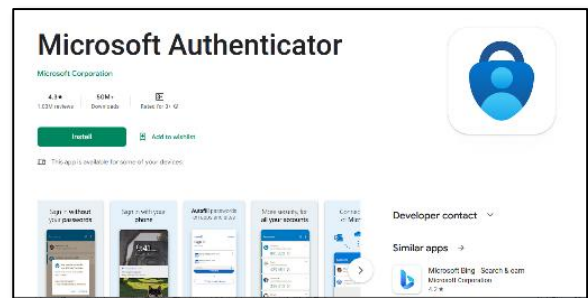


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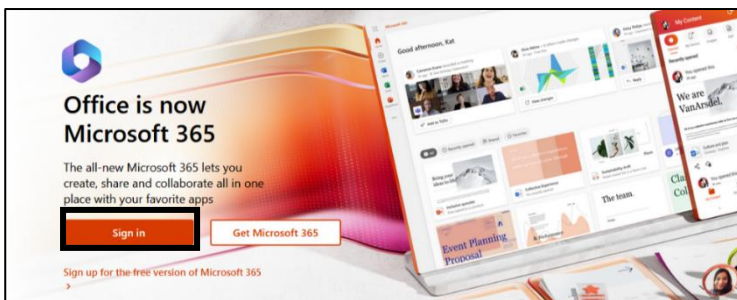
3-5. GRIPS Mail

Before you start, have your both PC and cell phone ready.
If you don't have a Japanese cell phone number,
install **Microsoft Authenticator** app on your cell phone.



Logging in to GRIPS Mail for the first time

1. On your PC, access GRIPS Mail (<https://outlook.office.com>) and click [Sign in]



2. Enter your GRIPS email address and GRIPS password, click [Next] → Click [Sign in]

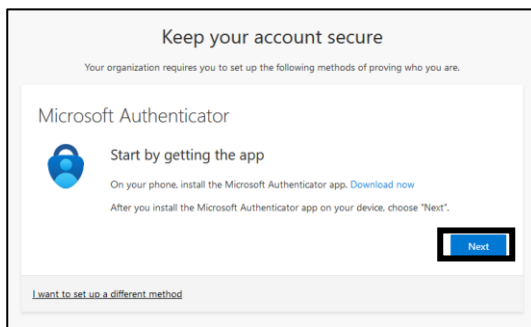
A screenshot of the Microsoft 'Sign in' page. It features the Microsoft logo and the text 'Sign in'. Below this is a text input field with the placeholder 'Email, phone, or Skype'. There are two links: 'No account? Create one!' and 'Sign in with a security key'. At the bottom right is a blue button labeled 'Next'.A screenshot of the Microsoft 'Enter password' page. It features the Microsoft logo and the text 'Enter password'. Below this is a text input field with the placeholder 'Password'. There is a link 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

3. Click [Next]

A screenshot of the Microsoft 'More information required' page. It features the Microsoft logo and the text 'More information required'. Below this, it says 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. At the bottom right is a blue button labeled 'Next'.

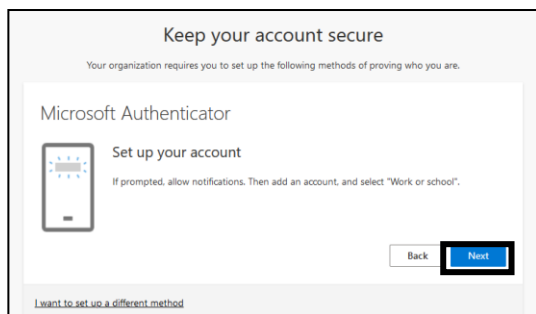
4. Click [Next]

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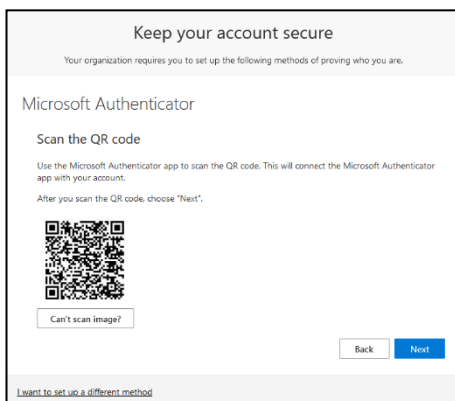


*If you have a Japanese phone number and prefer to receive a one-time password via SMS or call, click [I want to set up a different method]. Manual is available at the IT Support Center.

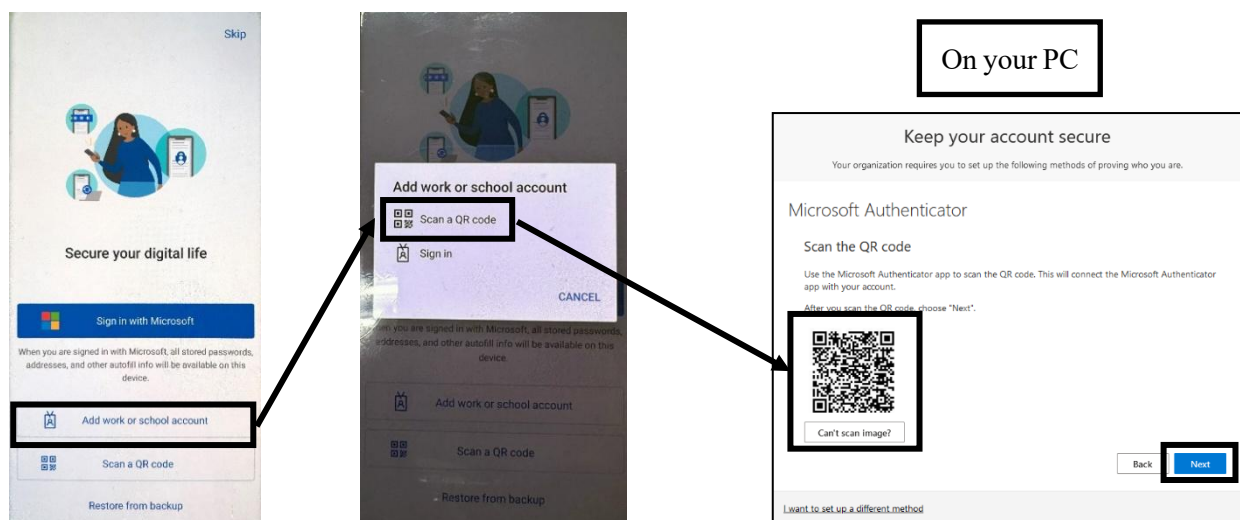
5. Click [Next]



6. When this screen appears, open the authenticator app on your cell phone to scan the QR code.



7. In the authenticator on your cell phone → click [Add work or school account] → [Scan a QR code] → scan the QR code on the PC screen → click [Next].



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8. Select [grips.ac.jp] → enter the number appears on the PC screen and it's finished.



9. From the next time you log in to GRIPS Mail, enter your GRIPS ID and password. Then, enter the one-time password displayed on the authenticator app on your cell phone and click [Verify].

