**How to Set Up Your UVU Outlook Account**

This guide shows you how to set up your UVU Outlook account, set up Multi-Factor Authentication (MFA) and Self-service Password Reset.

**New Students**: Starting Fall semester 2021 students will receive a UVU Outlook email address.

**Existing Students**: Outlook email account (emails ending in uvu.edu) replaces the Gmail account (emails ending in my.uvu.edu).
NOTE: Your UVU Gmail address will remain available for a limited time but will no longer receive official university communications. To save your Gmail emails, see the following guides:

- Download emails to your computer or send emails as attachments https://support.google.com/mail/answer/9261412?hl=en
- How to download your Google data https://support.google.com/accounts/answer/3024190

**Prerequisites**:

You will need a few things for this transformation:

- A **phone** able to receive an authentication call or text.
- A **personal email address** able to receive an authentication message. This should be from your ISP, or an online service such as Yahoo, or Gmail but **not** your existing UVU Gmail account which will be removed in the future.
- Your **UVID** of the form 12345678.
- Your current UVU **password**.

**Instructions:**

1. Browse to https://outlook.office.com. This will also work on other Microsoft sites that allow you to logon. For example, Microsoft.com, outlook.com, office.com, teams.microsoft.com, &etc.

2. Enter your **UVID** and add **@uvu.edu** (for example, 12345678@uvu.edu**).** Then click the **Next** button.
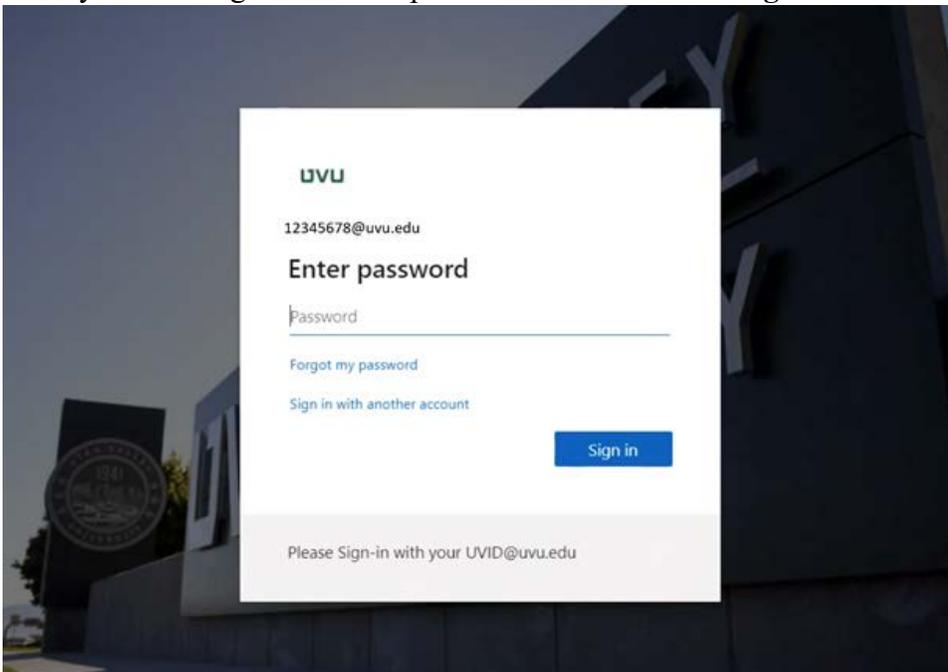


3. Enter your existing UVU email password. Then click the **Sign in** button.



   a. If your password is not strong enough or is recognized as a compromised password (Microsoft checks the hash of the password, not the password itself), you will be prompted to update your password.

b. The new password needs to be between 16 and 256 characters. The password must contain characters from **three (3)** of the following categories:
   i. Uppercase letters (A through Z)
   ii. Lowercase letters (a through z)
   iii. Base 10 digits (0 through 9)
   iv. Non-alphanumeric characters (special characters): (~!@#$%^&*_-+=`|\(){}[]:;"'<>,.?/) Currency symbols such as the Euro or British Pound aren't counted as special characters for this policy setting.
   v. Any Unicode character that's categorized as an alphabetic character but isn't uppercase or lowercase. This group includes Unicode characters from Asian languages.
   vi. See https://docs.microsoft.com/en-us/windows/security/threat-protection/security-policy-settings/password-must-meet-complexity-requirements

4. You will be prompted that more information is required to keep your account secure. Then click the **Next** button.



5. Add an authentication method. Enter your personal email address, one not provided by UVU. For example, the one provided by your ISP, Yahoo, Gmail, or other email

provider. Then click the **Next** button.

## Add authentication method

×

Choose method
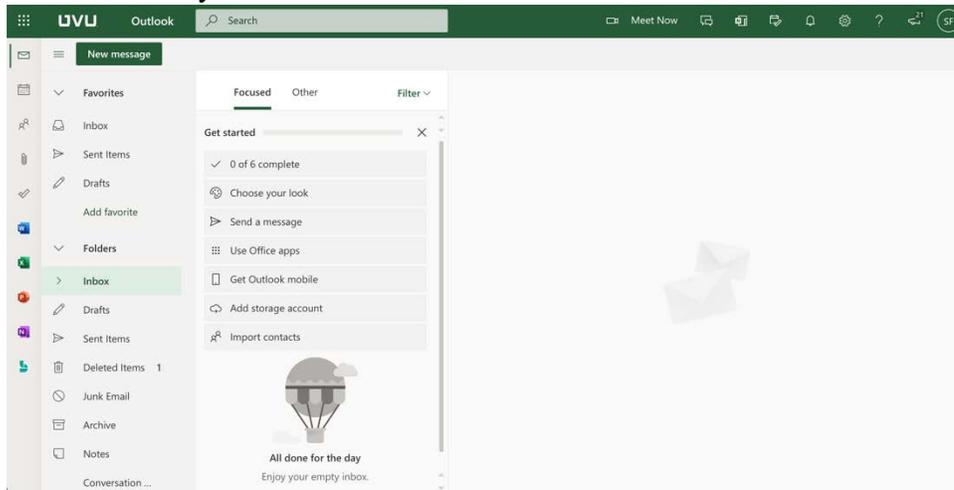
| Email | ✓ |
|-------|---|

Add an email address to a user to allow the user to receive one-time-use codes via email to use for self-service password reset. Note that email **cannot** be used for authentication.

Email address *

6. Set up your phone to receive text messages or an automated voice call to receive authentication codes. Then click the **Next** button.

7. You will enter your new UVU Outlook mailbox.



For more information, take the Microsoft 365 tour https://www.microsoft.com/modern-desktop-productivity/#/