



**Department of Information Technology & Electronics
Govt. Of West Bengal**

How to access O365 Email Through SMS

WBSWAN

WTL

To check the compatibility or supported version of your browser & OS, please click

<https://support.microsoft.com/en-au/office/which-browsers-work-with-microsoft-365-for-the-web-and-microsoft-365-add-ins-ad1303e0-a318-47aa-b409-d3a5eb44e452>

Go to link: www.outlook.office.com

The image shows a Chrome browser window with a search for "outlook.office.com". The address bar contains "outlook.office.com" and a dropdown menu is open, listing several suggestions. A green arrow points to the address bar. The background is a Google search page with the Google logo and a search bar. The Windows taskbar is visible at the bottom.

Address bar: outlook.office.com

Search suggestions:

- outlook.office.com
- outlook.office.com - Google Search
- Microsoft Office Home - office.com
- outlook.office.com/mail/
- outlook.office.com/mail/inbox
- outlook.office.com/mail/sentitems

Search bar: Search Google or type a URL

Taskbar: Type here to search, Nifty bank -0.77%, 12:25 08-02-2024

New page will open. Type your existing **Email ID** (Ex: **test@wb.gov.in**) and click on **Next**

Sign in to Outlook

login.microsoftonline.com/common/oauth2/authorize?client_id=00000002-0000-0ff1-ce00-000000000000&redirect_uri=https%3a%2f%2foutlook.office.com%2fowa%2f&resource=000...

Outlook

Microsoft

Sign in
to continue to Outlook

testmail@wb.gov.in

No account? [Create one!](#)

Can't access your account?

Next

Sign-in options

Type here to search

24°C Haze

12:10
08-02-2024

Type your give default password XXXXXXXXX

Sign in to Outlook

login.microsoftonline.com/common/oauth2/authorize?client_id=00000002-0000-0ff1-ce00-000000000000&redirect_uri=https%3a%2f%2foutlook.office.com%2fowa%2f8&resource=000...

testmail@wb.gov.in

Enter password

.....

[Forgot my password](#)

Sign in


Welcome to Information Technology & Electronics Department - West Bengal Government. Please sign in using your email ID. Incase you have forgotten you password, you can change by clicking Forgotten my password. For any other issues you may contact

Click on Next

Sign in to Outlook

login.microsoftonline.com/common/SSPR/End

Incognito




testmail@wb.gov.in

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

 [Next](#)

Welcome to Information Technology & Electronics Department - West Bengal Government. Please sign in using your email ID. In case you have forgotten your password, you can change by clicking Forgotten

You will get a new window to mention your phone number

The screenshot shows a web browser window with the address bar displaying `mysignins.microsoft.com/register?csrf_token=ELUKsKSCwOWhiA697rVz5C8ubxAVBFx8h6QJUGv1nk79VpR-SVk8FK46YQynmsT5qWxZ0DiYZPB3fc7E-bGlxk7J_n9ZZz51axiuUZx1nxWjEO...`. The page content is as follows:

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

Select Country Code **India**
Type your **phone number**
Click on **Next**

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

India (+91) 8757355850

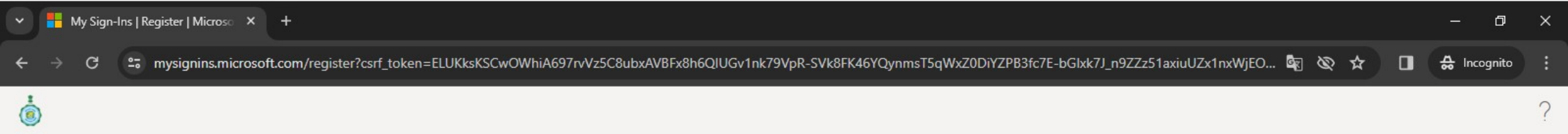
Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#) Skip setup

Next

Type your **6 digits Code** which you will get on your mobile
Click on **Next**



Keep your account secure

Phone

We just sent a 6 digit code to +91 8757355850. Enter the code below.

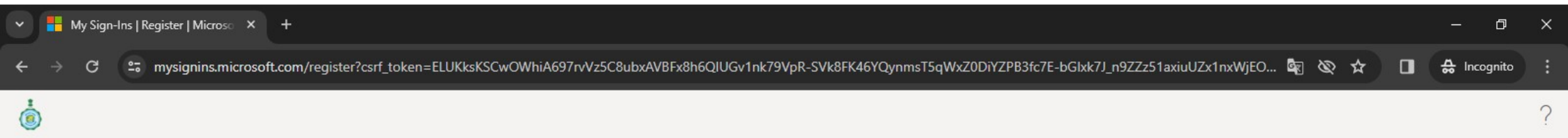
[Resend code](#)

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

[I want to set up a different method](#) [Skip setup](#)

A green arrow points from the top right towards the input field. Another green arrow points from the input field towards the 'Next' button.

Your Phone Verification completed now
Click on **Next**



Keep your account secure

Phone

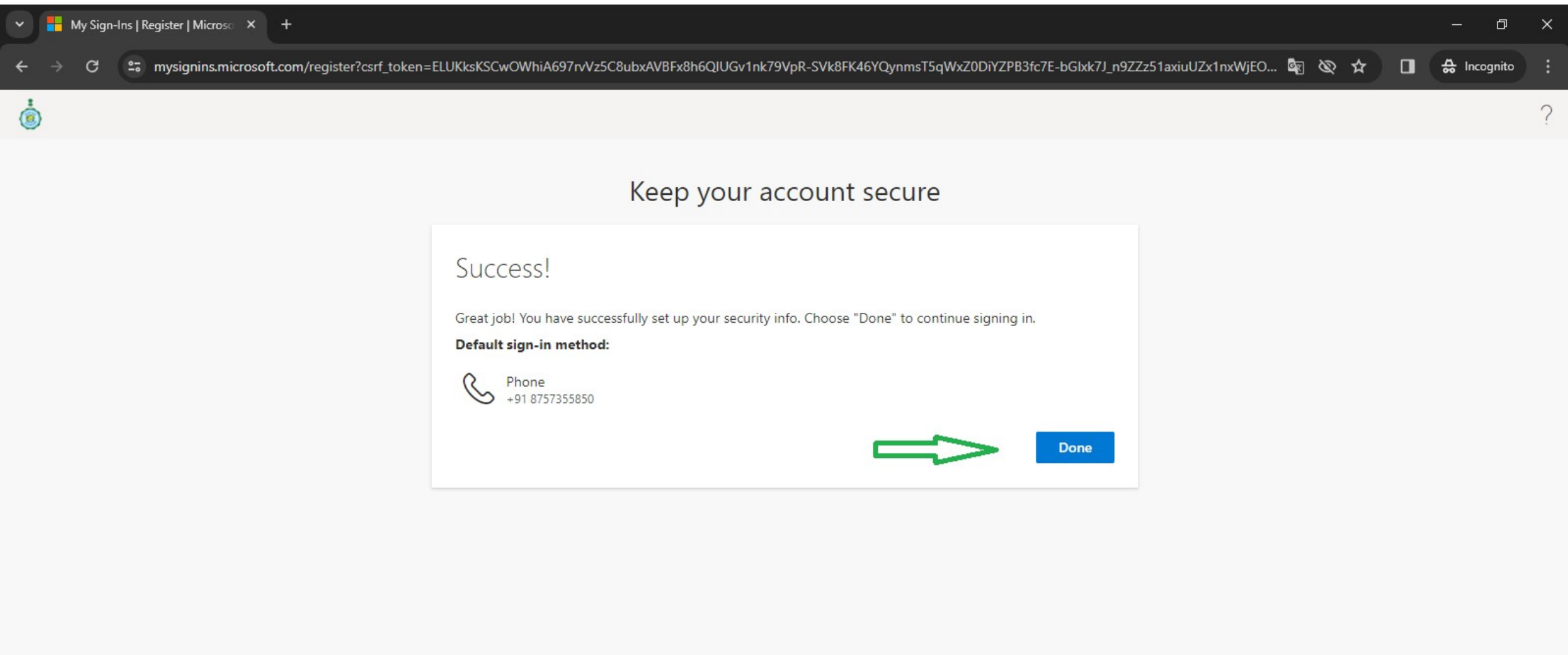
✔ Verification complete. Your phone has been registered.



Next

[Skip setup](#)

You will get your registered phone number information.
Click on **Done**



The screenshot shows a web browser window with the address bar displaying the URL: `mysignins.microsoft.com/register?csrf_token=ELUKksKSCwOWhiA697rvVz5C8ubxAVBFx8h6QJUGv1nk79VpR-SVk8FK46YQynmsT5qWxZ0DiYZPB3fc7E-bGlxk7J_n9ZZz51axiuUZx1nxWjEO...`. The page title is "My Sign-Ins | Register | Microsoft". The main heading is "Keep your account secure". Below this, a white box contains the following text: "Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in." Underneath, it lists the "Default sign-in method:" as "Phone" with the number "+91 8757355850". A green arrow points to the "Done" button.

My Sign-Ins | Register | Microsoft

mysignins.microsoft.com/register?csrf_token=ELUKksKSCwOWhiA697rvVz5C8ubxAVBFx8h6QJUGv1nk79VpR-SVk8FK46YQynmsT5qWxZ0DiYZPB3fc7E-bGlxk7J_n9ZZz51axiuUZx1nxWjEO...

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

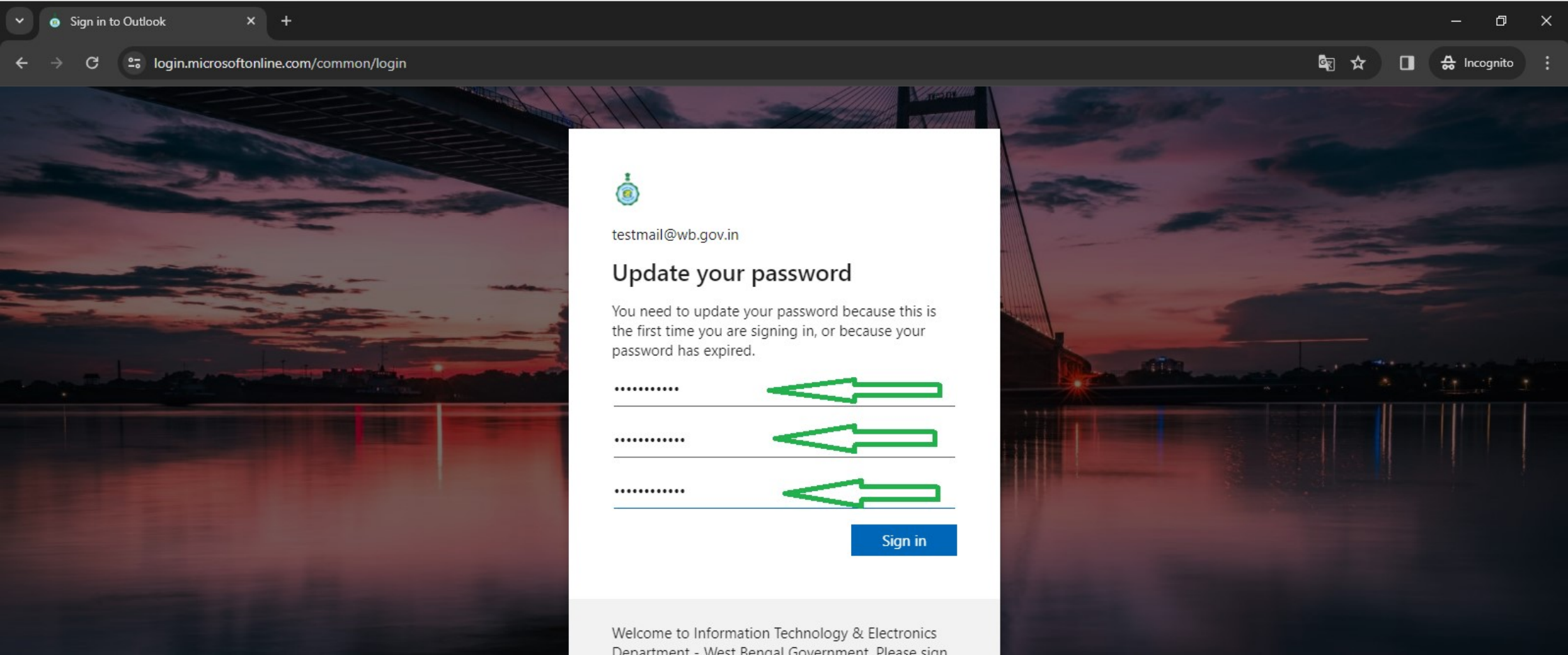
Phone
+91 8757355850

Done

You will get option to update your password:

- 1. Type your default password xxxxxxxxxxx
- 2. Type your own password xxxxxxxxx
- 3. Type your confirm password xxxxxxxxx

Please Note: Password should be Alpha Numeric with one Special Character



Click on Yes

The image shows a browser window with a dark theme. The address bar displays the URL `login.microsoftonline.com/common/SAS/ProcessAuth`. The page content is mostly obscured by a white dialog box. The dialog box features a logo at the top left, the email address `testmail@wb.gov.in`, and the heading **Stay signed in?**. Below the heading, it asks: "Do this to reduce the number of times you are asked to sign in." There is an unchecked checkbox labeled "Don't show this again". At the bottom of the dialog are two buttons: "No" (grey) and "Yes" (blue). A green arrow points down to the "Yes" button. Below the dialog, a grey footer contains the text: "Welcome to Information Technology & Electronics Department - West Bengal Government. Please sign in using your email ID. In case you have forgotten your password, you can change by clicking Forgotten my password. For any other issues you may contact".

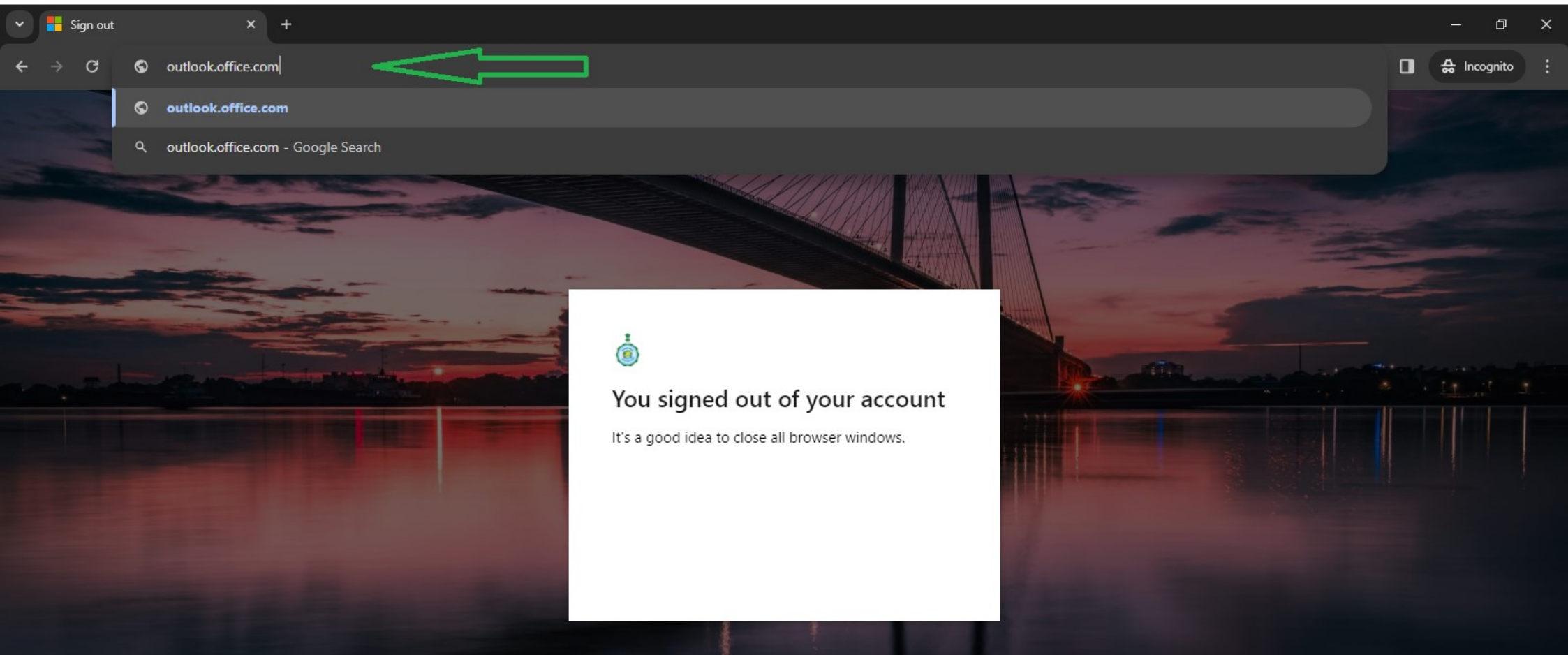
You can access your email now

The screenshot displays the Outlook web interface in a browser window. The browser's address bar shows the URL `outlook.office.com/mail/`. The Outlook header includes the 'Outlook' logo, a search bar, and navigation tabs for 'Home', 'View', and 'Help'. A ribbon menu below the header contains various actions: 'New mail', 'Delete', 'Archive', 'Report', 'Sweep', 'Move to', 'Quick steps', and 'Read / Unread'. On the left side, there is a sidebar with 'Favorites' (Inbox, Sent Items, Drafts) and 'Folders' (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Archive). The main content area is titled 'Inbox' and features a large illustration of a hot air balloon with the text 'All done for the day' and 'Enjoy your empty inbox.' The browser's top right corner shows 'Incognito' mode and a user profile icon labeled 'test mail'.

Click on top right side of mail and click on **Sign out**

The screenshot shows the Outlook web interface in a browser window. The address bar displays "outlook.office.com/mail/". The Outlook logo and a search bar are at the top left. The main navigation bar includes "Home", "View", and "Help". Below this is a toolbar with "New mail", "Delete", "Archive", "Report", "Sweep", "Move to", "Quick steps", "Read / Unread", and other icons. On the left, there are "Favorites" (Inbox, Sent Items, Drafts) and "Folders" (Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Archive). The central "Inbox" area shows a hot air balloon icon and the text "All done for the day. Enjoy your empty inbox." On the right, a user profile dropdown menu is open, showing the user's name "test mail", email "testmail@wb.gov.in", and options to "View account" and "Open another mailbox". A "Sign out" button is visible at the top right of the dropdown, and a green arrow points to it. At the bottom of the dropdown, there is an option to "Sign in with a different account".

Type outlook.office.com



Type your given Email ID

Sign in to Outlook

login.microsoftonline.com/common/oauth2/authorize?client_id=00000002-0000-0ff1-ce00-000000000000&redirect_uri=https%3a%2f%2foutlook.office.com%2fowa%2f&resource=000...

Incognito

Outlook



Sign in

to continue to Outlook

testmail@wb.gov.in



No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options

Type here to search

24°C Haze

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08-02-2024

Type your password XXXXXXXXX

Sign in to Outlook

login.microsoftonline.com/common/oauth2/authorize?client_id=00000002-0000-0ff1-ce00-000000000000&redirect_uri=https%3a%2f%2foutlook.office.com%2fowa%2f8&resource=000...

Incognito

← testmail@wb.gov.in

Enter password

.....

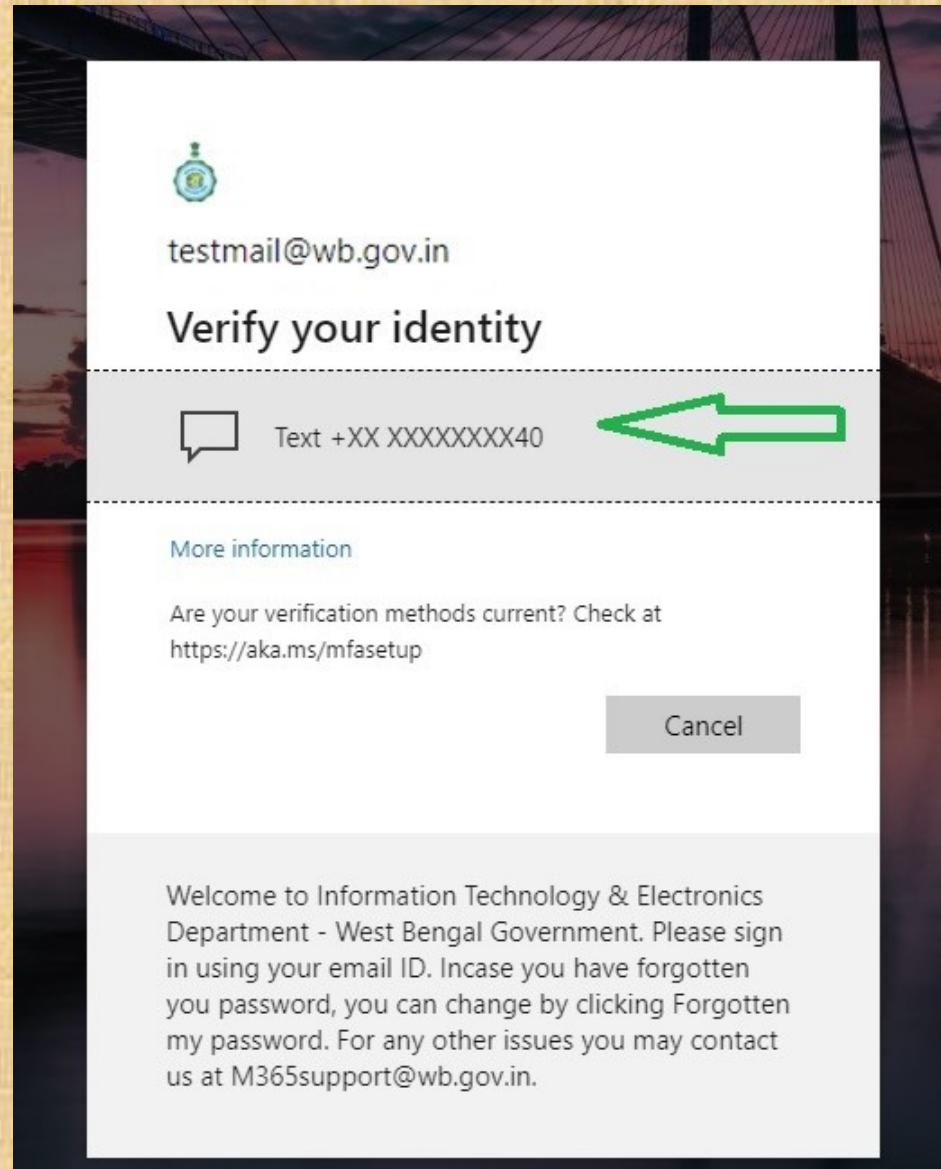
[Forgot my password](#)

[Sign in](#)

Welcome to Information Technology & Electronics Department - West Bengal Government. Please sign in using your email ID. Incase you have forgotten you password, you can change by clicking Forgotten my password. For any other issues you may contact

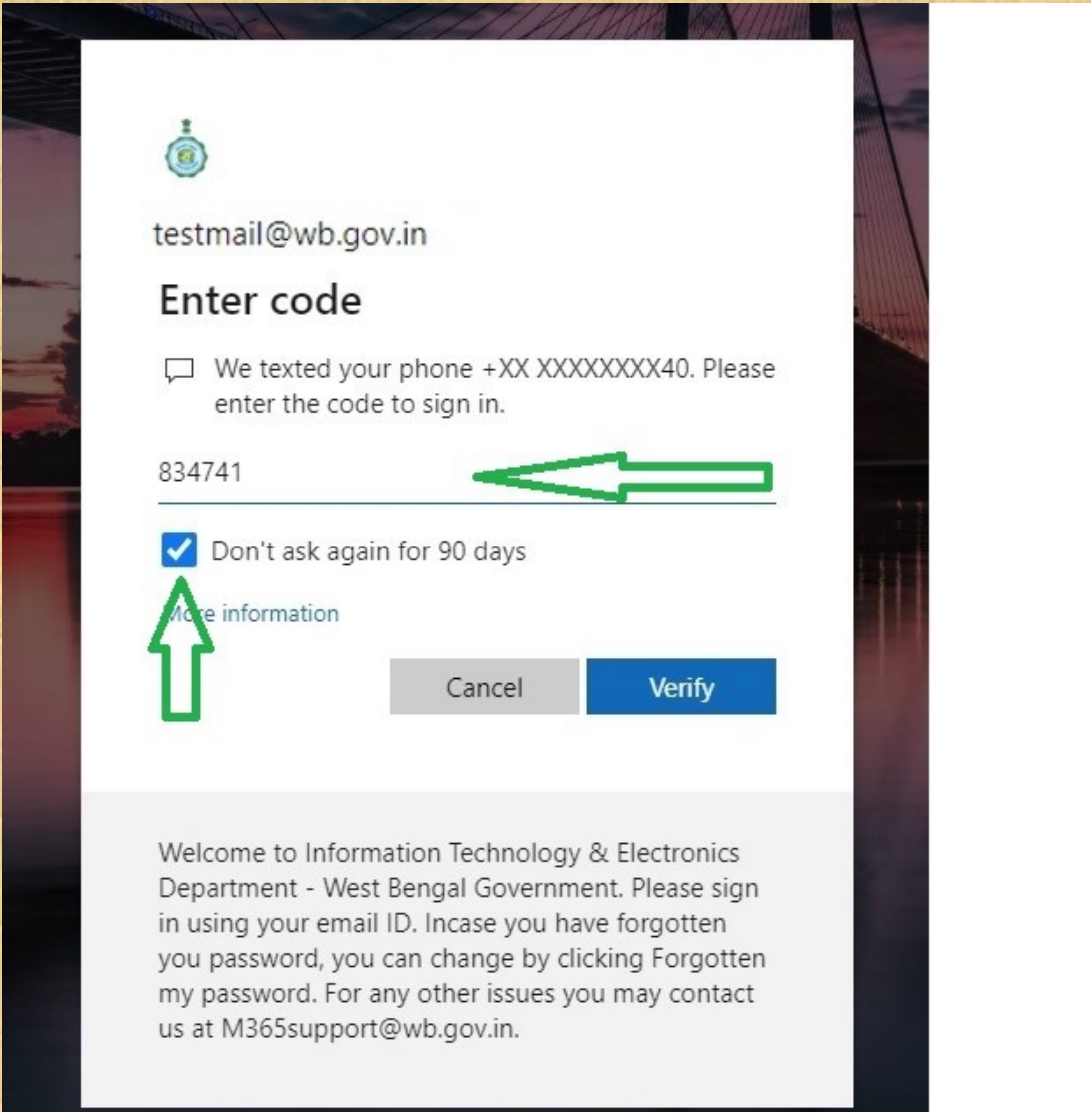
Click on option Text +XXXXXXXX40


Please note: “+XXXXXXXXXX” this value would be your mobile number last 2 digit



Enter 6 digits code which you will get as SMS or WhatsApp


Check Don't ask again for 90 days







testmail@wb.gov.in

Enter code

 We texted your phone +XX XXXXXXXX40. Please enter the code to sign in.

834741 

Don't ask again for 90 days

 [More information](#)

Welcome to Information Technology & Electronics Department - West Bengal Government. Please sign in using your email ID. In case you have forgotten your password, you can change by clicking Forgotten my password. For any other issues you may contact us at M365support@wb.gov.in.

Click on Yes



testmail@wb.gov.in

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes



Welcome to Information Technology & Electronics Department - West Bengal Government. Please sign in using your email ID. In case you have forgotten your password, you can change by clicking Forgotten my password. For any other issues you may contact us at M365support@wb.gov.in.

You can access your email now

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