NEW GOV TENANT SIGN IN

(through Microsoft Outlook)

DELETING THE OLD PROFILE

-Click the Search box on your taskbar and type in "Control Panel"
-Open Control Panel
-Click "User Accounts"
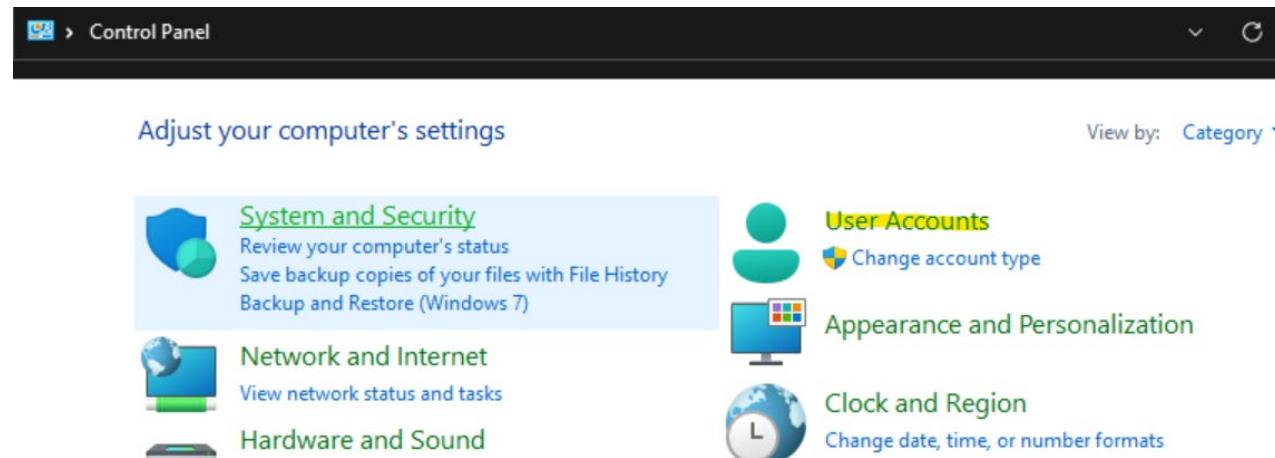
DELETING THE OLD PROFILE

-Open "Mail (Microsoft Outlook)"
Then click the button for "show profiles"
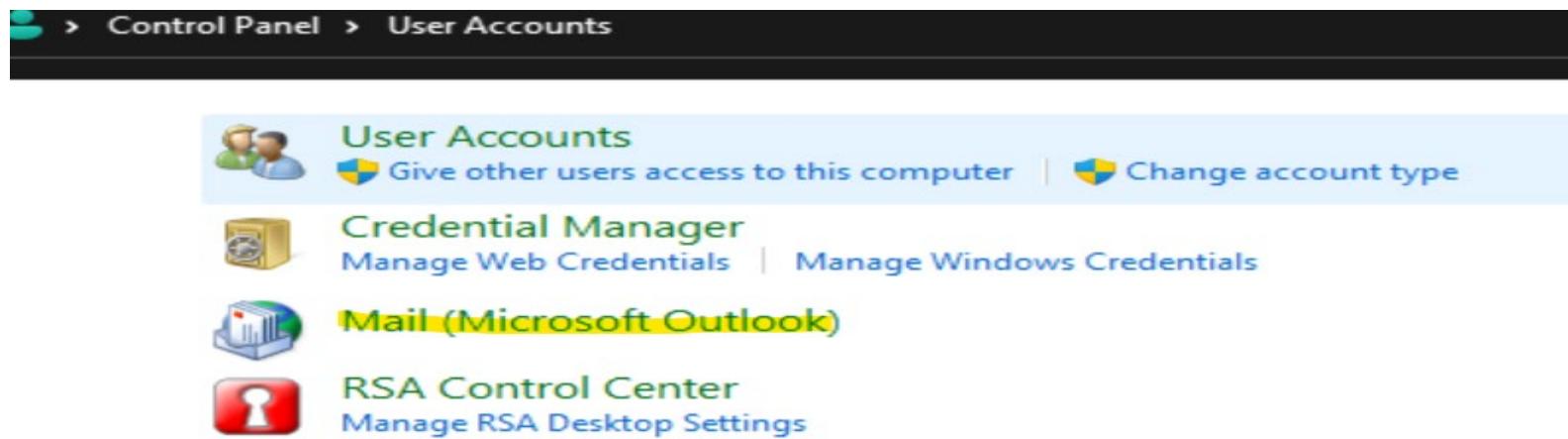
DELETING THE OLD PROFILE

-ensure "outlook" is highlighted (or whatever the name appears for your outlook profile, this may have been changed due to prior Outlook issues you may have had).

-Click "Remove"
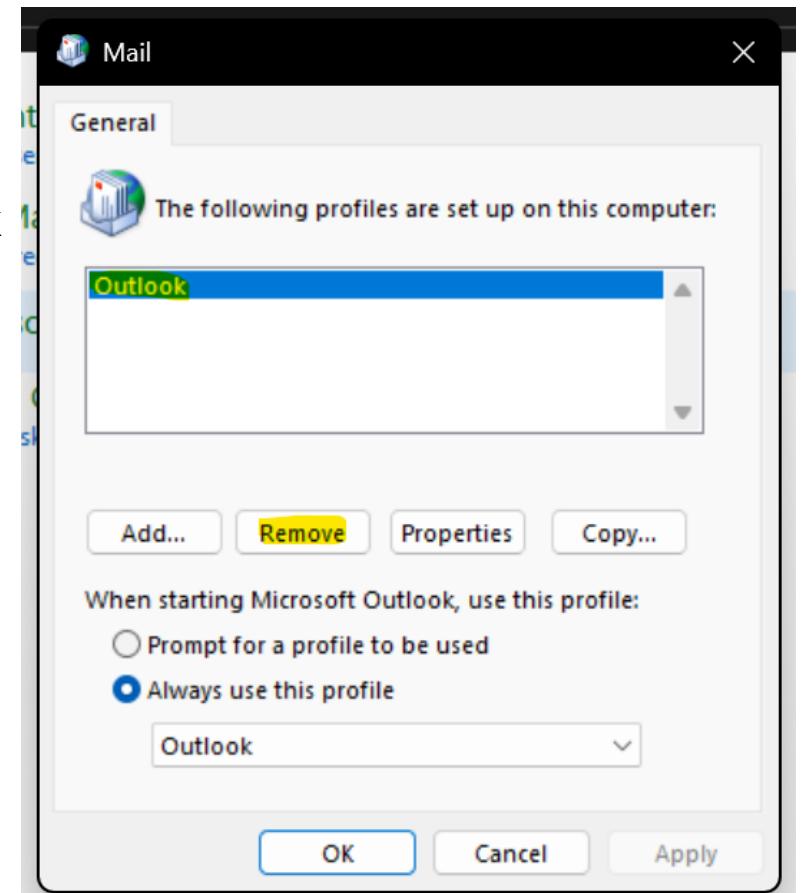
DELETING THE OLD PROFILE

-Click "Yes" on the pop up that appears

-Click "Apply", then press "OK"
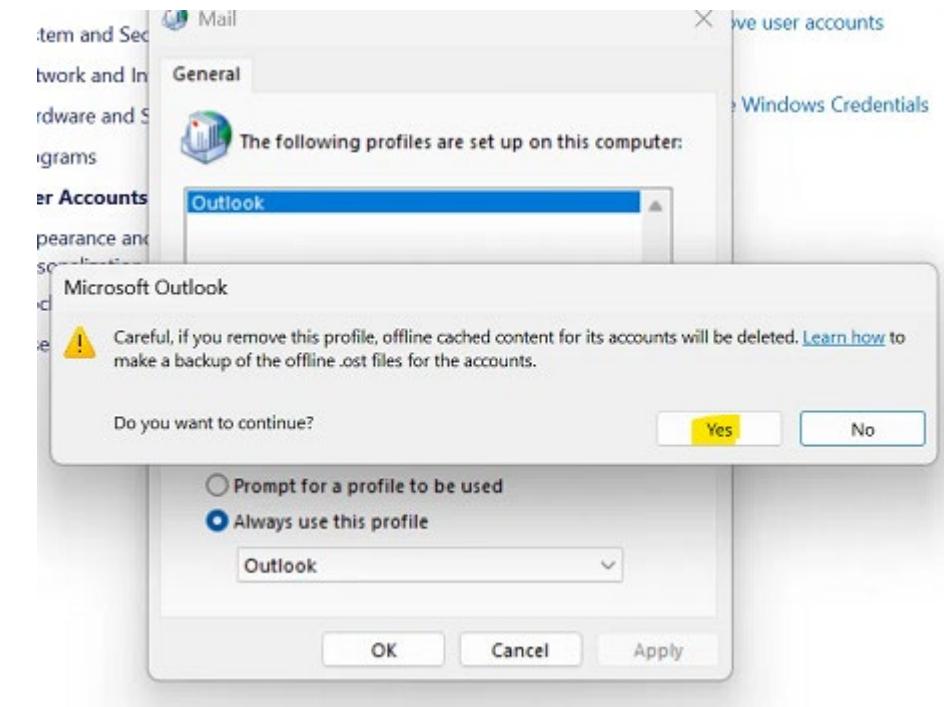
SIGNING IN WITH YOUR ASI EMAIL ADDRESS

Open outlook again:

Ensure you are opening Outlook (Classic). The new Mail app does not work in the Gov Tenant.

-A new window will pop up asking to make a new profile: name it "Outlook" and click "Ok".
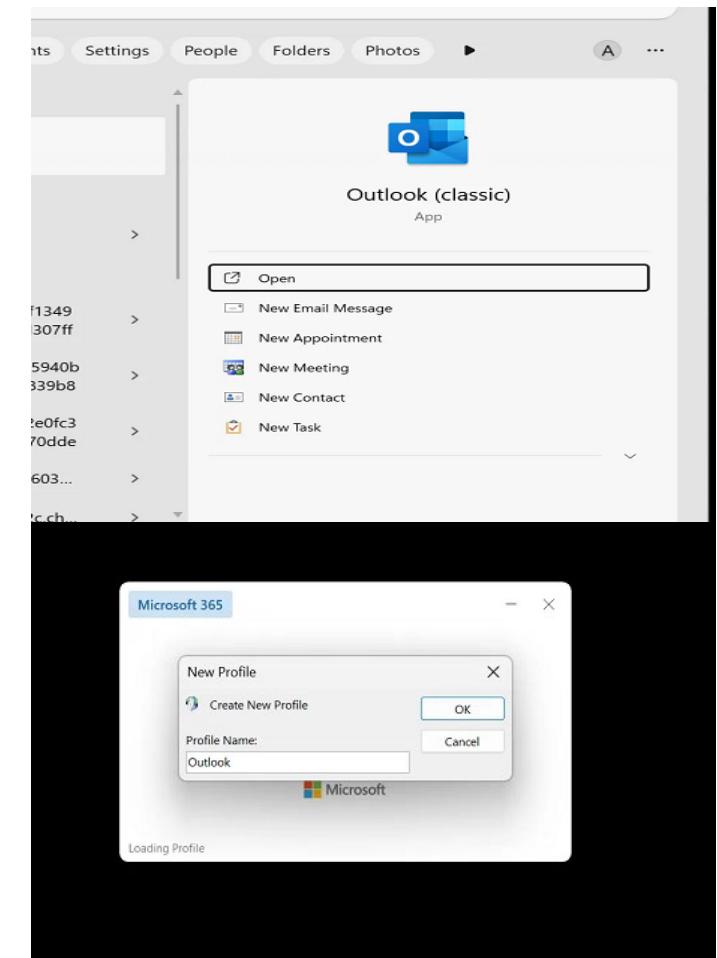
SIGNING IN WITH YOUR ASI EMAIL ADDRESS

-after a moment, it should show a box with your current ASI email address, if not, please enter it as your: firstname.lastname@androsysinc.com
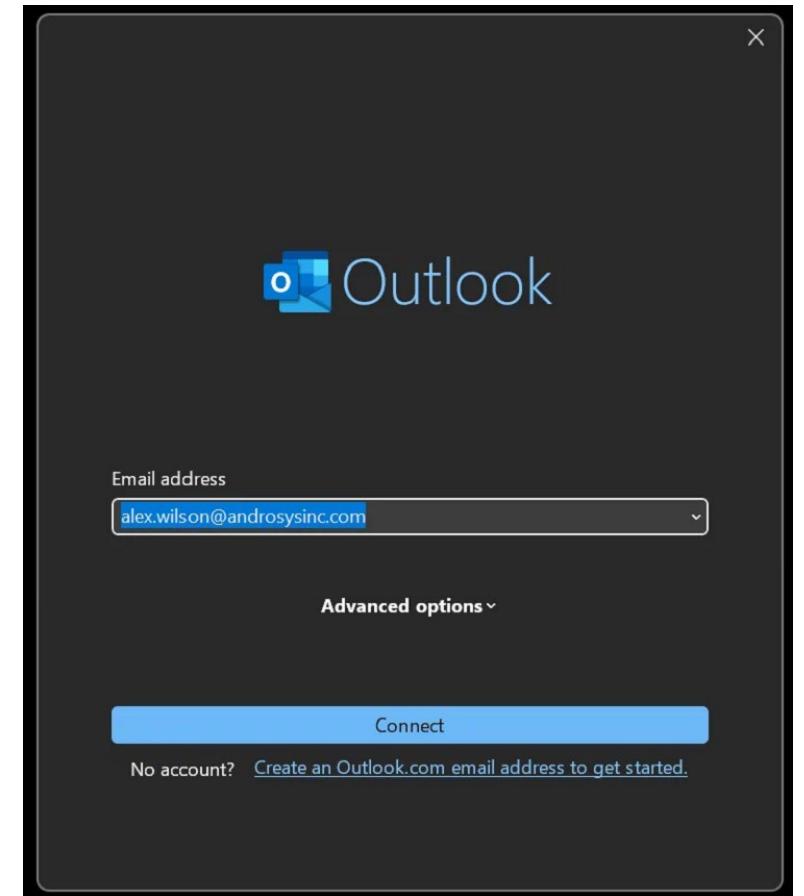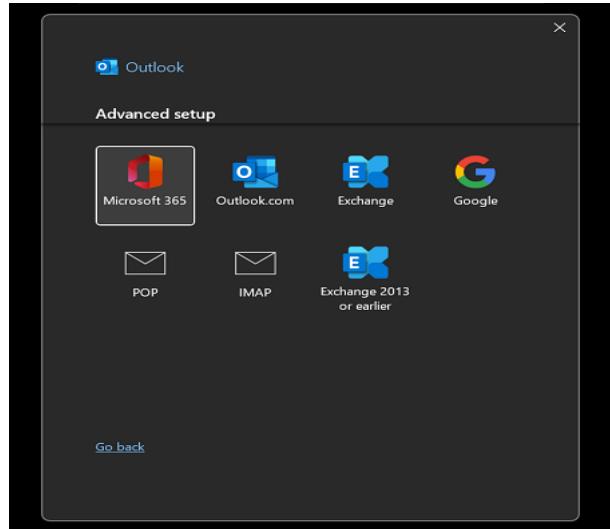
SIGNING IN WITH YOUR ASI EMAIL ADDRESS

<- leave the next option as is (already highlighted to Office365) and click on it. This will take you to the Gov Microsoft Login process. Here you will type your regular ASI email and password.

FIRST TIME TWO-FACTOR AUTHENTICATION SETUP

This process happens only during the initial login for this account.

After typing in your password, this pop up will occur. You will need to download this app to your phone.
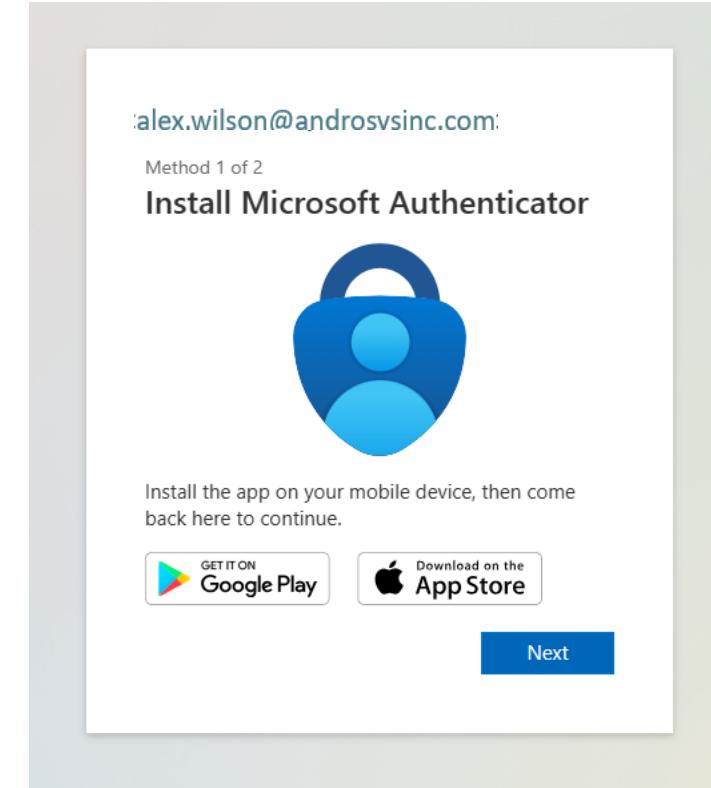
FIRST TIME TWO-FACTOR AUTHENTICATION SETUP

Once downloaded and installed, it will ask you to setup an account, you will need to sign in with one. Then to add your new ASI account, press the "+" icon and the camera lens will become active to scan the QR Code.

Please note, to avoid confusion, please delete your old ASI Account, if you have already done this process before. It will create separate entries under the same name.
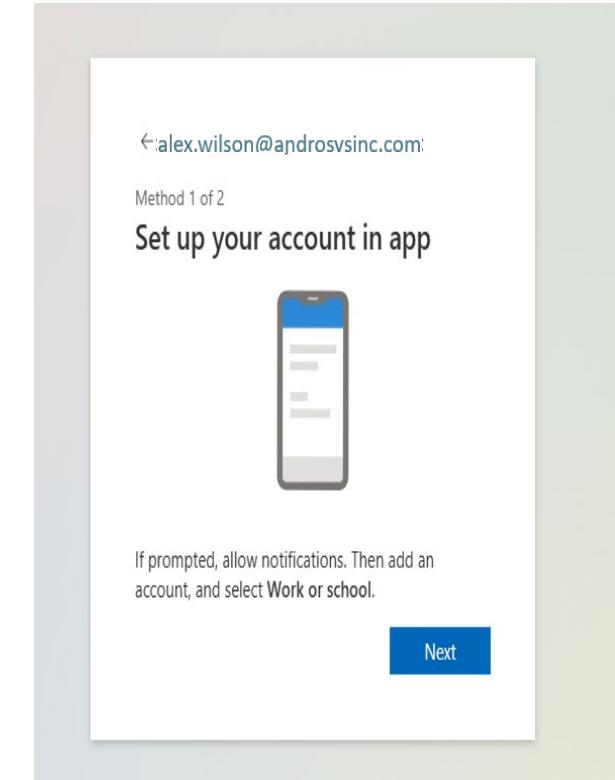
FIRST TIME TWO-FACTOR AUTHENTICATION SETUP

Here you will scan the qr code on the laptop, so it can add your @androsysinc.com email to the app, which can be used to verify your account login.

← alex.wilson@androsvsinc.com

Method 1 of 2

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

Can't scan the QR code?

Next
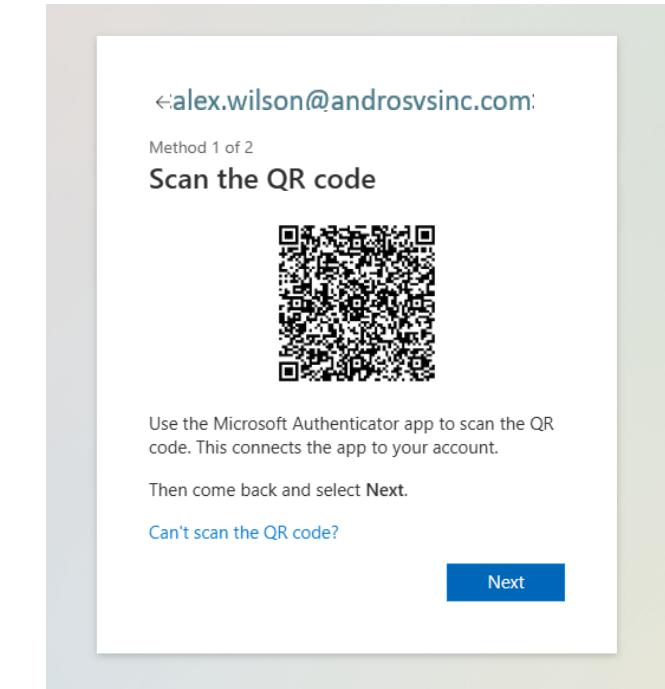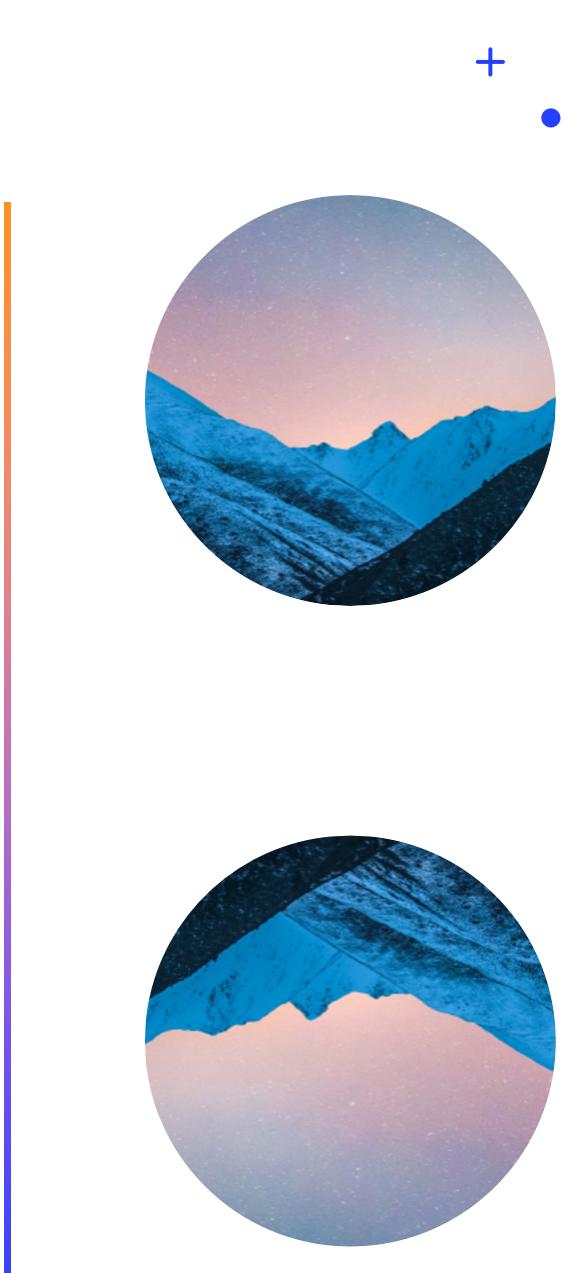
FIRST TIME TWO-FACTOR AUTHENTICATION SETUP

Once the QR Code portion is complete, Microsoft will ask for a back-up option to send you a code to. This cannot be your ASI email (@androsysinc.com) Please ensure it is an email you have access to as it will send you a code immediately once you hit "Next".

alex.wilson@androsysinc.com

Method 2 of 2

Add an email address

We'll use this to send you a code if you ever need to reset your password.

| Email |
|---|
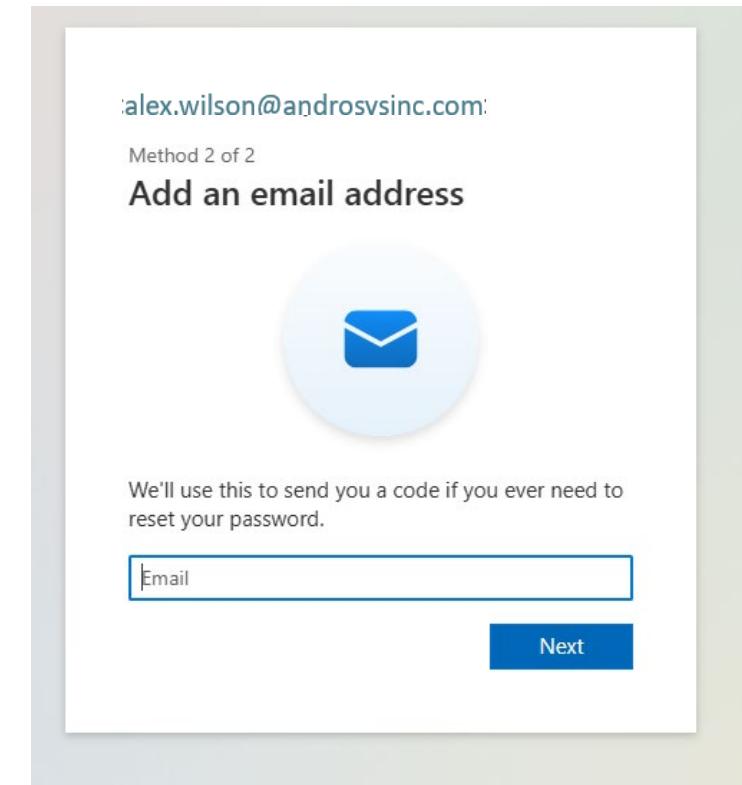
Next

FINISHING SIGNING INTO OUTLOOK

Once the authenticator process is set up, the screen will change to ask if you would like to sign in to all apps, etc on this device. Click "yes".
-On the next page, click "yes" again.
- You can uncheck the box for "set up outlook mobile on my phone, too", and click "Done".
-This completes signing into Microsoft Office and Outlook will continue signing in and opening your mailbox.
(**Please note, if you see any other email address in the "Add another email address" text box, please clear it before clicking "Done"**).
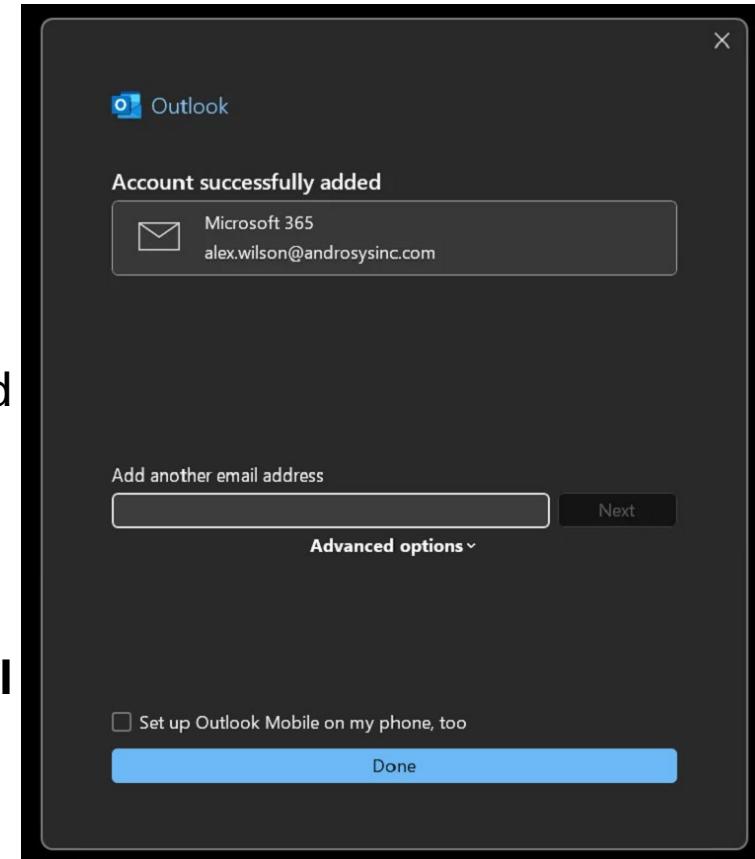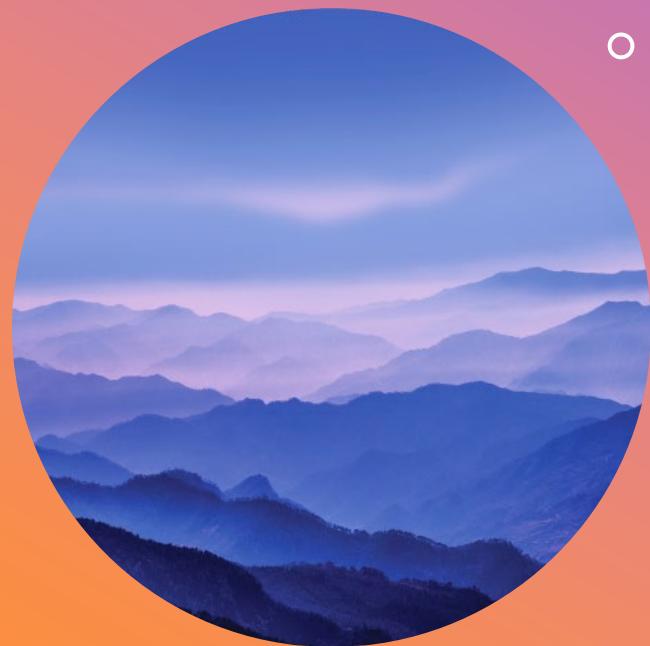
THANK YOU

Any issues with these processes, please reach out to the email below, thanks!

ASI Help Desk

helpdesk@androsysinc.com