

A hand is shown holding a large, 3D '@' symbol. The background is a dark, textured surface. The text 'YOUR NEW EMAIL@AE.TRITON.EDU' is overlaid on the image.

**YOUR NEW EMAIL@AE.TRITON.EDU**

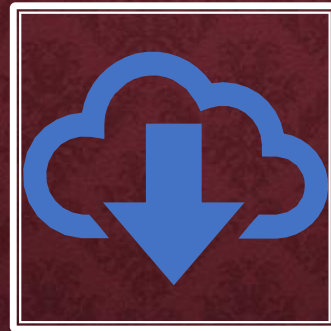
A safe way to communicate

# WHY A SCHOOL EMAIL?

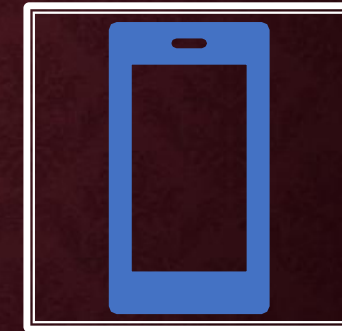
- To keep your emails safe.
- To follow government rules
- Discounts and free software when you sign up with your .edu email
  - FREE Office 365
  - Discounts on online newspapers
  - Discounts on Apple and Microsoft products
  - And much more

**You are required to use your Triton email,  
it is the **ONLY** email the school will use to contact  
you.**

# YOU MUST SET UP MULTI-FACTOR AUTHENTICATION



You must first download and enable the  
Microsoft Authenticator app



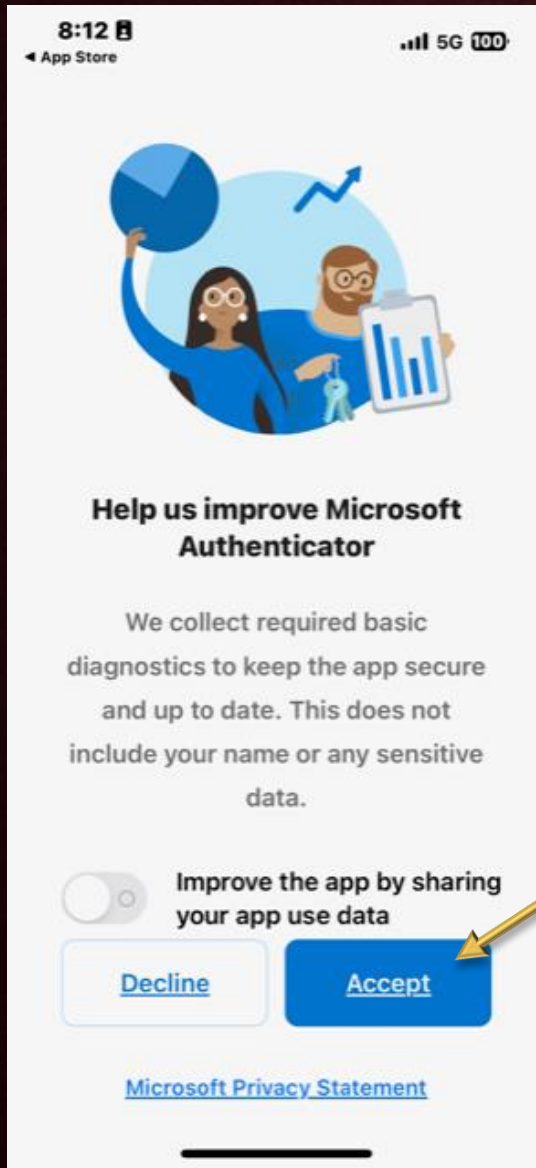
You will need a computer and a smartphone  
to set up.

After you set up, you just need your phone.

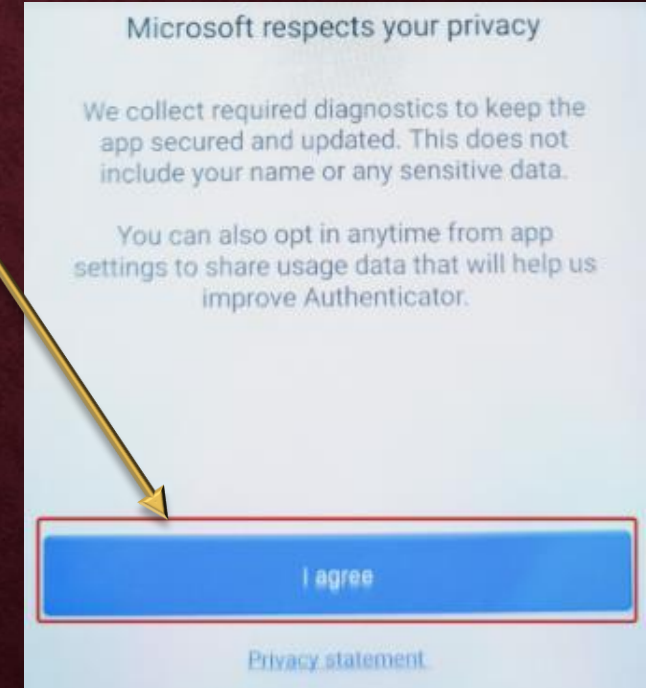
# WHAT IS MULTI-FACTOR AUTHENTICATION?

- 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.

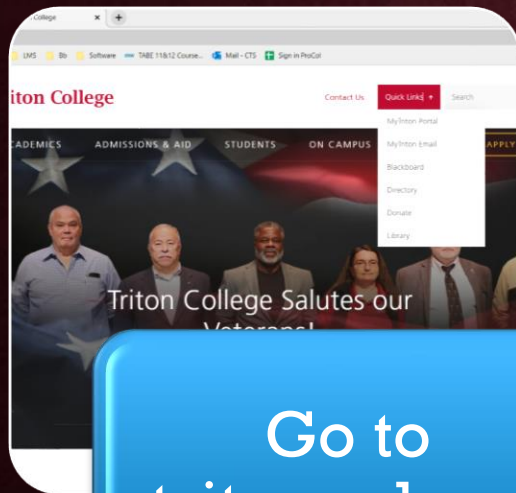
# On your Smartphone



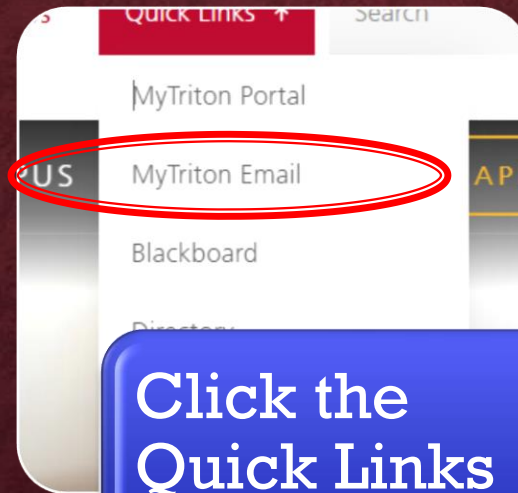
- Open the Apple App Store or the Google Play Store
- Download the Microsoft Authenticator App
- Open the app, click “Accept” and “Agree”
- Set the phone aside



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

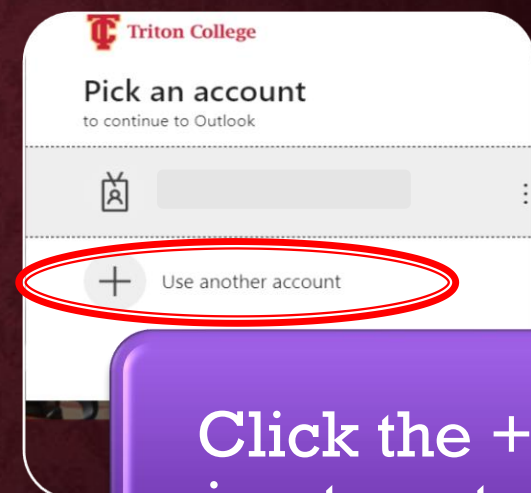


Go to  
triton.edu on  
your  
computer



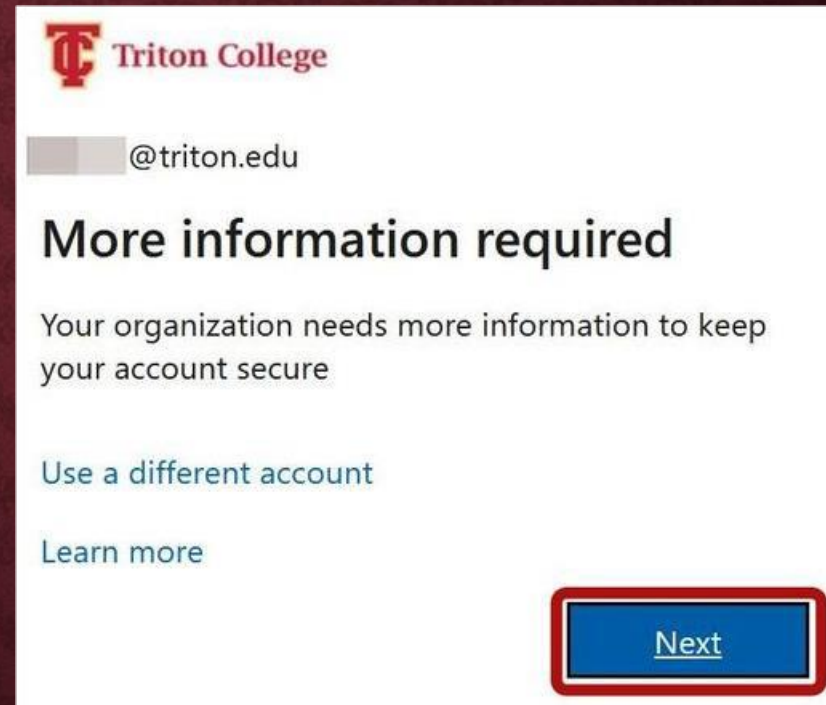
Click the  
Quick Links  
dropdown

- Select "My  
Triton Email"




Click the +  
sign to enter  
your new  
email

**YOU WILL SEE THIS  
WINDOW.  
CLICK “NEXT”**



The screenshot shows a white notification window with the Triton College logo and name at the top left. Below the logo is a grey bar containing the text '@triton.edu'. The main heading is 'More information required' in bold black text. Underneath, a message states: 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more', both in blue text. At the bottom right, there is a blue button with the word 'Next' in white text, which is highlighted with a red rectangular border.

 Triton College

@triton.edu

**More information required**

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)



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

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app ▾

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

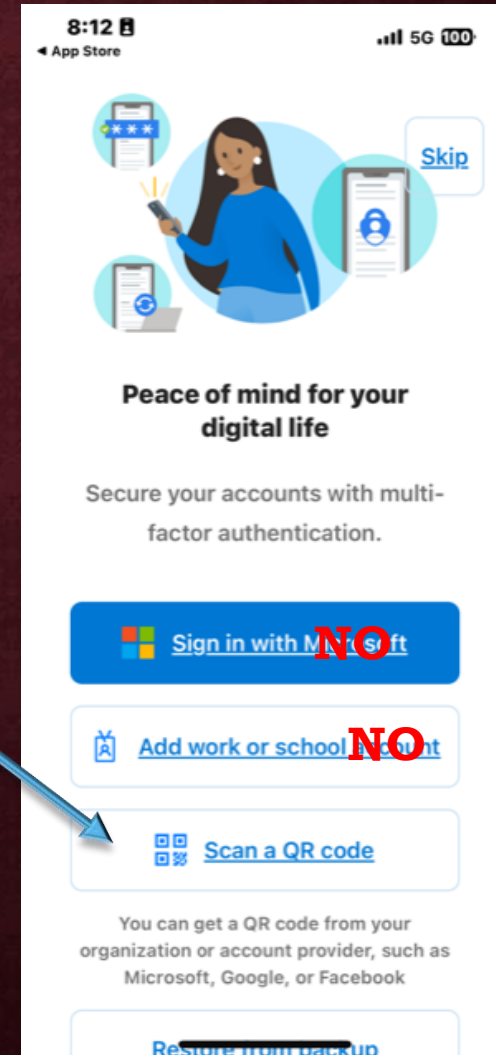
To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Please configure the mobile app.

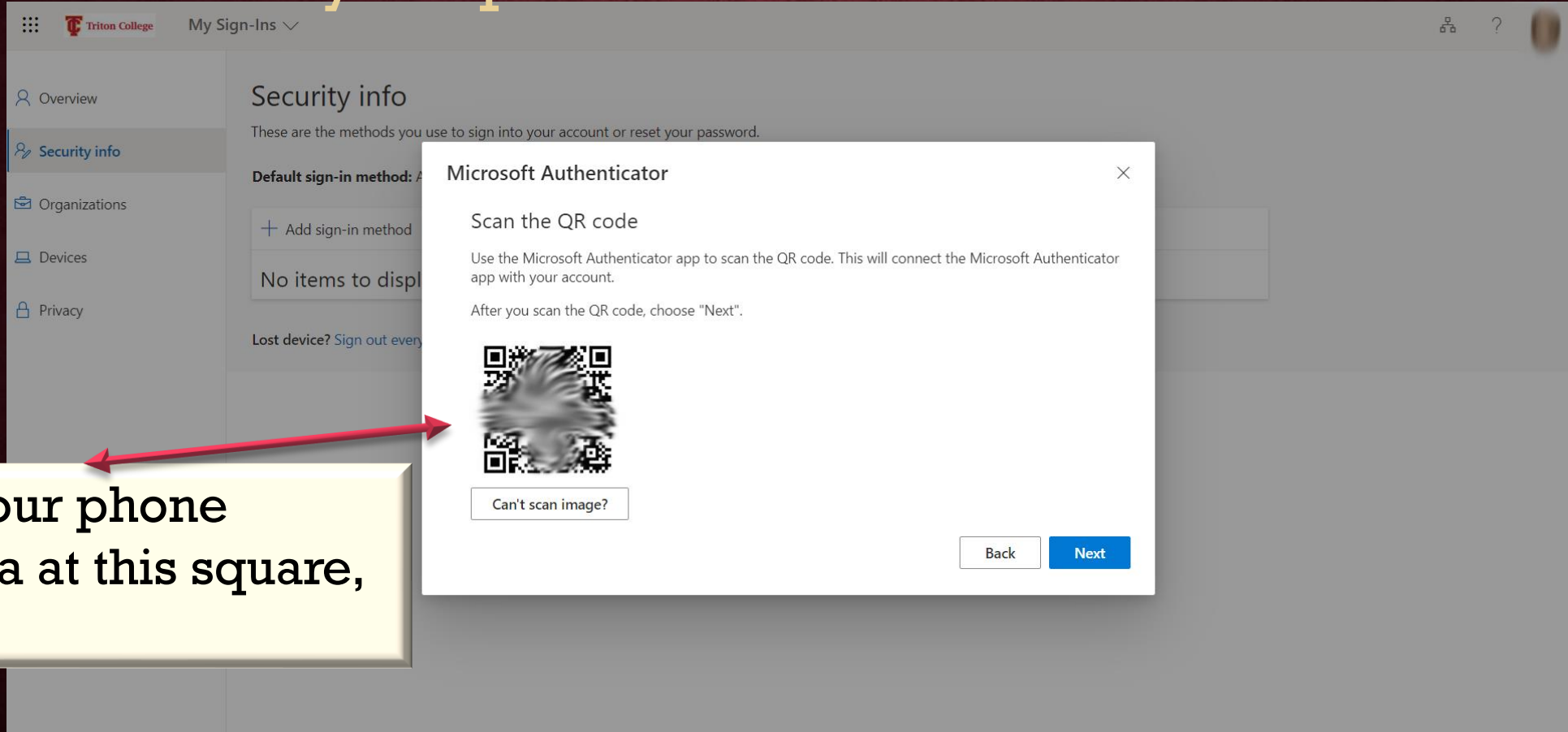
# On your Smartphone

Click on "Scan a QR Code"

Allow the Authenticator App to access your phone's camera

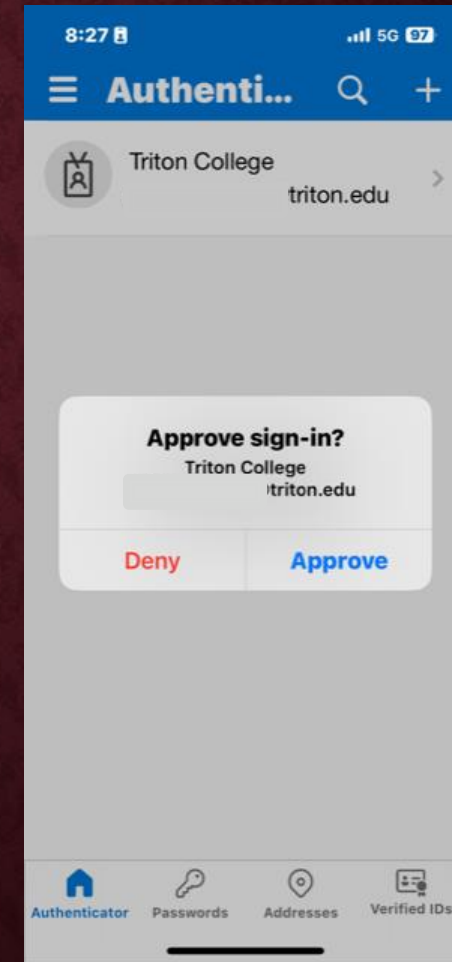
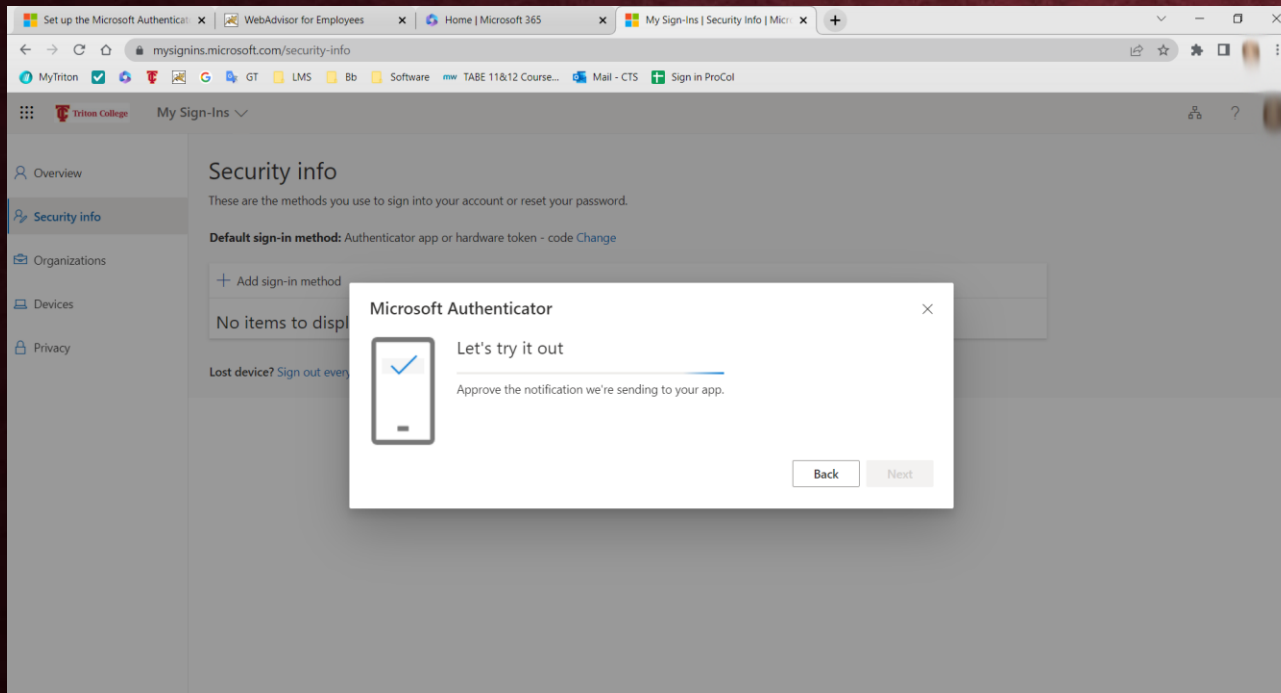


# This image will show on your computer. Scan it with your phone



Aim your phone  
camera at this square,

# CHECK YOUR PHONE AND CLICK “APPROVE”



Triton College 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 display

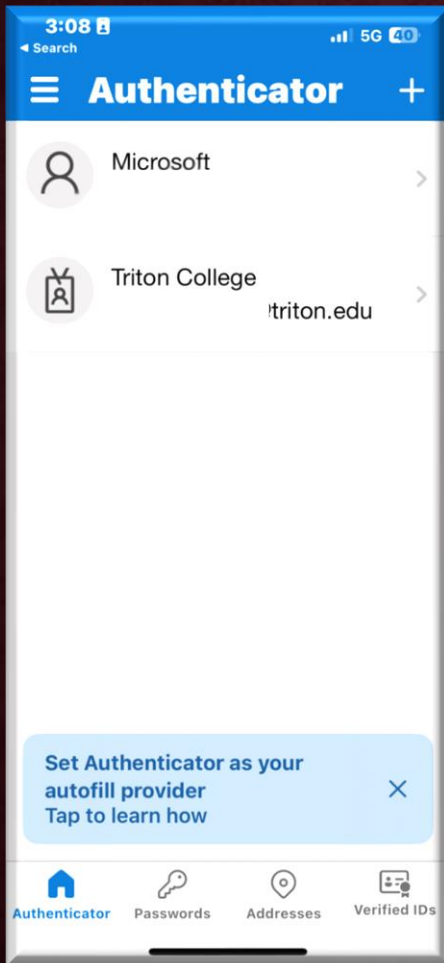
Lost device? [Sign out every](#)

# YOU DID IT!

#### Microsoft Authenticator

 Notification approved

[Back](#) [Next](#)



When you get a message to authenticate:

- Open the app
- Press the button

