

Instructions for first-time sign-on

If you attempt to follow the instructions below and run into difficulties, you can contact our team and get the help you need: email help@vawg.cap.gov.

BEFORE YOU BEGIN PLEASE NOTE:

- All current, active members of VAWG have a VAWG Email Address and VAWG Google Account created by IT. Usernames and passwords were sent to primary email contacts on record in E-Services.
- You are logging into the Microsoft 365 Office Suite and Teams – but you will need to continue to use your VAWG Google Email until we tell you to switch
- Do **not** change the email forwarding settings in Outlook

How to sign in for the first time:

1. Go to [Office.com](#)

NOTE: If you have another Office 365 account (work, school, or personal) logged in, you will need to log out and restart your browser

2. Enter your username, which is the same as your current VAWG email address.

NOTE: You do **NOT** need to create an account. If the sign-in screen asks, this account is set up by your work/school IT department

3. On the next page, click “Forgot password” and reset your VAWG 365 password.

NOTE: your VAWG 365 username will be the same as your VAWG GSuite (old) username / email address, but this is an account on Microsoft instead of Google.

- Password reset will send a code to your cell phone or alternate email. Enter that code into the "verify" box and click "verify". This code is NOT your password to your other email account!
- Next enter your **new** password information

4. Now, go back to Office.com and log in using the new password you just created.

You should reach a page that shows all the Microsoft 365 Apps, including Word, Excel, and Teams. Feel free to check these out! You can check out Outlook, our new email application, but don't use it for email yet and don't change any settings.

The next time you log on, you can use the Self-Service Password Reset (SSPR) page to provide alternate phone numbers and email addresses so you can reset your own password if needed. This page is located at this link: [Self-Service Password Reset](#)

Again, please **do not** change any email settings such as forwarding email addresses

We need to forward your VAWG 365 email to your VAWG GSuite inbox for now. We'll let you know when you can use the Office 365 account for email.

Contact the Help Desk if you need assistance: help@vawg.cap.gov

Very Respectfully,

Virginia Wing Information Technology Team