

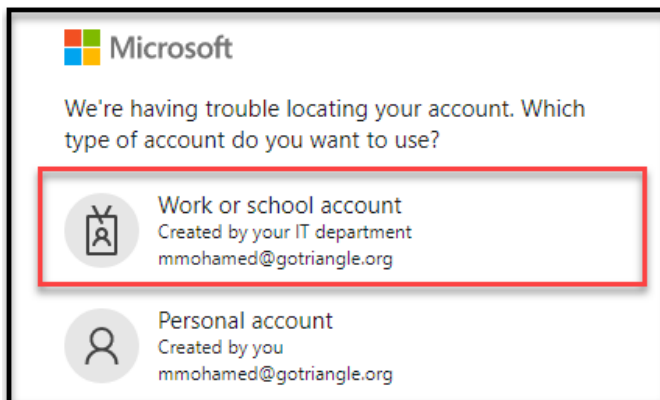
How to Set up Multi-Factor Authentication for Your Microsoft 365 Account

Explanation:

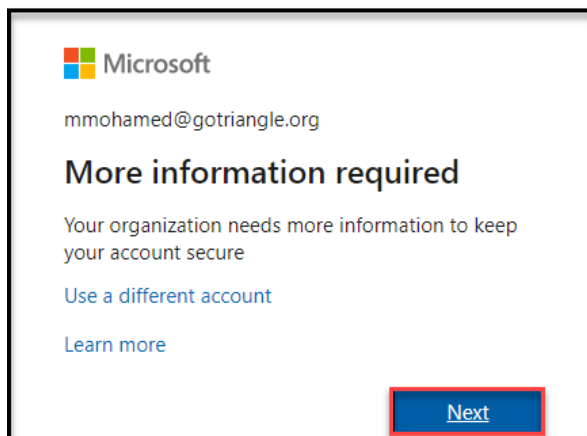
Multi Factor Authentication (MFA), also called 2-step verification, adds an extra layer of security to your Microsoft 365 account sign-in. For example, when signing in, you must type in your password and, when prompted, you must also type in a verification code sent to your phone.

Initial Setup:

1. Go to <https://aka.ms/MFASetup>, and sign in with your email address and password. You will get a message asking which account type that you want to use, choose **Work or school account**.



2. Enter your **work e-mail**, and **password**.
3. When prompted with "More information required" Click **Next**.





4. Under "How should we contact you?" make sure **Authentication phone** is selected. Then select your country code and type in your desk phone number or cell phone number.

A screenshot of a web form titled "Additional security verification". Below the title is a sub-header "Step 1: How should we contact you?". The form contains two dropdown menus: "Authentication phone" and "Select your country or region". A red rectangular box highlights both dropdown menus. Below the form is a small text box with a disclaimer: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

5. Under method, select which method you would like the code to be sent by. Then click **Next. Note:** GoTriangle desk phones cannot receive text messages.

A screenshot of a web form titled "Method". It contains two radio button options: "Send me a code by text message" and "Call me". The "Call me" option is selected. A red rectangular box highlights the entire "Method" section. To the right of the radio buttons is a blue "Next" button, also highlighted with a red rectangular box. A red number "1" is placed to the left of the "Method" section, and a red number "2" is placed above the "Next" button. Below the form is a small text box with a disclaimer: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."



6. If you're using your desk phone for verification, you will receive a call that will ask you to press the # key on your phone.

If you are using your cell phone for verification, you will receive a text message with your verification code. Type in your verification code on your computer, and then click **Verify**.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1
[REDACTED]

1 When you receive the verification code, enter it here

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