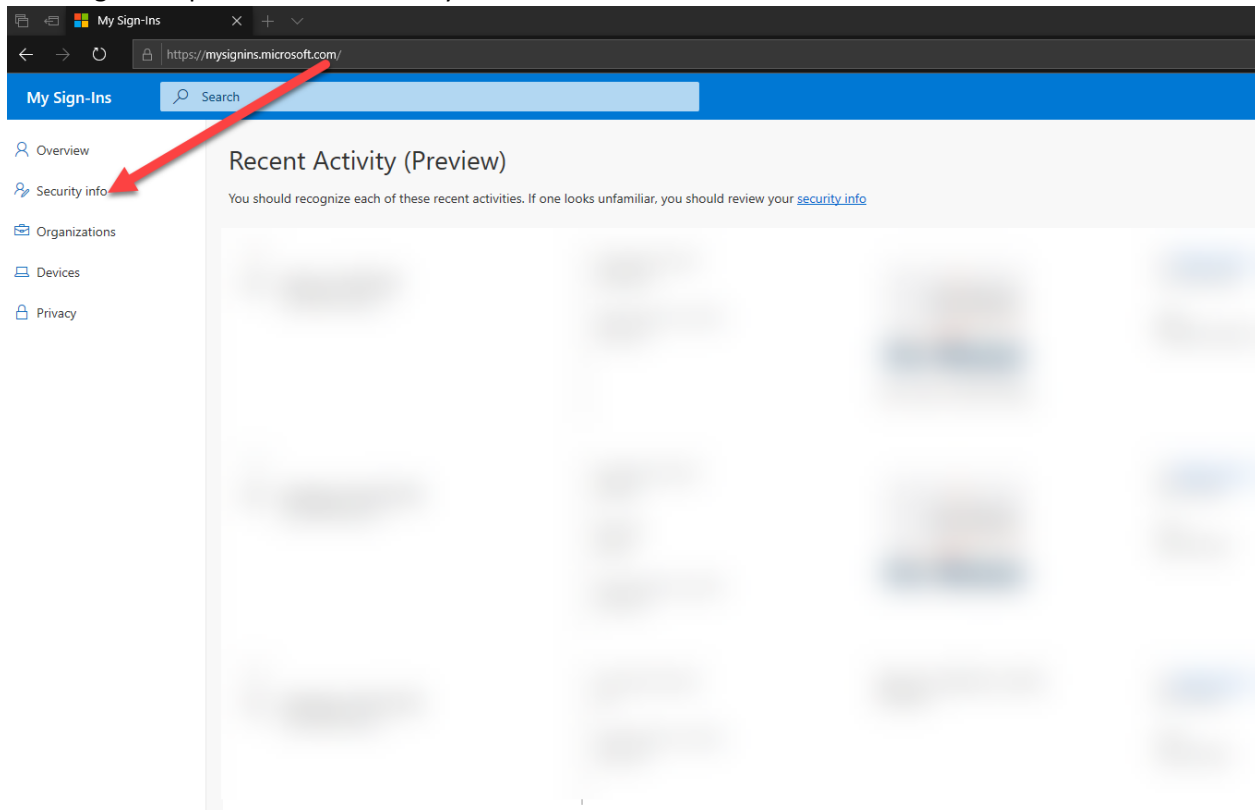
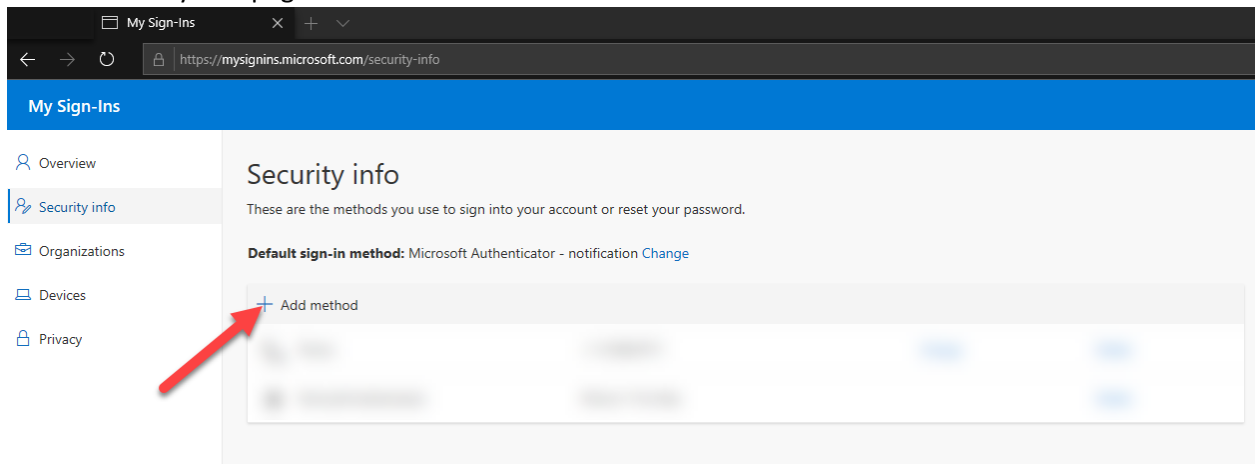


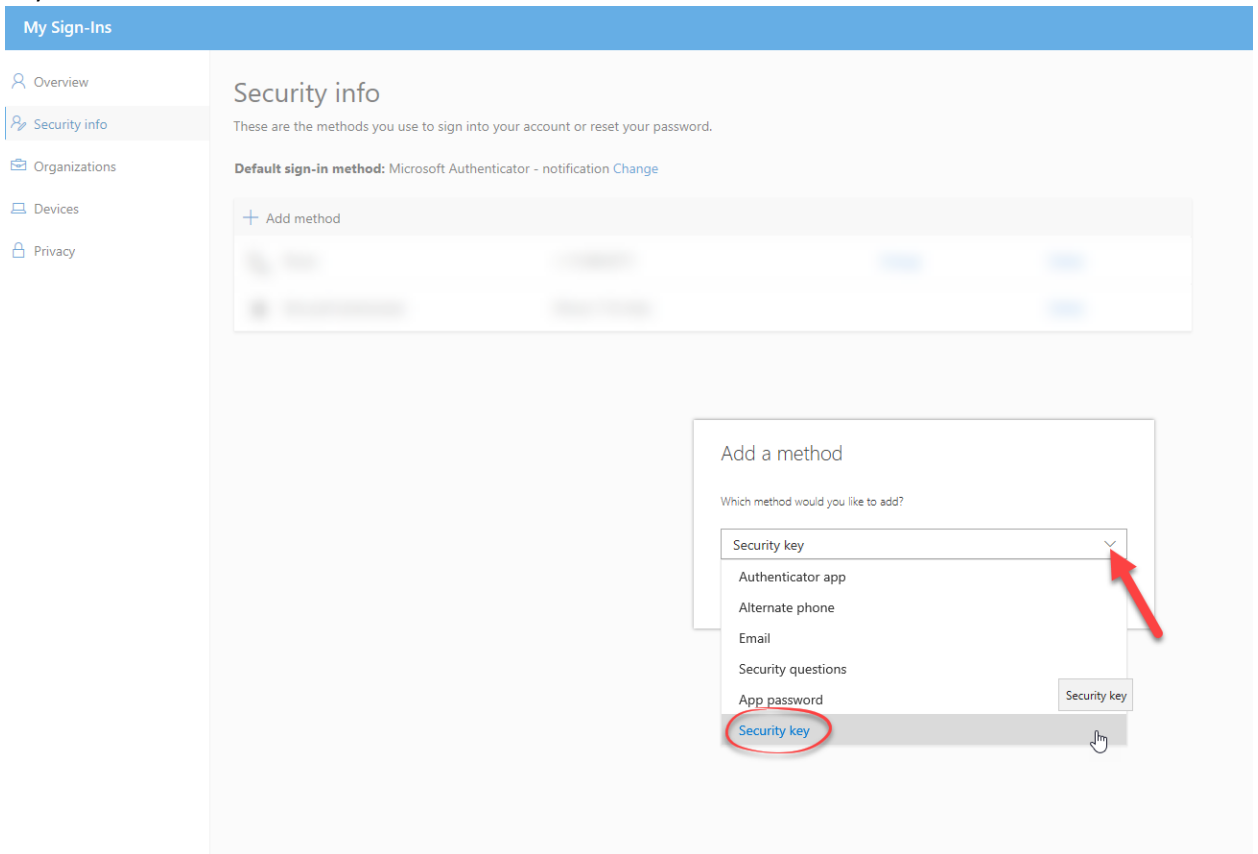
- 1.) To setup your physical security key, navigate to [mysignins.microsoft.com](https://mysignins.microsoft.com) and sign into your account.
- 2.) Once signed in please select “Security info”.



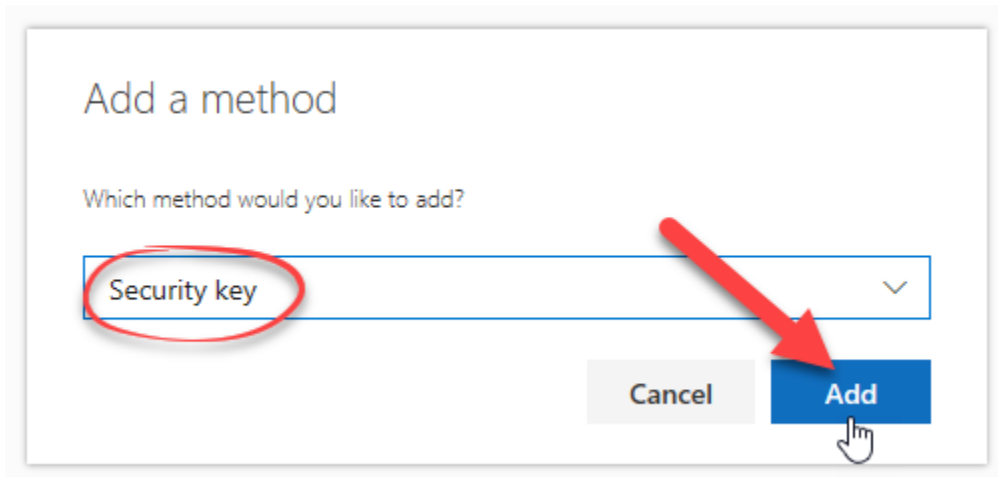
- 3.) On the Security info page select “+ Add method”.



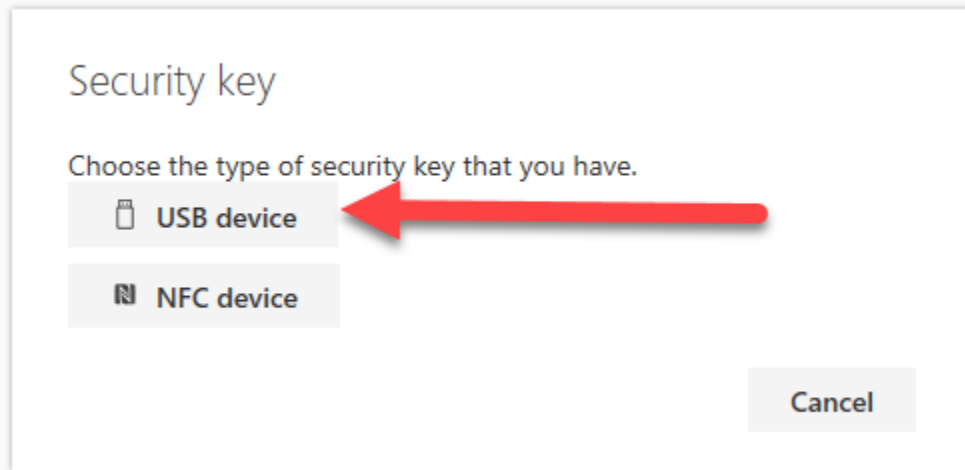
- 4.) When you see the Add a method pop up box select the drop-down menu and select “Security key”.



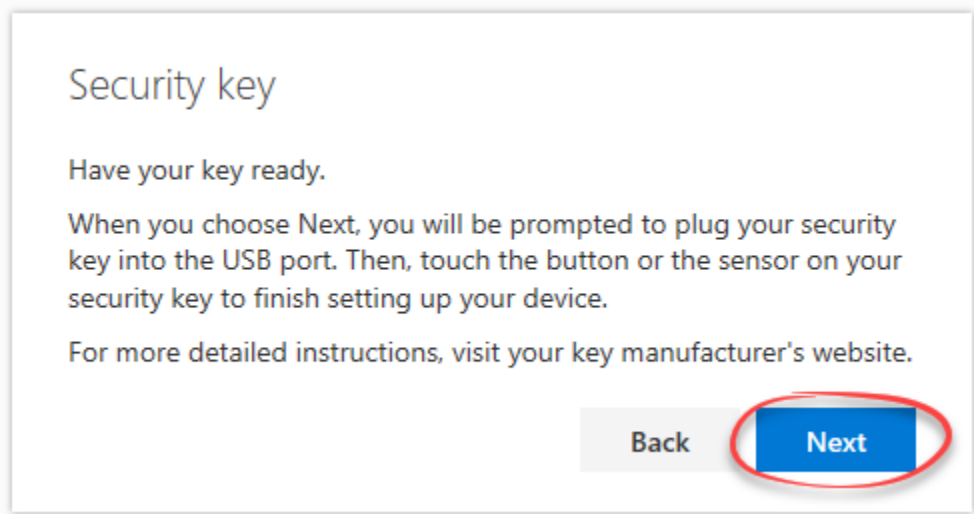
- 5.) Select “Add”



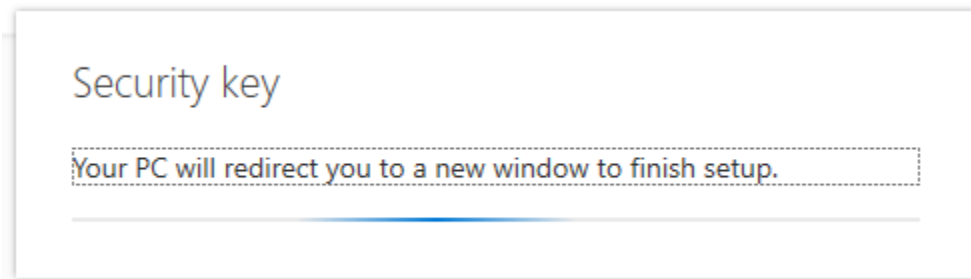
- 6.) Choose the type of security key you have.
  - a. For this setup guide we will select "USB device"



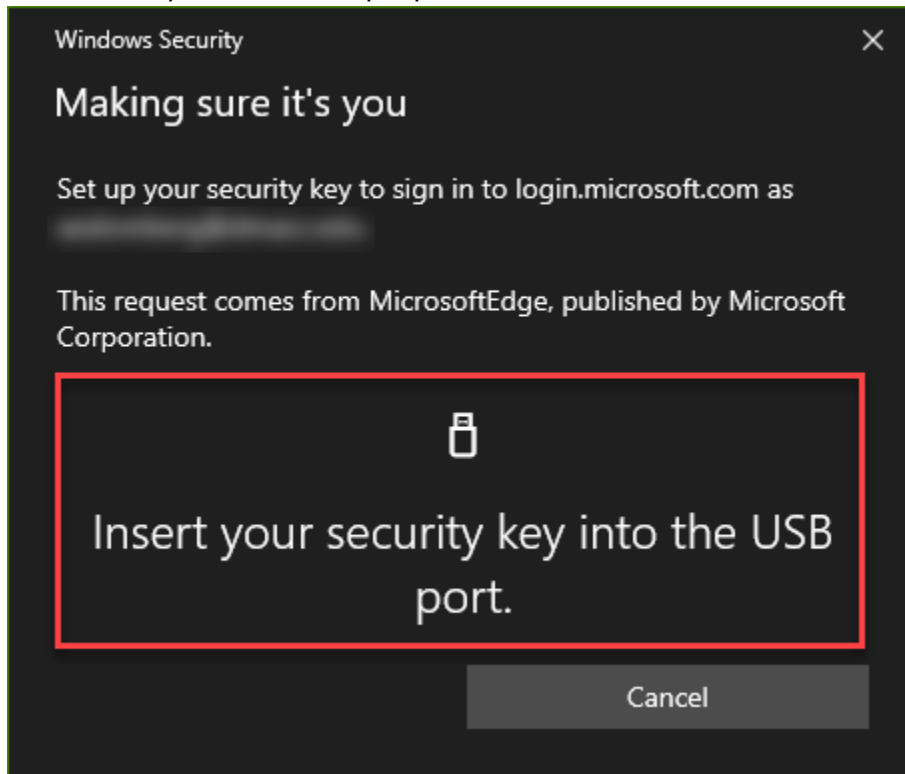
- 7.) After you choose "USB device" you will be taken to another screen where you will be prompted to have your security key ready.



- 8.) Click next, and you will be directed to a new page for final setup.



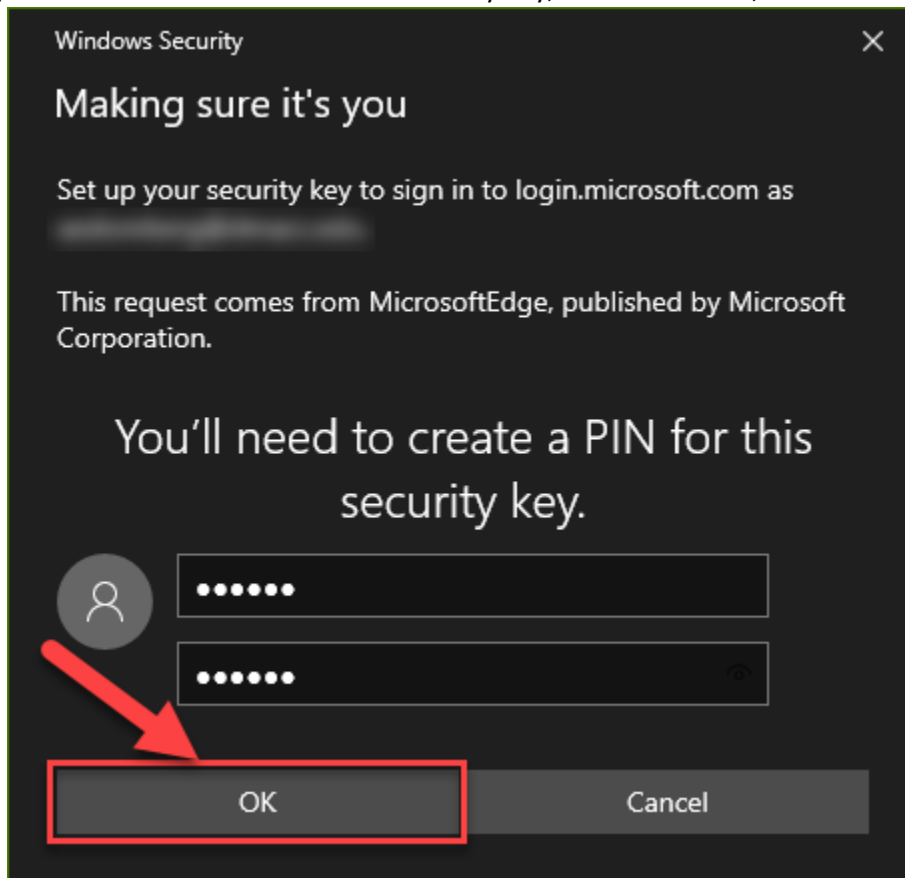
- 9.) On the final setup page, you will see a screen that says, "Making sure it's you". Please insert your USB Security key.



- 10.) Once the key is inserted, you'll be prompted to create a PIN for this Security Key.



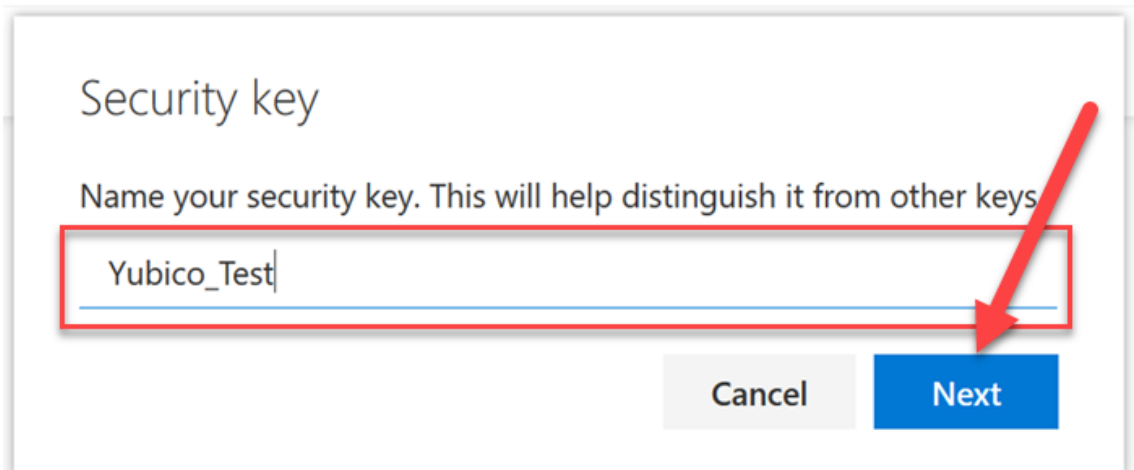
11.) Please enter a PIN to use for this Security Key, Confirm the PIN, and select "OK".



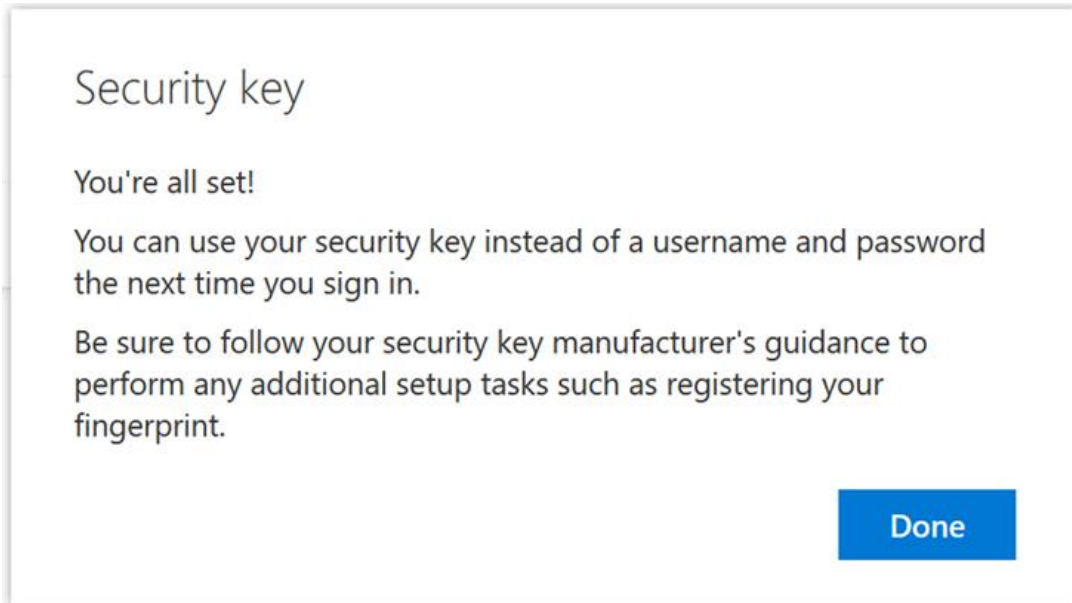
12.) After clicking okay it will go through a few processes and may ask that you touch the metal contact on your security key a couple times.

13.) You will then be re-directed to the "Security info" page again and a pop-up will appear asking you to "Enter a security key name". Please enter a name and select "Next".

a. For this guide we will use the name "Yubico\_Test".



14.) If successful you will get a message that says, "You're all set!"



15.) You can now use your security key to login to Office 365 which includes email. When logging in please select "Sign-in options"



## Sign in

Email, phone, or Skype

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No account? [Create one!](#)

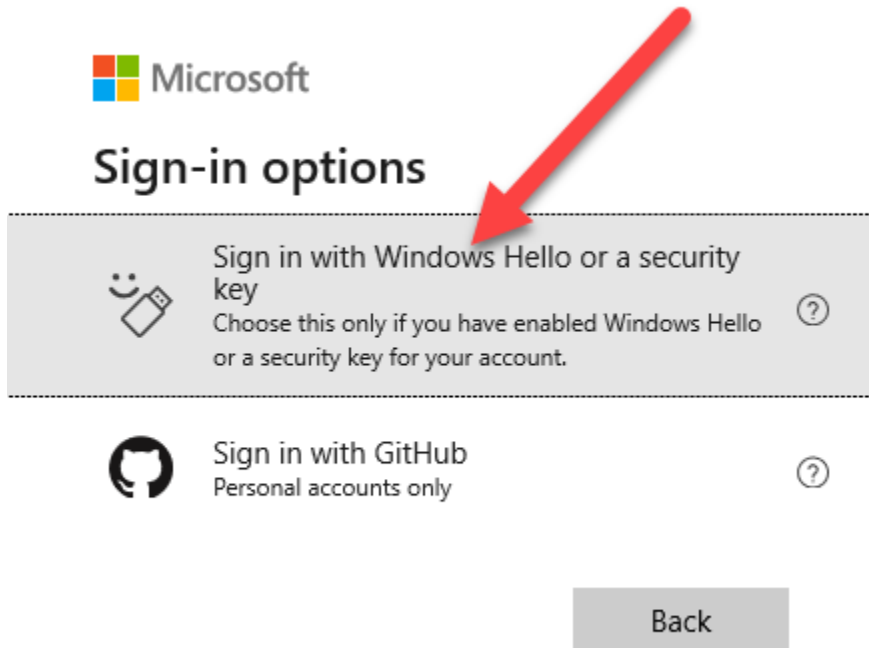
[Can't access your account?](#)

[Sign-in options](#)

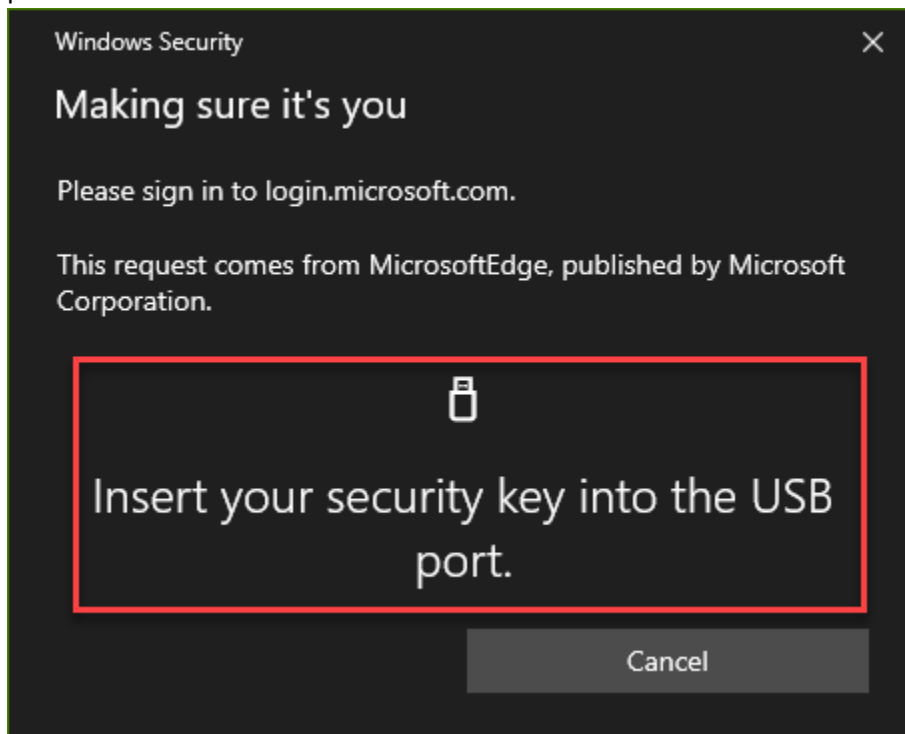
Back

Next

16.) Then choose "Sign in with Windows Hello or a security key".

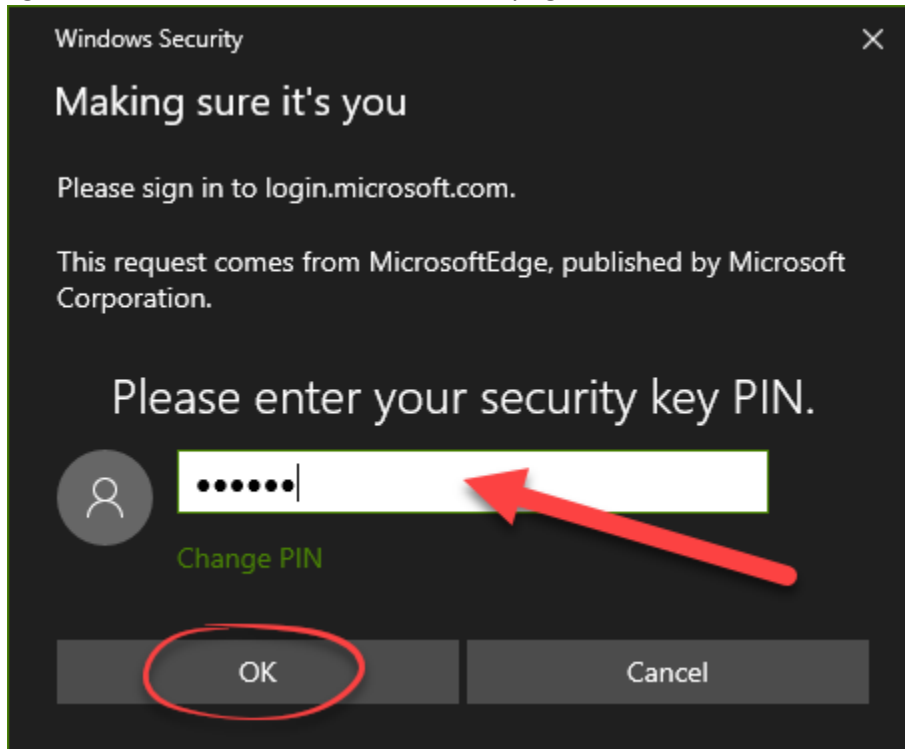


17.) You'll then see a screen that says "Making sure it's you". "Insert your security key into the USB port."

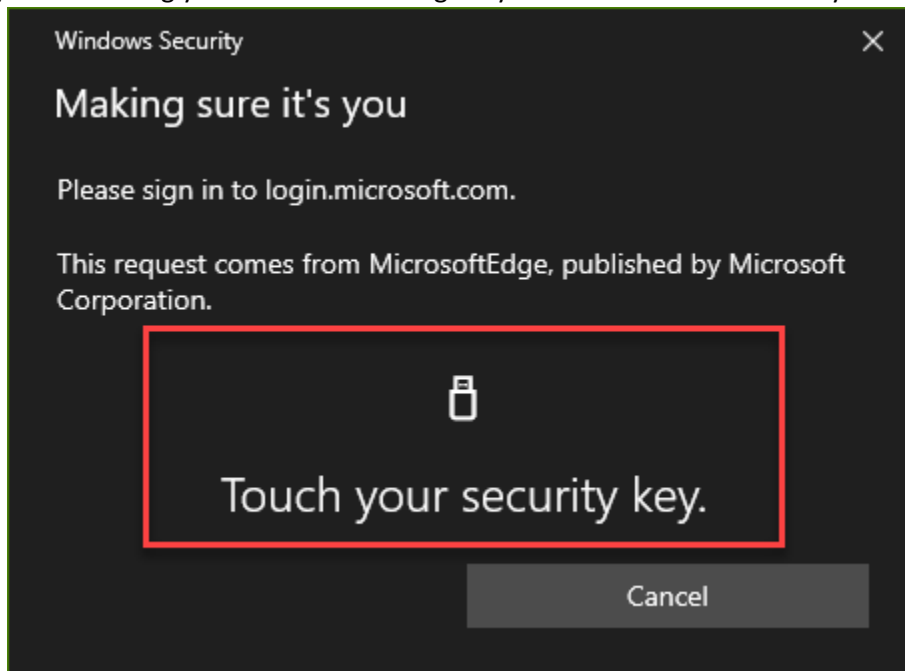


18.) Please insert your security key into the USB port on your computer. Once inserted you will be prompted to enter your security key PIN and select "OK".

\*If the PIN is entered incorrectly a message will display that says "The PIN is incorrect. Try again." Please enter the correct PIN and try again.



19.) After entering your PIN and selecting OK you will be asked to "Touch your security key".






20.)After pressing the metal touch point on the security key, you will be signed in.

21.)If you are signing in through myDMACC or another method where you get a message that says “Approve sign in request” and you cannot approve the request please select “Sign in another way”.



## Approve sign in request

 We've sent a notification to your mobile device.  
Please open the Microsoft Authenticator app to respond.

Having trouble? [Sign in another way](#)

[More information](#)



22.)Then select "Cancel".



## Verify your identity



Approve a request on my Microsoft Authenticator app



Use a verification code from my mobile app



Text +X XXXXXXXXX71

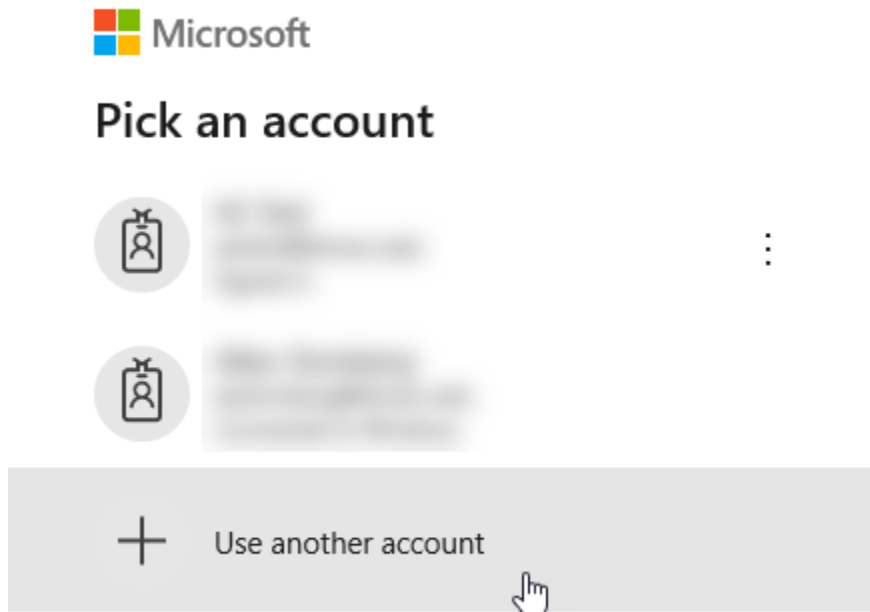


Call +X XXXXXXXXX71

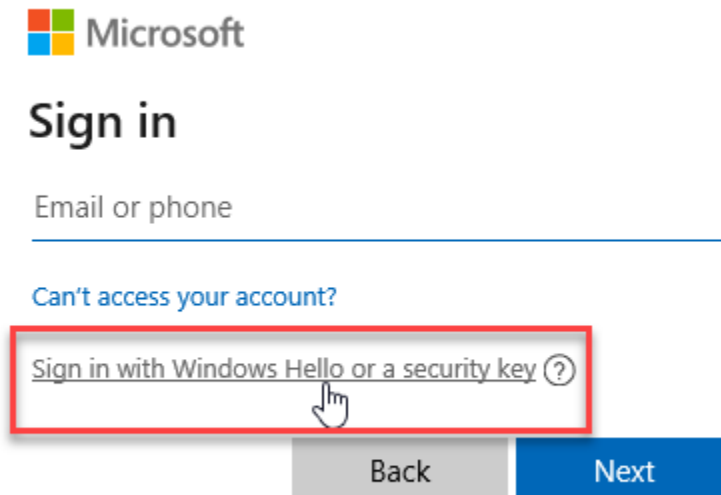
[More information](#)



23.) Select "Use another account".



24.) Select "Sign in with Windows Hello or a security key".



25.) You will then be asked to insert your security key, enter your PIN, then touch the metal contact point on the key. After that you will be signed in.