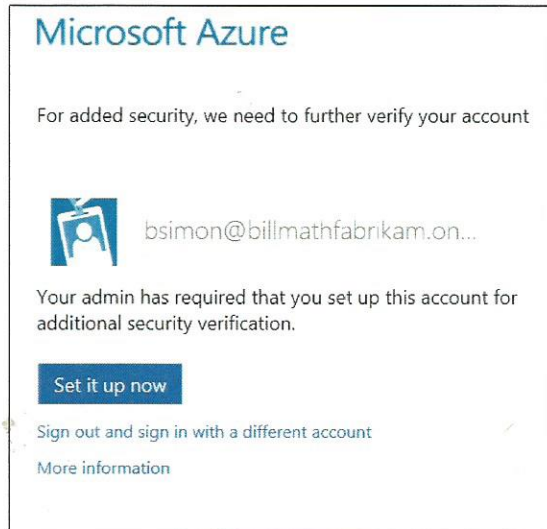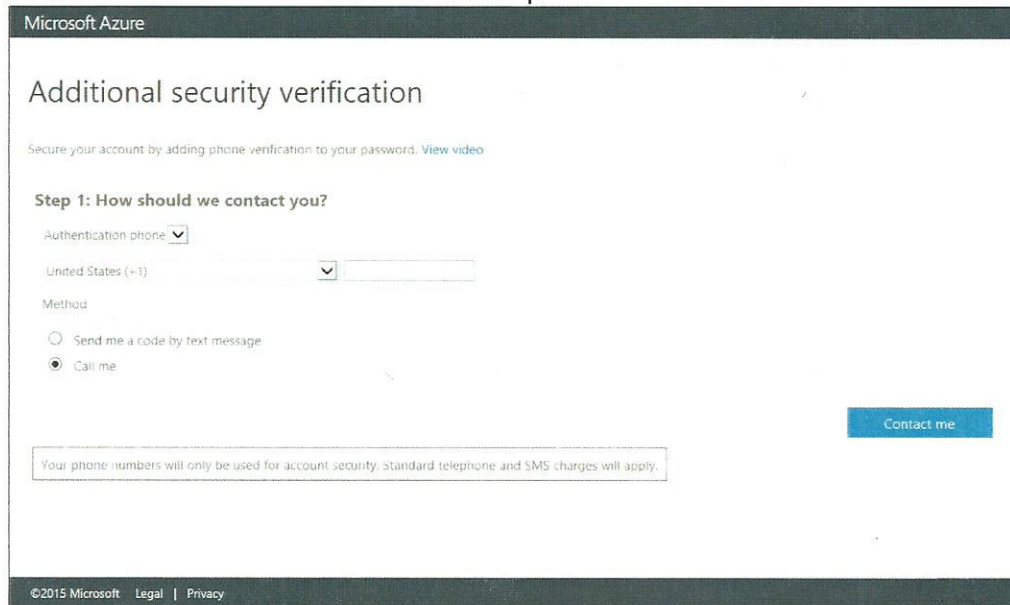# Microsoft Multifactor Authentication

1. To configure MFA on your account, go to portal.office.com
2. Use your email address and password to log in.
3. You will be prompted to configure your account. To get started, select **Set it up now**.

Microsoft Azure

For added security, we need to further verify your account

bsimon@billmathfabrikam.on...

Your admin has required that you set up this account for additional security verification.

Set it up now

Sign out and sign in with a different account

More information

Use your mobile phone as the contact method

1. Select Authentication Phone from the drop-down list.

Microsoft Azure

Additional security verification

Secure your account by adding phone verification to your password. View video

Step 1: How should we contact you?

Authentication phone ⌄

United States (+1) ⌄

Method

○ Send me a code by text message
● Call me

Contact me

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

©2015 Microsoft   Legal | Privacy

2. Choose your country from the drop-down list, and enter your phone number including the area code.
3. Select the method you would prefer to use with your mobile phone – text or call. We are recommending **Send me a code by text message**.

4. Select **Contact me** to verify your phone number. Depending on the mode you selected, we send you a text or call you. Follow the instructions provided on the screen, then select **Verify**.

Microsoft Azure

Additional security verification

Secure your account by adding phone verification to your password. View video

Step 2: We've sent a text message to your phone at ████████████

⋮ When you receive the verification code, enter it here
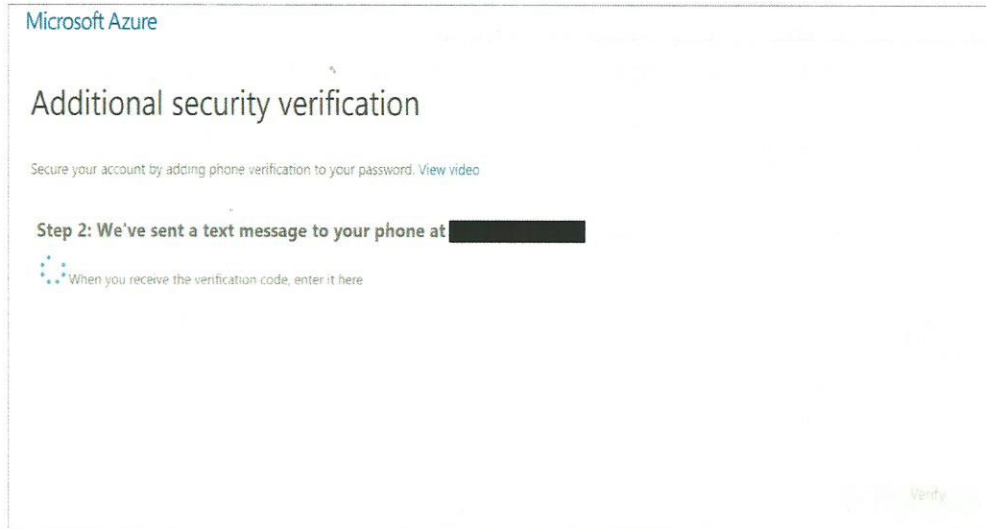
Verify

5. The last window is the Additional security verification. You can select Done.

Microsoft Azure

Additional security verification

Secure your account by adding phone verification to your password. View video

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:

scxtgvtfxvzbsnwf 📋

Done