

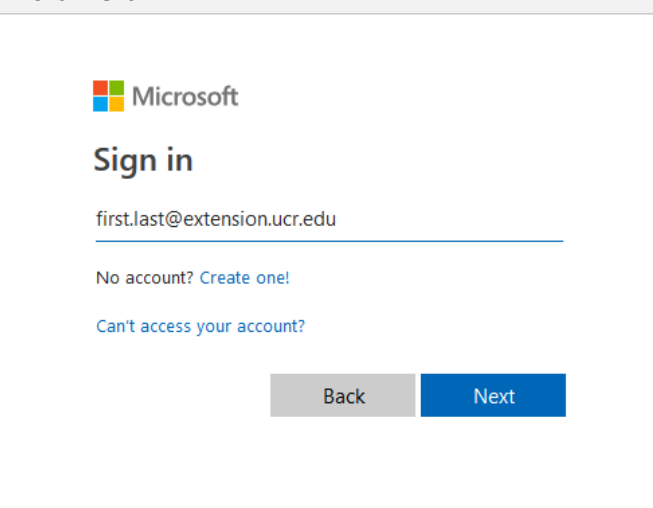
Instructor First Run Set Up

The following are instructions on how to log into your new **@extension.ucr.edu** account.

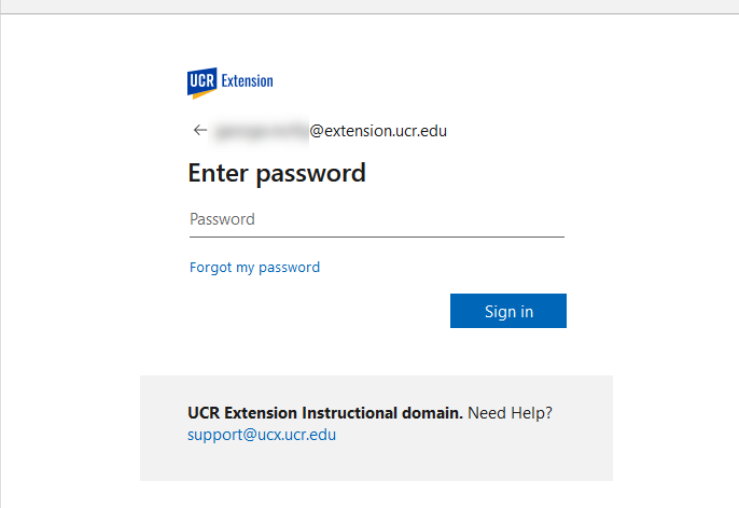
After the account is created you will receive an email to the alternative account that was provided to the Extension HR department. That email will contain the **URL** and the **initial password** to access the account.

Open the email and click the URL. If you do not see the email check your Spam folder and any rules or filtering that may be in place. The email should come from **no-reply@ucx.ucr.edu**

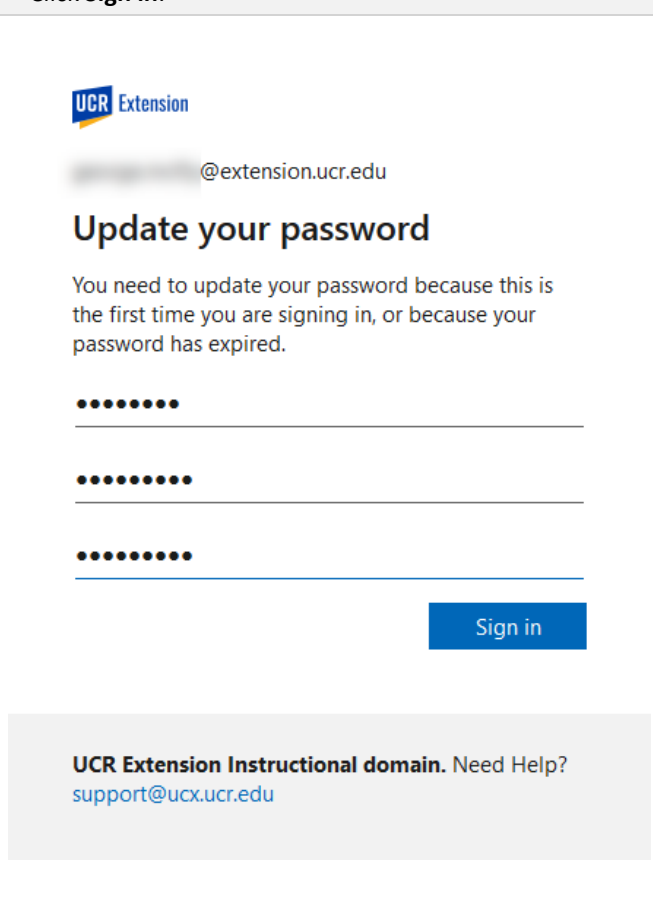
1) After using the <https://portal.office.com> URL from the email you will be presented with the login screen where you enter the **entire email address** as the user name. Click **next**.



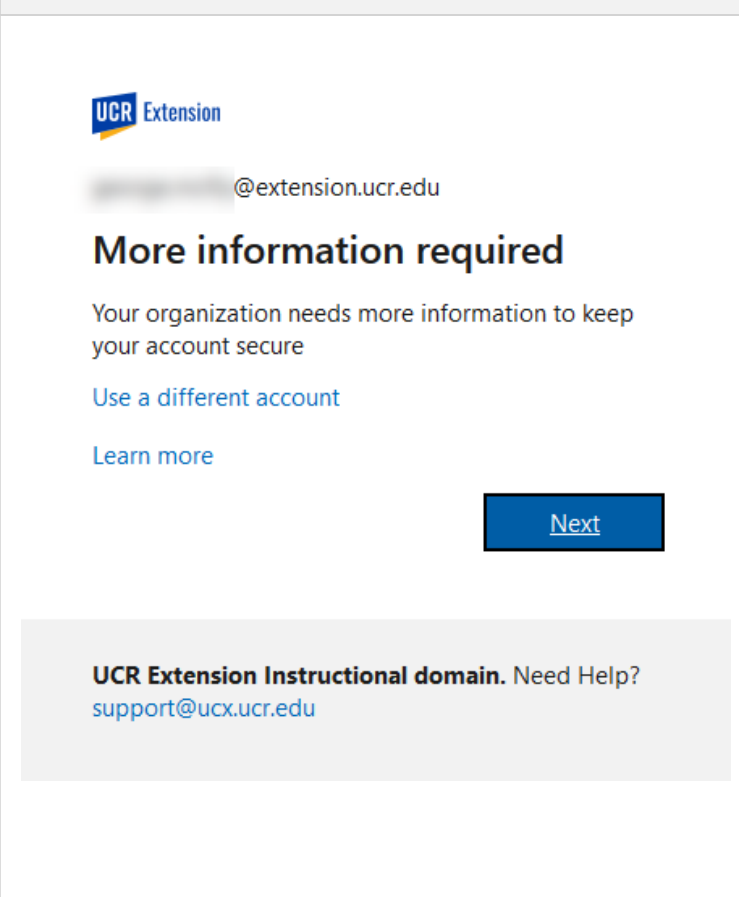
2) Enter the temporary password from the email you received. Click **Sign in**.



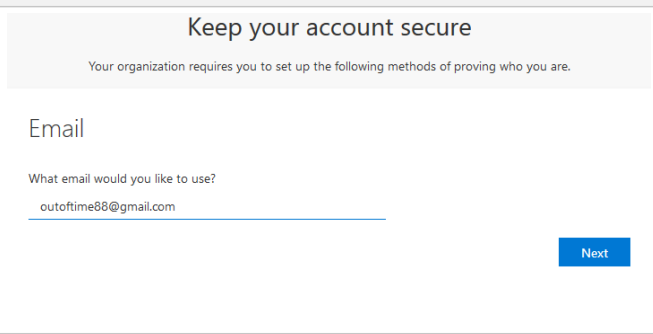
3) Updating your password from the temporary one provided. See the password requirements at the bottom. Enter the temp password then your password twice. Click **Sign in**.



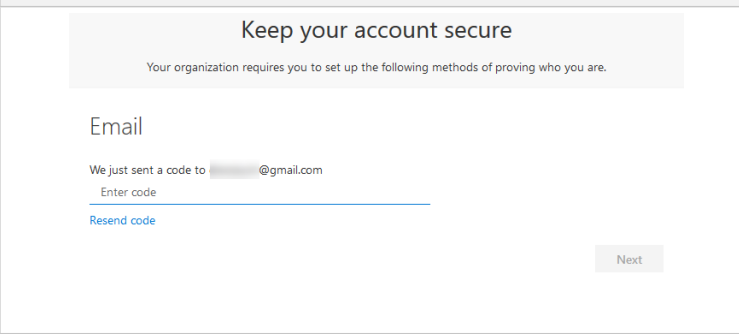
4) You are required to provide an alternative email address that is used for self-service password recovery. Click **Next**.



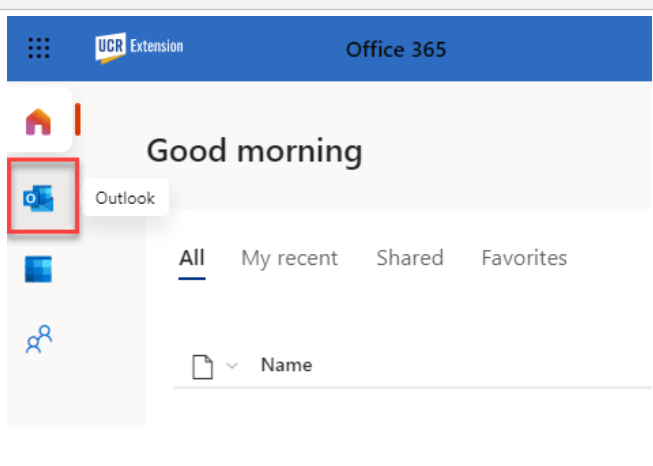
5) Enter your personal alternative email address that you can access. Click **Next**.



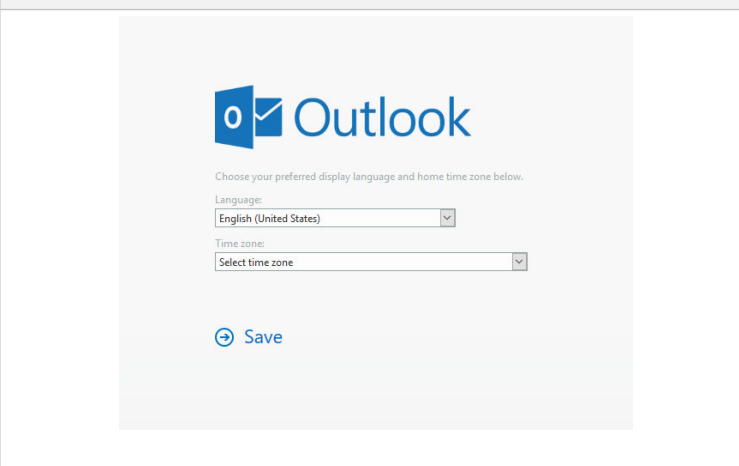
6) Log into that alternative email address and look for an email with a six digit code. Be sure to check your spam folder. Enter the code and click **Next**.



7) After entering in your code from the email you will be taken to the Portal home page. Click to launch **Outlook**.



8) The first run of Outlook may require you to enter in your time zone. You should enter in the time zone in which you primarily work. When done click **Save**.



Helpful Hints:

- You will always access your account using either of the following URLs:
<https://login.microsoft.com>
<https://portal.office.com>
- Always use your full email address as the user name.
- If you forget your password you can use the self-service password at the log in window and the alternative email address you used in this document.
- If you want to change your password you can so anytime by using the Gear icon from the main Portal Landing page.

Password Complexity

Property	Requirements				
Characters allowed	<table border="1"> <tr> <td>A - Z</td> <td>0 - 9</td> </tr> <tr> <td>a - z</td> <td>@ # \$ % ^ & * - _ ! + = [] { } \ : ' , . ? / ` ~ " () ;</td> </tr> </table>	A - Z	0 - 9	a - z	@ # \$ % ^ & * - _ ! + = [] { } \ : ' , . ? / ` ~ " () ;
A - Z	0 - 9				
a - z	@ # \$ % ^ & * - _ ! + = [] { } \ : ' , . ? / ` ~ " () ;				
Characters not allowed	<table border="1"> <tr> <td>Unicode characters</td> <td>Spaces</td> </tr> </table>	Unicode characters	Spaces		
Unicode characters	Spaces				
Password restrictions	<ul style="list-style-type: none"> A minimum of 8 characters and a maximum of 16 characters. Strong passwords only: Requires three out of four of the following: <table border="1"> <tr> <td>Lowercase characters</td> <td>Uppercase characters</td> </tr> <tr> <td>Numbers (0-9)</td> <td>Symbols (see the previous password restrictions)</td> </tr> </table> 	Lowercase characters	Uppercase characters	Numbers (0-9)	Symbols (see the previous password restrictions)
Lowercase characters	Uppercase characters				
Numbers (0-9)	Symbols (see the previous password restrictions)				
Password change history	The last password <i>can't</i> be used again when the user changes a password.				
Password Reset History	The last password <i>can</i> be used again when the user resets a forgotten password.				
Account lockout	After 10 unsuccessful sign-in attempts with the wrong password, the user is locked out for one minute. Further incorrect sign-in attempts lock out the user for increasing durations of time.				
Password Expiration	Passwords are set to NOT expire.				