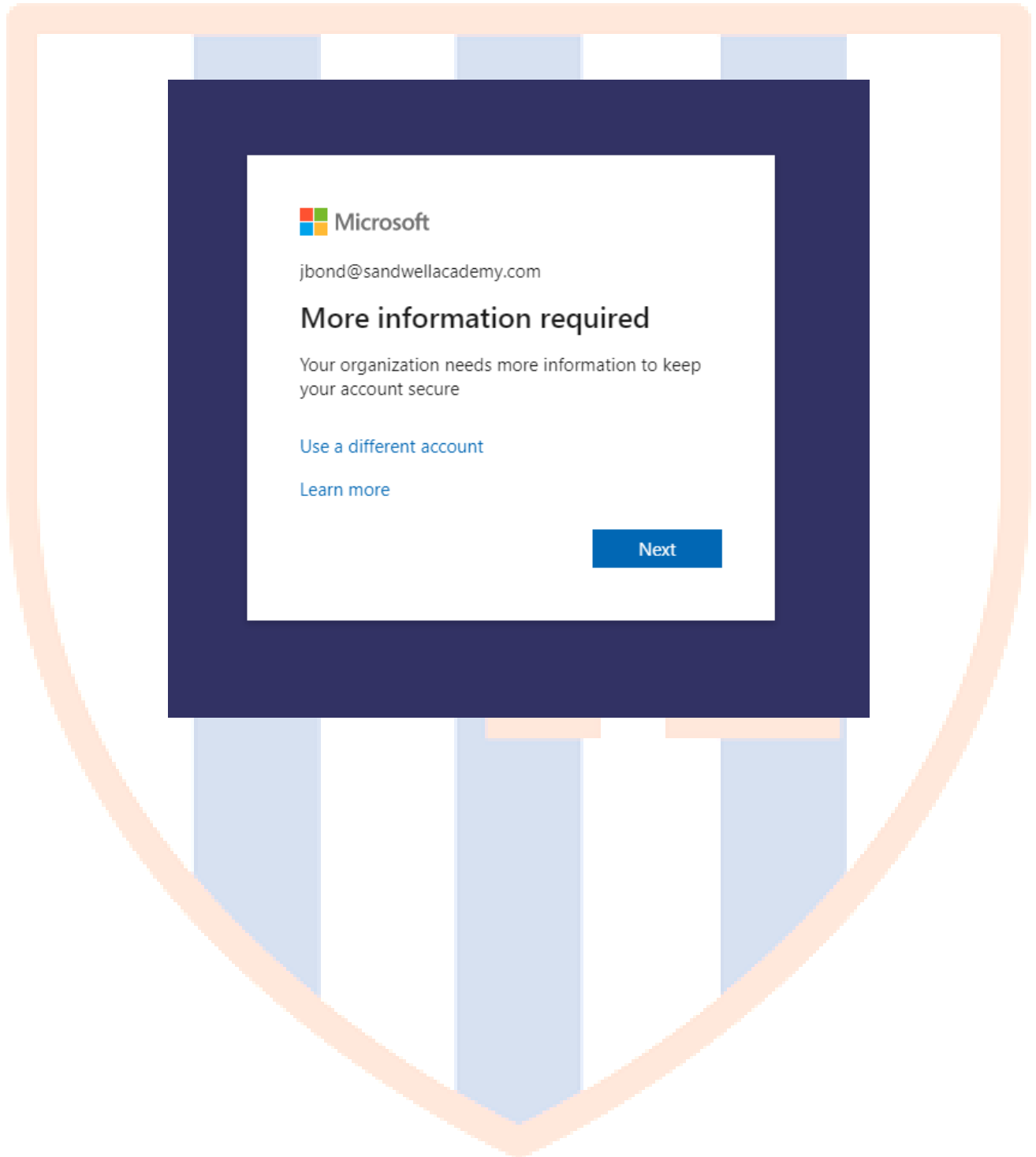




SETTING UP TWO
FACTOR
AUTHENTICATION ON
OFFICE 365

Last Updated: 18/01/2023

When you next log into Office 365, you will be presented with this message informing you that you need to setup two Factor Authentication for your account.

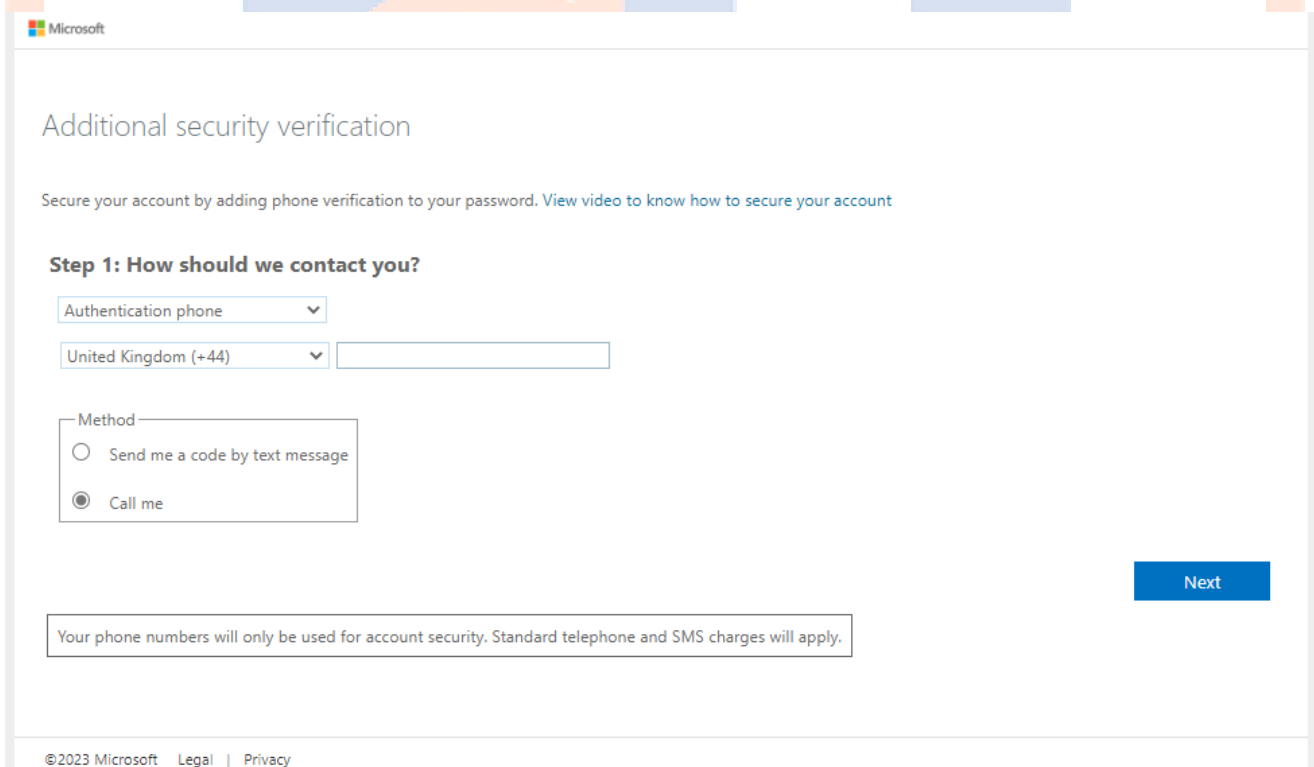


When you press next you will be presented this page. From here you have two choices on how you would like to setup 2FA.

The first option is sending you a code to a phone number. You have the option to receive the code as a text message or a phone call.

A new code will be sent to you each time you log into Office 365. Please note that standard telephone and SMS charges will apply.

Once you have put in your number, press next.



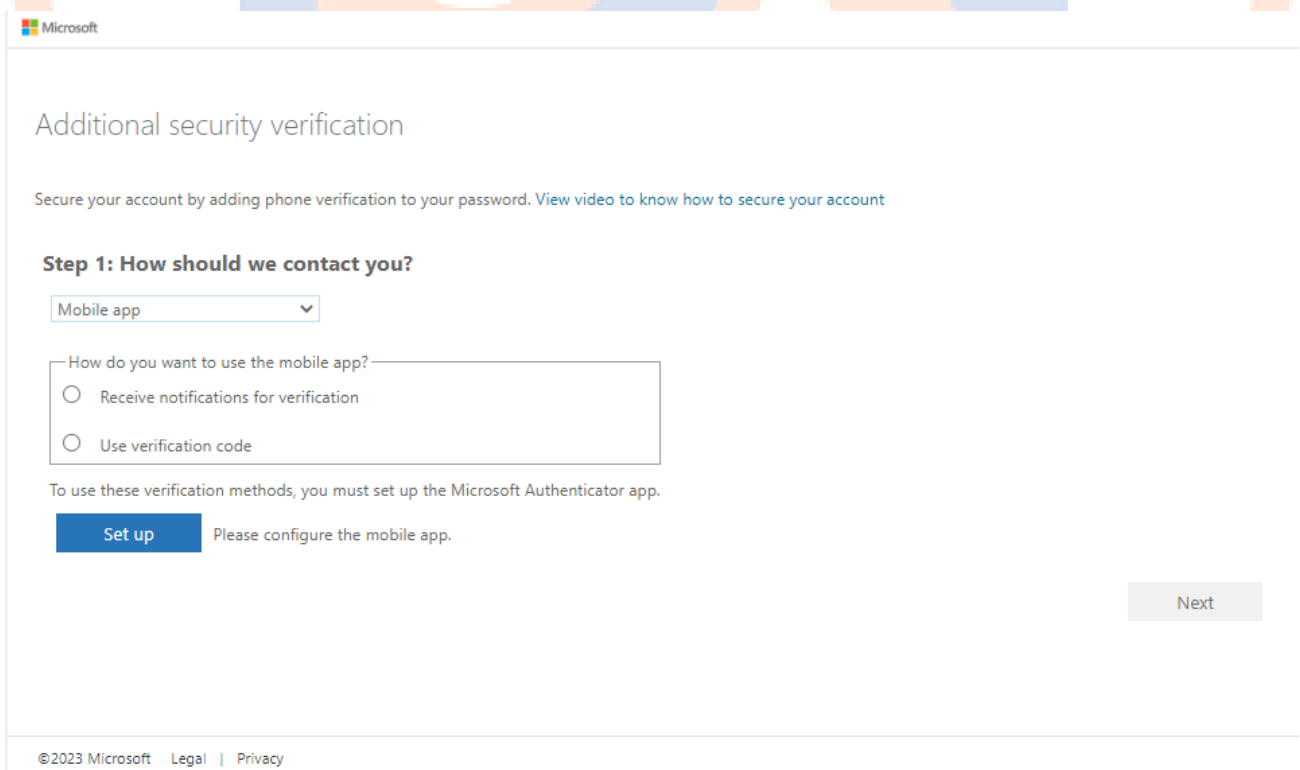
The screenshot shows the Microsoft 'Additional security verification' page. At the top left is the Microsoft logo. The main heading is 'Additional security verification'. Below it is a sub-heading: 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. The section is titled 'Step 1: How should we contact you?'. It contains a form with the following elements: a dropdown menu for 'Authentication phone', a dropdown menu for 'United Kingdom (+44)' followed by an empty text input field for the phone number, and a 'Method' section with two radio buttons: 'Send me a code by text message' (unselected) and 'Call me' (selected). A blue 'Next' button is located to the right of the form. Below the form is a text box containing the message: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' At the bottom left of the page, there is a footer: '©2023 Microsoft Legal | Privacy'.

The second option is to use the Microsoft Authenticator app.

You will need to download the app either from this link: [Microsoft Mobile Phone Authenticator App | Microsoft Security](#) and scanning the QR code or by going to the App/Play store and downloading the Microsoft Authenticator app.

Once installed, select the method you would prefer to use the app. The first method is to receive a Notification. With this option, when you log into Office 365, you will receive a notification on your Smartphone which you then tap to open the app and then approve verification with either Thumb or Face ID.

The second method is code. With this option you will need to open the app and type in the randomly generated code associated with your Office 365 account from the app.



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 it 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?". There is a dropdown menu with "Mobile app" selected. Below that is a question "How do you want to use the mobile app?" with two radio button options: "Receive notifications for verification" and "Use verification code". A note states "To use these verification methods, you must set up the Microsoft Authenticator app." There is a blue "Set up" button and a grey "Next" button. At the bottom left, there is a footer with "©2023 Microsoft Legal | Privacy".

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 Please configure the mobile app.

Next

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Once you have selected your preferred method of the mobile app click on the setup button. Here you will need to open the app, select add an Account and select Work or school account. Then scan the QR code.

For more information of setting the authenticator app please check this link:

[Set up an authenticator app as a two-step verification method - Microsoft Support](https://support.microsoft.com/en-us/topic/set-up-an-authenticator-app-as-a-two-step-verification-method-16930000-0000-0000-0000-000000000000)

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 857 634 999

Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

Next

cancel

Once the app is setup you will the message below and then can proceed by pressing next.

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 for notifications and verification codes.

Next

Finally with your phone number or app setup, you will need to input a verification from your preferred method of 2fa.

Microsoft

Additional security verification

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

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

xxxxxxx

Cancel Verify