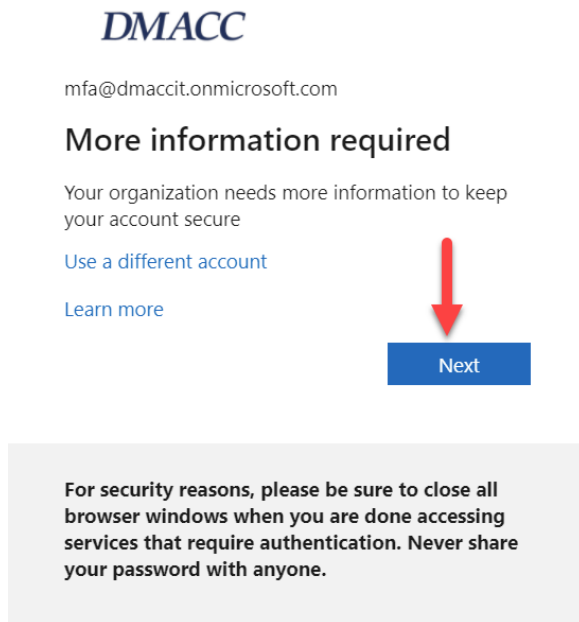
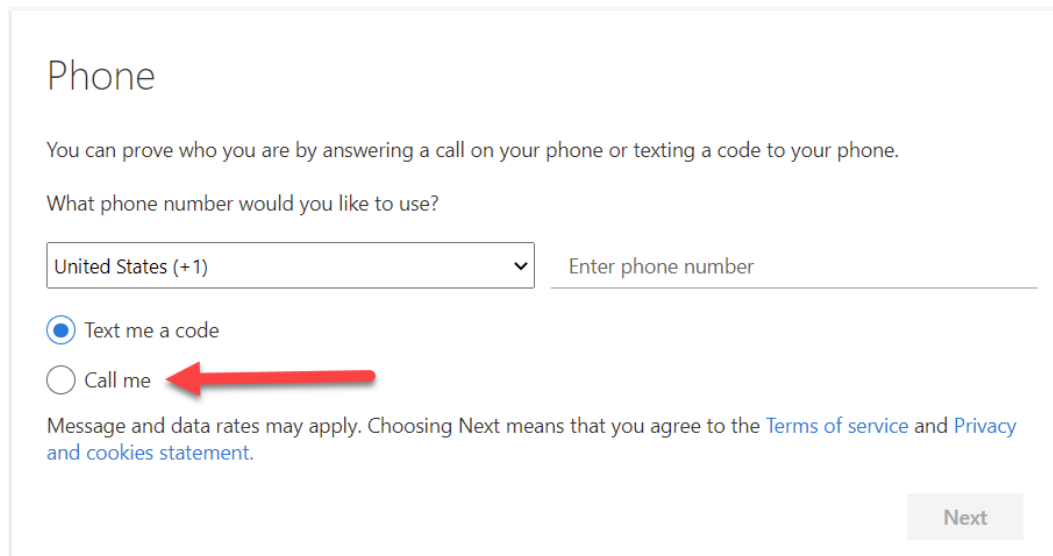


# Setup Microsoft MFA with a Phone Call

- 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”



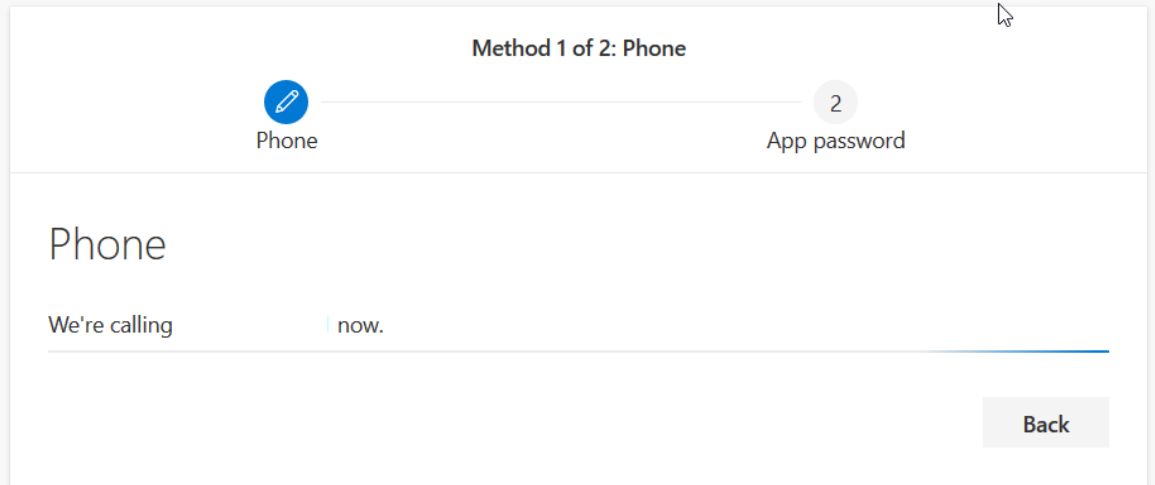
- b.
- 4.) You will then be taken to a page that says “Keep your account secure”
  - a. You will have the option to enter your preferred phone number.
  - b. You can select “Text me a code” or “Call me”. For this support article we are going to choose “Call me”



- c.
- 5.) After you enter your phone number select “Next”
- 6.) If you selected “Call me” you will receive a call to the number provided.

## Keep your account secure

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



Method 1 of 2: Phone

Phone

App password

Phone

We're calling now.

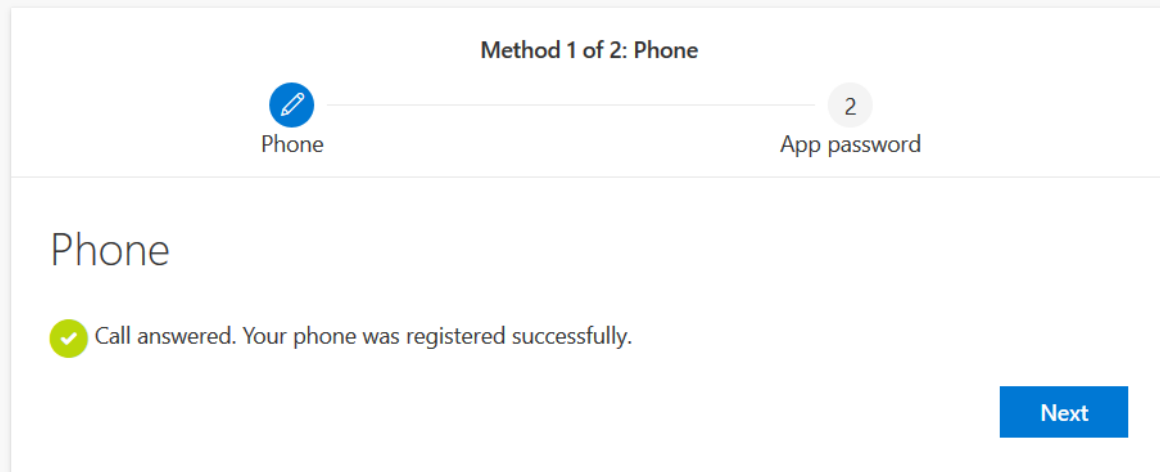
Back

a.

- 7.) When you answer the call, you can select the pound key on your phone to verify the call. If it was successful, you will see the following: "Call answered. 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.



Method 1 of 2: Phone

Phone

App password

Phone

Call answered. 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.