

# Office 365 - Getting started guide for students

## European School Luxembourg I

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Each O365 account can install Office applications on private devices such as PCs or Macs, tablets, and smartphones. Thus, students can install and use on their private devices at home, a complete version of the latest Microsoft Office for free for as long as they're student in our school.

- To install applications, login to O365 and follow the path: **View account >> Install status - Manage installs >> Install desktop applications**
- [Download and install or reinstall Office](#)
- [Download and install Teams](#)

## Step by step tutorials

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### O365 - Login troubleshooting

1. A change of password might be requested during the first time you log in. If the new password provided is not satisfactory the following red text message appears.



Mettre à jour le mot de passe

Vous devez mettre à jour votre mot de passe car il a expiré.

Impossible de mettre à jour le mot de passe. La valeur fournie pour le nouveau mot de passe ne correspond pas aux exigences du domaine en matière de longueur, de complexité ou d'historique.

## O365 - Forgot password

1. On the O365 portal, enter your O365 email address and then click Forgot Password.



2. The Forefront Identity Manager (FIM) webpage appears. Enter your O365 email address and click Next.



3. You should receive a message **on your SMS Secondary email address** with the **security code**. Please input the security code in the following webpage that opens automatically and click **Next**.

***Note: If you forget the password of your secondary email address, please go to see the educational adviser of your respective year or [use the Help desk form online](#).***



Microsoft  
Forefront Identity Manager 2010 R2

Verify Your Identity: Email Verification

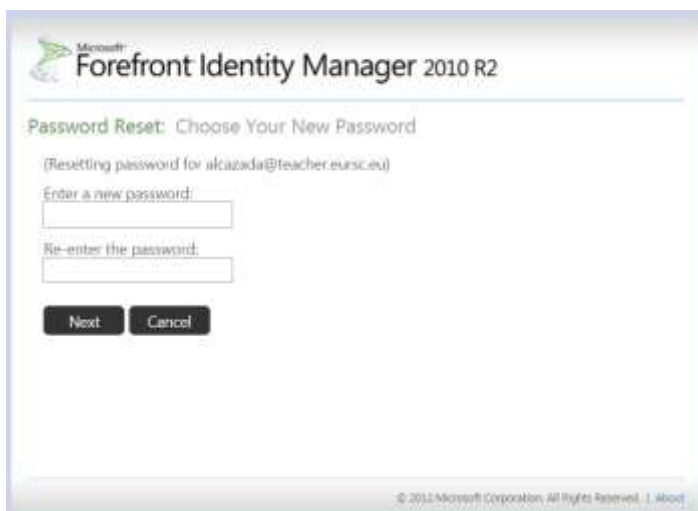
Enter your security code below. A security code was sent to the email address registered with this organization.

Security Code:

Next Cancel

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4. After entering the security code, the following webpage opens. Complete the fields and click **Next**.



Microsoft  
Forefront Identity Manager 2010 R2

Password Reset: Choose Your New Password

(Resetting password for alcuzada@teacher.eunsc.eu)

Enter a new password:

Re-enter the password:

Next Cancel

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## SMS - Login procedure

1. Insert your Office 365 email in “your email” field.



The screenshot shows the login page for SCHOLACURIPACIA. At the top left is the logo. Below it, there are two input fields: "your email" with the placeholder text "enter O365 email here" and "password". Below the password field is a "login" button and a checkbox labeled "remember email". To the right of the "login" button is a link that says "Having problems logging in?". At the bottom of the page, there are links for "Conditions of Access", "Subscriptions", and "Terms and Conditions of Use". A small "Need help?" section is also visible at the bottom left.

2. When you will try to enter the password, the following redirection page will appear.



The screenshot shows a redirection page with the SCHOLACURIPACIA logo at the top. In the center, there is a circular arrow icon and the text "You are being redirected to your authentication portal." At the bottom, there are links for "Conditions of Access", "Subscriptions", and "Terms and Conditions of Use". A small "Need help?" section is also visible at the bottom left.

3. Enter your credentials in the Office 365 portal for the European schools to complete your login to SMS.



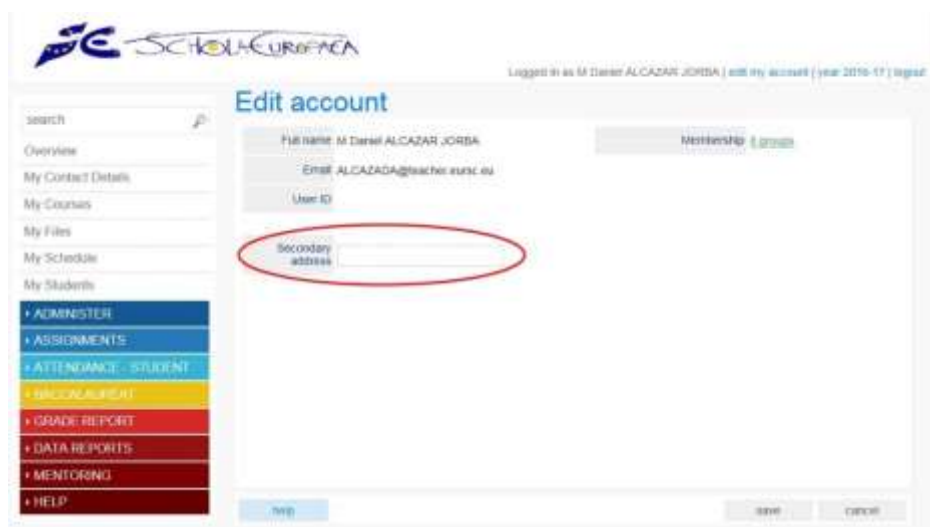
The screenshot shows the Office 365 sign-in page. On the left, there is a partial view of a person's head and shoulder. The main content area features the SCHOLACURIPACIA logo at the top. Below the logo, the text "Sign in with your organizational account" is displayed. There are two input fields: the first is empty, and the second is labeled "Password". Below the password field is a blue "Sign in" button.

## SMS – Adding / Replacing the secondary email address

1. Login to the student SMS account.
2. Click on edit my account.



3. Insert the private email address in the Secondary address field / Replace the euroschool.lu with a private email address in the Secondary address field.



4. Click save.