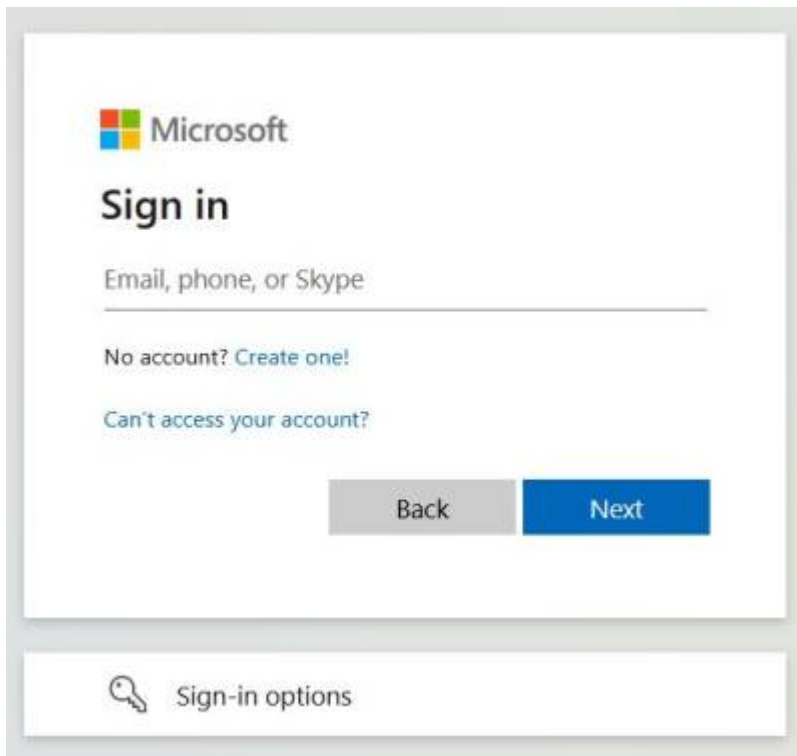


In any browser, log into the Microsoft portal:

<https://portal.offic.com>



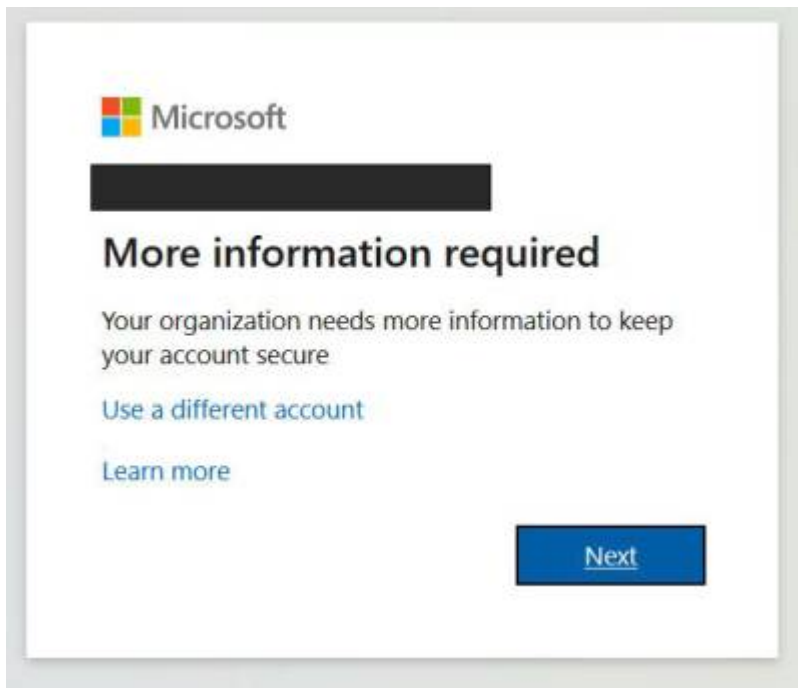
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". Underneath is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the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

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

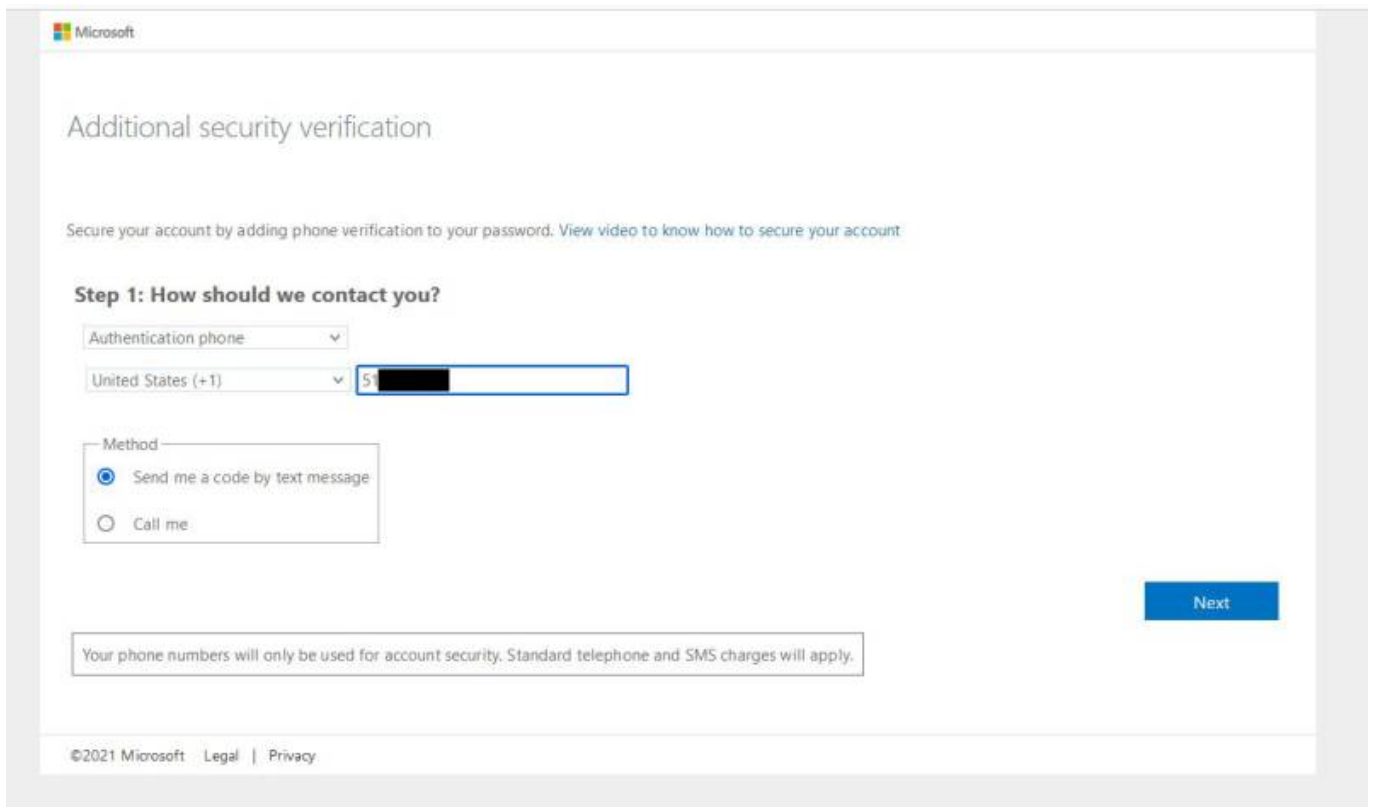


The image shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it is a black redaction bar. Underneath is the heading "Enter password". Below the heading is a text input field labeled "Password". Below the input field is a link: "Forgot my password". At the bottom right of the main content area 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:



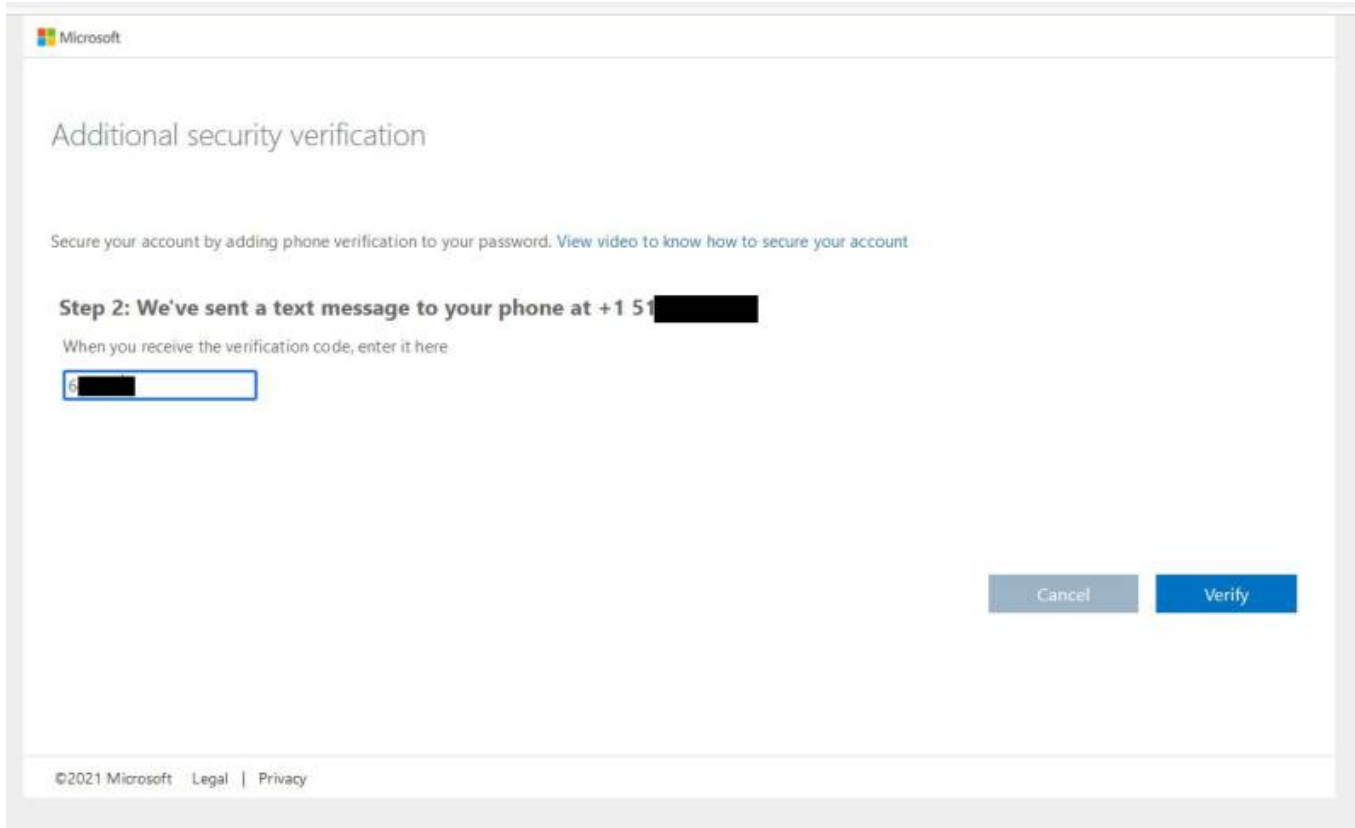
Click the **Next** button to continue.



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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