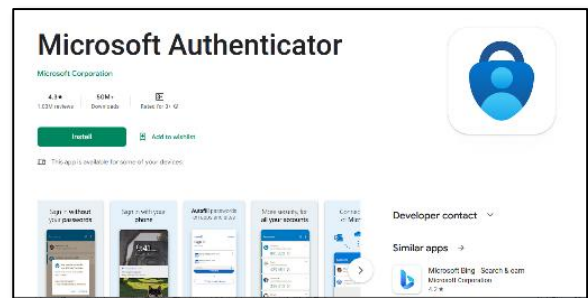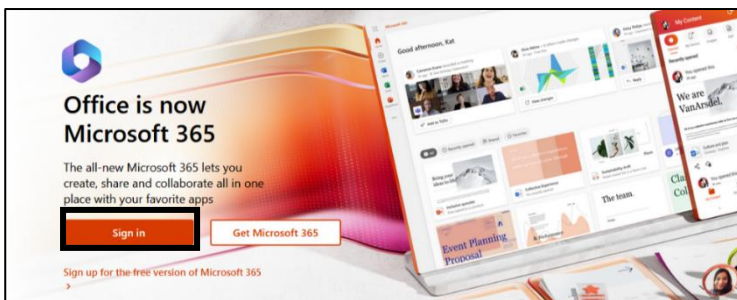# 3-5. GRIPS Mail

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]
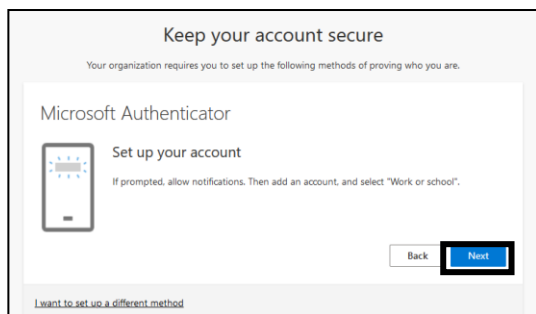

3. Click [Next]

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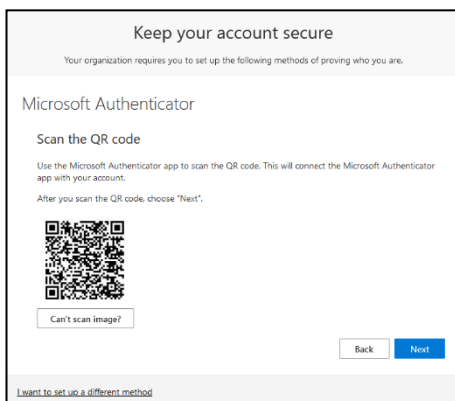
3. Campus Life
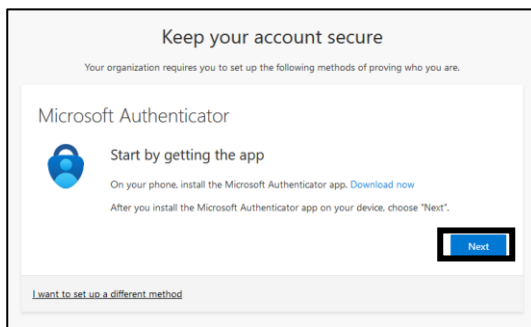
*If you have a Japanese phone number and prefer to receive a one-time password via SMS or call, click [I want to set up a different method]. Manual is available at the IT Support Center.
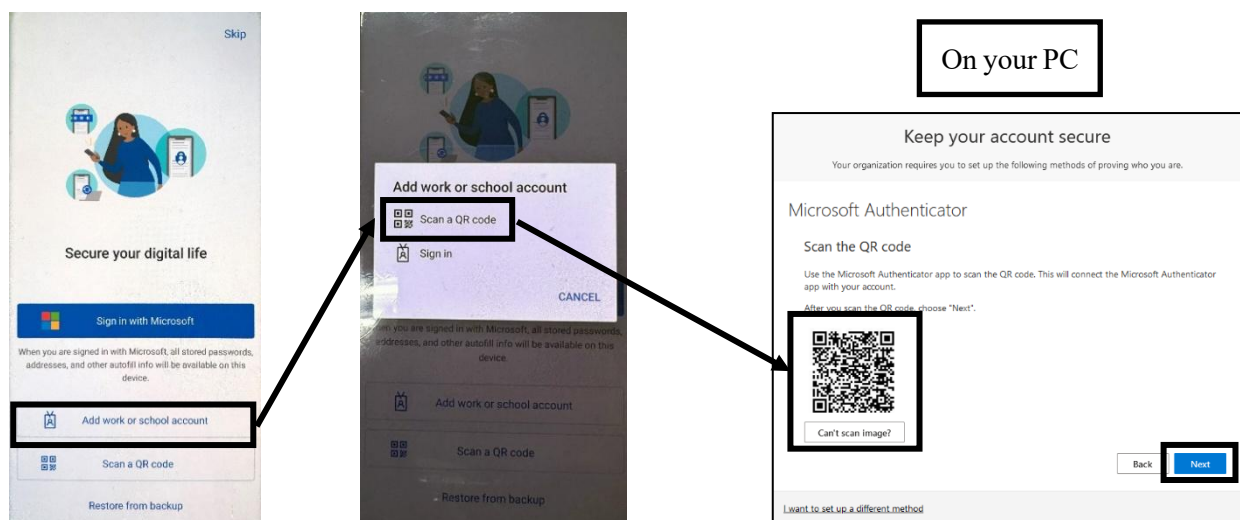
5. Click [Next]

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 word or school account] → [Scan a QR code] →scan the QR code on the PC screen → click [Next].

On your PC

3. Campus Life

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].