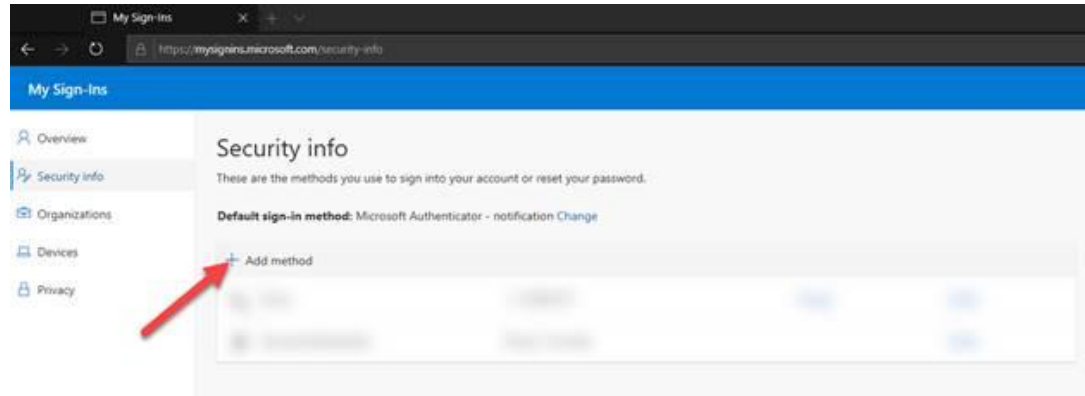


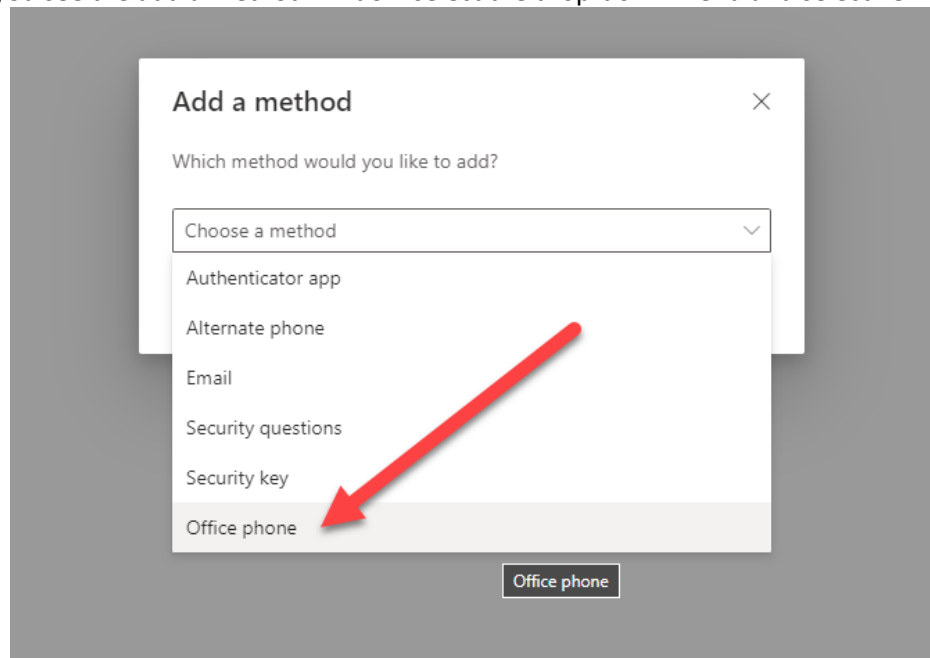
Setup Microsoft MFA with an Office Phone

1. Navigate here: <https://aka.ms/MFASetup>
2. Login if needed, Authenticate with Text message or phone call if needed.
3. Select "+ Add method"

a.

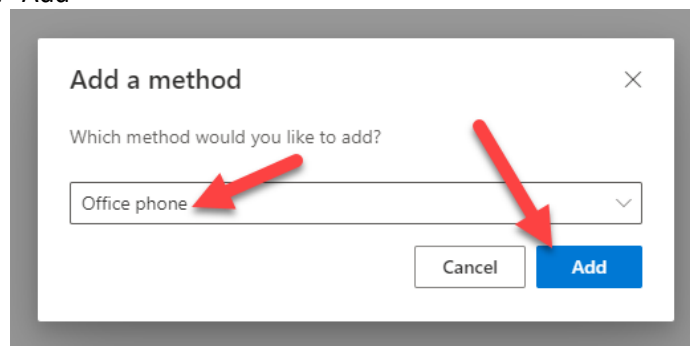


4. When you see the add a method window select the drop-down menu and select "Office Phone"



a.

5. Choose "Add"



a.

6. After selecting Add you will be taken to the setup screen for your phone. Enter your office phone number and select “Next” (Note: If you have an office phone number tied to the directory it will auto populate into that field.)

Phone ✕

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

United States (+1) **Example Only**

Call me

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

- a.
7. You will be receiving a call to your office phone number after selecting next.

Phone ✕

We're calling +1 5155555555 now.

- a.
8. When you answer the call, you will be prompted to select the pound key to verify the sign in.
 - a. Once that is complete you will get a message on your screen saying “Call answered. Your phone was registered successfully.”

Phone ✕

Call answered. Your phone was registered successfully.

- b.
9. Select “Done”. The window will close, and your Office Phone will be listed as a sign in method.
 - a. We do not recommend setting this as the default If you have a mobile device. However, you can select to use it when you are in the office.