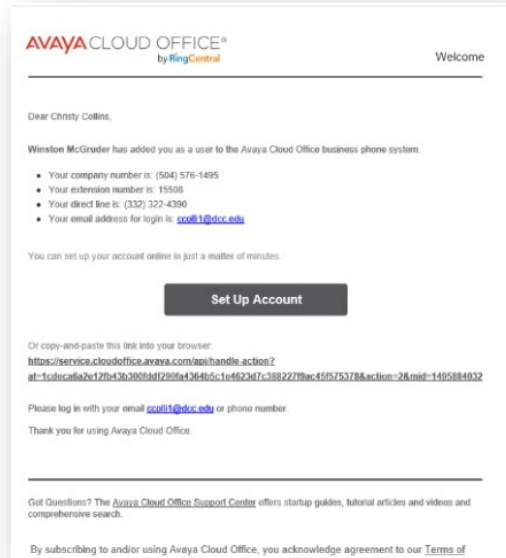# AVAYA CLOUD OFFICE® NEW ACCOUNT SETUP INSTRUCTIONS

Step 1: Once added to the Avaya Cloud Office ®business phone system, you will receive an email notification to set up your account. Click **Set Up Account.**
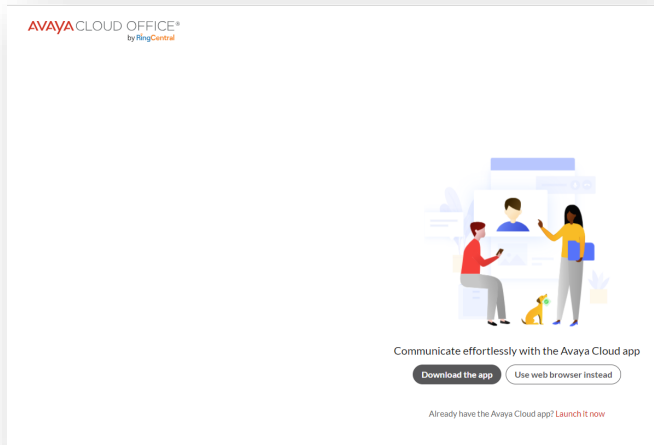

Step 2: Secure your account. Create your password, 6-digit PIN, and security question then click **Activate my account**.

Step 3: Download the Avaya Cloud app to your office computer or use the web browser.

Step 4: If the below dialog box appears, click **OK.**
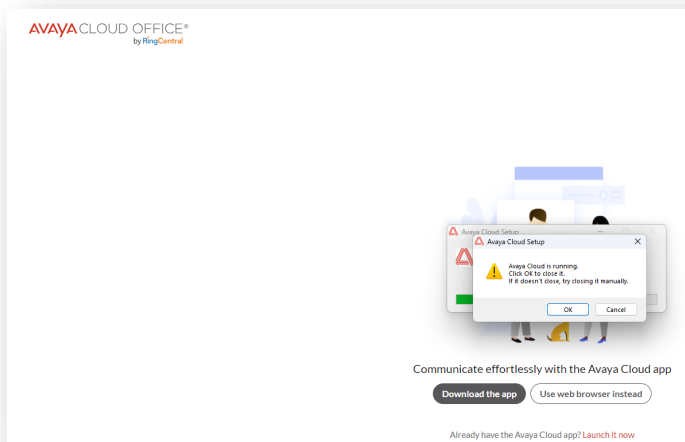
Step 5: The Avaya Cloud Office Welcome page will appear.

Step 6: Click **Sign In.**

Step 7: Enter your full Delgado email address and the password you just created.

Step 8: For security purposes, two-factor authentication is enabled. An authentication code will be sent to your Delgado email address. **Enter the code.**

Step 9: Account set up is complete!