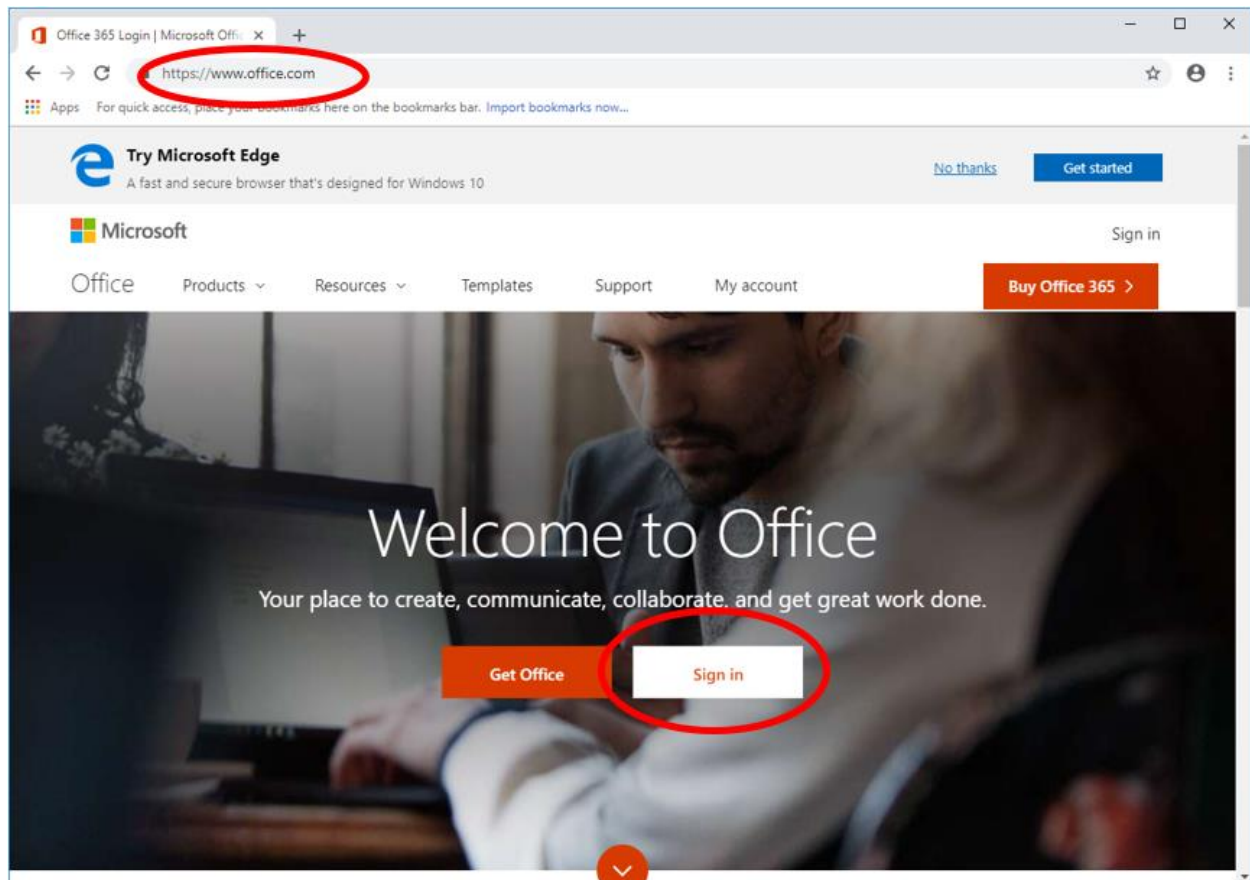
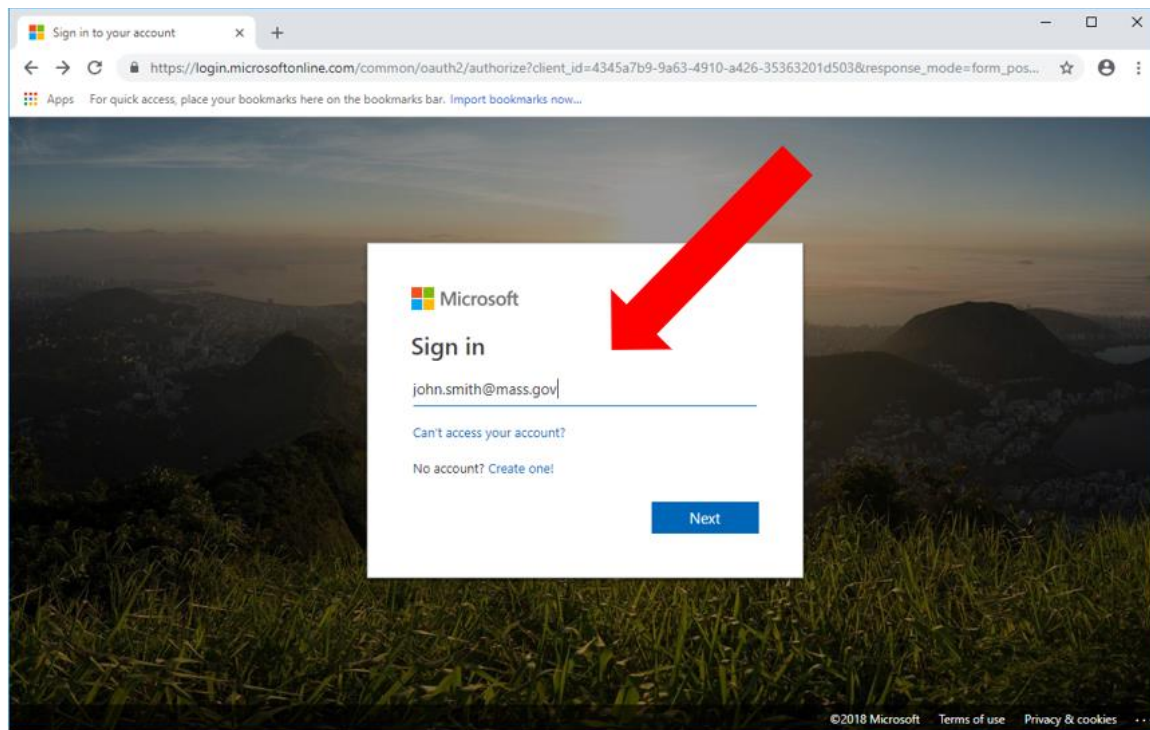


Logging in to the Office 365 Online Portal using Multi-factor Authentication

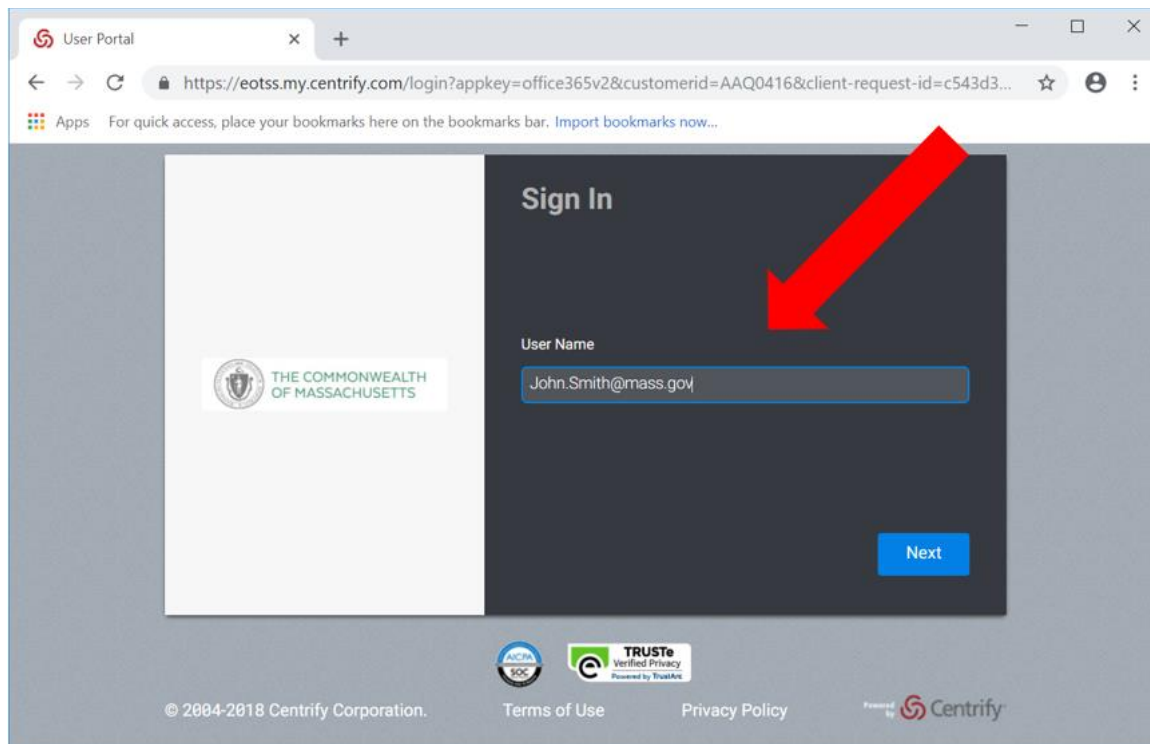
STEP 1: Open your internet browser, go to Office.com, and click “sign in”.



STEP 2: Enter your Commonwealth email address.



STEP 3: Log in via the Centrify portal with your Commonwealth credentials.



STEP 4: Enter your password and choose your authentication method. For an authentication application, including Google Authenticator, select 'OATH OTP Client'.

The screenshot shows a web browser window with the URL <https://eotss.my.centrixy.com/my?customerId=AAQ0416>. The browser's address bar also displays "User Portal". The page features a navigation menu with "File", "Edit", "View", "Favorites", "Tools", and "Help".

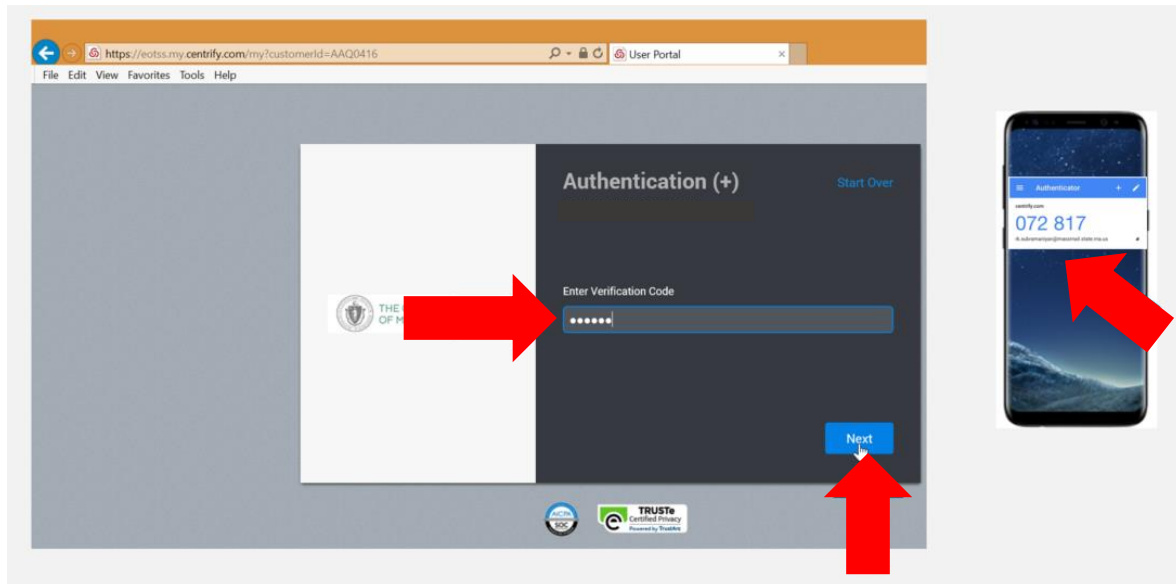
The main content area is divided into two sections. On the left, there is a white box containing the seal of the Commonwealth of Massachusetts and the text "THE COMMONWEALTH OF MASSACHUSETTS". On the right, there is a dark blue box titled "Authentication".

Inside the "Authentication" box, there is a "Password" field with a "Forgot password?" link to its right. Below the password field is an "Authentication Method" dropdown menu, which currently shows "OATH OTP Client". A "Next" button is located at the bottom right of the "Authentication" box.

At the bottom of the page, there are two logos: "ACMA SOC" and "TRUSTe Certified Privacy Powered by TrustArc".

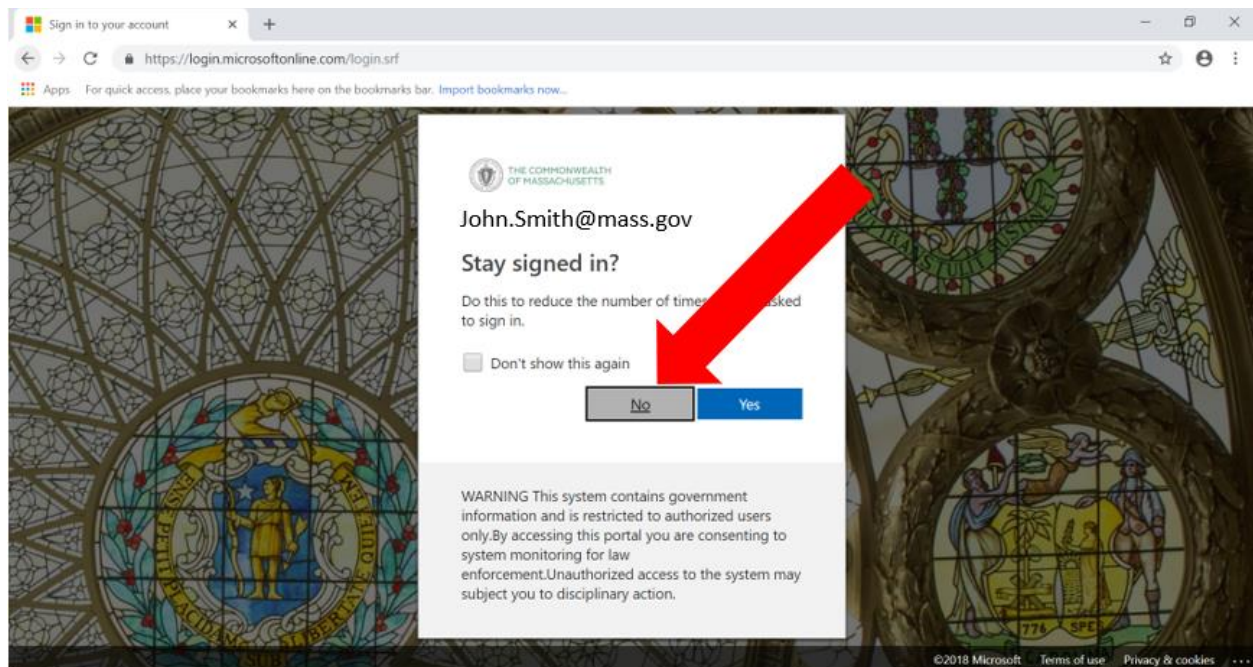
STEP 5: You will be prompted to enter a verification code. If you choose to receive your PIN via SMS then make sure your phone has good signal. You will receive a text message; you can click the link or enter the eight-digit code and click 'next'.

If you choose to receive your code from an authentication application, then open the app you set up and select your 'Commonwealth of Massachusetts' account.



Enter the six-digit code shown, then click Next.

STEP 6: It is recommended that you do not stay signed in on public or shared devices



Step 7: Launch any of your Office 365 applications, including Outlook and OneDrive, by selecting them from the list.

