

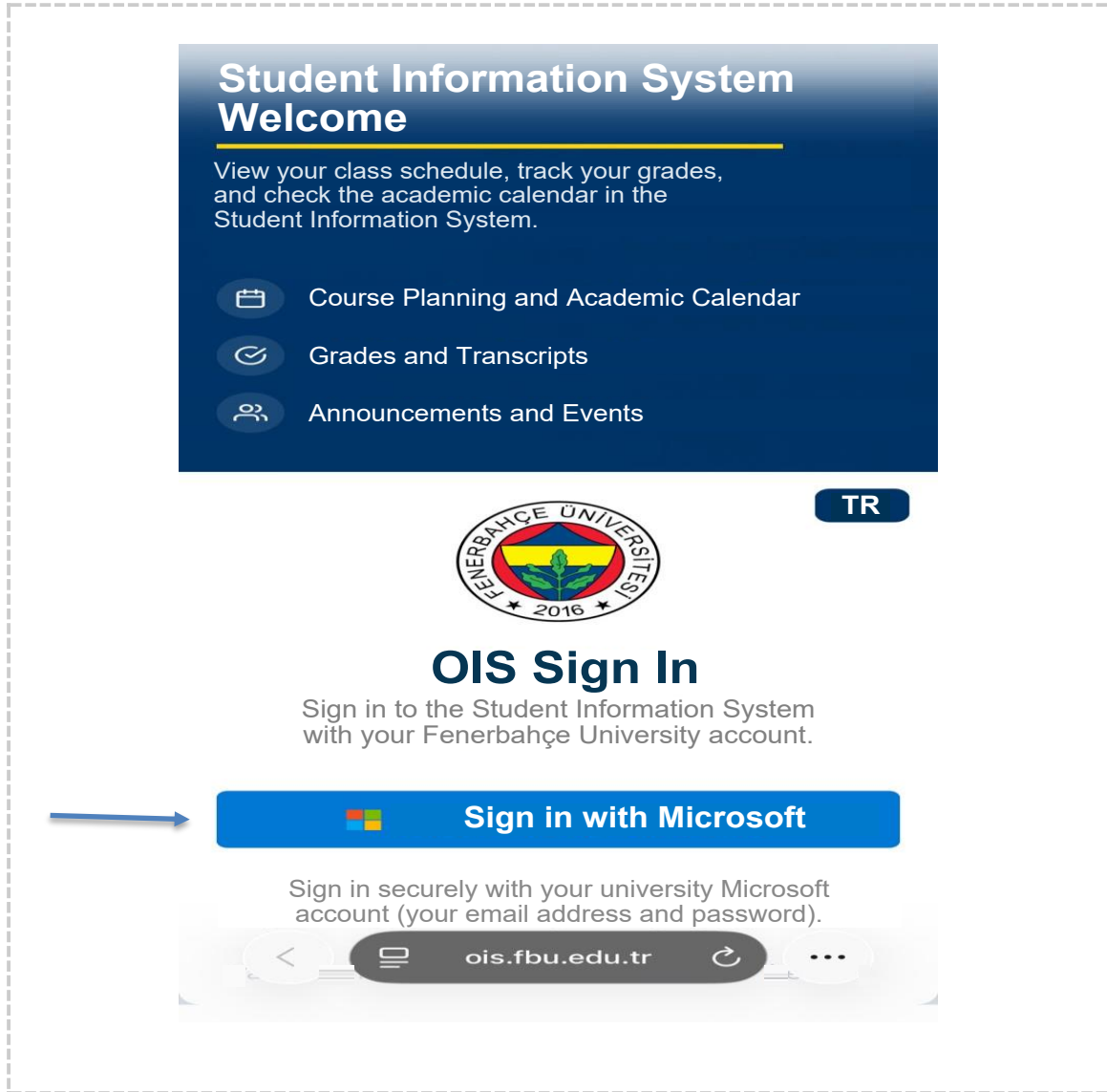
Fenerbahçe University Student Email and Outlook Sign-In Guide

Dear Students,

To communicate using your student email address in Microsoft Outlook, you must first sign in to OIS (ois.fbu.edu.tr) and complete two-step verification setup with Microsoft Authenticator. Please follow the steps below in order.

Part 1: Signing in to OIS and Linking Authenticator

1. Open ois.fbu.edu.tr in your browser and click "Sign in with Microsoft".



Student Information System Welcome

View your class schedule, track your grades, and check the academic calendar in the Student Information System.

- Course Planning and Academic Calendar
- Grades and Transcripts
- Announcements and Events

FENERBAHÇE ÜNİVERSİTESİ
2016

TR

OIS Sign In

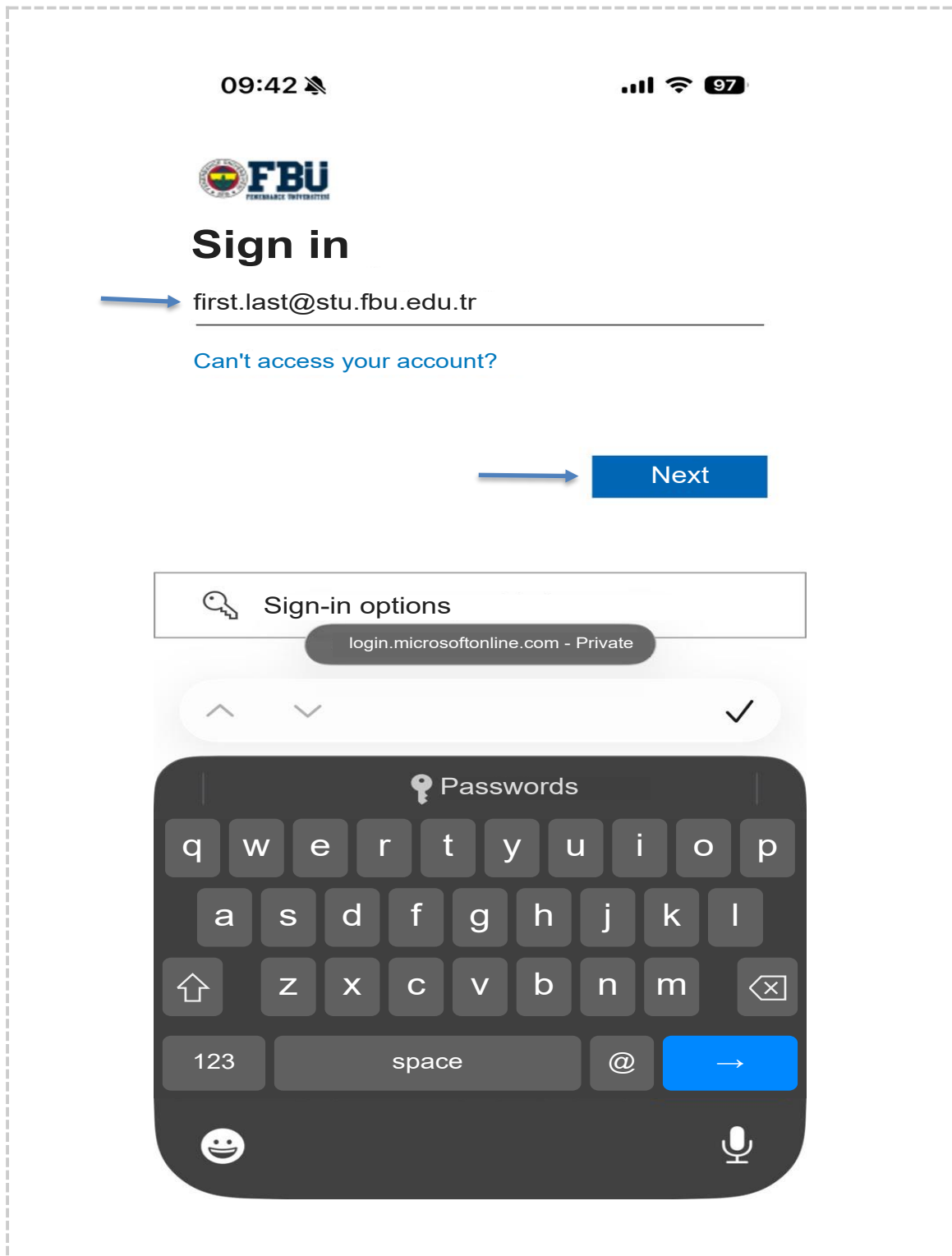
Sign in to the Student Information System with your Fenerbahçe University account.

Sign in with Microsoft

Sign in securely with your university Microsoft account (your email address and password).

ois.fbu.edu.tr

2. On the Microsoft sign-in screen, enter your university email address (for example, first.last@stu.fbu.edu.tr) and click "Next".



3. Enter your email password and click "Sign in".

10:31

FBU
POMERANIAN UNIVERSITY

← [redacted]@stu.fbu.edu.tr

Enter password

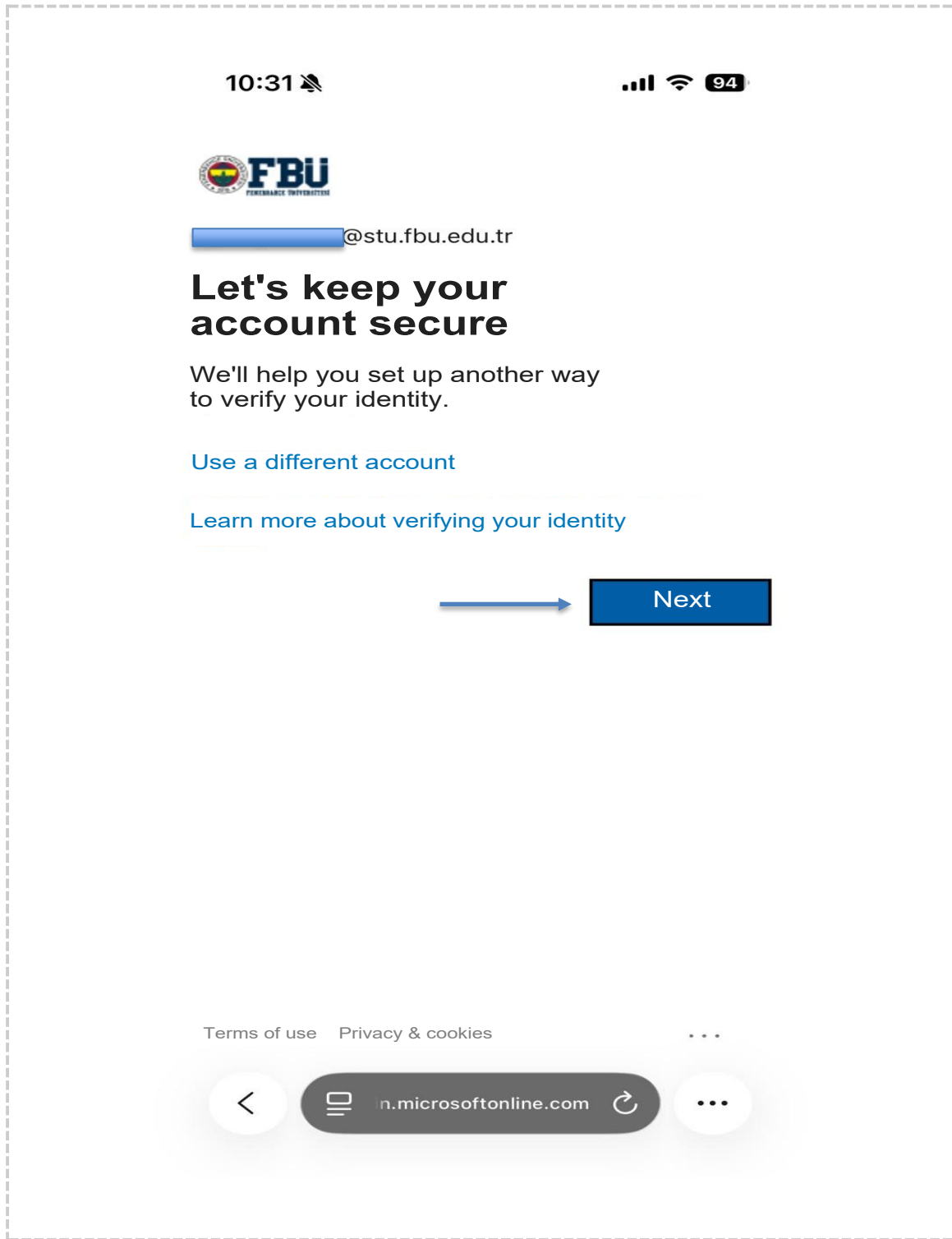
→ Password

[Forgot my password](#)

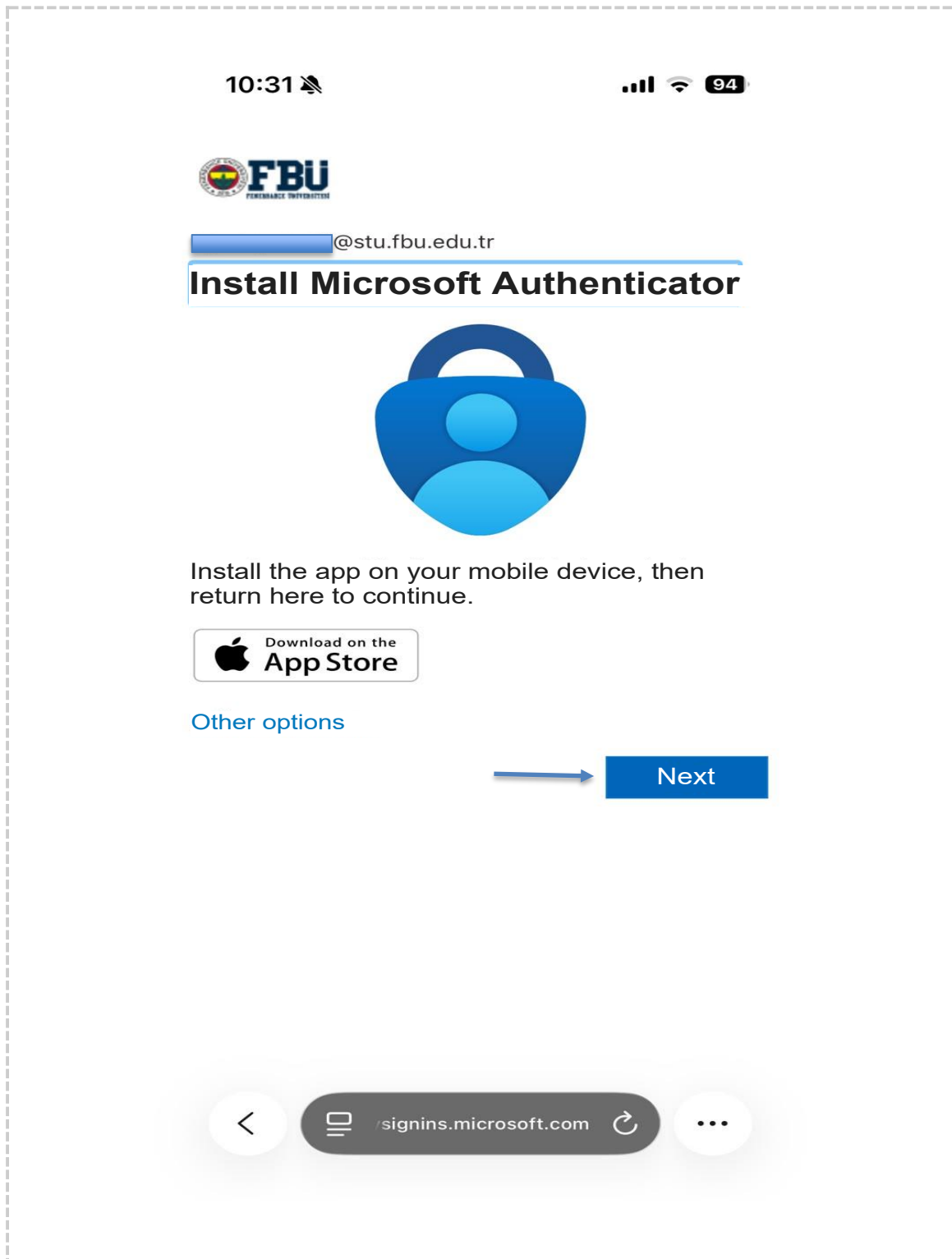
→ **Sign in**

Terms < n.microsoftonline.com >

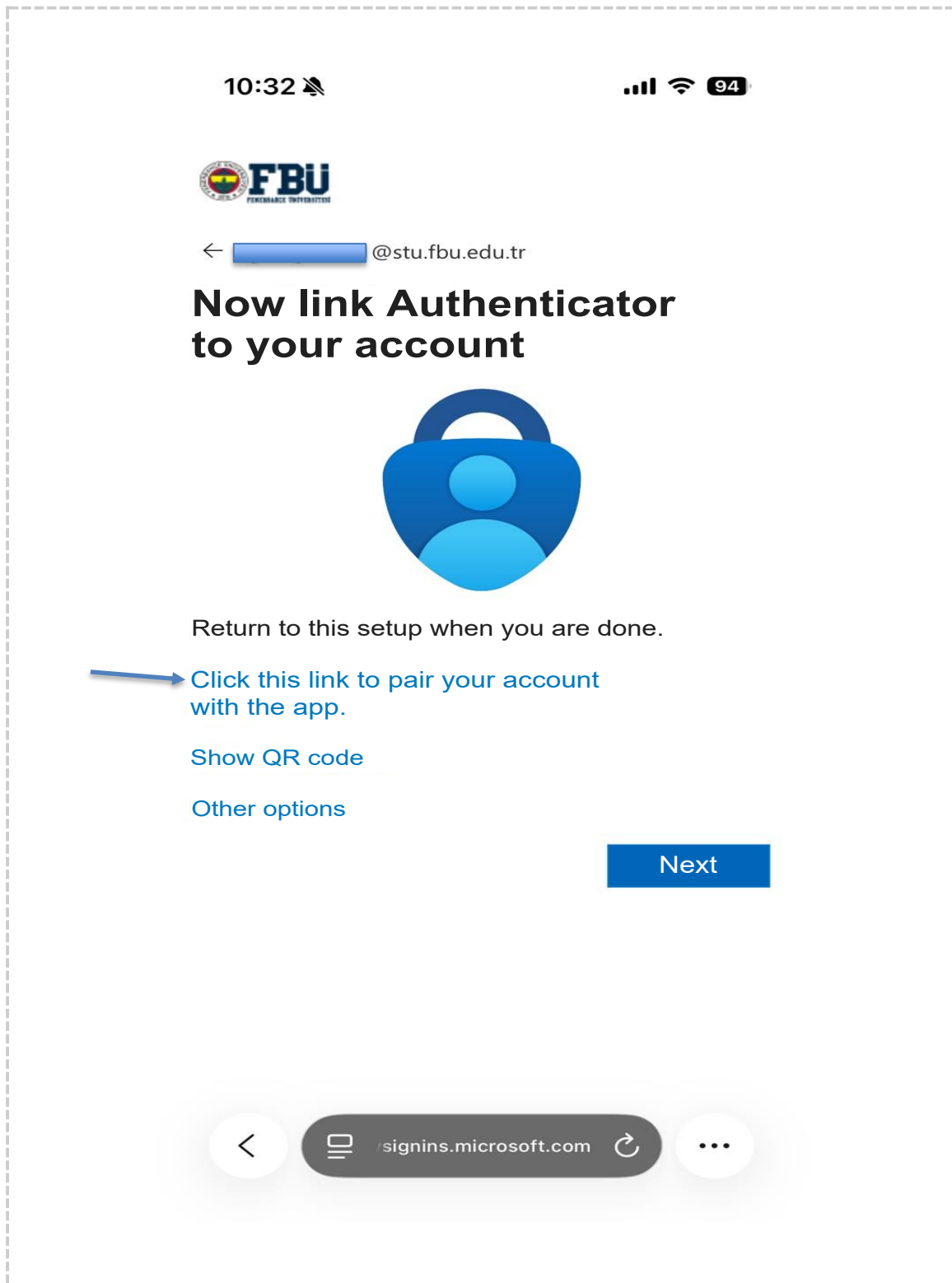
4. On the "Let's keep your account secure" screen, click "Next" to continue setting up security.



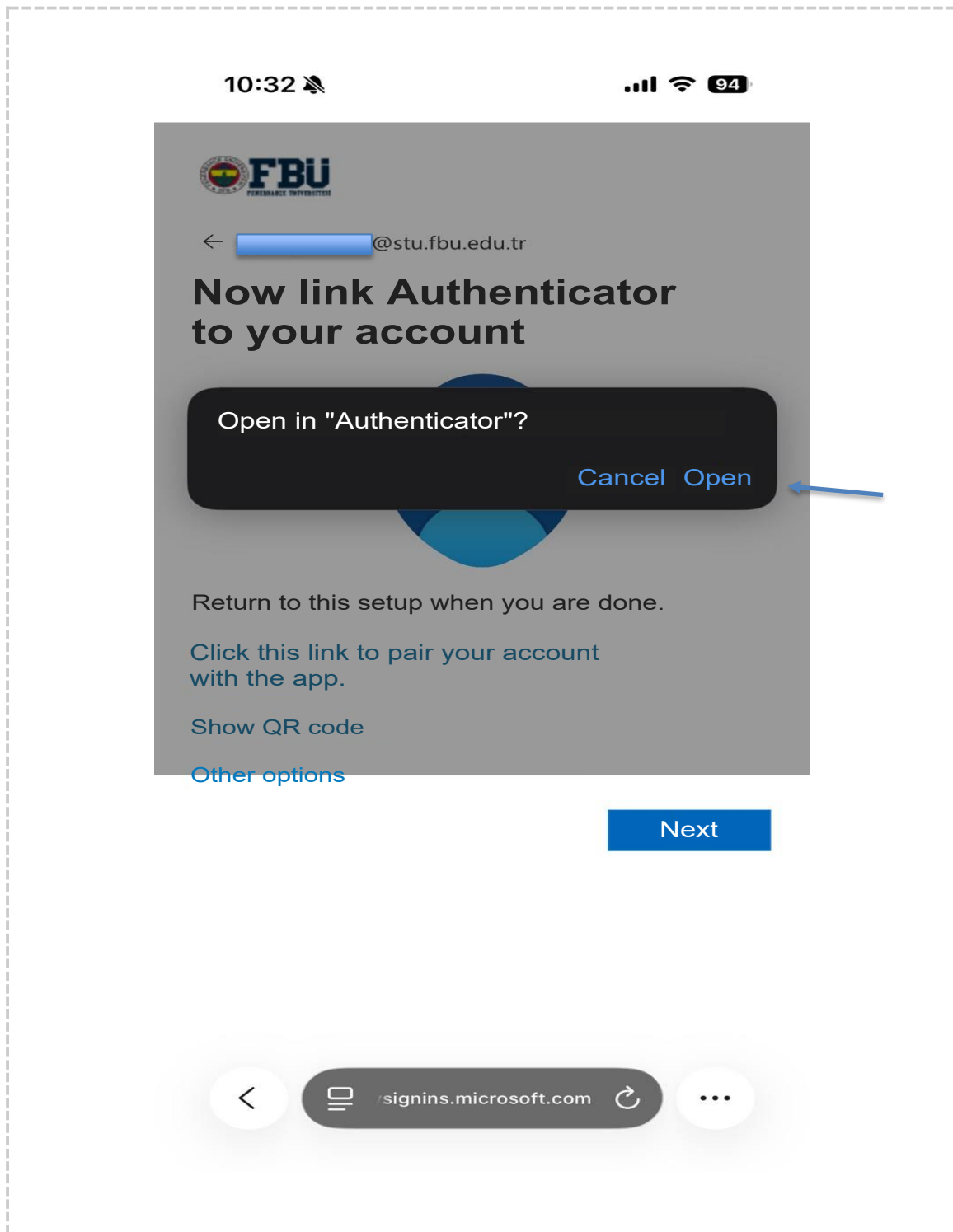
5. The "Install Microsoft Authenticator" screen will appear. If the app is not already installed on your phone, download it. Then click "Next" to link it to your account.



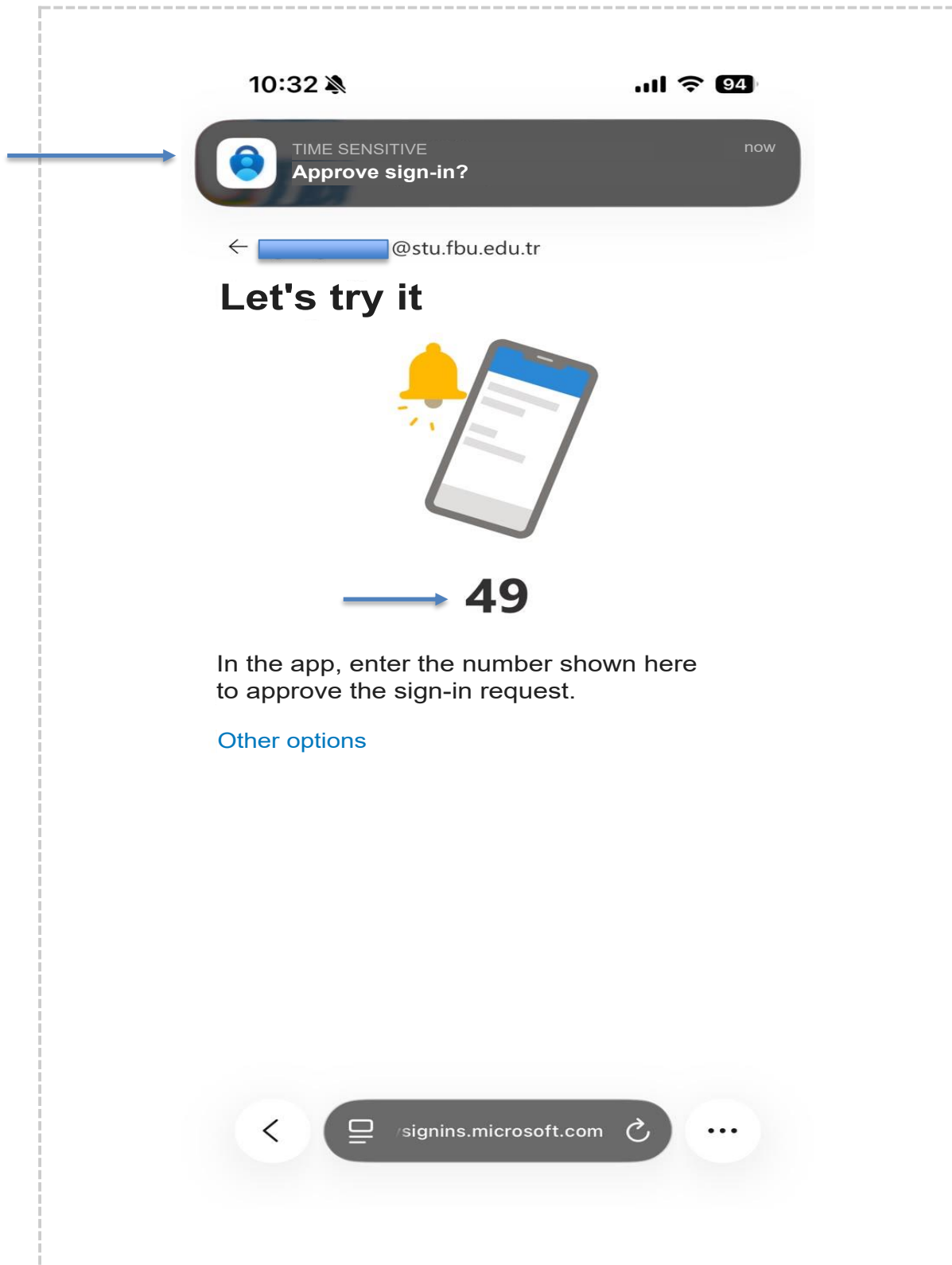
6. On the "Now link Authenticator to your account" screen, click "Click this link to pair your account with the app."



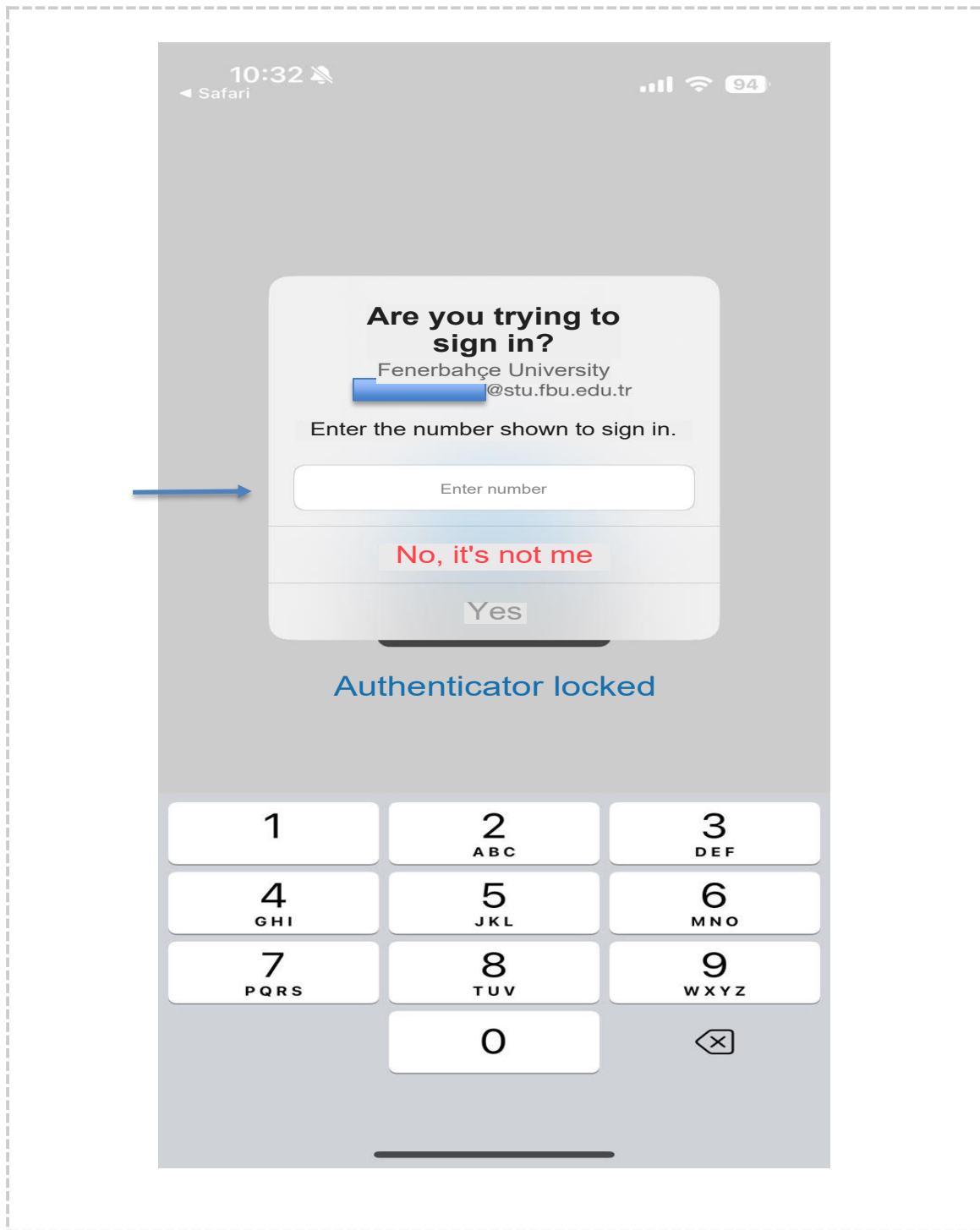
7. Your browser will ask "Open in Authenticator?" to take you to the app. Tap "Open" to continue.



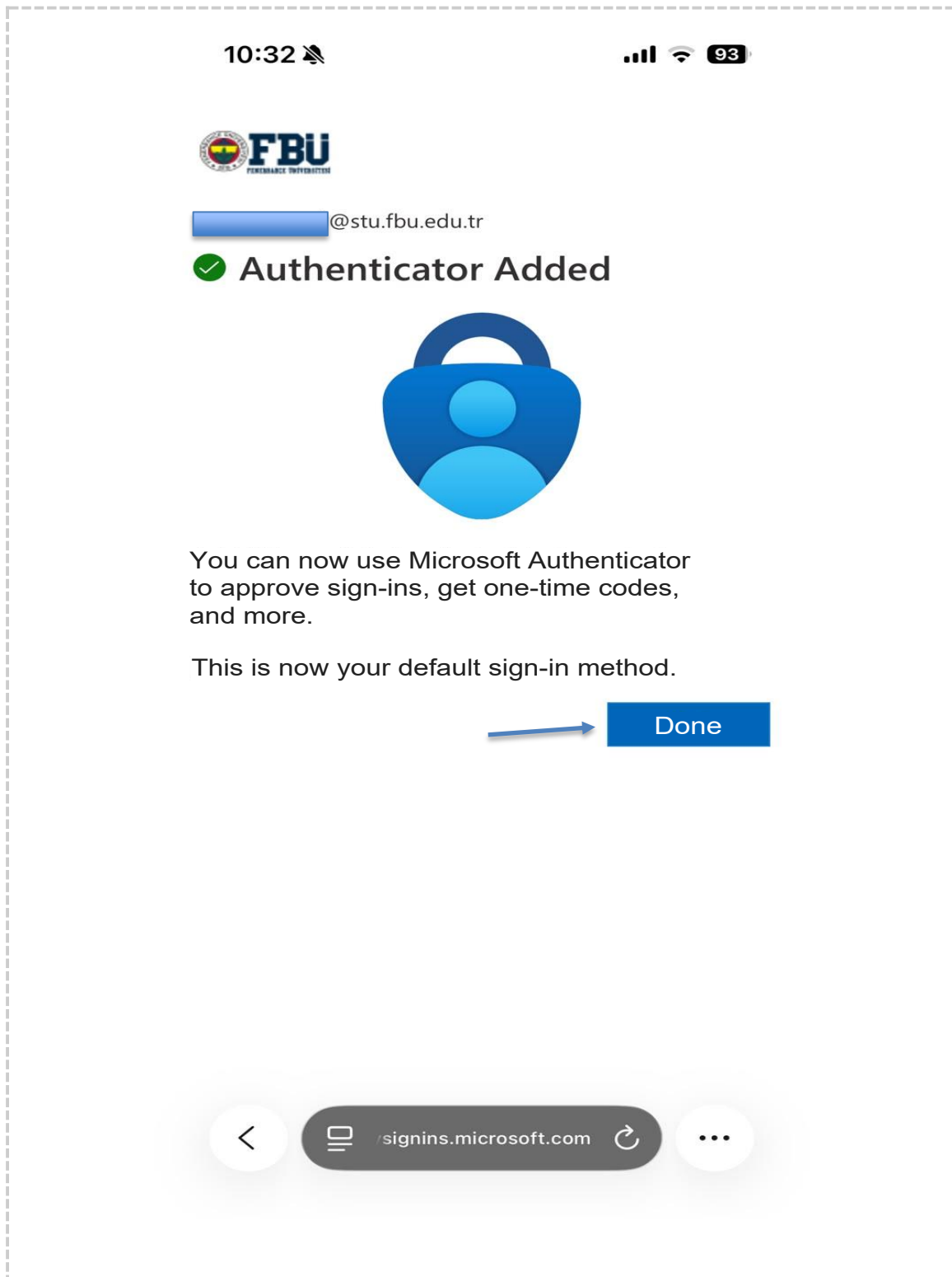
8. A two-digit number (for example, 49) will appear on the screen to approve your sign-in request. Remember this number so you can enter it in the Authenticator app.



9. When Microsoft Authenticator opens, enter the number shown in your browser in the previous step into the "Are you trying to sign in?" prompt, then tap "Yes".



10. Once verification is successful, the "Authenticator Added" confirmation screen will appear. Click "Done" to finish linking your account.



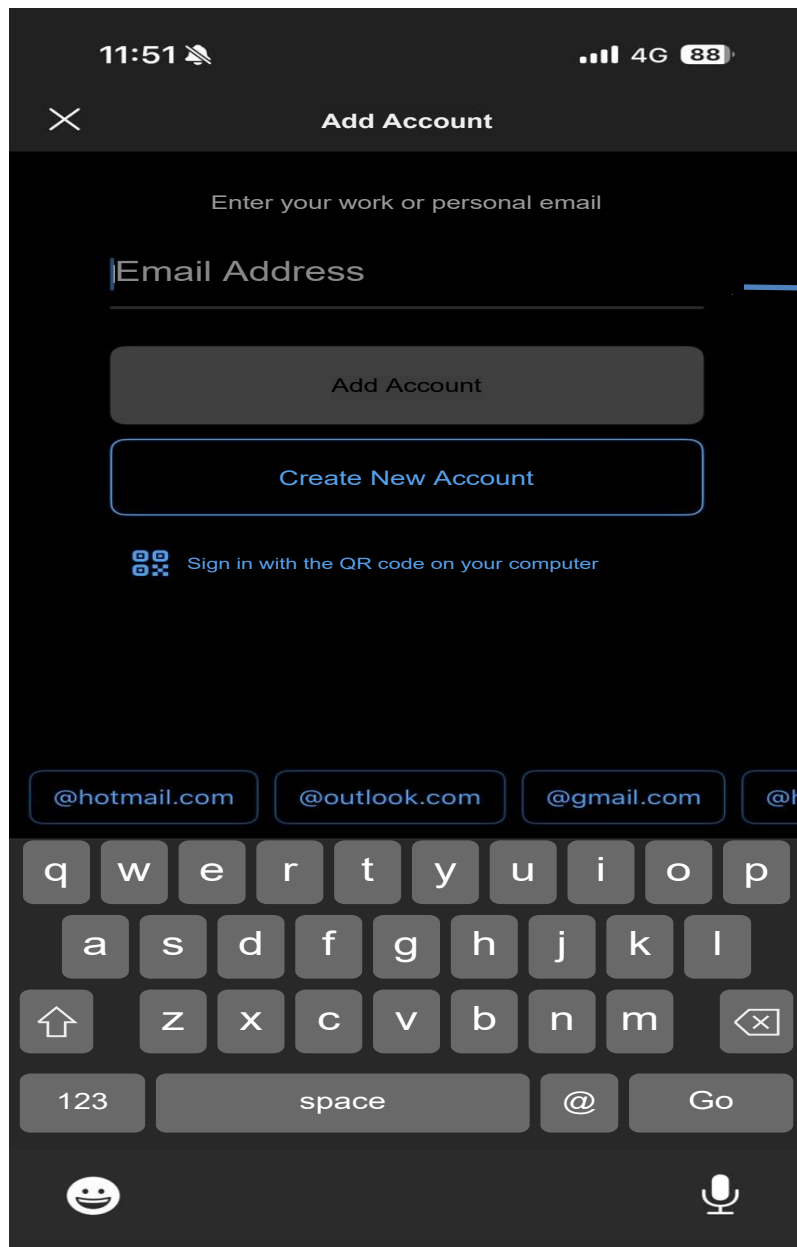
11. When you return to your browser, you will see "Stay signed in?". Select "Yes" or "No", as you prefer, to complete your OIS sign-in.



Part 2: Signing in to Outlook with Your University Account

Important Note: Download the Microsoft Outlook app to your phone before proceeding with this step.

12. Open Outlook on your phone or computer. On the "Add Account" screen, enter your university email address in the email field.



13. On the sign-in screen, enter your university email password and click "Sign in".

15:07 Outlook 4G 74%

Cancel

 FBU
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Enter password

→ Password

[Forgot my password](#)

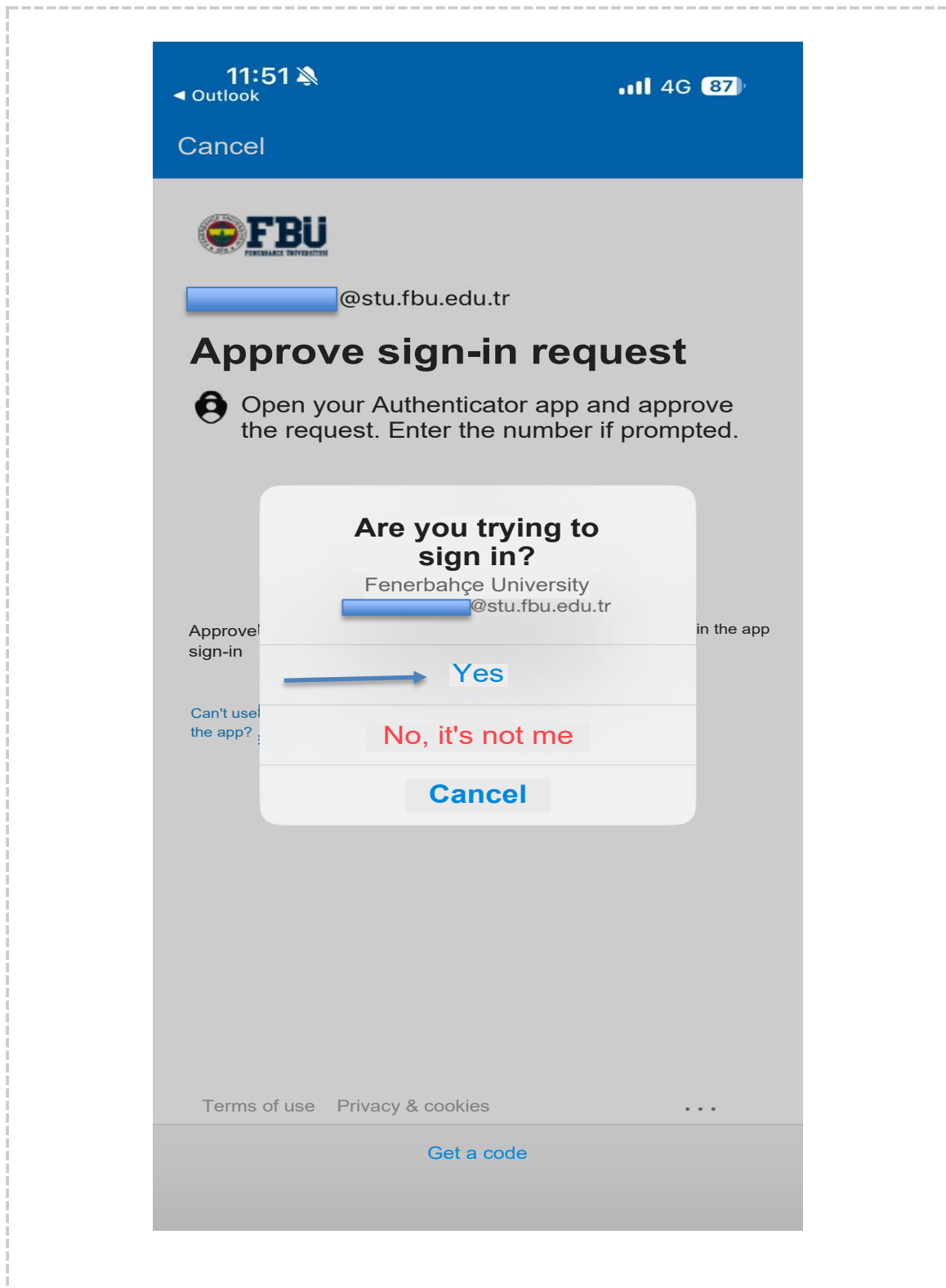
[Sign in with another account](#)

[Sign in](#)

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[Get a code](#)

14. Outlook will send an approval request to Authenticator to verify your sign-in. Tap "Yes" when asked "Are you trying to sign in?".



15. If an additional security screen titled "Let's keep your account secure" appears, click "Next" to complete your Outlook setup.

