

Subject: Reminder: Complete Microsoft 365 Login Setup By July 20
Date: Monday, June 8, 2026 at 10:53:12 AM Central Daylight Time
From: University IT
To: Jan Morrill
Attachments: uit_signature.png

Stanford | University IT

Dear School of Medicine colleague,

The July 20 deadline to switch to your [new Microsoft login](#) and connect your devices to Intune is approaching.

Complete these steps to ensure uninterrupted access to university email, Teams, OneDrive, and other Microsoft services.

What you need to do

- **Step 1: Set up your new Microsoft login.** Start this as soon as possible. Your new login will be active within 24 hours.
- **Step 2: Connect your devices to Intune.** Once your login is active, connect your devices to Intune. Your device may enroll automatically, prompt you to start the process, or require a manual setup. Check the device-specific instructions to find out which applies to you.
- **Step 3: Verify connected devices.** Visit the device portal to make sure your devices are listed.

Step 1: Set up your new login

Your new Microsoft login requires setting up an authentication method — a way to verify your identity when accessing university Microsoft apps. All three options below are approved for university use and provide strong security. If you're not sure which method to choose, [our guide can help](#).

- **Microsoft Authenticator app:** Sign in by approving a push notification on your phone. You'll confirm a two-digit code to verify it's really you.
 - [Configure on iPhone](#)
 - [Configure on Android](#)
- **Apple passkey:** If you have a macOS device with Touch ID, create an Apple passkey that syncs to iCloud. You can then sign in using Touch ID or Face ID across all your Apple

syncs to iCloud. You can then sign in using Touch ID or Face ID across all your Apple devices—no Authenticator app needed.

- [Create an Apple passkey](#)
- **YubiKey:** Use a physical security key for authentication to your Microsoft account.
 - [Add a YubiKey](#)

Step 2: Connect your device to Intune (by enrolling or registering)

Connect every device you use for email and other university Microsoft services to Intune, including your phone if you check email on it. Timing varies: some devices are ready to connect 24 hours after you set up your login, while others may prompt you to start sooner.

- **Windows:** Most Windows devices will automatically enroll in Intune after you complete your login. If yours isn't eligible, you'll get a prompt to run a guided enrollment app.
 - [What to expect with automatic enrollment](#)
 - [What to expect with app-guided enrollment](#)
- **macOS:** Look for a “**Registration Required**” pop-up on your Mac and follow the prompts. If you accidentally dismiss it, restart your device and it will come back.
 - [How to register a macOS device in Intune](#)
- **iOS/iPadOS:** About 24 hours after setting up your login, open the Self Service app to complete registration.
 - [How to register an iOS/iPadOS device in Intune](#)
- **Linux:** Install Microsoft Edge and enroll your device in Intune. (Tested on Ubuntu 24.04.3 LTS and Red Hat Enterprise Linux (RHEL) 9.6.)
 - [How to enroll a Linux device](#)
- **Android:** If you are currently using an Android device for Stanford work, it should already be enrolled in Intune. If not, follow the instructions below.
 - [How to enroll an Android device](#)

Step 3: Verify connected devices

Visit [Microsoft's Company Portal](#) website to see your devices connected to Intune. Newly connected devices can take up to one hour to appear in the Company Portal, so don't worry if you don't see it right away. [Learn more about how to check device compliance on the Company Portal site.](#)

Need help?

Visit the [New Microsoft Login + Intune: Guide for School of Medicine](#) for resources and timelines.

For additional assistance, please [submit a Help request](#).

Thank you,

