

NEW STUDENT EMAIL SETUP

IMPORTANT: Students must use their own cell phone for this email setup

1. Open Chrome (or any web browser) and navigate to the Student Bulletin:
<http://deerfield.edu/students/>
2. Scroll down the page and on the right side, under the calendars, click on **Check Email**
3. Type in your email address
4. Click **Next**
5. Type in your password, click **Sign In**
6. At the screen that says “**More Information is Required**”, click **Next**
7. In the Microsoft Authenticator window, choose “**I want to setup a different method**” in the bottom left hand corner.
8. In the drop down menu, choose **Phone**, then click **Confirm**
9. Enter in the **students** cell phone #. Make sure “**text me a code**” is selected, click **next**.
10. You’ll get a code texted to your phone
11. Type in the code into your browser, click **next**
12. Click **Next**, click **Done**
13. You are now prompted to change your password. Your new password must be at least 15 characters long, at least one capital letter, at least one number and/or a special character. The password cannot be part of your name.
14. Once your password is changed, you will be logged into your email account.