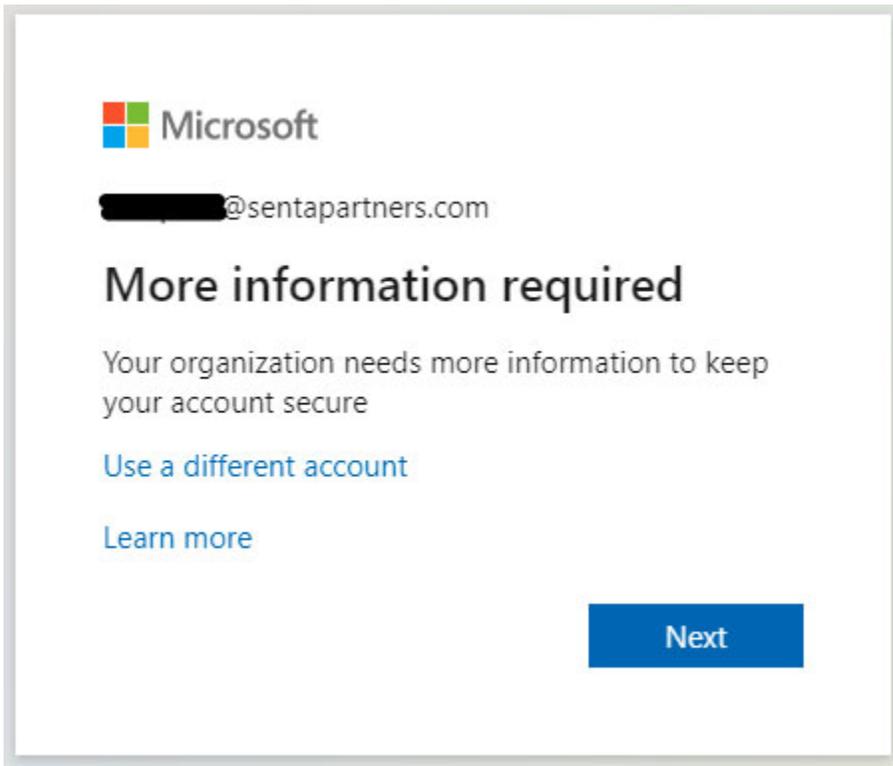


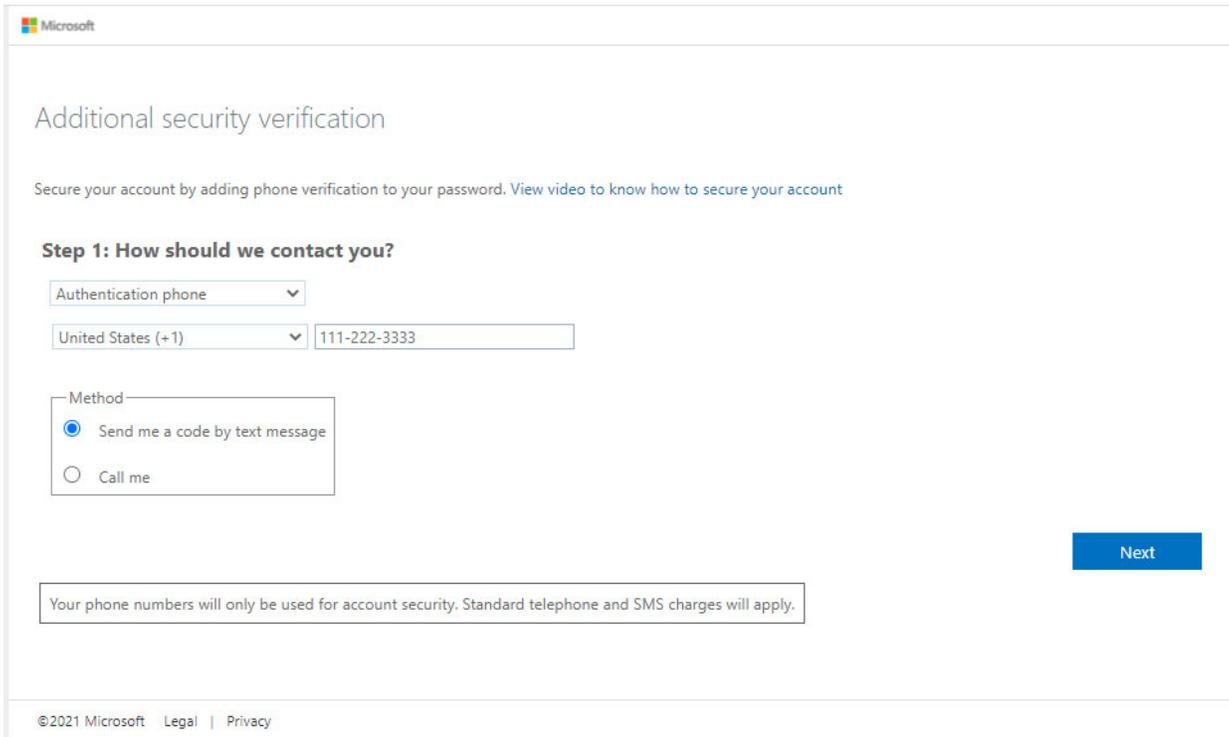
Office 365 MFA Setup Steps for Users

- Start by going to office.com. Sign into Office 365 with your password like you normally do. After you choose **Sign in**, you will see this prompt:



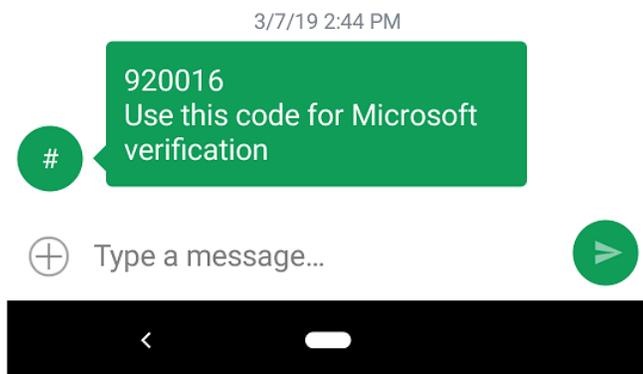
- Choose **Next**

- Then, select your authentication method. The default is authentication by phone, which is typically a cellphone that can receive texts and calls. Enter your country/region and phone number. Then select if you prefer to be called or texted with the authentication number and hit **Next**.



The screenshot shows a Microsoft account security verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below this is a sub-heading: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The section is titled "Step 1: How should we contact you?". It contains a dropdown menu for "Authentication phone" with a downward arrow. Below that is a dropdown for "United States (+1)" and a text input field containing "111-222-3333". A "Method" section has two radio button options: "Send me a code by text message" (which is selected) and "Call me". A blue "Next" button is positioned to the right. A disclaimer box at the bottom states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." The footer contains "©2021 Microsoft | [Legal](#) | [Privacy](#)".

- You will receive a text or a call with a verification code (depending on your selection in the previous step).



- Enter the code in the box and hit **Verify**.

Additional security verification

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

Step 2: We've sent a text message to your phone at +1 [REDACTED]

When you receive the verification code, enter it here

Cancel

Verify

- Most modern applications will allow multi-factor verification using this method. However, **some older apps will require a specific new password. In the next step, you'll get an app password that you can use with older versions of Outlook, and other apps.**
- Hit the “copy” icon to copy the password to your clipboard and enter into Outlook if needed. If you ever need this password in the future you can find it after signing into office.com and going to security settings.

Additional security verification

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

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

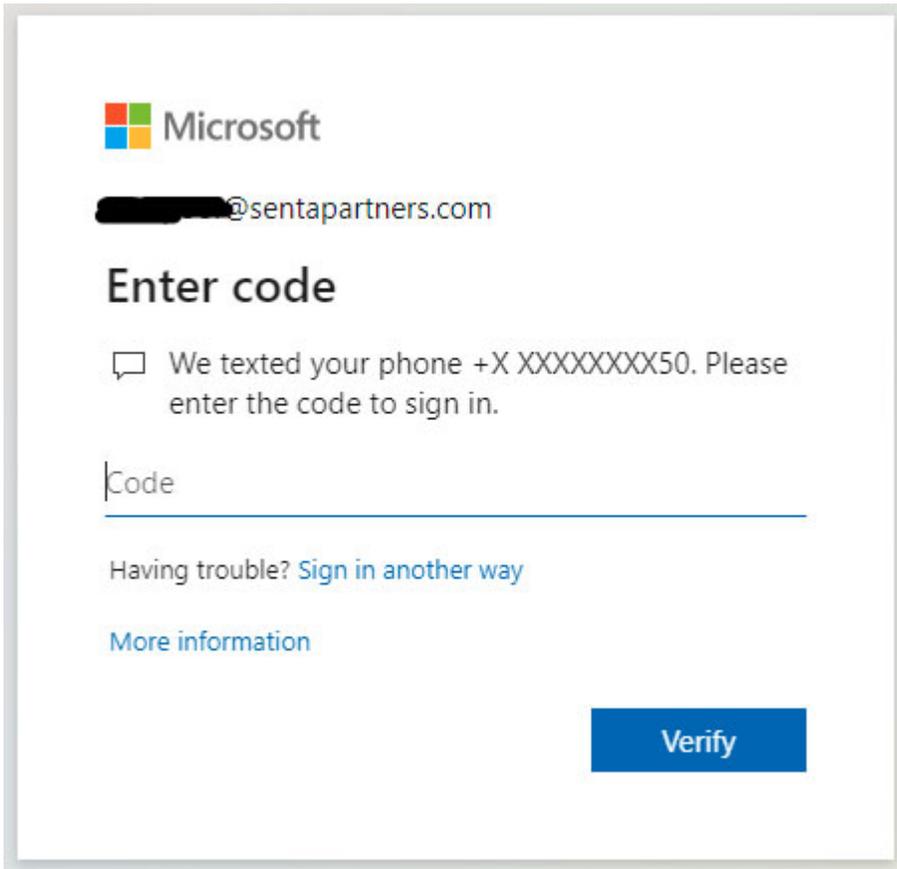
Get started with this app password:

sbnbxpsffjqqpf



Done

- Once you complete the instructions to specify how you want to receive your verification code, the next time you sign in to Office 365, you'll be prompted to enter the code that is sent to you by text message, phone call, etc. and hit **Verify**.



Microsoft

██████████@sentapartners.com

Enter code

We texted your phone +X XXXXXXXX50. Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Will I be prompted again?

Yes. In the future whenever you sign in to your Microsoft account you will sign in with your password and a code sent to your phone. As previously mentioned, you can decide the best method of receiving this code, via text, phone call, Microsoft Authenticator app or all of the above. Usually, you would remain signed in on computers you use regularly so you will mostly use this when signing in from a new location or device.