YOUR NEW EMAIL@AE.TRITON.EDU

A safe way to communicate

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WHY A SCHOOL EMAIL?

- To keep your emails safe.
- To follow government rules
- Discounts and free software when you sign up with your .edu email
  - FREE Office 365
  - Discounts on online newspapers
  - Discounts on Apple and Microsoft products
  - And much more

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You are required to use your Triton email,

it is the ONLY email the school will use to contact you.

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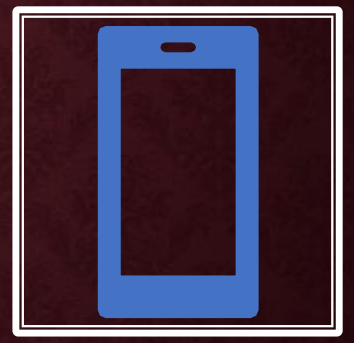
YOU MUST SET UP MULTI-FACTOR AUTHENTICATION

You must first download and enable the Microsoft Authenticator app



You will need a computer and a smartphone to set up.

After you set up, you just need your phone.

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WHAT IS MULTI-FACTOR AUTHENTICATION?

- Multi-Factor authentication means that when you sign in to check your email on an email, sometimes you will get a message to prove it is you logging in.
- This is important to keep you safe.

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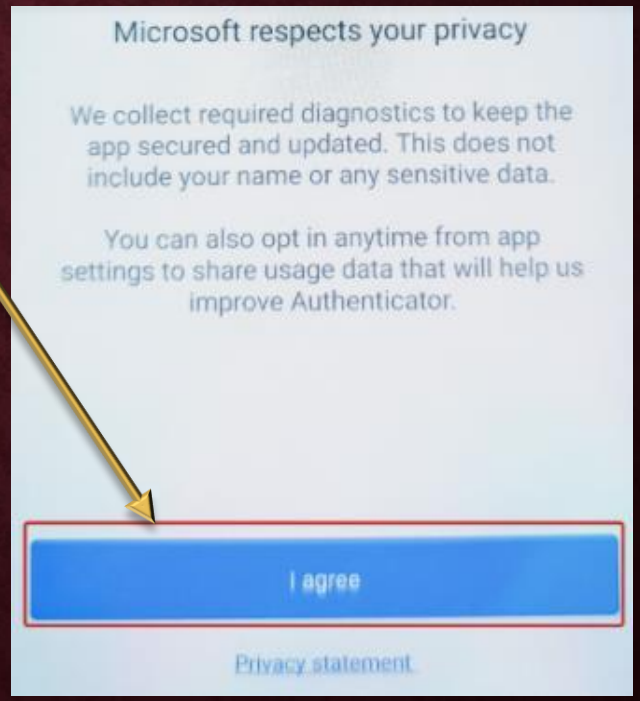
On your Smartphone

- Open the Apple App Store or the Google Play Store
- Download the Microsoft Authenticator App
- Open the app, click "Accept" and "Agree"
- Set the phone aside



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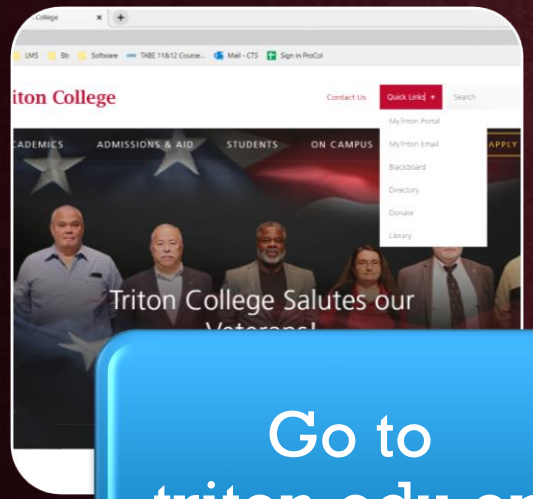
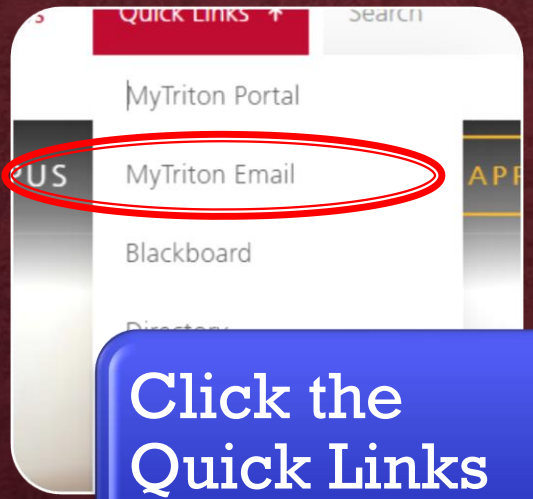
ON YOUR COMPUTER
GO TO TRITON.EDU AND LOG INTO YOUR EMAIL

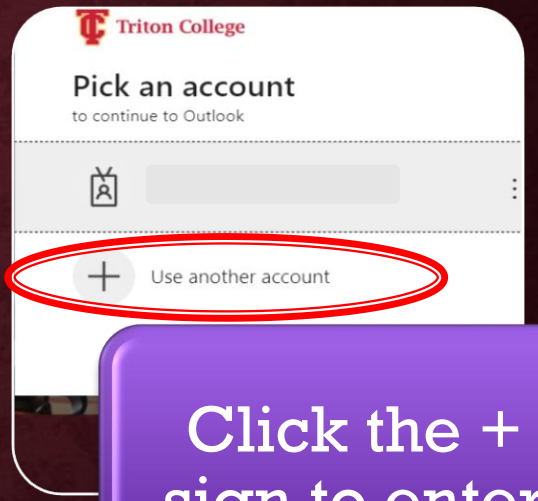


Go to triton.edu on your computer



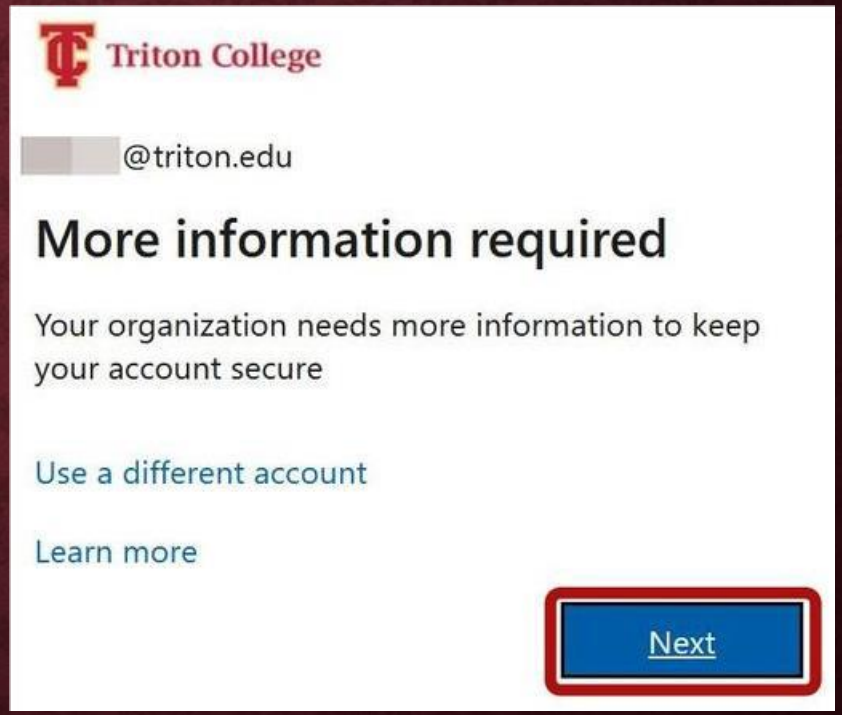
Click the Quick Links dropdown

- Select "My Triton Email"

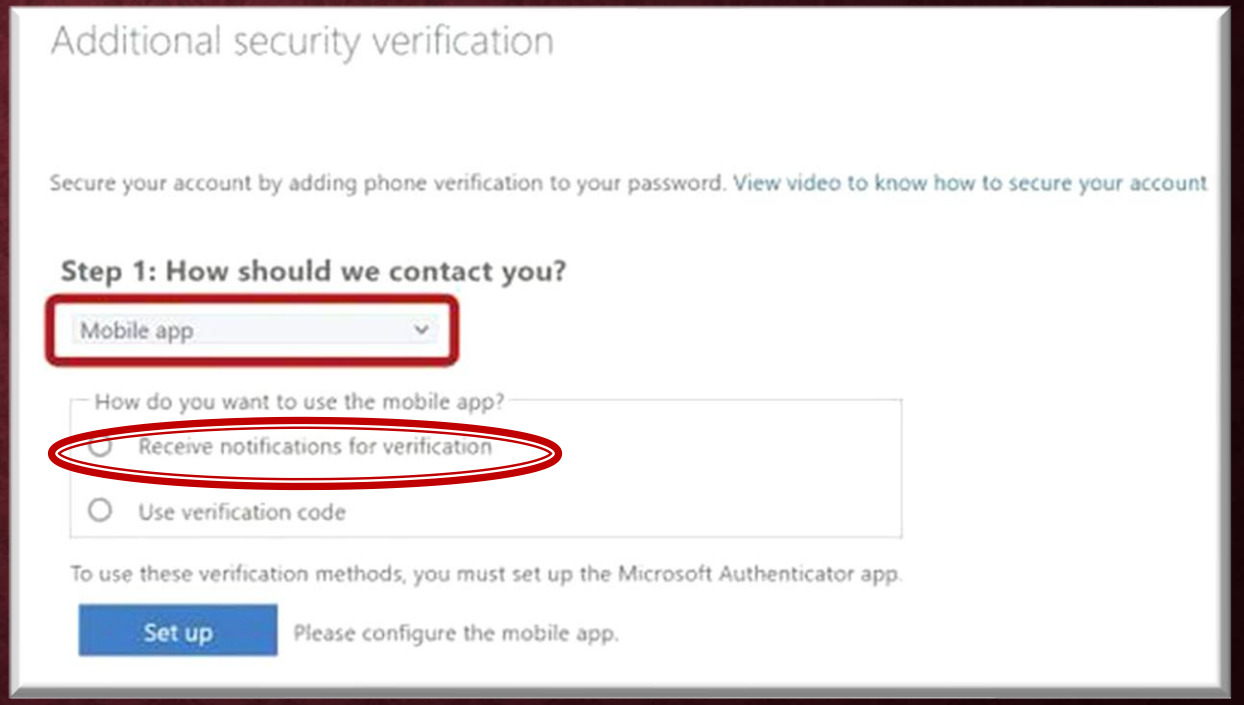


Click the + sign to enter your new email

YOU WILL SEE THIS WINDOW. CLICK “NEXT”



IN THE DROPDOWN, SELECT “MOBILE APP THEN SELECT “RECEIVE NOTIFICATIONS FOR VERIFICATION”



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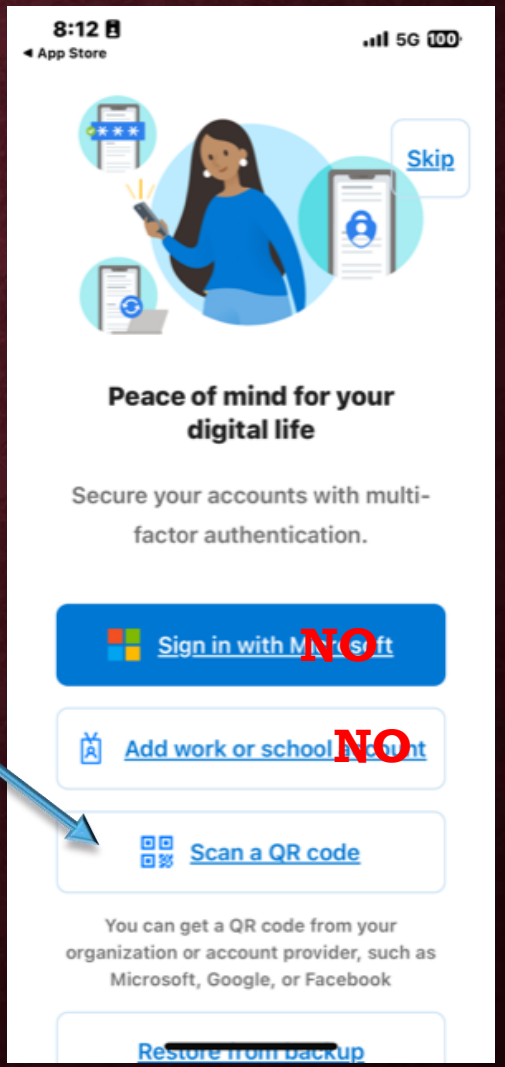
On your Smartphone

Click on "Scan a QR Code

Allow the Authenticator App to access your phone's camera



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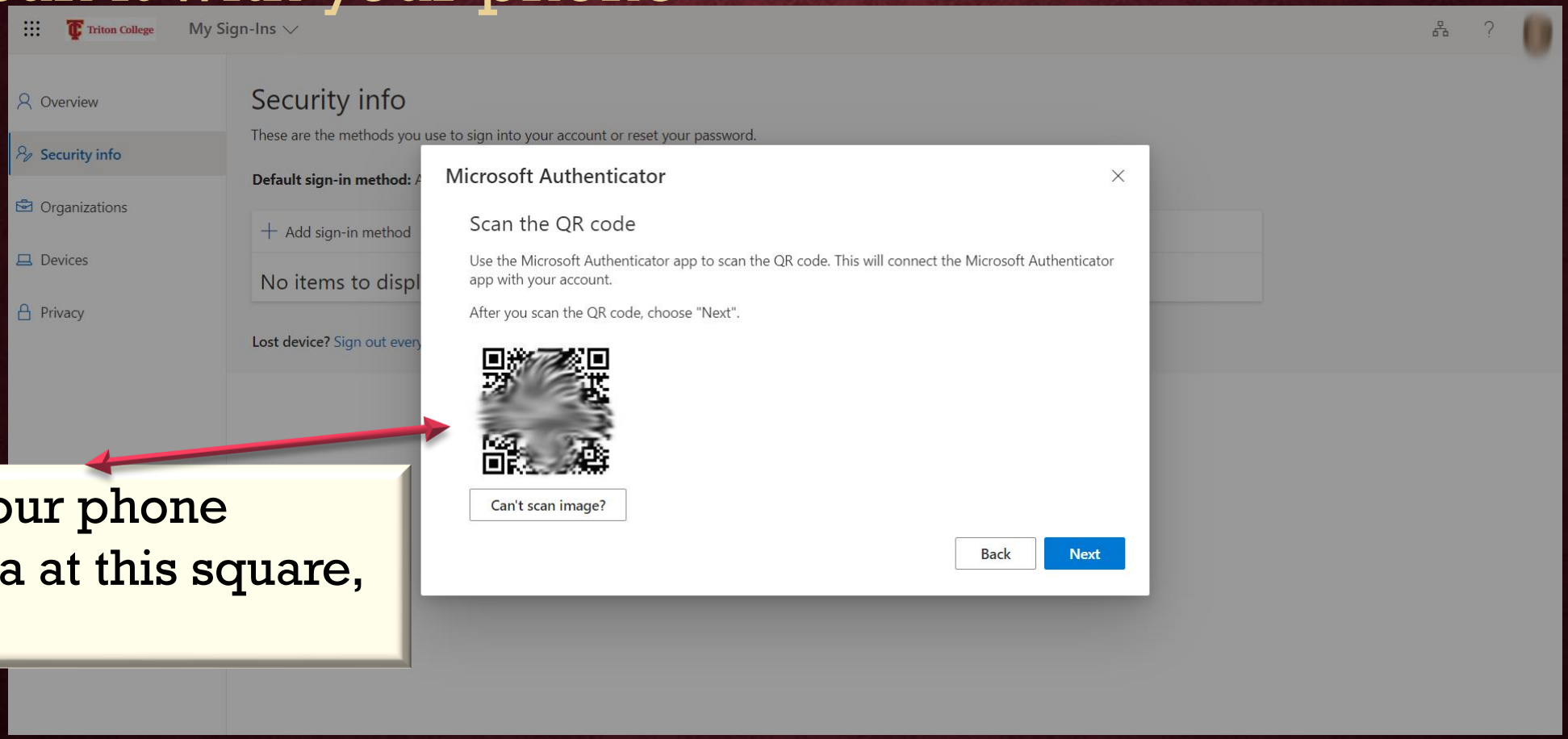
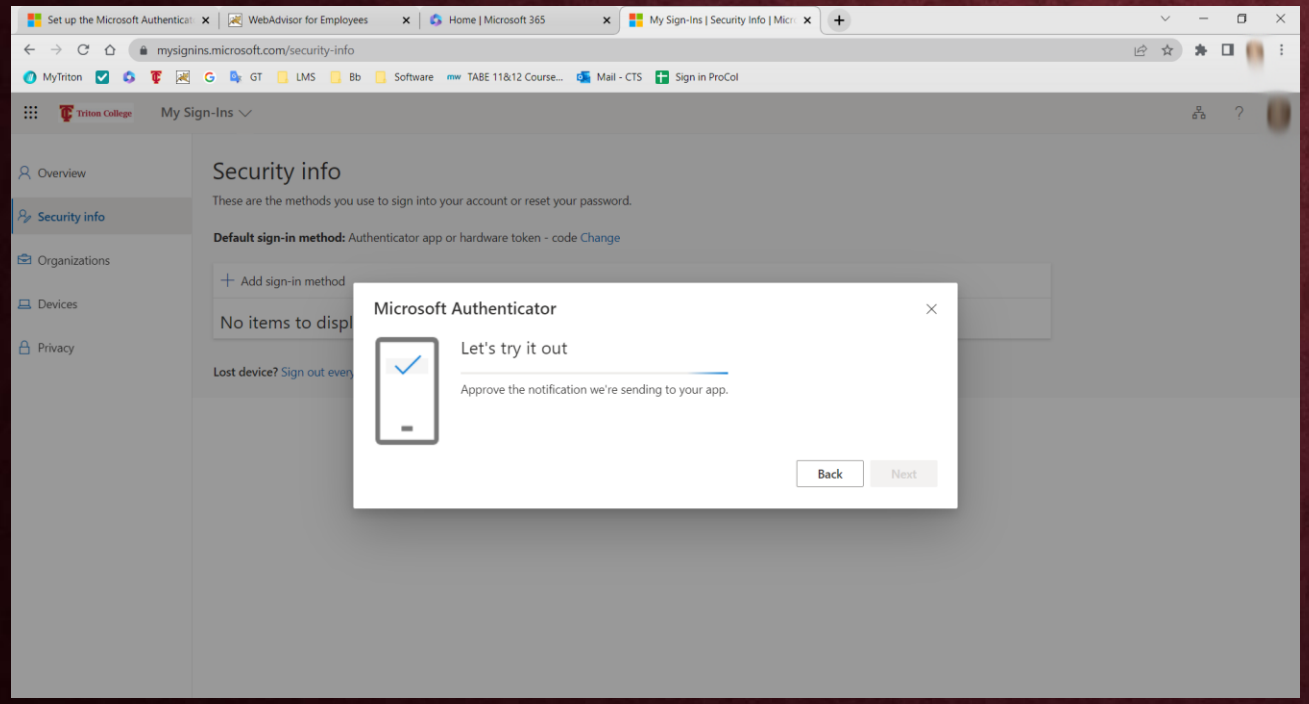
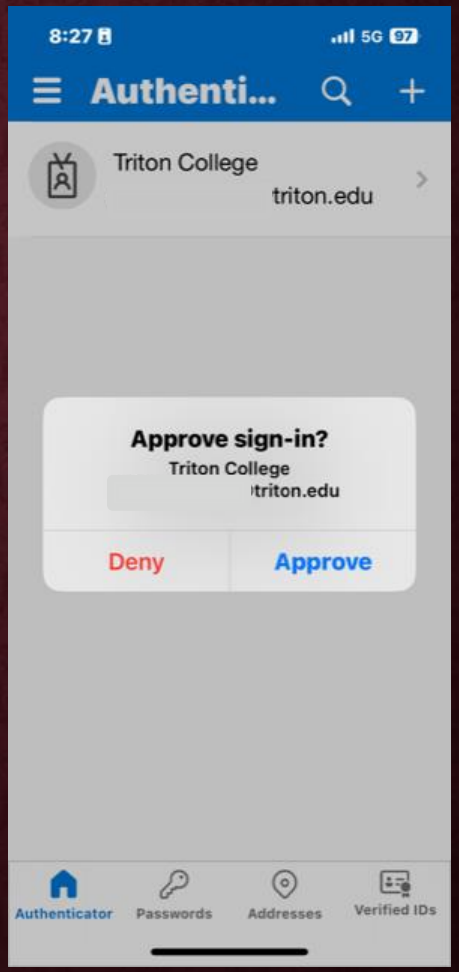
This image will show on your computer. Scan it with your phone



Aim your phone camera at this square,

CHECK YOUR PHONE AND CLICK "APPROVE"





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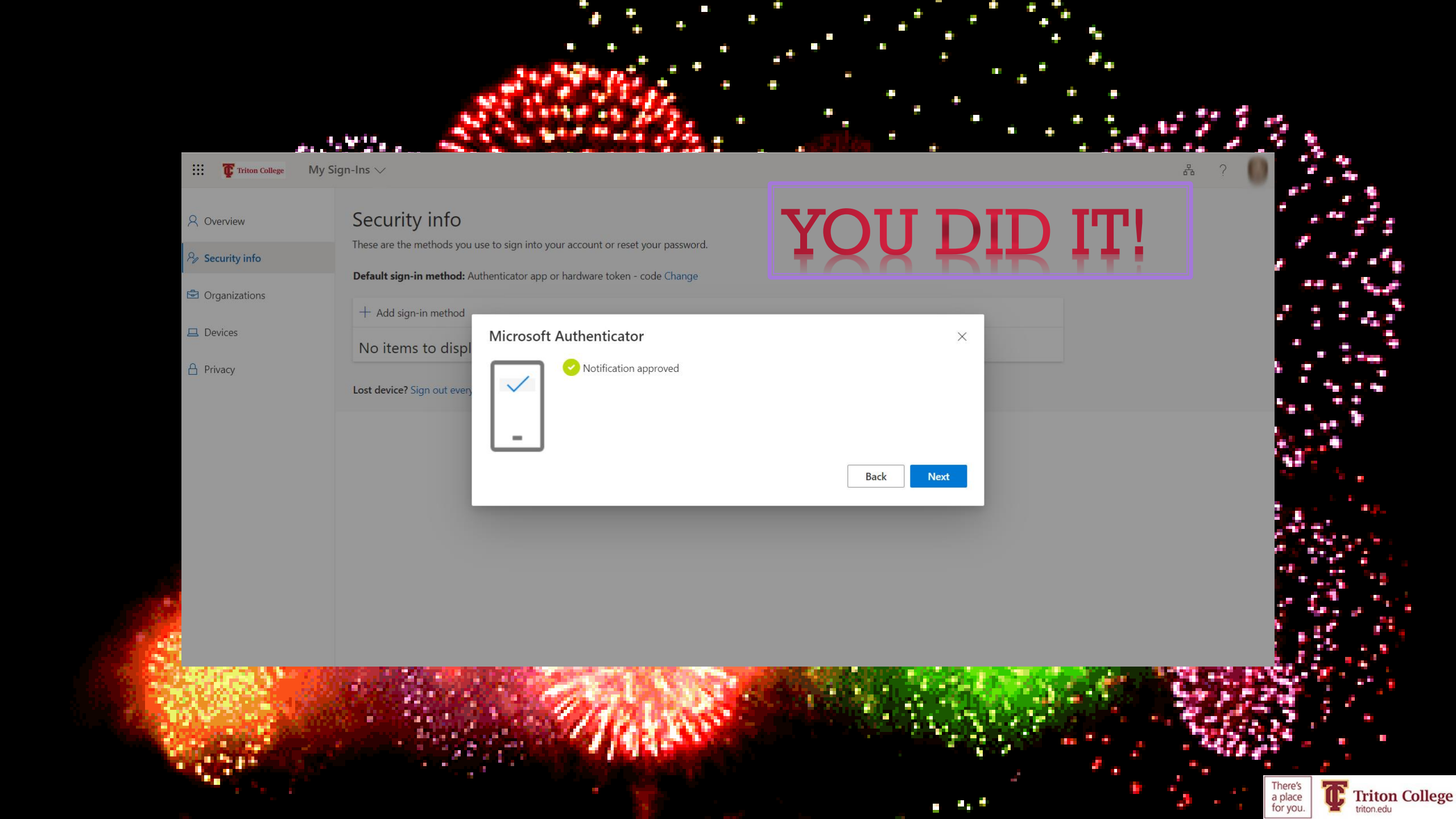
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My Sign-Ins
Overview
Security info
Organizations
Devices
Privacy
Security info
These are the methods you use to sign into your account or reset your password.
Default sign-in method: Authenticator app or hardware token - code Change
Add sign-in method
No items to displ
Lost device? Sign out every
Microsoft Authenticator
Notification approved
Back
Next
YOU DID IT!
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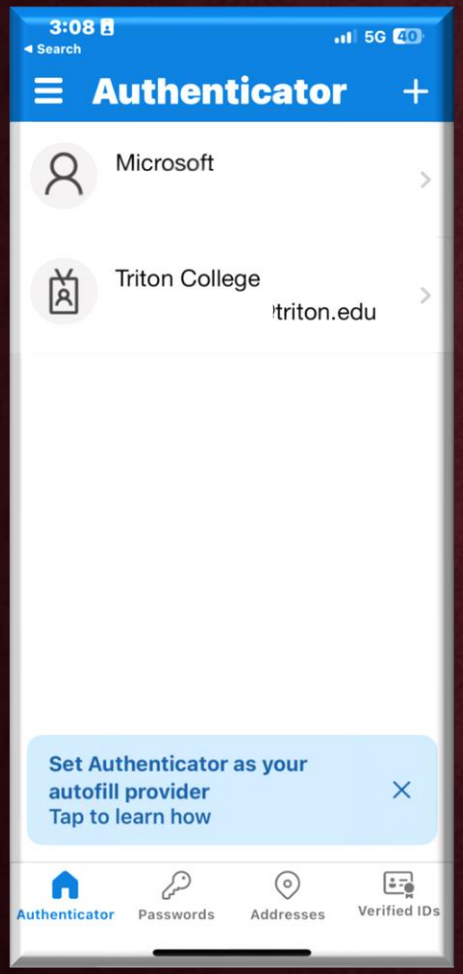
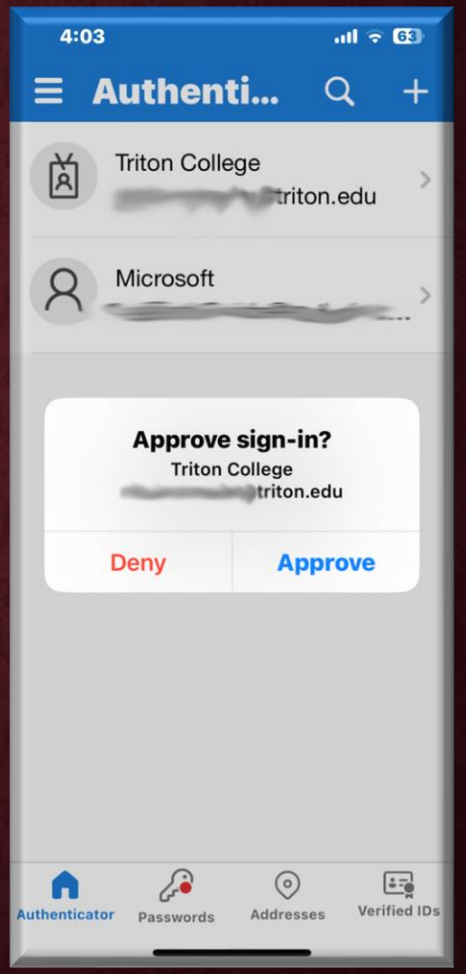


When you get a message to authenticate:

- Open the app
- Press the button



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