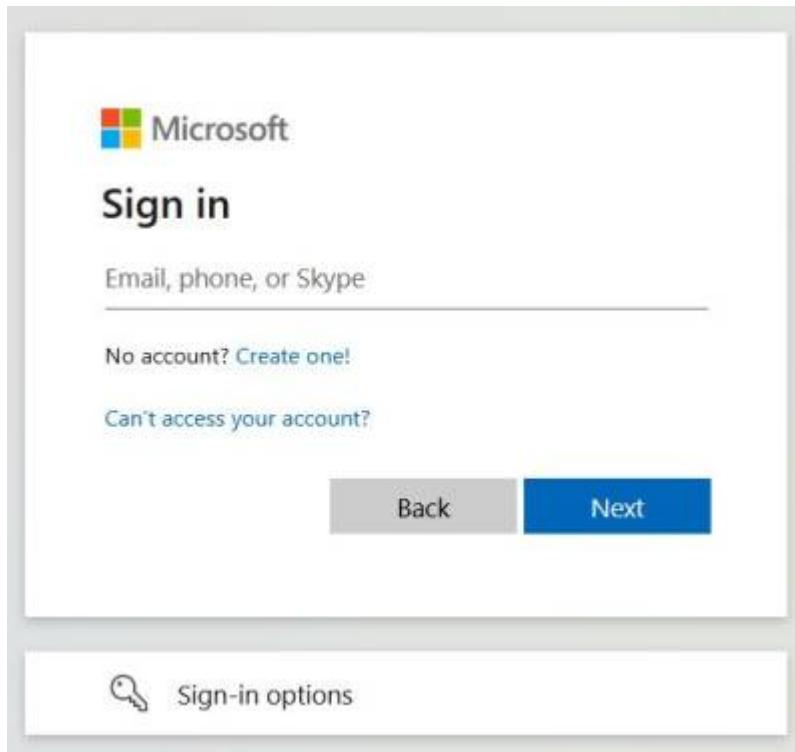


In any browser, log into the Microsoft portal:

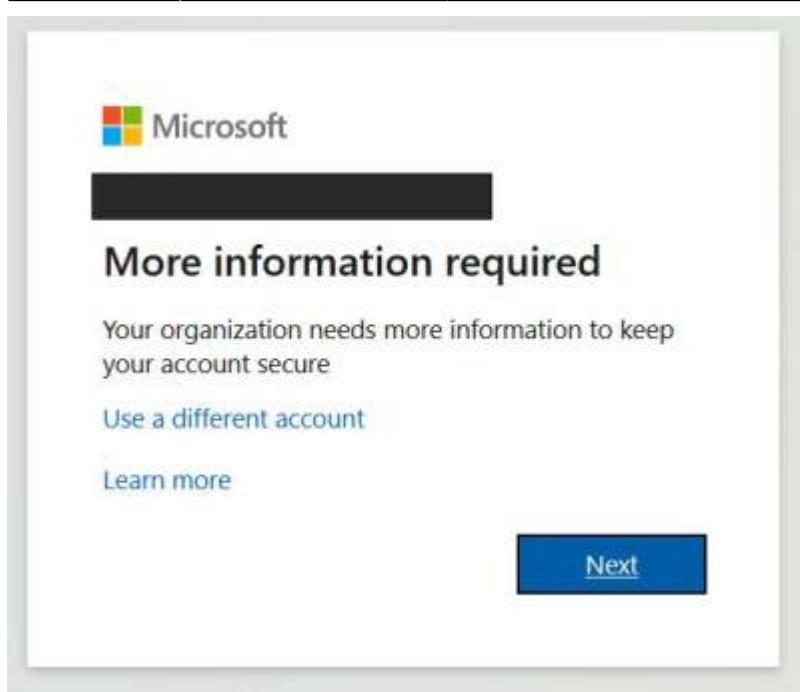
<https://portal.office.com>



Use your current email address and then click the **Next** button.



Enter your current password for your Microsoft 365 account and click the **Sign in** button.
If asked, make sure you choose **Work or School** account and NOT Personal.
Once MFA is turned on for your Microsoft 365 account, you will be presented with the following:



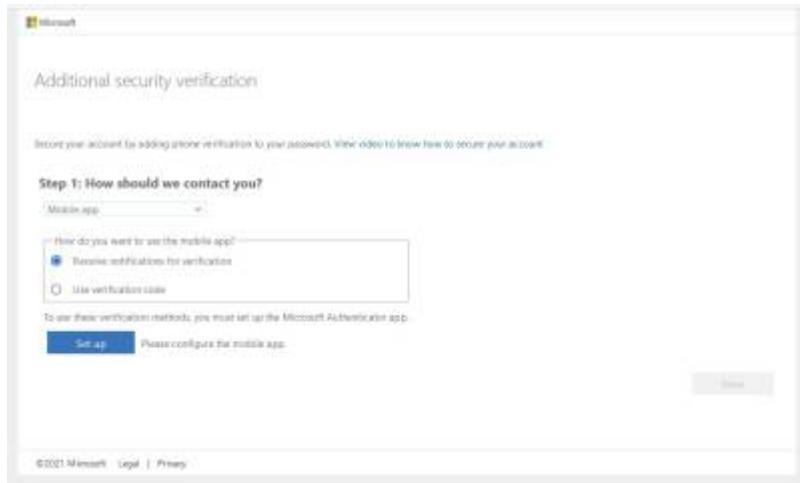
Click the **Next** button to continue.

The screenshot shows the 'Additional security verification' step. It starts with the Microsoft logo and a title 'Additional security verification'. Below this is a sub-instruction: 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The 'Step 1: How should we contact you?' section follows. It includes a dropdown for 'Authentication phone' (set to 'Phone'), a dropdown for 'Select your country or region' (set to 'United States'), and a 'Method' section with two radio buttons: 'Send me a code by text message' (unchecked) and 'Call me' (checked). A note at the bottom of this section states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' At the bottom of the page are links for '©2021 Microsoft Legal | Privacy' and a blue 'Next' button.

Make sure you choose the settings as shown in the above screen shot:

1. Authentication Phone
2. Your current mobile phone number
3. Send me a code by text message

Enter in your current mobile number and then click the **Next** button to continue. Once you receive the text message, fill in the code on the following form:



Click the **Verify** button to continue.



You don't need to keep the app password that it generates. If all is successful, click the **Done** button to complete the login for your Microsoft 365 account.

Once successfully logged into your Microsoft 365 account, click on your initials in the top right hand corner:



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