

Microsoft Office 365 Activation Procedure

DE LA SALLE UNIVERSITY - DASMARIÑAS



Office 365 Education
Enhancing collaboration and productivity



Step 1

Login to my.DLSU-D
Student Portal.

Welcome! my.DLSU-D Portal

Login to my.DLSU-D Ver 5.0



Enter your username and password to log in:

Log In

[Sign Up](#) · [Forgot Password](#)

[FAQ](#) · [Help](#) · [Contact Us](#)

[for Alumni Portal click here](#)

Account Settings
Logout



Step 2

Click Account Name on the menu bar and select Account Settings.

- Home
- Features
- Assessment
- Class
- Curriculum
- Downloadable
- Enrollment
- Evaluation
- Grades
- Health

Settings

Office 365

Email Address: **xxx0123@dlsud.edu.ph**

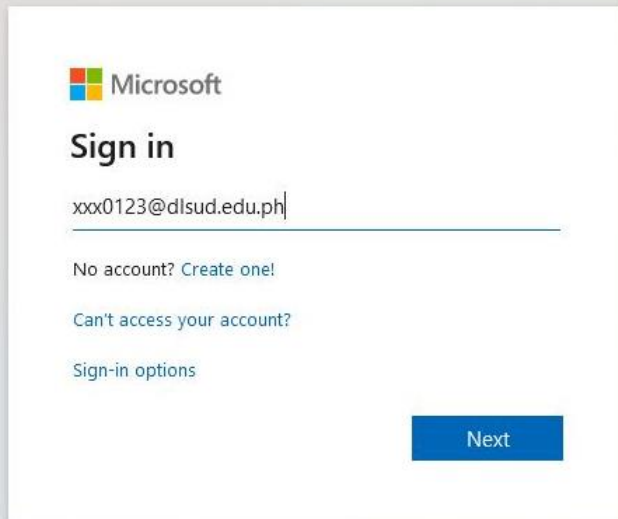
Email Temporary Password: **Jax85624**

Go to <https://login.microsoftonline.com/> to activate your email account.

Account

Step 3

Copy email address and temporary password then proceed to: <https://login.microsoftonline.com.>



Microsoft

Sign in

xxx0123@dlsud.edu.ph

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



Microsoft

← xxx0123@dlsud.edu.ph

Enter password

.....

[Forgot my password](#)

Sign in

Step 4

Input email address then click Next button.

Step 5

Enter temporary password then click Sign in button.

Microsoft

xxx0123@dlsud.edu.ph

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Microsoft

xxx0123@dlsud.edu.ph

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

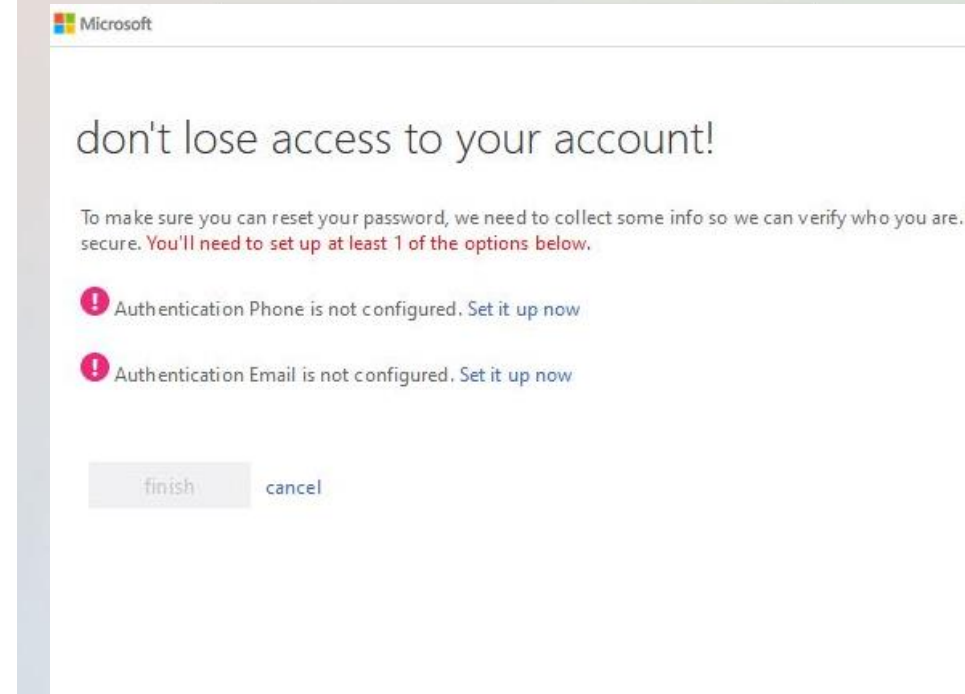
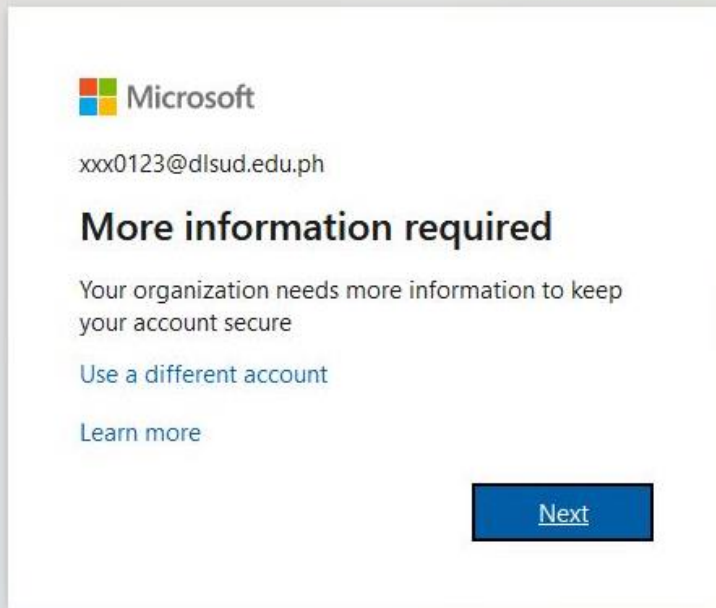
.....

.....

Sign in

Enter temporary password in the Current Password field. Create New Password and Confirm password. The password should begin with a capital letter and characters should be alphanumeric. Click Sign in button to save changes.

Step 6

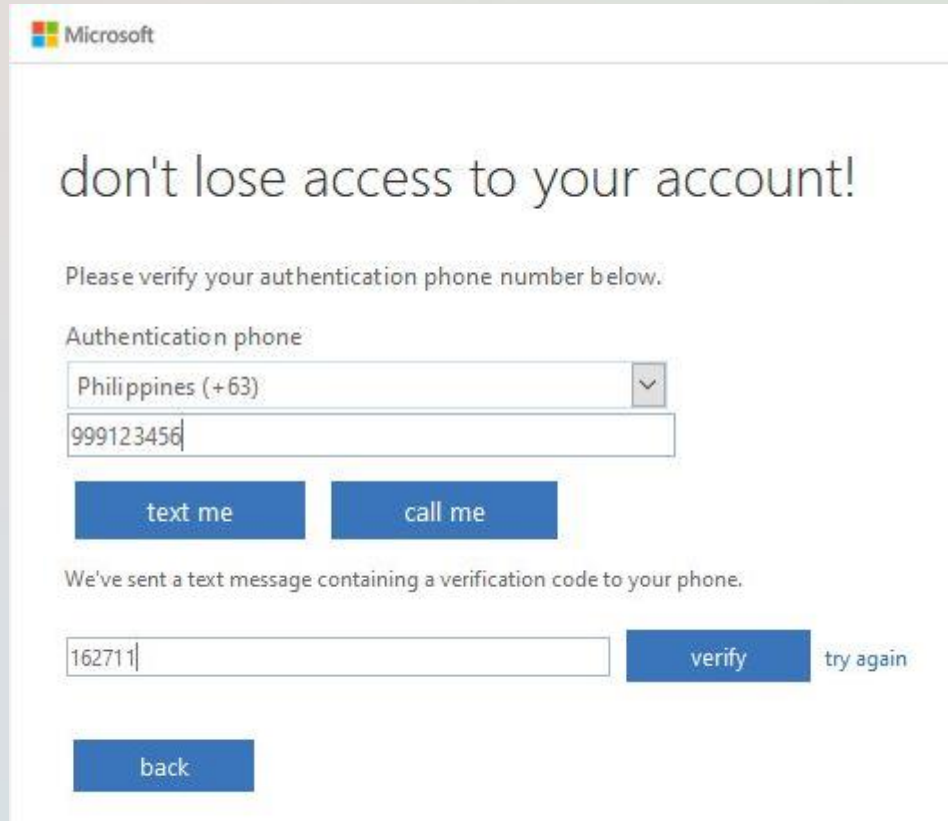


Step 7

To secure account, more information is required. Click Next button to continue.

Step 8

Select authentication type then click "Set it up now".



Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Philippines (+63)

999123456

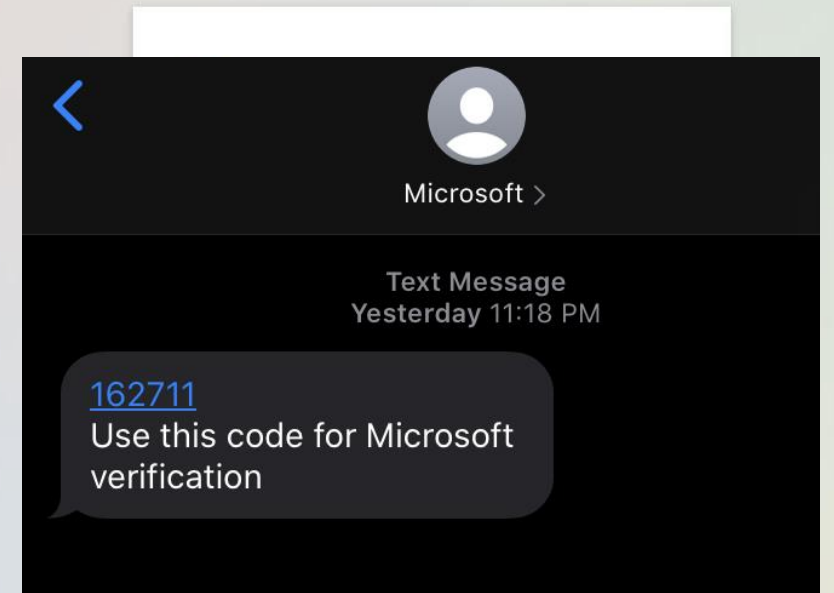
text me call me

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

162711

verify try again

back

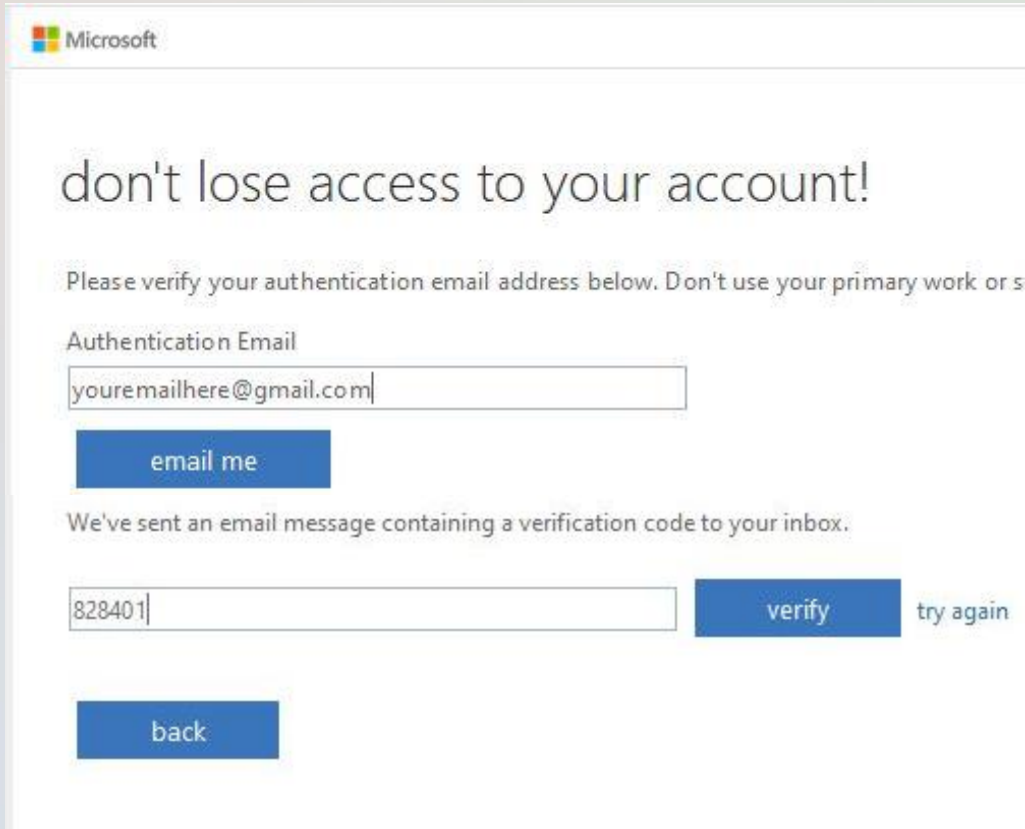


Step 8.A.1 (Authentication Phone)

Select country code and enter 10-digit mobile number then click type of verification.

Step 8.A.2

Get verification code via text or call then click verify.



Microsoft

don't lose access to your account!

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

Authentication Email

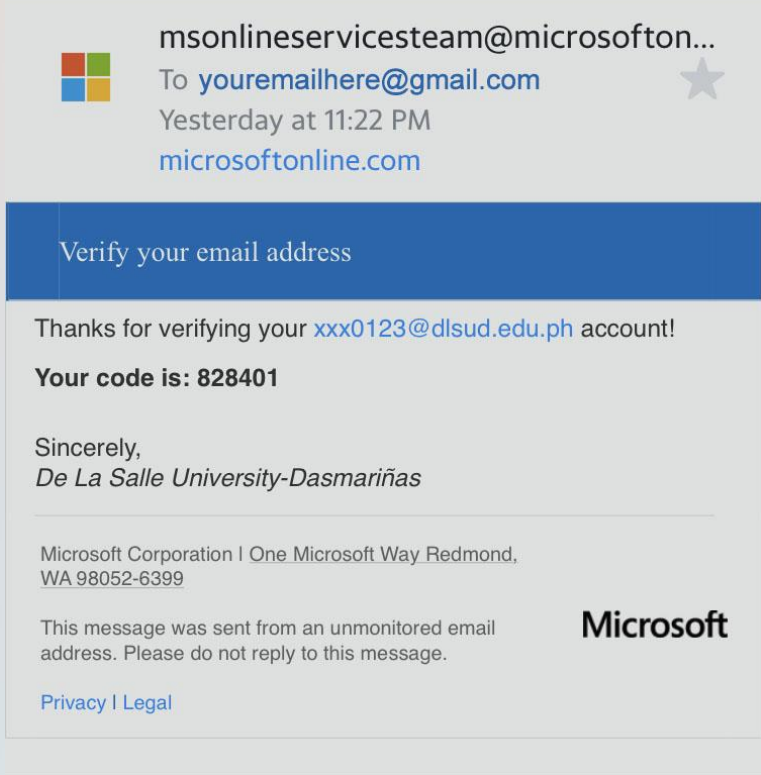
[email me](#)


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

 [verify](#) [try again](#)

[back](#)

De La Salle University-Dasmariñas account email verification code



msonlineservicesteam@microsofton...
To youremailhere@gmail.com 
Yesterday at 11:22 PM
microsoftonline.com

[Verify your email address](#)

Thanks for verifying your xxx0123@dlsud.edu.ph account!

Your code is: 828401

Sincerely,
De La Salle University-Dasmariñas

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399

This message was sent from an unmonitored email address. Please do not reply to this message.

[Privacy](#) | [Legal](#)

Microsoft

Step 8.B.1 (Authentication Email)
Enter Email address then click email me button.

Step 8.B.2
Get verification code
From email then click verify.

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 +63 999123 4567 [Change](#)

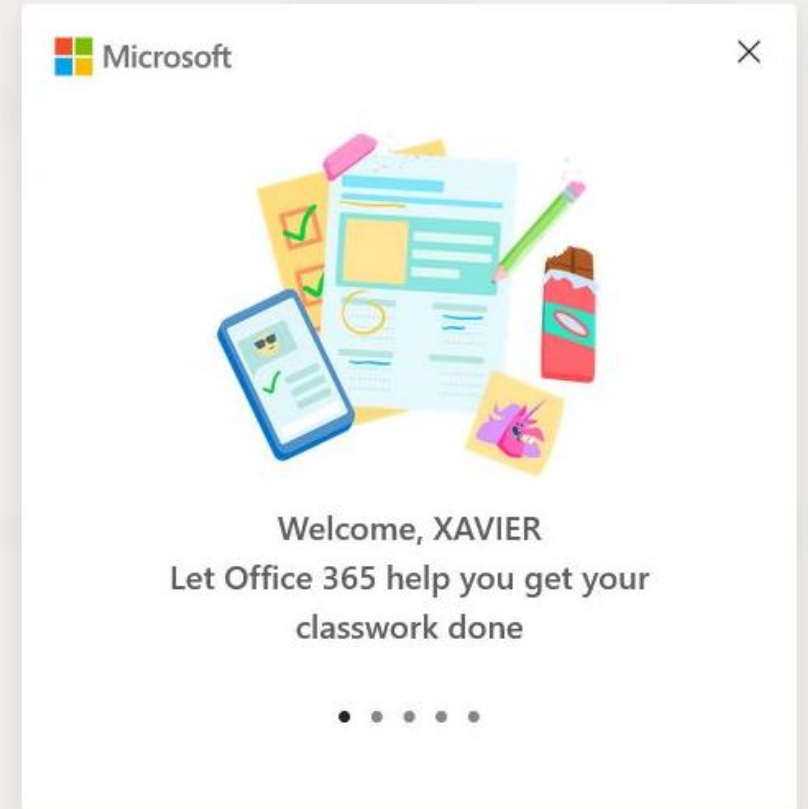
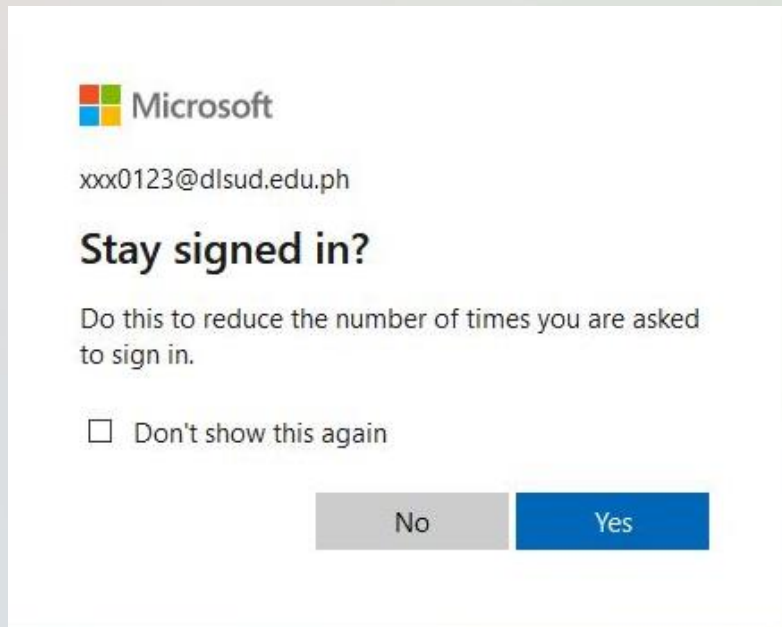
✔ Authentication Email is set to youremailhere@gmail.com [Change](#)

finish

cancel

Step 9

Click finish button.



Step 10

Select preferred response in the “Stay signed in?” question, then click the button to proceed.

Welcome to
Office 365



Good evening, XAVIER

Install Office



Start new



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



All apps

Outlook

Recent

Pinned

Shared with me

Discover

Upload and open...

Office 365

You can now access and install Microsoft Office and Application.