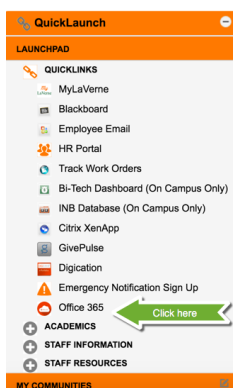


# How Do I Authenticate Office 365?

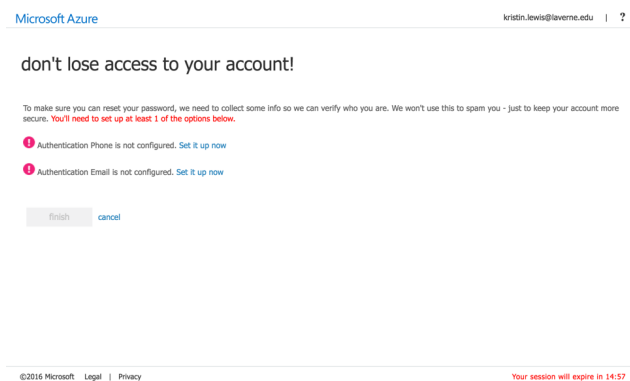
## Go to the Portal

Whether you are faculty, staff or a student, going to the portal is the first step to authenticating your account.

Once you sign into the Portal, click on the Office 365 Icon

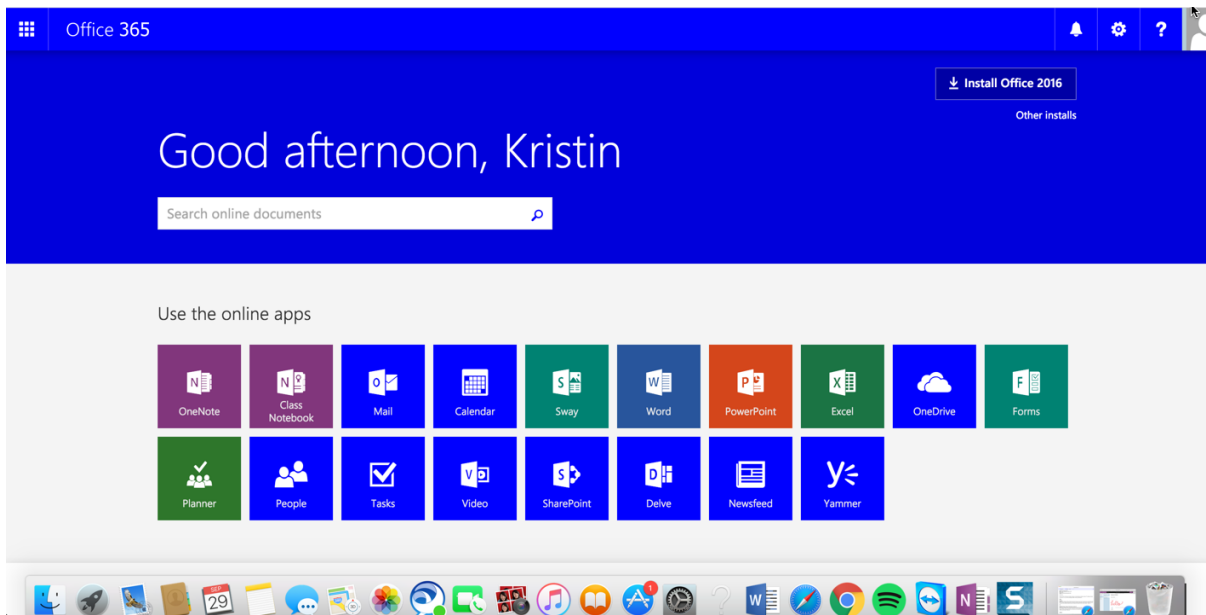


Once you click on the icon, the system will ask users to sign into their account using their current credentials. Once signed in, an Authentication screen will appear



You can authenticate using your work telephone number or an email account other than your La Verne email. You will receive a call or an email to authenticate immediately after you choose the phone or email.

After authentication, the menu page will appear:



If you have any challenges with this process, please feel free to contact the Service Desk at [help@laverne.edu](mailto:help@laverne.edu) or Kristin Lewis at [klewis@laverne.edu](mailto:klewis@laverne.edu).