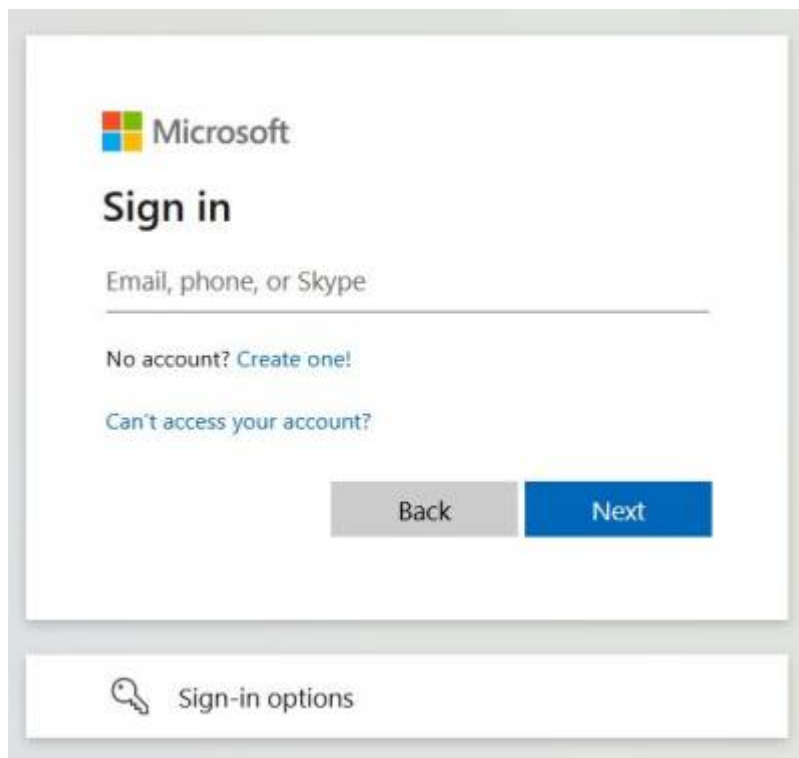


In any browser, log into the Microsoft portal:

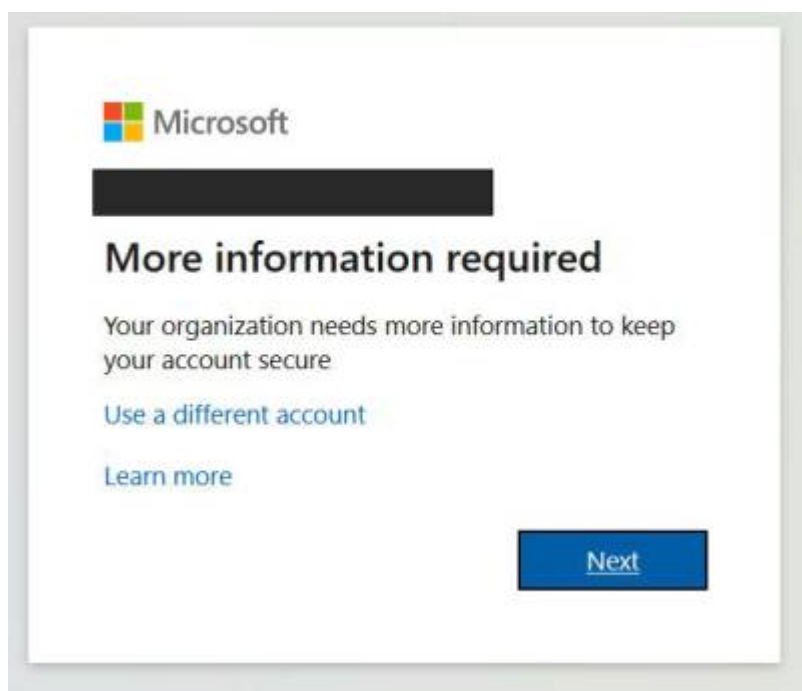
<https://portal.offic.com>

The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in section, there are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in section, there is a section titled "Sign-in options" with a key icon.

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

The image shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, there is a black rectangular box redacting the email address. Underneath, the text "Enter password" is displayed in a large, bold font. Below this, there is a text input field with the placeholder text "Password". At the bottom left, there is a link "Forgot my password". At the bottom right, there is a blue "Sign in" 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.

A screenshot of the 'Additional security verification' page. At the top left is the Microsoft logo. The heading is 'Additional security verification'. Below it, it says 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 1: How should we contact you?'. There are two dropdown menus: 'Authentication phone' and 'United States (+1)'. To the right of the second dropdown is a text input field containing '5' followed by a black redacted area. Below these is a 'Method' section with two radio buttons: 'Send me a code by text message' (which is selected) and 'Call me'. At the bottom right is a blue button with the text 'Next'. At the bottom left, there is a small text box that says 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' At the very bottom, there is a footer with '©2021 Microsoft Legal | Privacy'.

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 Microosft 365 account, click on your initials in the top right hand corner:



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