

EMAIL ON PHONE

A STEP BY STEP GUIDE TO ACCESSING EMAIL ON A MOBILE DEVICE

Before you begin:

1. Download Microsoft Authenticator on your mobile device
2. Download Outlook on your mobile device.
3. Know your email address and password



Microsoft Authenticator
Microsoft Corporation



Microsoft Outlook

Microsoft Corporation
Contains ads · In-app purchases

***** Only download apps created by Microsoft Corporation *****

Adding Authentication Methods

1. Open any web browser and type aka.ms/mfasetup
2. Enter your email + the “old” domain. Select next
*EXAMPLE: Your first name and first two letters of your last name + @co.cumberland.nj.us
3. Enter your password and select Sign in.
*Notice the Cumberland County Logo. NEVER enter a password online without that logo.



Sign in

[yourname]@co.cumberland.nj.us

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

Next



← [redacted]@co.cumberland.nj.us

Enter password

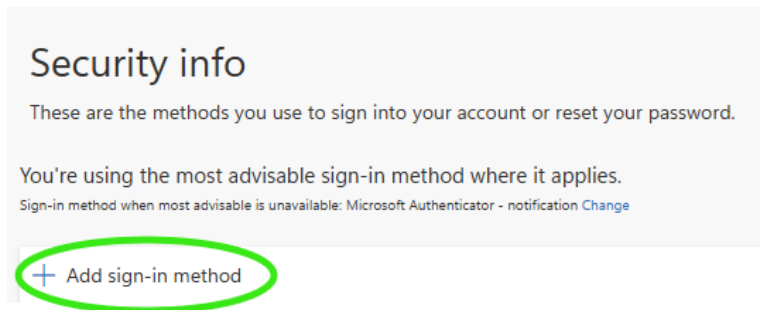
Password

[Forgot my password](#)

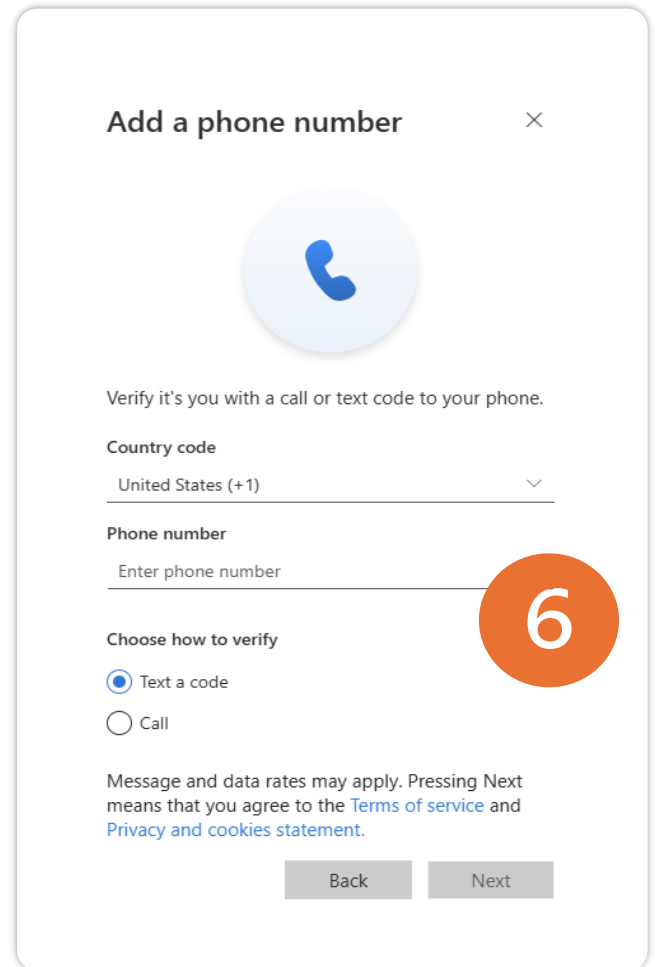
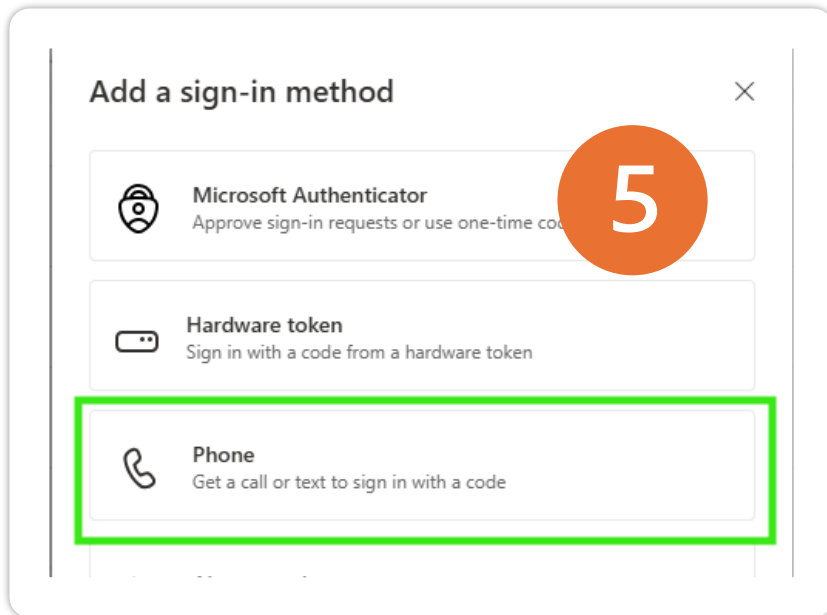
[Use an app instead](#)

Sign in

4. On the Security info page select **Add sign-in method**

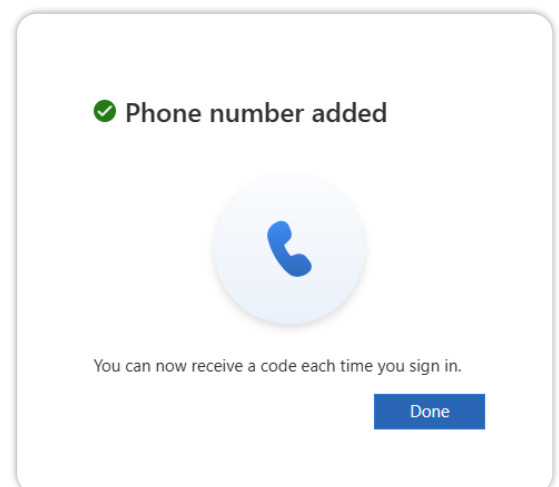
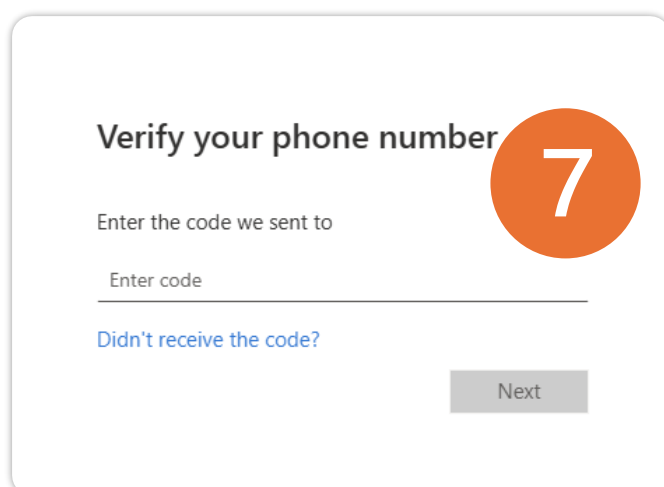


5. Choose **Phone**.

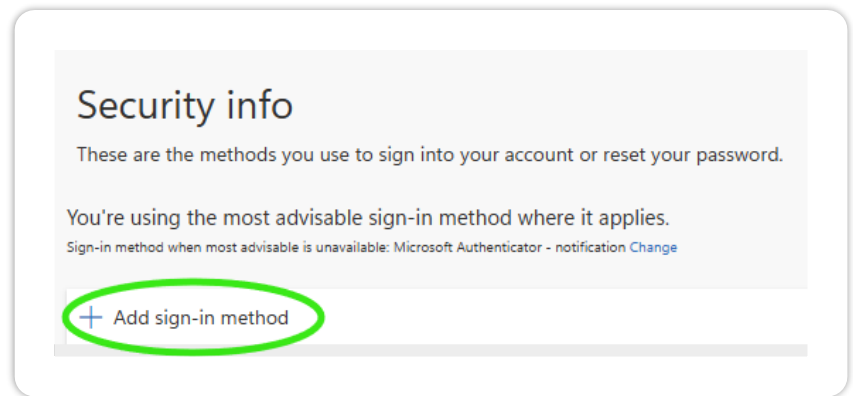


6. Add cell phone number and select **text a code**.

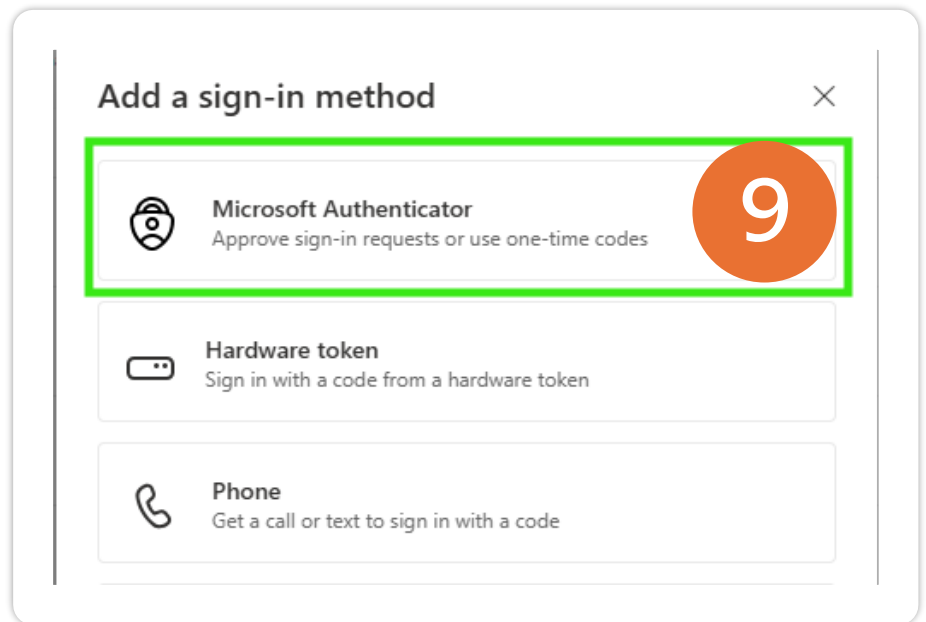
7. Verify your phone number by entering **the code that was sent via text message**.



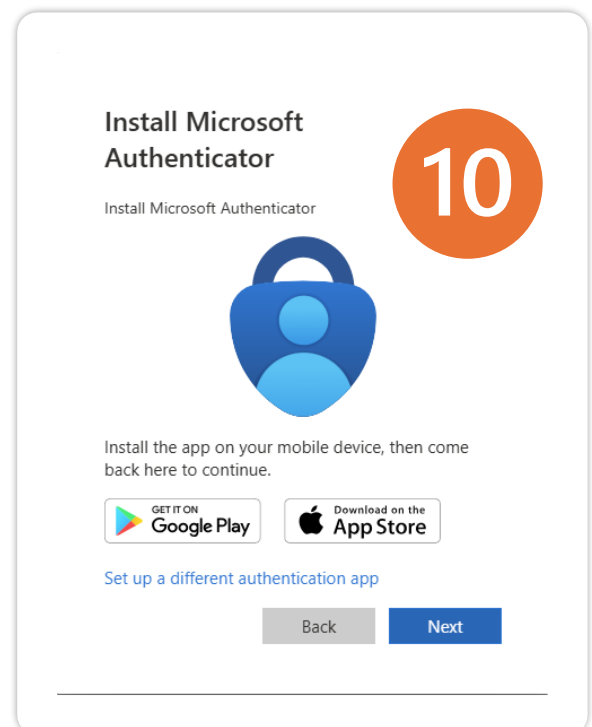
8. On the Security info page select **Add sign-in method**



9. Choose **Microsoft Authenticator**

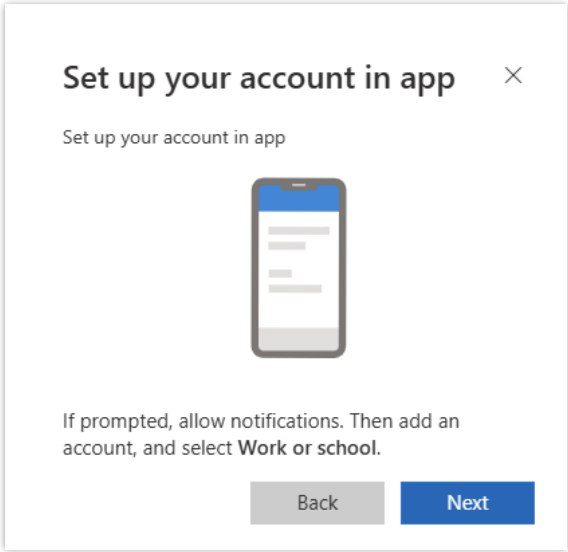


10. The screen will display **Install Microsoft Authenticator**. Select Next.

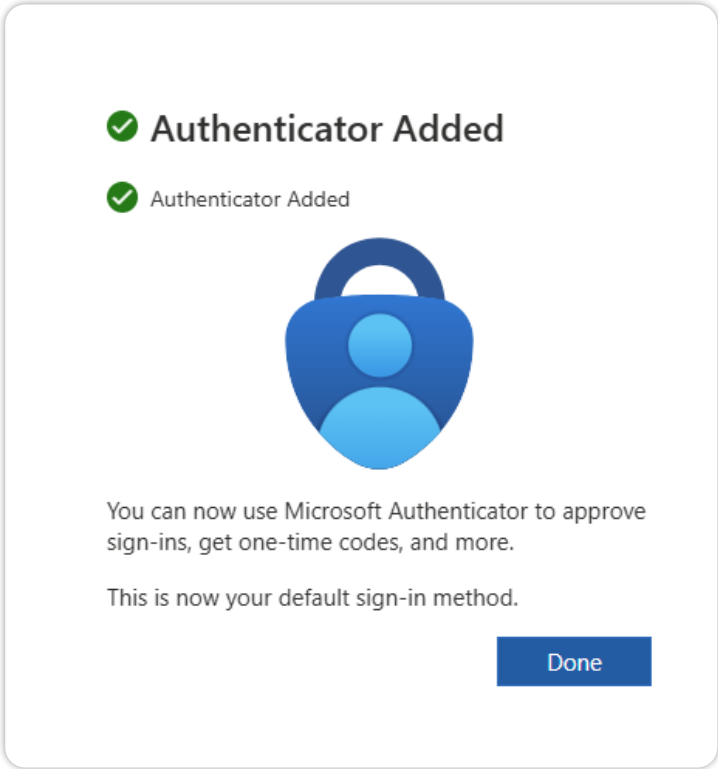
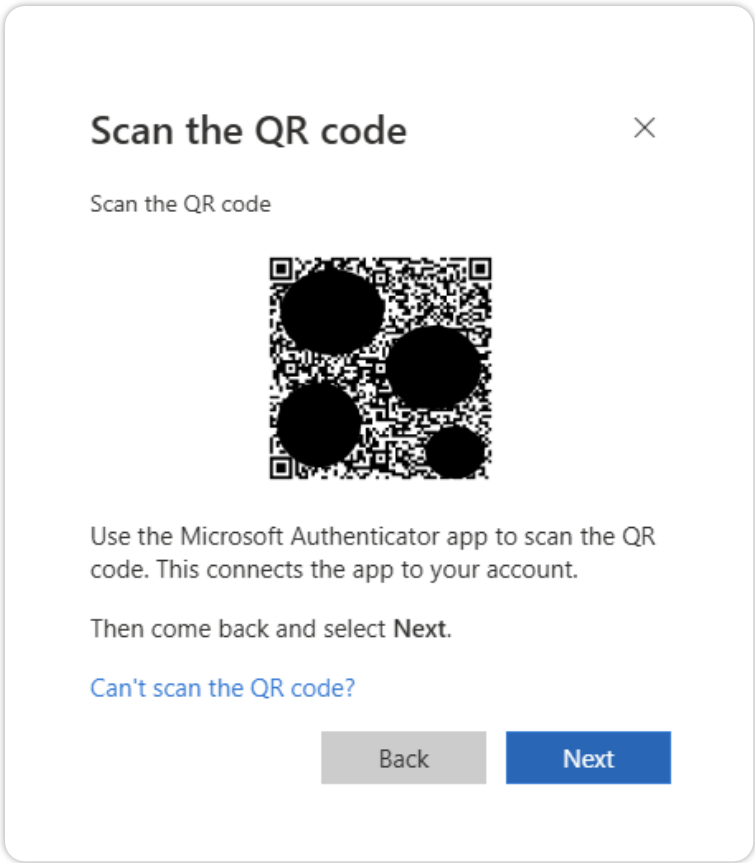


In the Authenticator app, choose “Add work or school account,” or use the QR scan option if prompted.

*** You may have to give permissions for your camera to work with the app.



11. Scan the QR Code displayed in the browser. Select Next.



12. Continue to follow the instructions on either your phone or the browser. Essentially you want the browser to show Authenticator Added.

Adding Email to Outlook



Microsoft Outlook

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1. Launch outlook on your smart phone
2. Select **Add Account**
3. Enter your email using the **@co.cumberland.nj.us** instead of @cumberlandcountynj.gov
4. Enter your **password** and select **Sign in**
5. The Authenticator app should launch. Follow the instructions on your phone to authenticate.
6. A successful login will display US government account detected.

