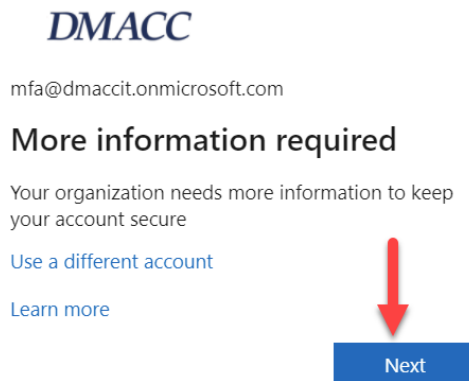


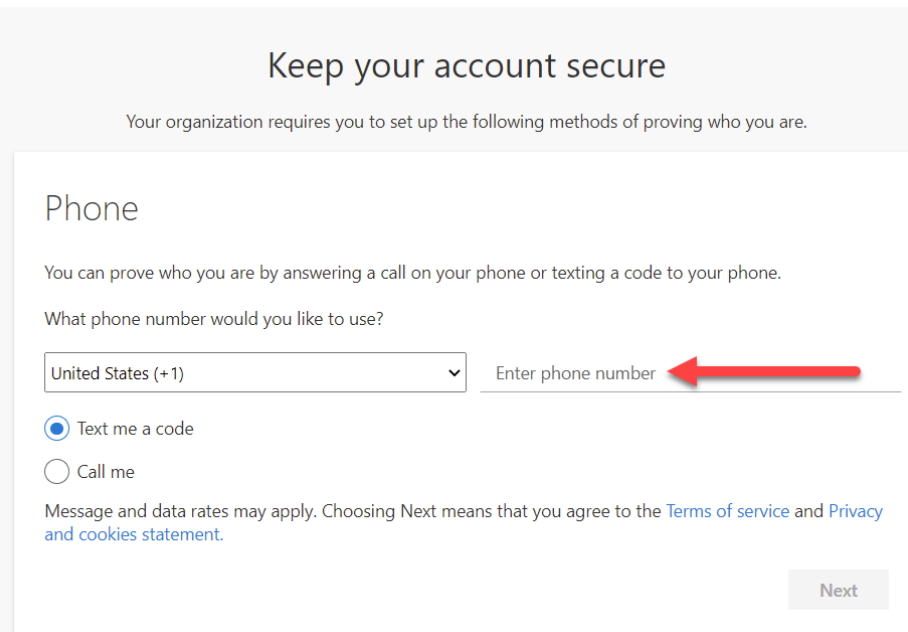
Setup Microsoft MFA with Text Code

- 1.) Access email or sign into portal.office.com
- 2.) Sign into your account with your username and password
- 3.) You will be prompted with a screen that says “More information required”
 - a. Select “Next”



For security reasons, please be sure to close all browser windows when you are done accessing services that require authentication. Never share your password with anyone.

- b.
- 4.) You will then be taken to a page that says “Keep your account secure”
 - a. You will have the option to enter your preferred phone number.
 - b. You can select “Text me a code” or “Call me”. For this support article we are going to choose “Text me a code”



c.

- 5.) After you enter your phone number select "Next"
- 6.) If you selected "Text me a code" you will receive a code to enter on the next page.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

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

Enter code

[Resend code](#)

Back Next

- a.
- 7.) If it was successful, you will see the following: "SMS Verified. Your phone was registered successfully." Select, "Next"

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

SMS verified. Your phone was registered successfully.

Next

- a.
- 8.) The next screen will re-confirm your setup. Select "Done" when complete.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone

Done

- a.
- 9.) After selecting "Done" you will be logged into the application that you initially were trying to access.