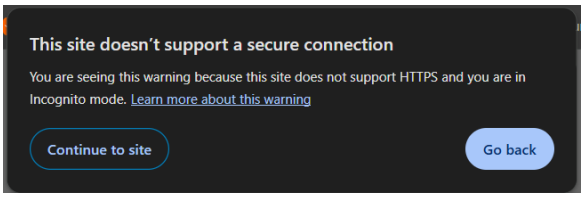
First Step

To activate your online account, you need to set up your username and password. Your login details are as follows:

1. **Open an incognito window or private window** in your browser and then go to webmail.aup.ac.uk. If/When prompted, Click the "**Continue to Site"** button



2. **Enter your username** - First initial of your first name, first initial of your surname and your student reference number followed by @aup.ac.uk.

i.e. TV10716508@aup.ac.uk

Click the **NEXT** button

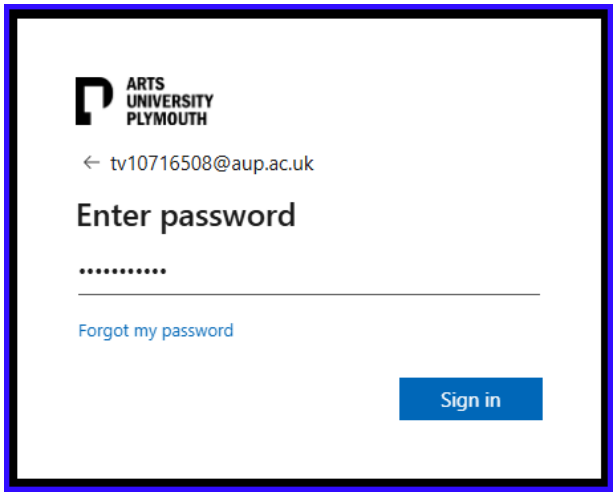


3. **Enter your password** – Using capital letters for your first initial of your first name, first initial of your surname, a full stop and your date of birth.

If you are a returning student with us, use your existing password.

E.g. TV.01012001

Click **SIGN IN** button



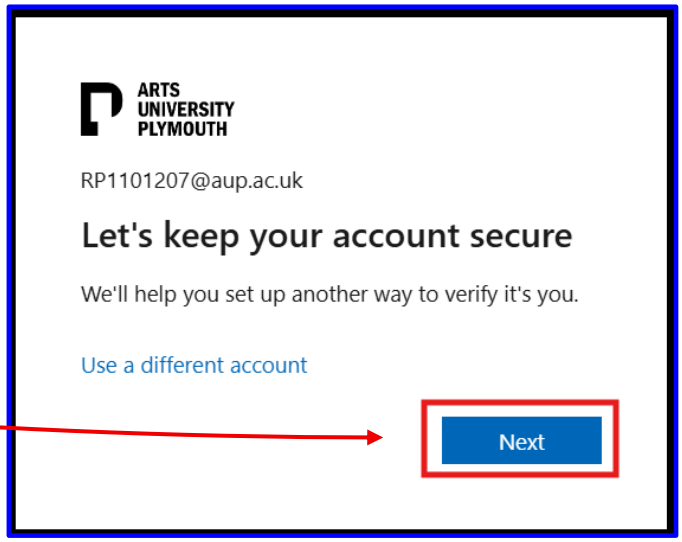
Once approved, you are next asked to setup your 2-factor authentication methods to keep your account secure.

Setup: Microsoft Multi-Factor Authentication (MFA)

You will now get the following

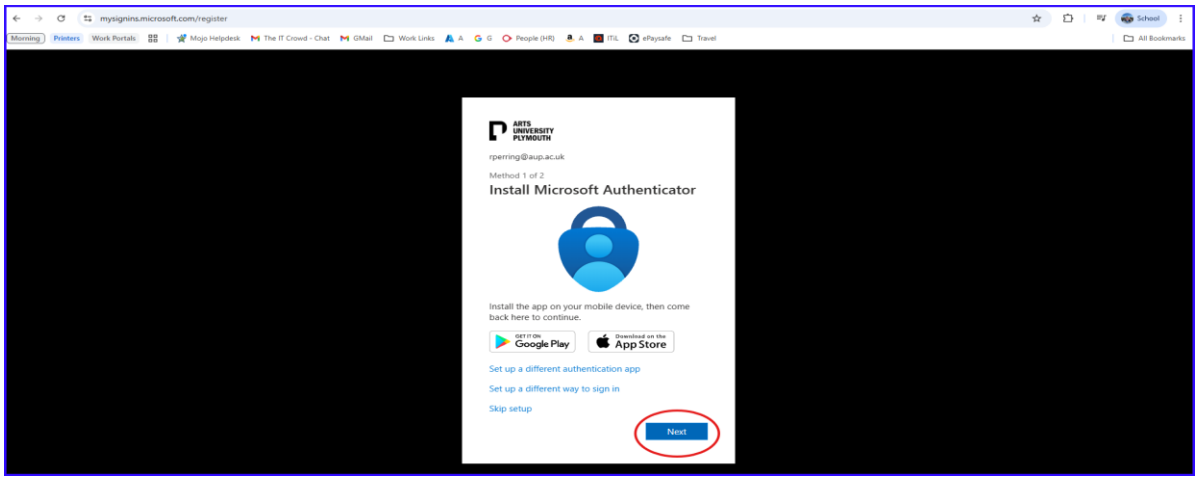
"***Let's Keep Your Account Secure***"

pop up, as show on the left.



Click the **NEXT** button highlighted in red : -

You will be asked to "***Install Microsoft Authenticator"*** onto your [MOBILE DEVICE] **



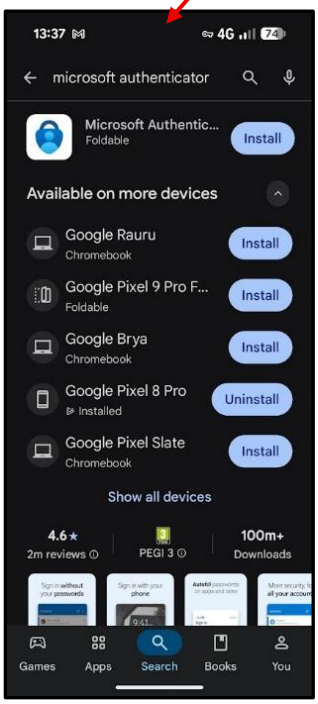
** **IF** you already use/have the **Microsoft Authenticator** app, continue here:

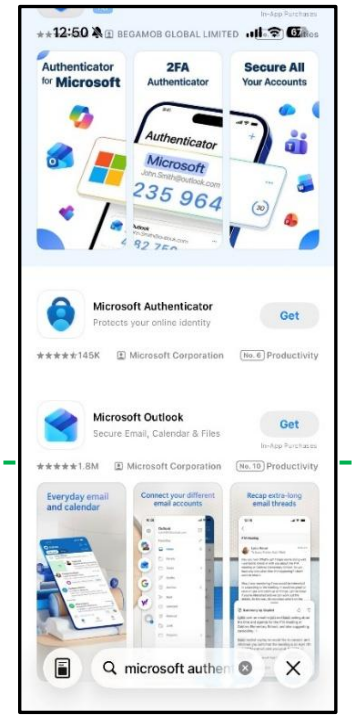
** THIS STEP IS TO BE COMPLETED ON YOUR MOBILE DEVICE **

GO TO ONE OF THE FOLLOWING: -

For **Android** Devices : Google Play

For **Apple** Devices: App Store





Search for "***Microsoft Authenticator***" and select '**Get**' or '**Install**'

Once downloaded & installed: -

Open Microsoft Authenticator App

- If prompted, select "**Allow Notifications**"

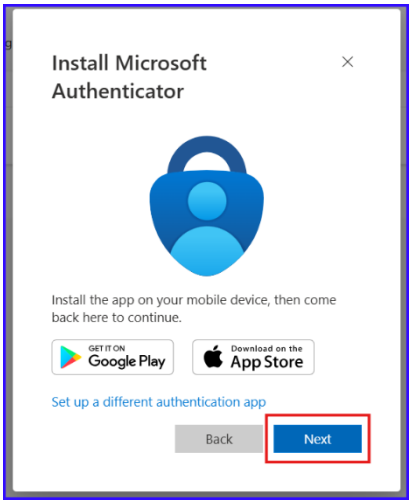
Next, click on the **+** sign on the top right

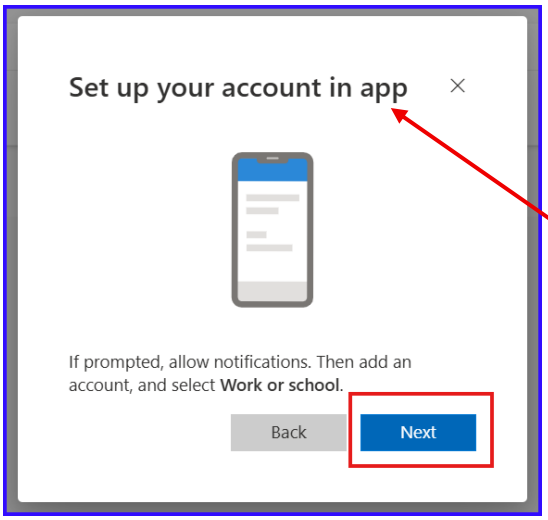
- Select **Work or School**
- Select **Scan QR Code**

** THE FOLLOWING IS TO BE COMPLETED ON THE COMPUTER **

Your computer screen should still have the following displayed: -

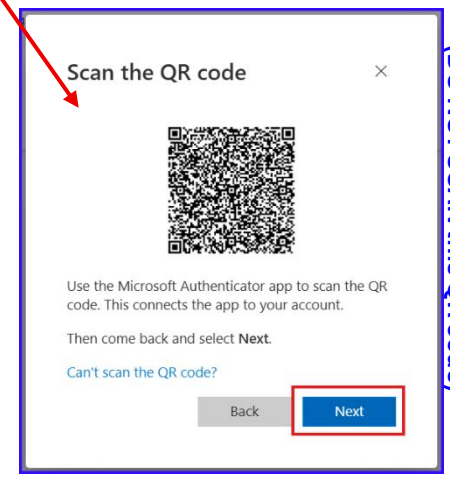
Click the **NEXT** button on "***Install Microsoft Authenticator"*** screen





At "***Set up your account in app***" Click **NEXT** button

Which will load a QR Code on the screen....

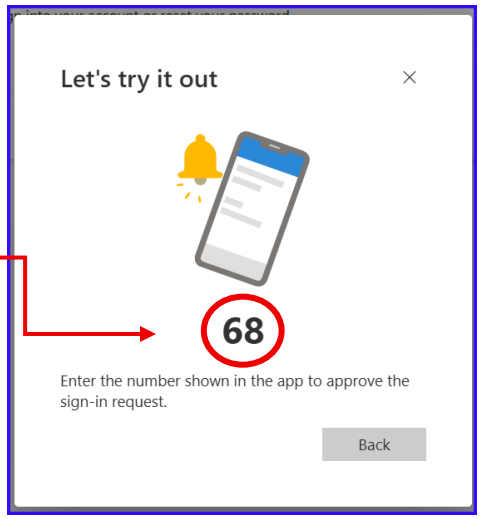


(DO NOT SCAN this QR code)

** THE NEXT STEP IS TO BE COMPLETED ON YOUR MOBILE DEVICE **

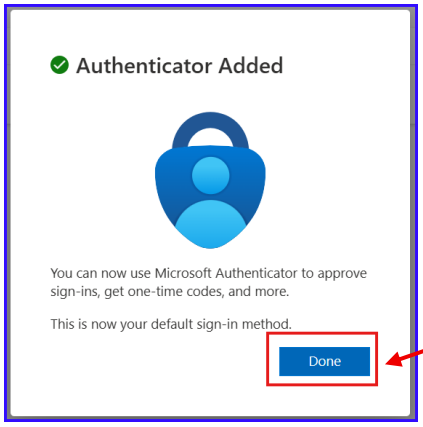
On your [MOBILE DEVICE], within the **Microsoft Authenticator** app, **Scan** the QR Code shown on YOUR [COMPUTER] screen.

Once you have scanned the QR code on your [MOBILE DEVICE], immediately click the **NEXT** button on the [COMPUTER], where it will display 2 digits in ***"Lets try it out"***



Example

Enter the 2 digits displayed on **YOUR** [COMPUTER], into your **Microsoft Authenticator** app on your mobile device, click **YES**, to verify you are you



Once verified, the screen will move on to confirm ***"Authenticator Added"***

Click the **Done** button. Select **NO** at "Stay Signed In" button

Gmail will then open your AUP email account.

Please contact the AUP IT Helpdesk if you should have any questions/queries/ issues with these instructions on x449 / external 01752 203449