

This guide provides set up instructions for using the recommended [Microsoft Authenticator Application](#) or [SMS/Text Message](#) alternative

## Multifactor Authentication (MFA) Set Up Guide Microsoft Authenticator Application (Recommended)

### Step One

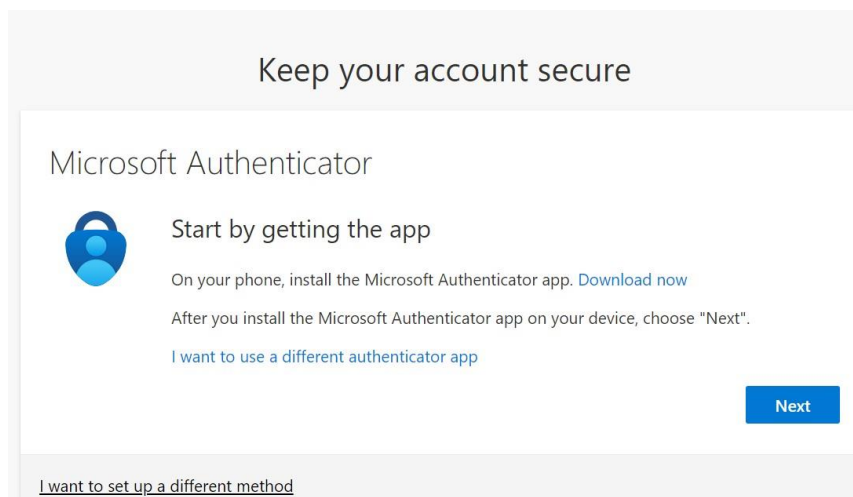
- Download and install the Microsoft Authenticator App on your mobile device.
- Click on the image links below to download the application for IOS or Android.



### Step Two

- Please sign in to Microsoft 365 with your work or school account and password like you normally do. You can sign in by visiting [www.Office.com](http://www.Office.com)
- You will be prompted for more information when you sign in. Choose Next.

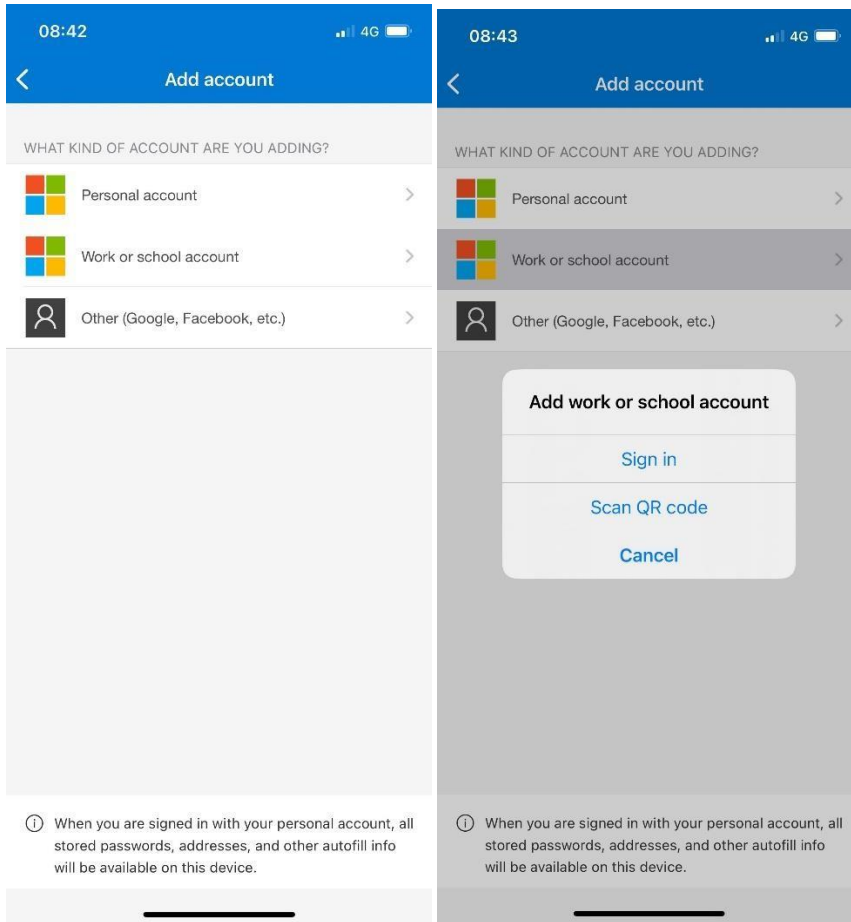
### Step Three



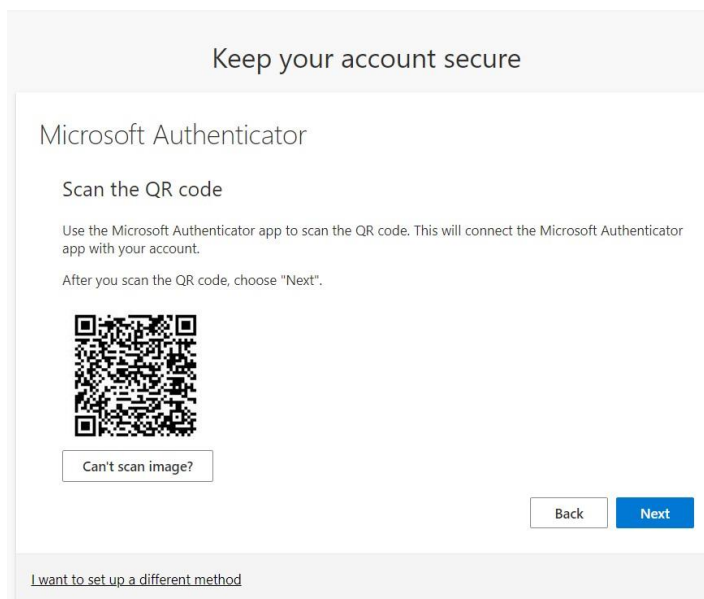
- Now you have the Microsoft authenticator app installed click next and follow the onscreen prompts.

### Step Four

- Please open your Authenticator app recently installed on your device and click the + in the bottom right to add a new account, then choose Work or School account then click **'Scan QR code'**:



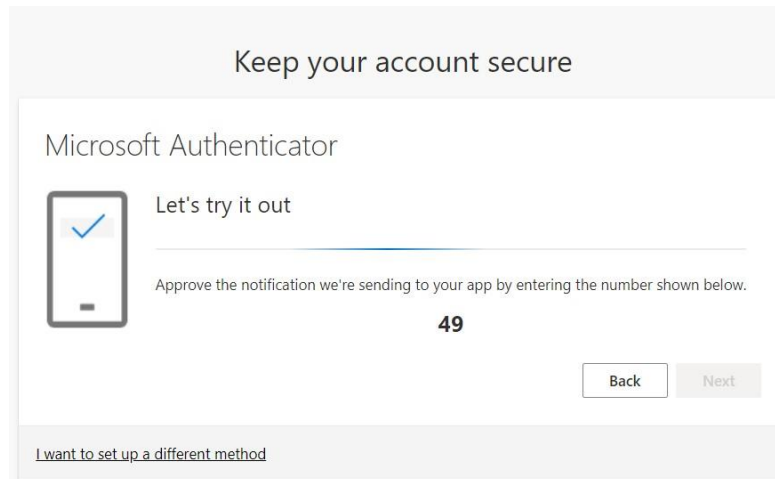
- A **QR Code** will now be shown on your computer screen.



- Please scan this **QR Code** with your phone camera from within the authenticator app, this will link your phone to the account. Choose Next.

### **Step Five**

- You will now be presented with an approval screen. Please input the number shown on screen into your Authenticator App.



**Fantastic News!** – You have just set up MFA – Multifactor Authentication! When you now sign into your 365 account you will be prompted to provide a code from the Microsoft Authenticator App

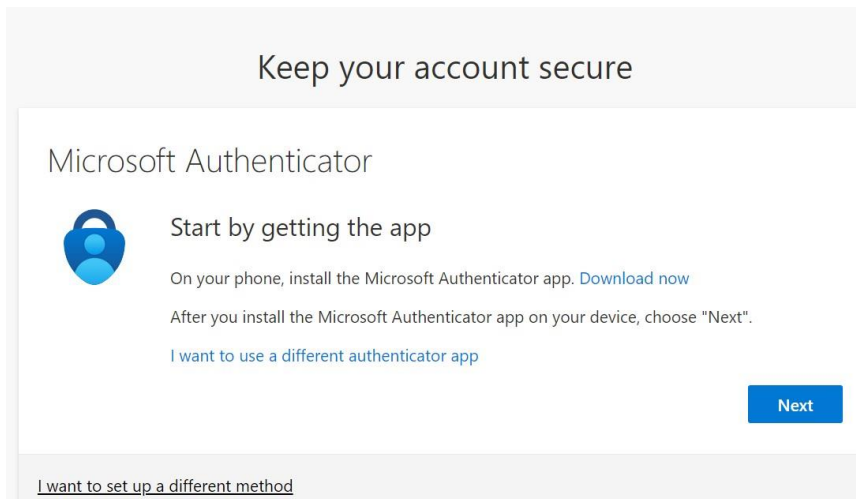
## SMS Multifactor Authentication (MFA) Set Up Guide

### Step One

- Sign into your Microsoft 365 account with your work or school account by visiting [www.Office.com](http://www.Office.com)
- You will be prompted for more information when you sign in. Choose Next.

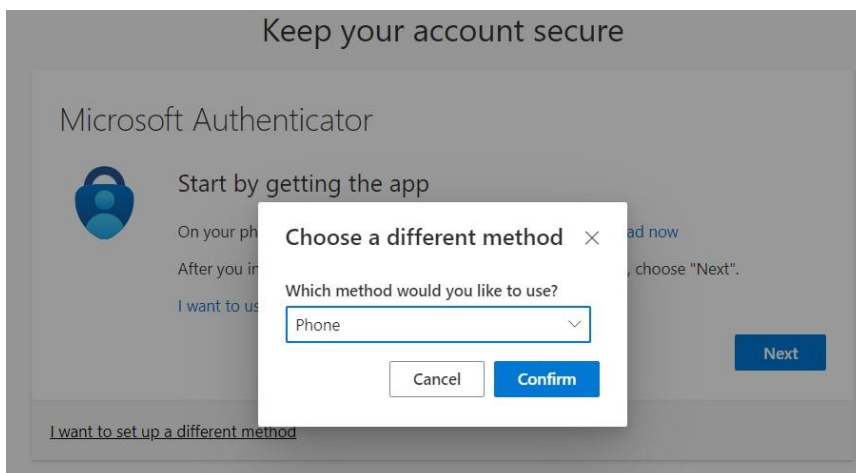
### Step Two

- Instead of using the Microsoft Authenticator App as explained here, please instead choose – ‘**I want to set up a different method**’



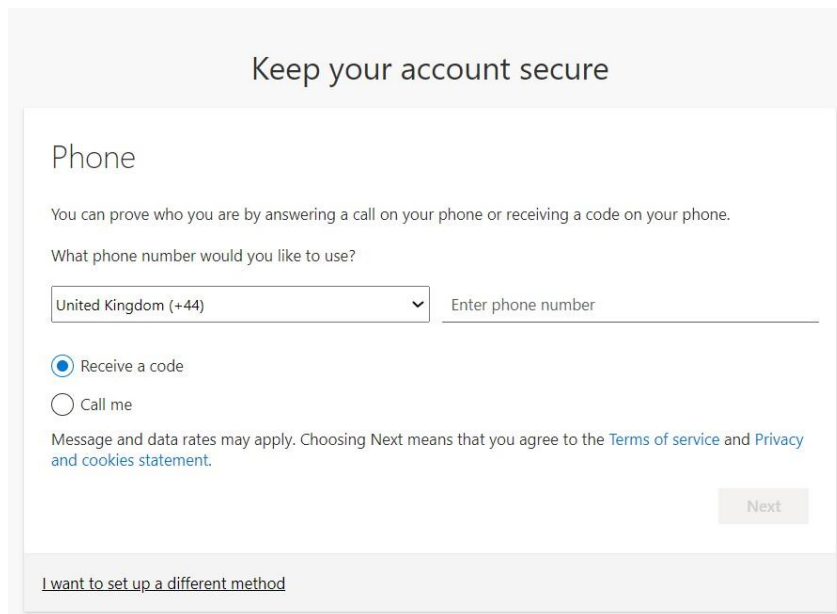
### Step Three

- Please select Phone from the drop-down menu and click confirm.



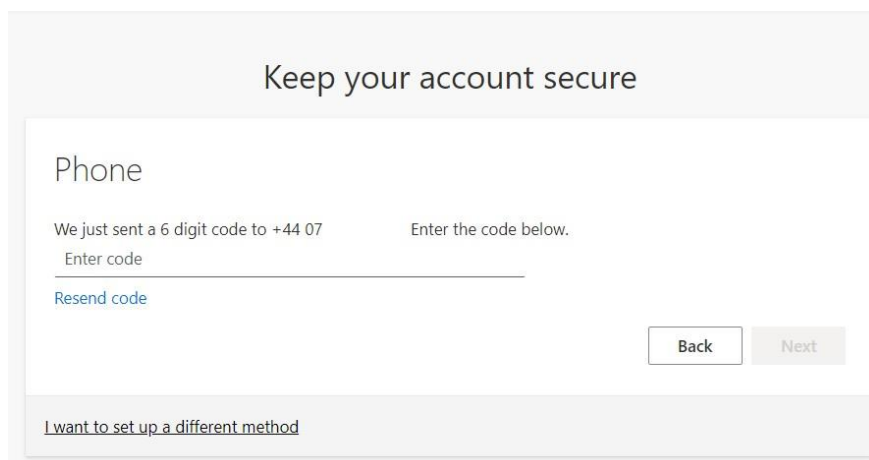
### Step Four

- Please choose your country and enter your mobile number. Please also choose how you would like to receive a code. Choose Next.



### Step Five

- When you receive your code, please enter this, and choose next.



**Fantastic News!** – You have just set up MFA – Multifactor Authentication!  
When you next sign into your 365 account you will be sent a text message with an authentication code to your mobile device.