

First sign in to Microsoft

1. You need to log in to <https://login.microsoftonline.com> / using your university mail (your mail may end with @nsu.ru and @g.nsu.ru).



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



Sign-in options

2. Next, you need to get a password, to do this, click the **forgotten my password**.



← s.ashraf_sadzhadi@g.nsu.ru

Enter password

Password

[Forgotten my password](#)

Sign in

3. Fill in all fields and click **Next**.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email address or username and the characters in the picture or audio below.

Email or Username: *

s.ashraf_sadzhad@g.nsu.ru

Example: user@contoso.onmicrosoft.com or user@contoso.com



40kkkkd15

Enter the characters in the picture or the words in the audio. *

Next

Cancel

4. Click the **Email**.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternative email address

You will receive an email containing a verification code at your alternative email address (s.*****@g.nsu.ru).

Email

Cancel

5. Next, you need to enter the confirmation code.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

| | |
|---|---|
| <input checked="" type="radio"/> Email my alternative email address | We've sent an email message containing a verification code to your inbox. |
| | <input type="text" value="Enter your verification code"/> |
| | <input type="button" value="Next"/> |

[Cancel](#)

6. Check your email. Look for an email from msonlineserviceteam@microsoftonline.com with a verification code.

Verify your email address

Thanks for verifying your s.ashraf_sadzhadi@g.nsu.ru account!

Your code is: 836486

Yours sincerely,
g.nsu.ru

Microsoft Corporation | One Microsoft Way, Redmond, WA 98052-6399, United States

This message was sent from an unmonitored email address. Please do not reply to this message.

[Privacy](#) | [Legal](#)

Microsoft

7. Enter the verification code and click **Next**.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

| | |
|---|---|
| <input checked="" type="radio"/> Email my alternative email address | We've sent an email message containing a verification code to your inbox. |
| | <input type="text" value="Enter your verification code"/> |
| | <input type="button" value="Next"/> |

[Cancel](#)

8. Enter a new password. Make sure your password is strong (a strong password should be between 8 and 256 characters long and should include uppercase and lowercase letters, numbers, and special characters). Click **Finish**.

Microsoft

Get back into your account

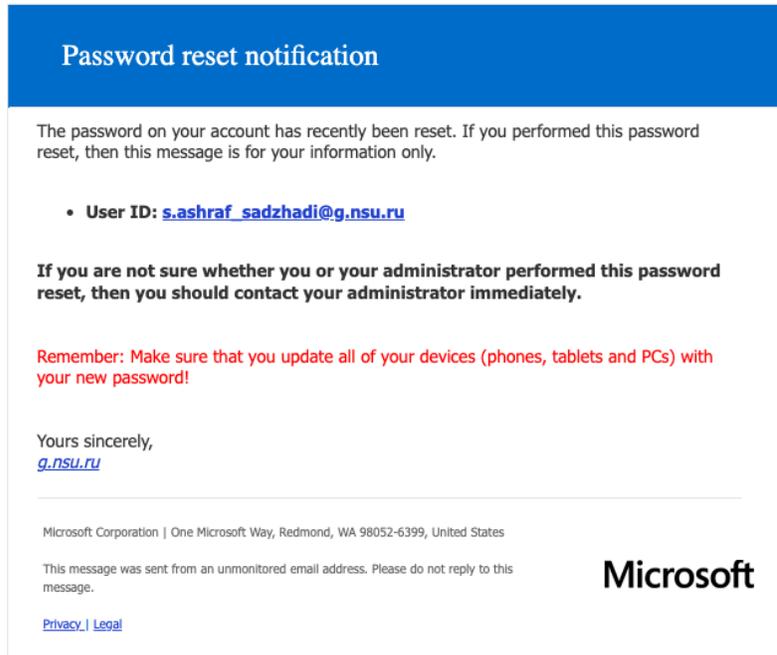
verification step 1 ✓ > choose a new password

* Enter new password:

strong

* Confirm new password:

9. When you enter a new password, you will receive a password reset notification by email.



10. Return to the Microsoft page step 8. Click the button Click **here** to sign in.

Microsoft

Get back into your account

 Your password has been reset

To sign in with your new password, [click here](#).

11. When you first log in, you are required to provide a phone number or email address for the security of your account, they will not be used to send spam.

"Authentication phone - setup failed. Install now" field, click **Install now**.

Don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. **You'll need to set up at least 1 of the options below.**

 Authentication Phone is not configured. [Set it up now](#)

 Authentication Email Address is not configured. [Set it up now](#)

Finish

Cancel

12. Select your country and enter the phone number 10 characters (without "+7"). Click the **Send me an SMS** button.



Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Russia (+7)

9999999999

text me

call me

Back

13. Enter the Verification Code and click the **Verify** button.



Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Russia (+7)

text me

call me

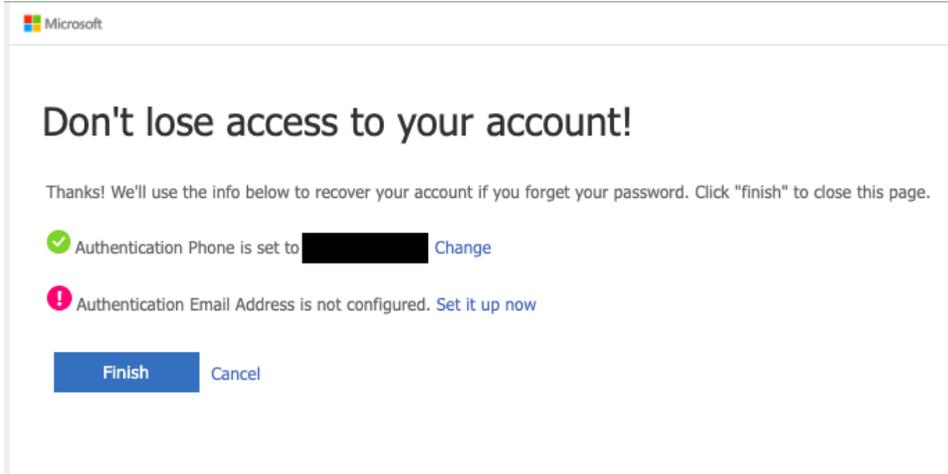
We've sent a text message containing a verification code to your phone.

verify

Enter your verification code

Back

14. Click **Finish**.



The screenshot shows a Microsoft account security page. At the top left is the Microsoft logo. The main heading is "Don't lose access to your account!". Below this is a message: "Thanks! We'll use the info below to recover your account if you forget your password. Click 'finish' to close this page." There are two status items: a green checkmark indicating "Authentication Phone is set to [redacted] Change" and a red exclamation mark indicating "Authentication Email Address is not configured. Set it up now". At the bottom are two buttons: "Finish" (highlighted in blue) and "Cancel".

15. If necessary, provide an additional email address.