Multi-factor authentication setup.

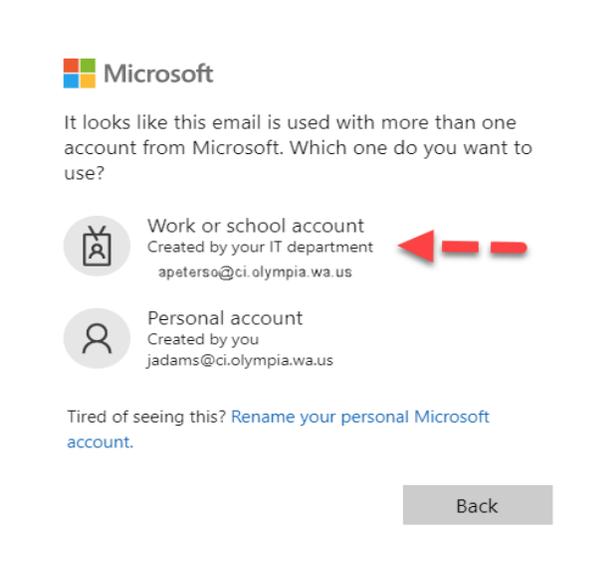From any web browser go to: https://www.office.com/

Note: You can also access by downloading the **Microsoft Outlook App** on your Apple or Android device and following the process below.

Sign in with your city issued email address and select "Next".
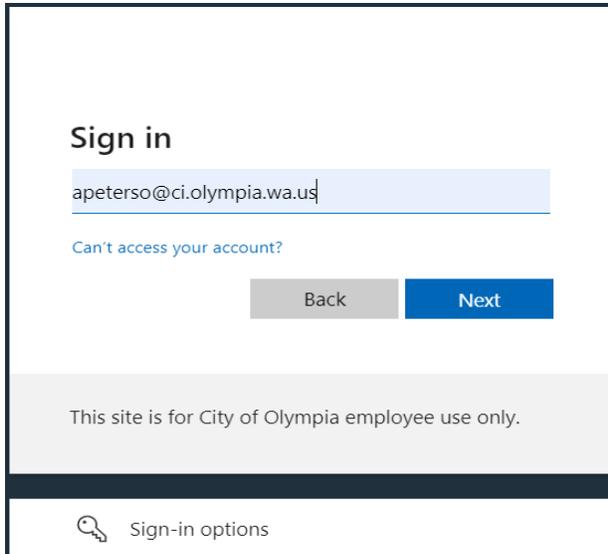
Choose "Work or school account"

Enter your city issued password and select "Sign in".

← apeterso@ci.olympia.wa.us

Enter password

...............|

Forgot my password

Sign in

This site is for City of Olympia employee use only.

At the "More information required" screen, select "Next".

apeterso @ci.olympia.wa.us

More information required

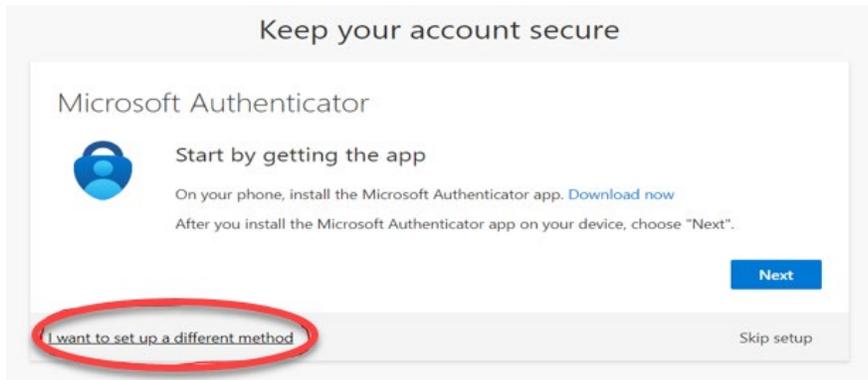Your organization needs more information to keep
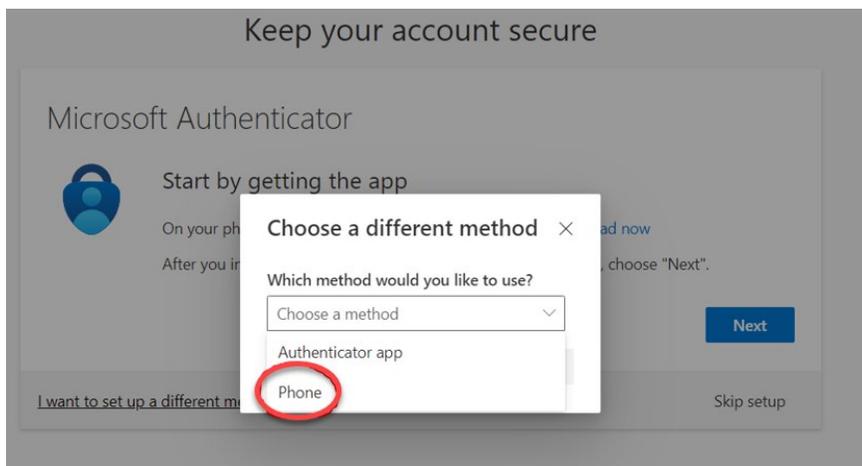your account secure

Use a different account

Learn more

Next

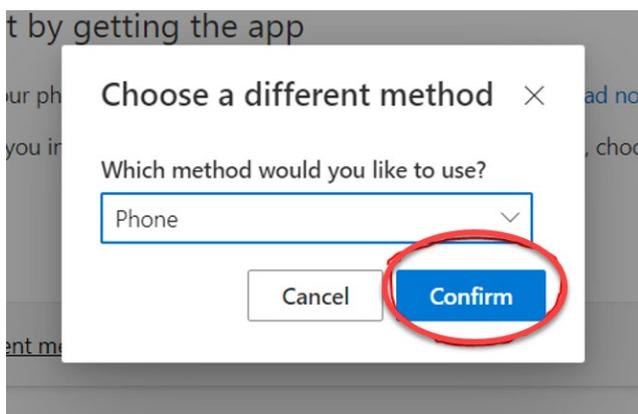This site is for City of Olympia employee use only.

At the "Microsoft Authenticator" screen, select "I want to set up a different method" located in the lower left corner.

From the Choose a different method drop down menu, select "Phone".

Then select "Confirm".

Enter your phone number including area code and choose "Next".

Note: Be sure to use a number that you will have access to each time you need to authenticate, typically a cell phone.

After this step, you will receive a verification phone call from Microsoft. You will need to press the **#** key to finish your authentication. This will successfully log you in to your City account.

If you have any issues, please contact the City of Olympia IT Service Desk at 360-753-8774.

Thank you!