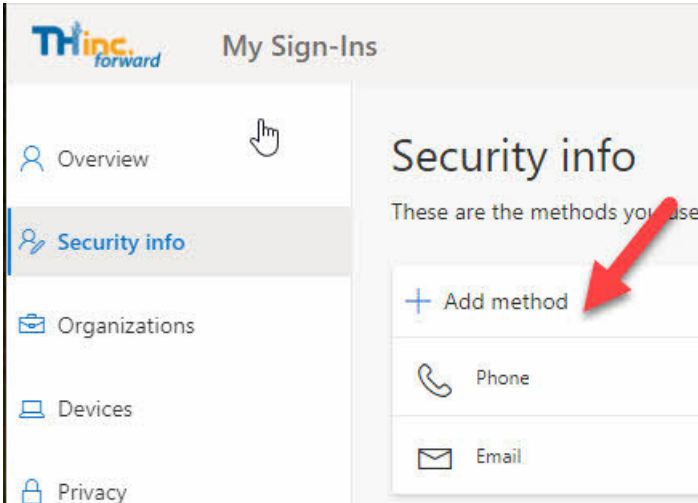


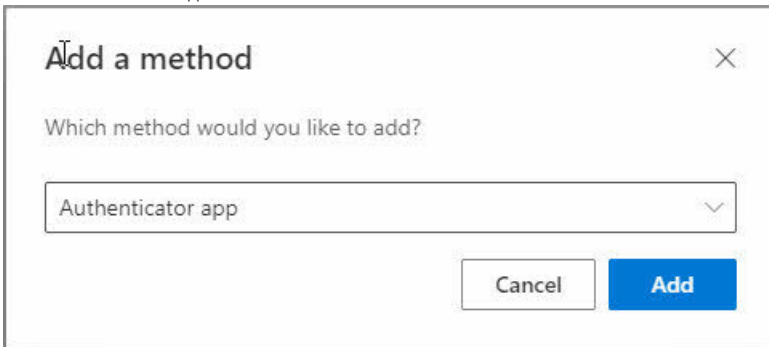
O365 Add Multi Factor Authentication Method

To add MFA to your O365 account make sure to log into portal.office.com with your company email and password.

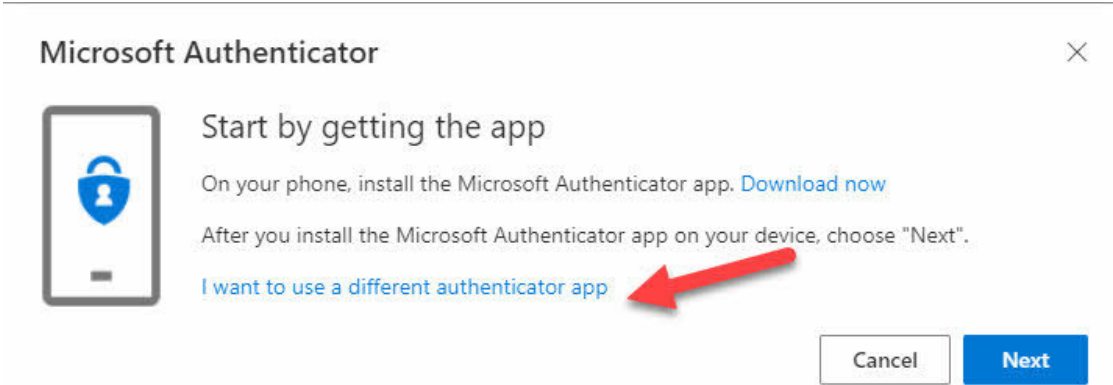
1. Navigate to <https://my.signins.microsoft.com/> to setup your method and Click the Add Method button



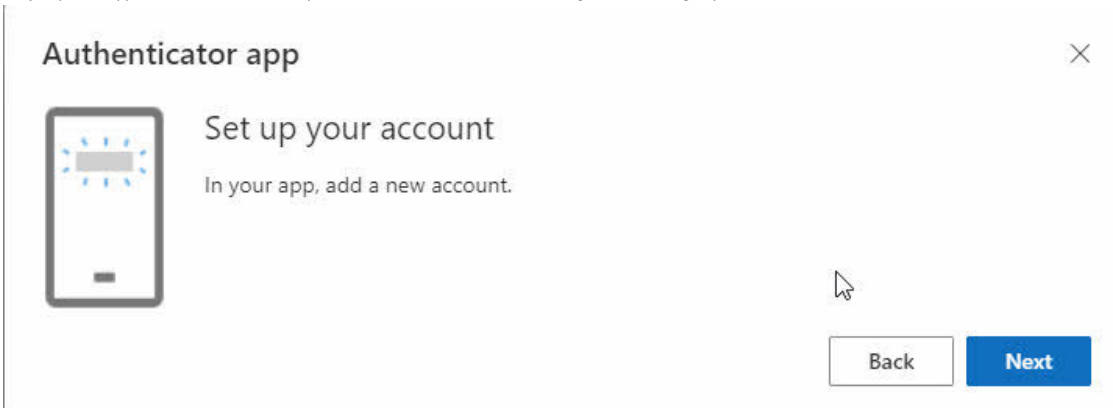
2. You can choose either an authenticator app (Google Authenticator, Authy, MS Authenticator) or alternatively phone for text/call verification (see section after app setup for instructions)
3. Select the Authenticator App and click Add



4. If you already using an app like Google Authenticator or Authy, select the I want to use a different authenticator app, otherwise you can also use the Microsoft Authenticator Please note these directions are for "OTHER" app option Click NEXT



5. On you phone app, click the Add account option and then on the PC click next to generate the sign up code



6. Scan the Barcode directly on the website (Do not attempt to scan the example image in this document) and when you authenticator app starts showing Token numbers, click next on the pc

Authenticator app



Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

7. Enter your 2factor code from the application into the Code window and click next
This completes the MFA app setup for your account.

Authenticator app



Enter code

Enter the 6-digit code shown in the Authenticator app.

Enter code



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Phone Multi Factor setup

1. Choose phone as the option from the menu

Add a method

Which method would you like to add?

Phone

Cancel Add

2. Enter your cellphone and select text to receive your code as SMS and click next

Phone



You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel

Next

3. Enter the code received in the text message and click next

Phone

We just sent a 6 digit code to +1 . Enter the code below.

Enter code

[Resend code](#)

Back Next

4. The phone is now verified as MFA option

Phone

SMS verified. Your phone was registered successfully.

Done