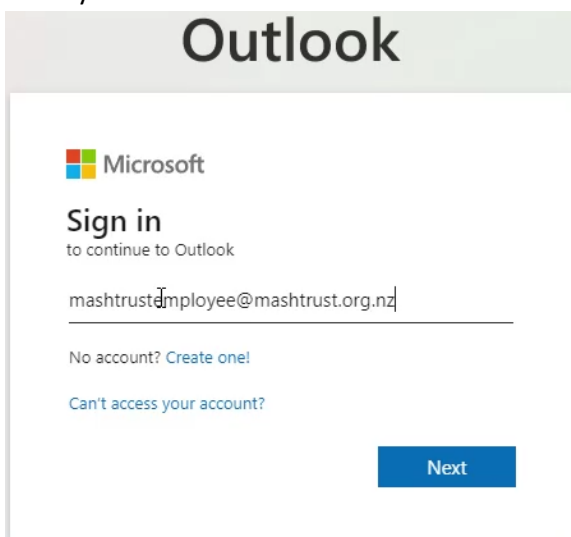
1. Open a web browser like Chrome, Edge, or any other browser by double clicking on the icon. This is usually 'Google Chrome' or 'Microsoft Edge.'



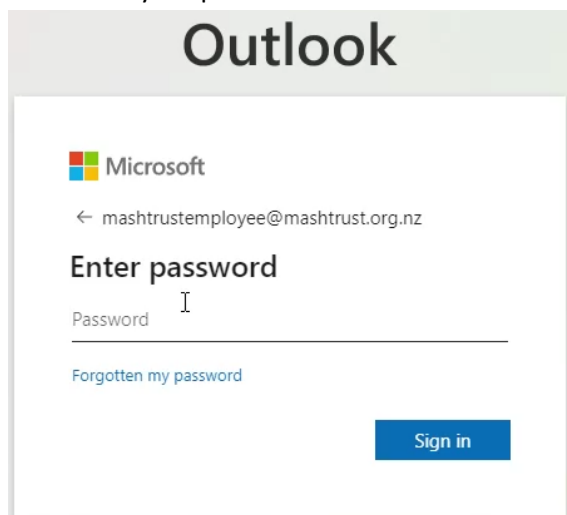
2. Click into the address bar near the top of the browser and type: outlook.office.com



3. Enter your email address and click next.



4. Then enter your password.





5. After entering in your email address and password you will be asked to change your password. Please enter in your old password and a new password twice to confirm

A screenshot of a Microsoft password update screen. At the top left is the Microsoft logo. Below it is the email address "mashtrustemployee@mashttrust.org.nz". The main heading is "Update your password". Below the heading is a short paragraph: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". At the bottom right is a blue "Sign in" button.

6. The next screen will advise 'More information required'. This is to setup 'Self Service Password Reset'. You will require a mobile number or personal email address to set this up. This information is collected by Microsoft and will only be used by them for resetting your password.

A screenshot of an Outlook "More information required" screen. The title "Outlook" is at the top. Below it is the Microsoft logo and the email address "mashtrustemployee@mashttrust.org.nz". The main heading is "More information required". Below the heading is a short paragraph: "Your organisation 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 "Next" button.



7. Enter phone number and select 'Next'

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?

New Zealand (+64) 027

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](#).

Next

[I want to set up a different method](#) [Skip setup](#)

8. Enter verification code received on your phone and click 'Next'

Phone

We just sent a 6 digit code to +64 027 [redacted]. Enter the code below.

306356

Resend code

Back Next

[I want to set up a different method](#) [Skip setup](#)

9. Phone has now verified. Screen below will appear, click next

Keep your account secure

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

Phone

SMS verified. Your phone was registered successfully.

Next

Skip setup

10. Select Finish. 'Self Service Password Reset' is now setup.

Keep your account secure

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

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone
+64 027 [redacted]

Done



11. When this screen is up, click the check box next to “Don’t show this again”
click no.



12. You will now be signed in, and it should look like the image below.

