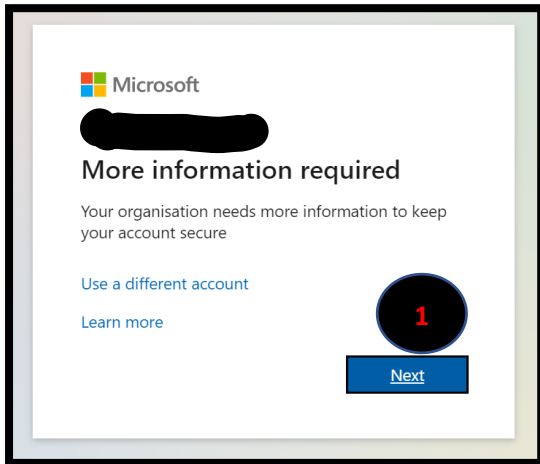


# Multi-factor Authentication (MFA) Setup Guide

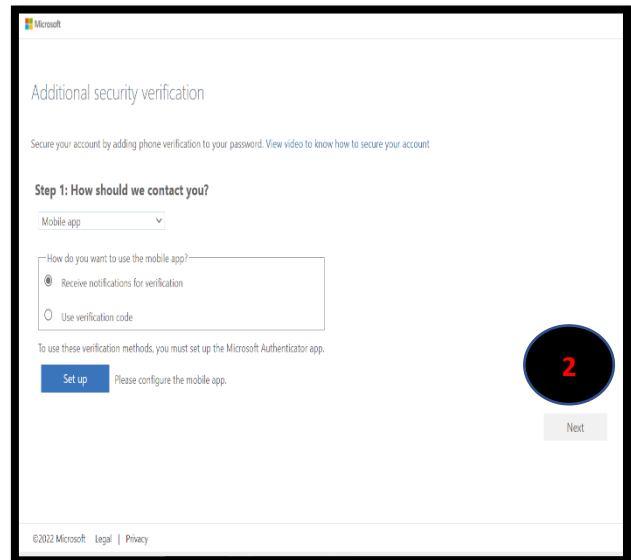
Version-1.0

Go to [office.com](https://office.com)

You will be presented with the screen (1) below once you attempt to log in to office 365.

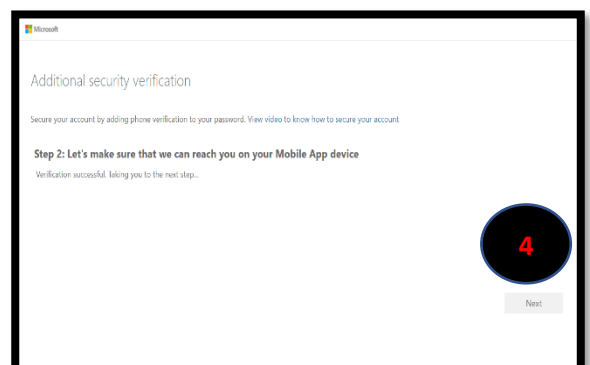
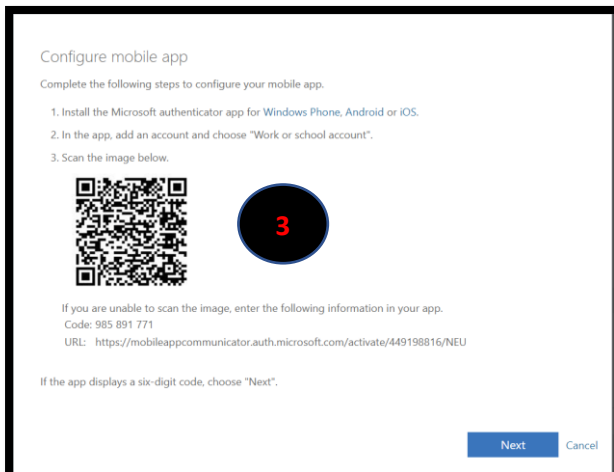


1. You will need to click on 'Next'.



The next stage is to select the authentication method you will use, we recommend you download the 'Microsoft Authenticator App' from the IOS or Android store.

2. Select 'Mobile App' if you always have mobile data when not at the college or 'Phone' to receive a text instead.
3. Please follow the steps in the screenshot below



4. Once completed, click on 'Next'. This completes the process of setting up MFA.

**How to register for Azure Multi-Factor Authentication - YouTube Video**

## Register to receive a text

1. Include your mobile number and choose text or call

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 (selected) | Email

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United Kingdom (+44) | Enter phone number

☒ Text me a code  
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service and Privacy and cookies statement](#).

Next

2. If you opted for **'text me a code'**, enter the code sent to your phone and Click **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 | Email

Phone

We just sent a 6 digit code to +44 07545733240. Enter the code below

Enter code

[Resend code](#)

Back | Next

Keep your account secure

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

Method 2 of 2: Done

Phone | Email

Success!

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

**Default sign-in method:**

☒ Phone  
☐ Email

Done

3. Select **Done**. MFA Registration is complete.

### **If you wish to change your authentication method**

1. Log into **office.com**
2. Click on your initial on the far-right corner or profile picture.
3. Select 'View account'.

4. Click on 'Security info'.
5. Select "Add sign-in method" to add or remove a method.

