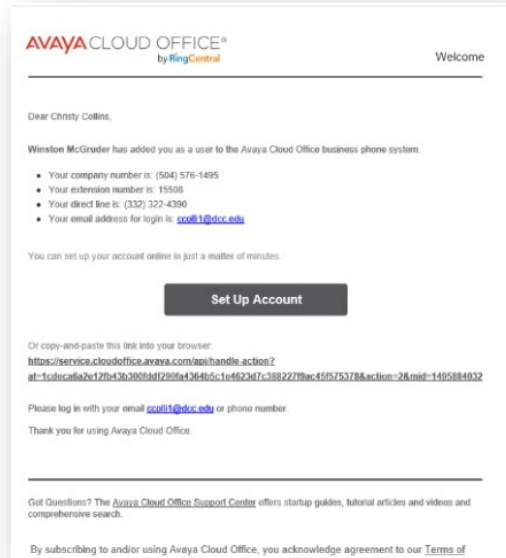


## AVAYA CLOUD OFFICE® NEW ACCOUNT SETUP INSTRUCTIONS

**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**.



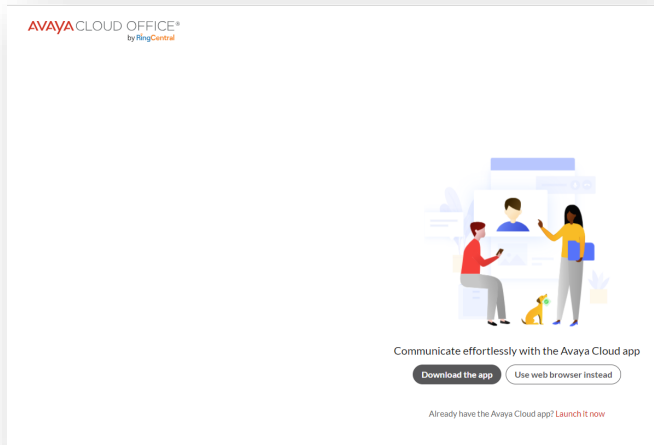
**Step 2:** Secure your account. Create your password, 6-digit PIN, and security question then click **Activate my account**.

The screenshot shows the 'First, let's secure your account' page. It has three main sections:

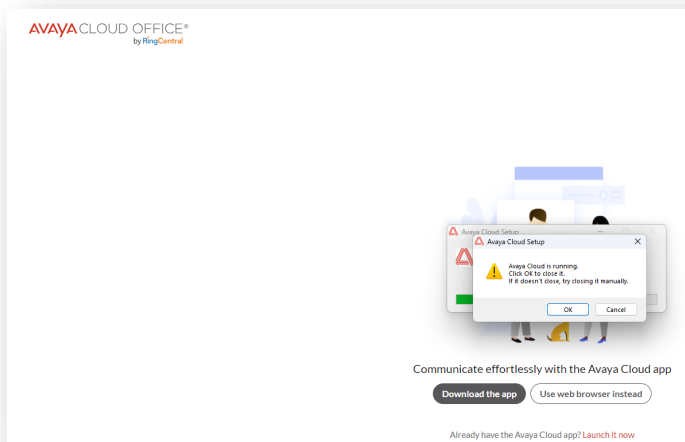
- Set your password:** Two input fields labeled 'Password' and 'Re-enter password' with eye icons for visibility.
- Set your PIN:** Two input fields labeled 'PIN' and 'Re-enter PIN' with eye icons.
- Select a security question:** A dropdown menu labeled 'Security question' with the text 'Please select one' and an empty input field labeled 'Your answer'.

At the bottom of the form is a button labeled '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!