

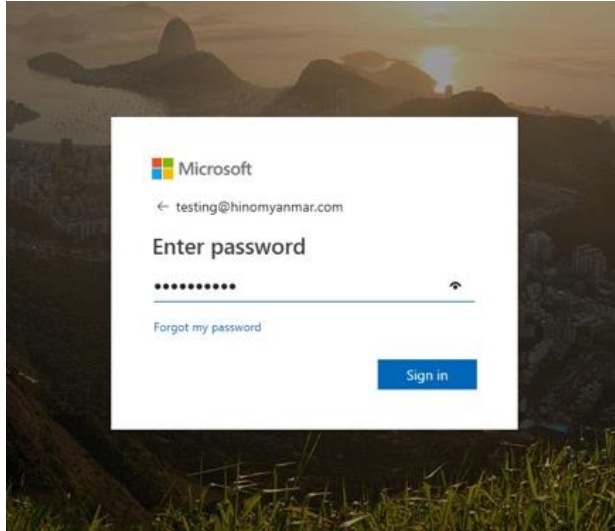
Enable Two Factor Authentication

1. Download the authenticator application on your mobile phone.

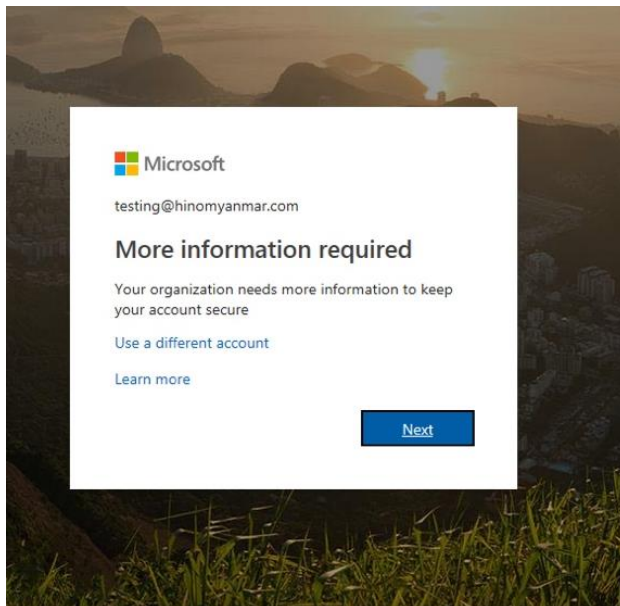
[Click Here](#) for Android

[Click Here](#) for iOS

2. Sign in to www.office.com on your computer.



You will see a new screen that looks like this. Click Next.



3. On the first drop down, select **Mobile app** then click **Set Up**

Microsoft

Additional security verification

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

Step 1: How should we contact you?

Authentication phone

Office phone

Mobile app

Phone number can contain only the digits 0-9, dash, space, period and parentheses.

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Microsoft

Additional security verification

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

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

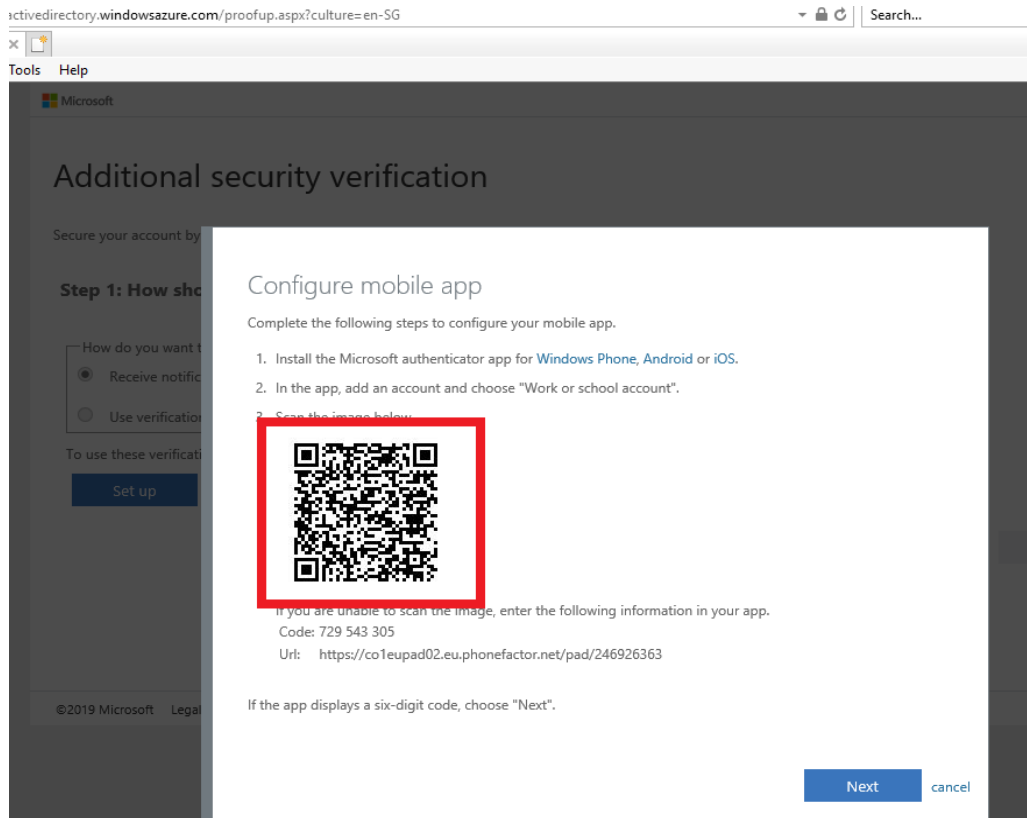
Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

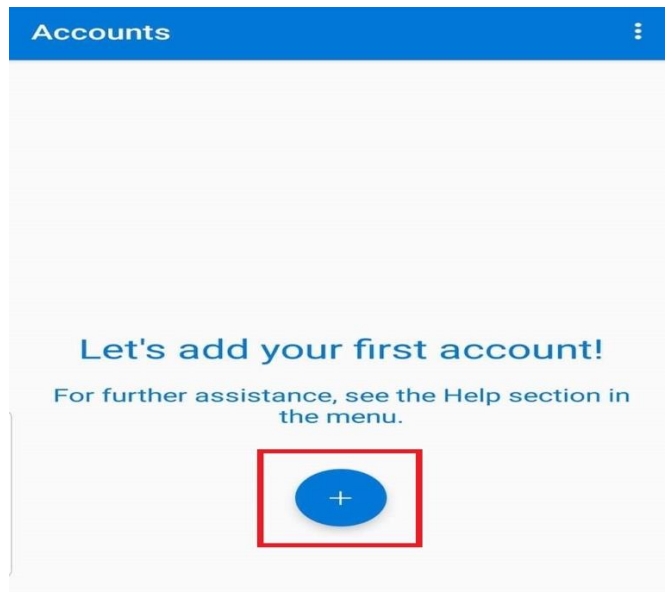
Set up Mobile app has been configured.

Next

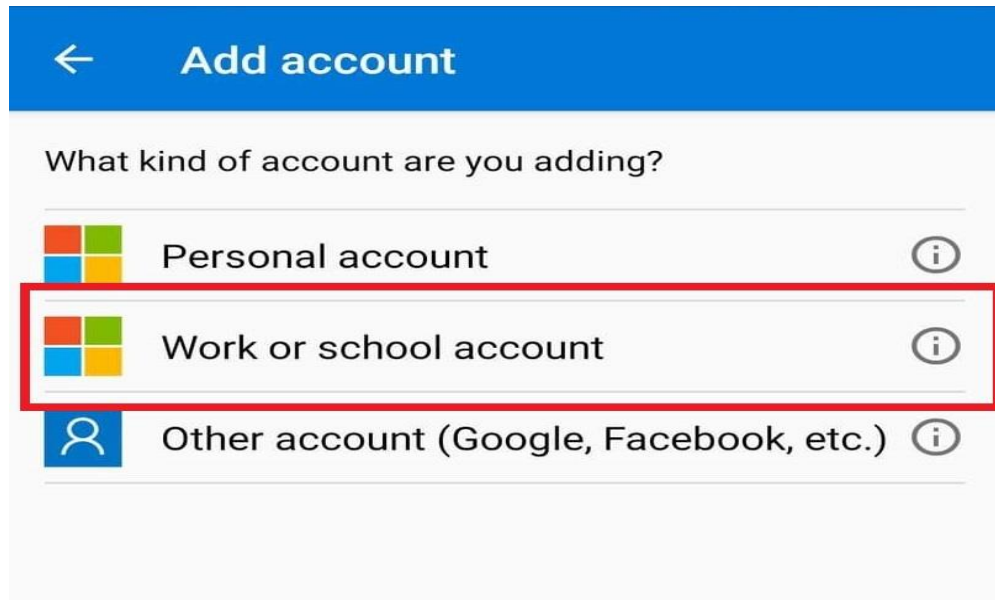
4. You will see a QR code on your screen



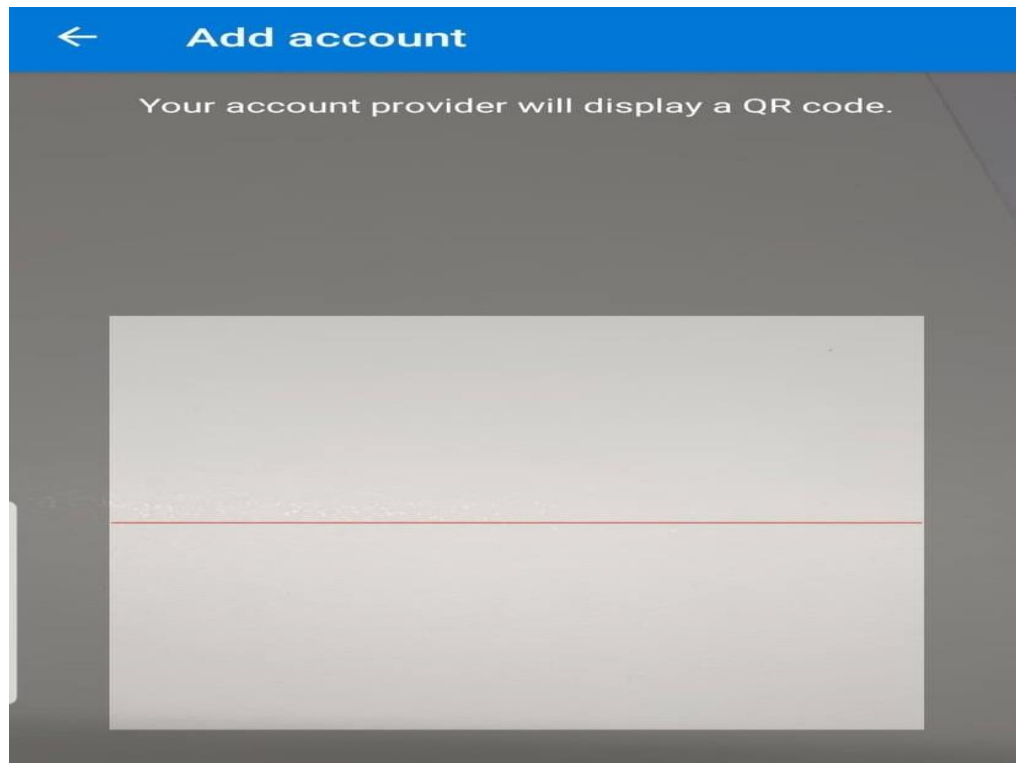
5. Go to your mobile phone and open the Authenticator app and click the "+" sign



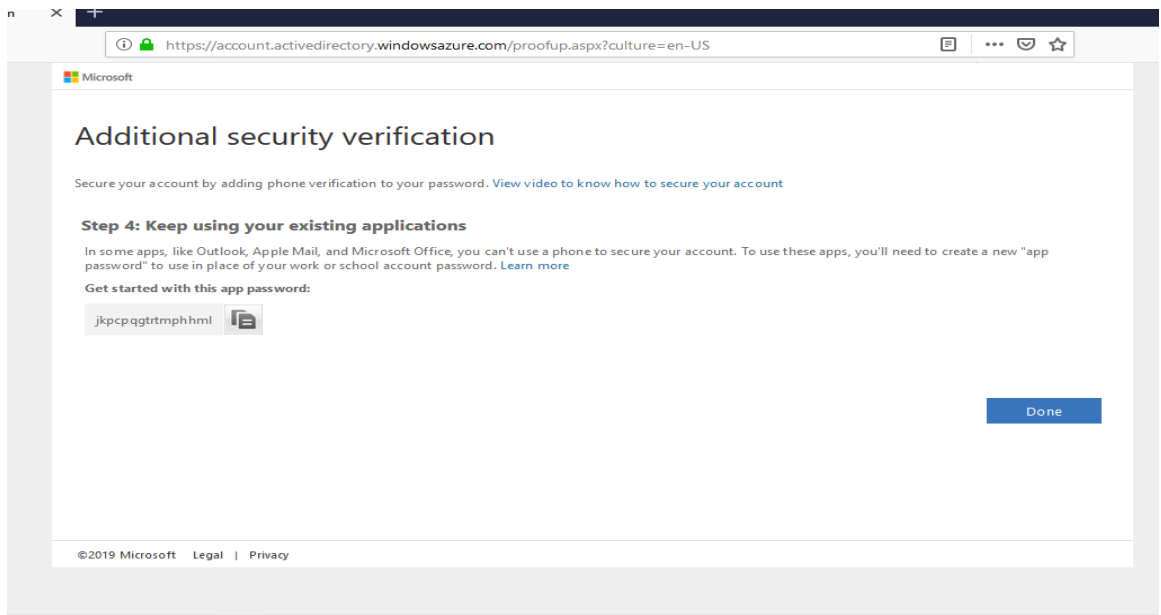
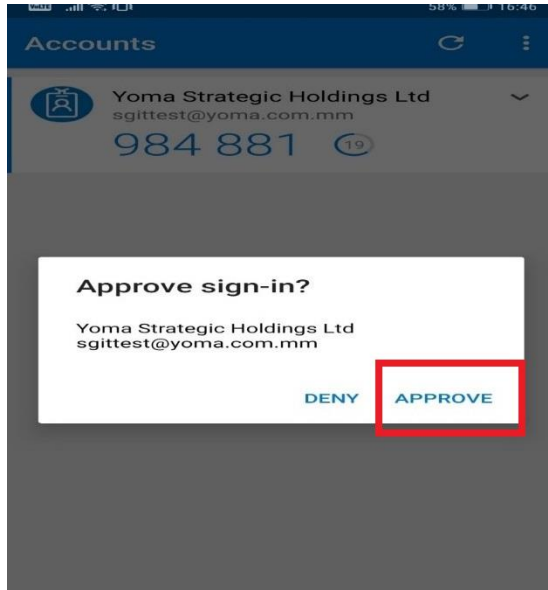
6. Select the Work or school account.



7. A QR code scanner will appear for you to scan the code on your computer screen.



8. Scan and click **Approve** then **Done**



2 Factor Authentication Completed

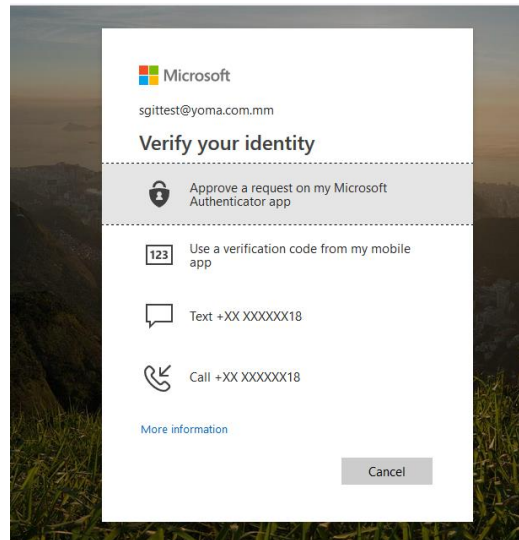
Other notes:

If for some reason, your Authenticator app doesn't work (for instance, lack of internet), you can still choose other ways to login.

Step 1. Click sign in another way

Step 2. Select text to receive SMS

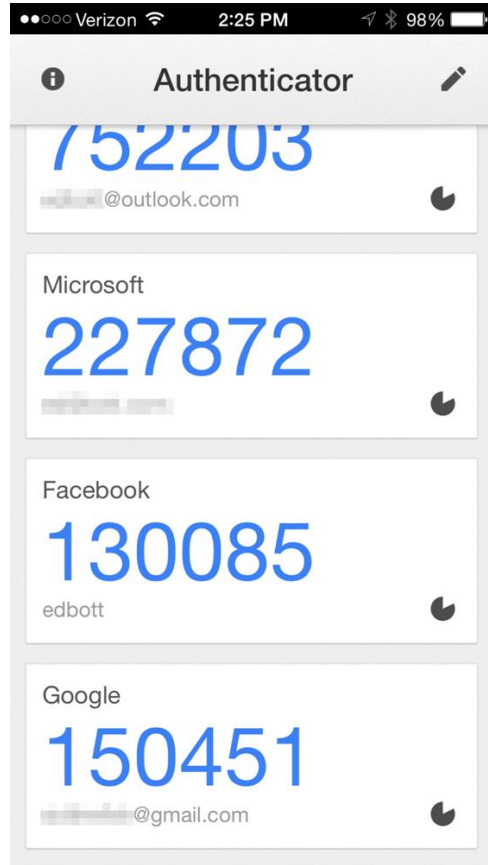
Step 3. Will send a verification code SMS with Microsoft Verification to Mobile phone.



For those of you who have smart watches, you can load the Authenticator app and approve your logins from your watch.



You can set up 2 Factor Authentication with your personal email and social media accounts using the Authenticator app too. Please ask Helpdesk for further assistance.



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