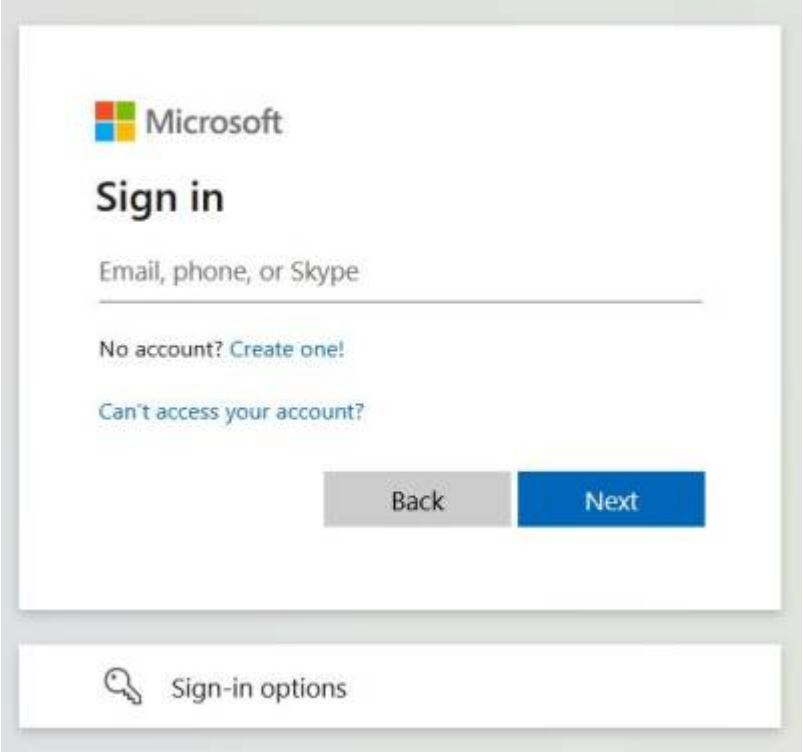
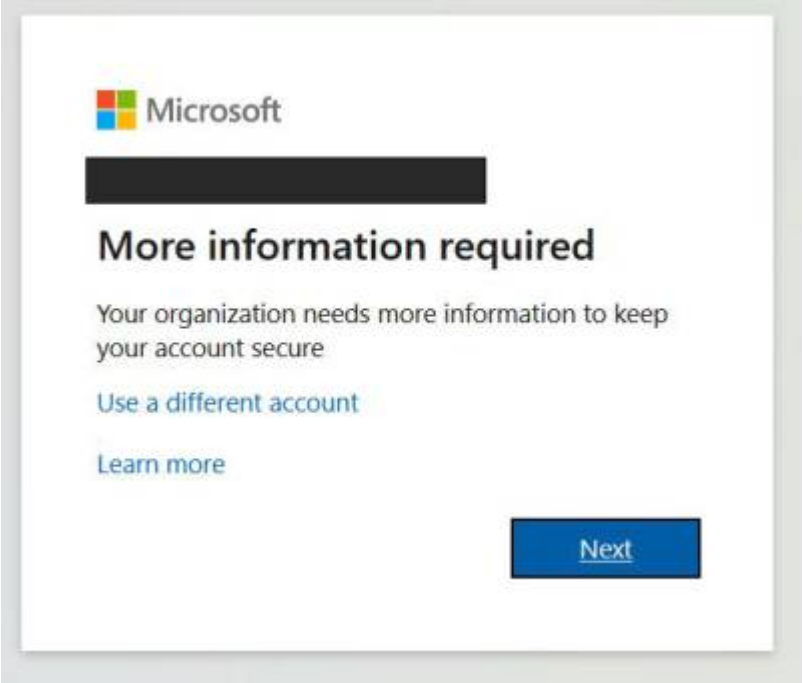
In any browser, log into the Microsoft portal:

https://portal.offic.com

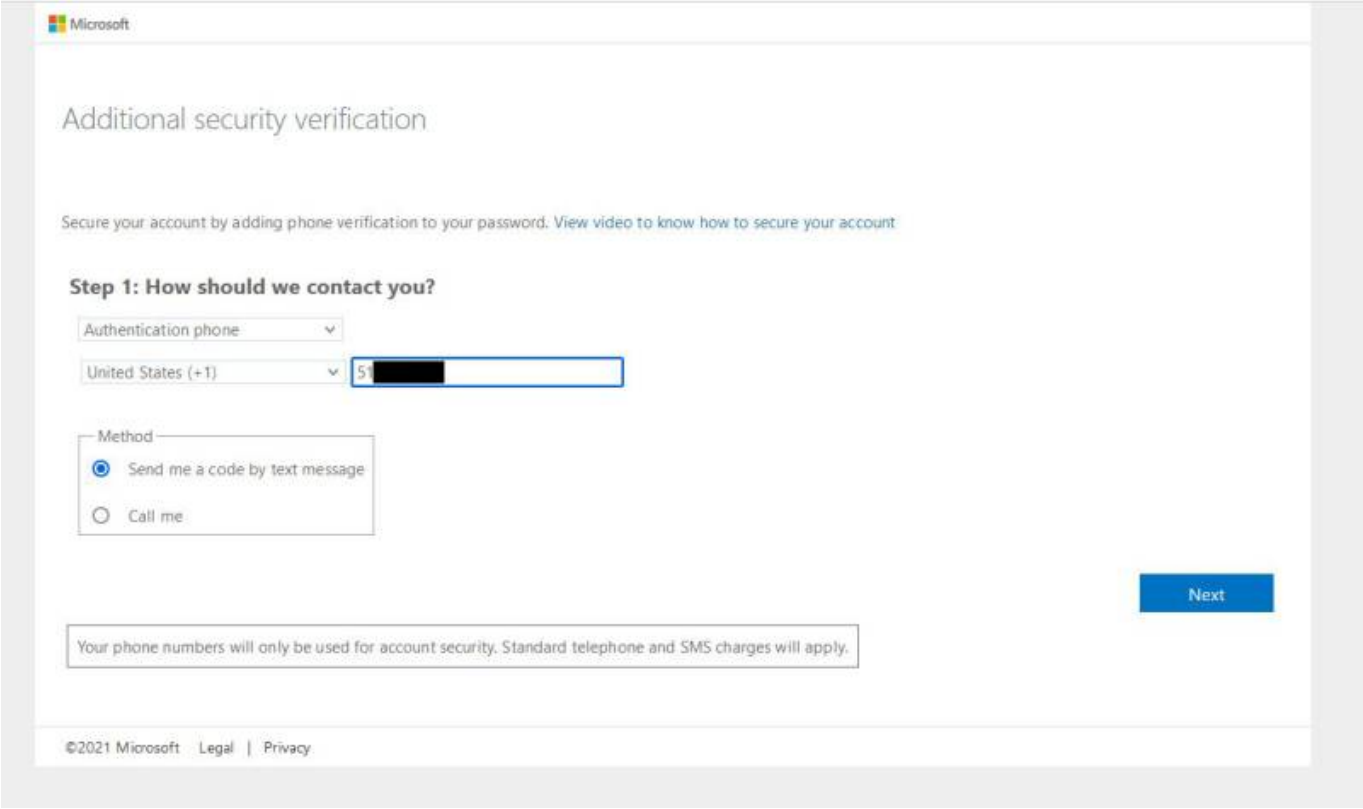


Use your current email address and then click the **Next** button.

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:



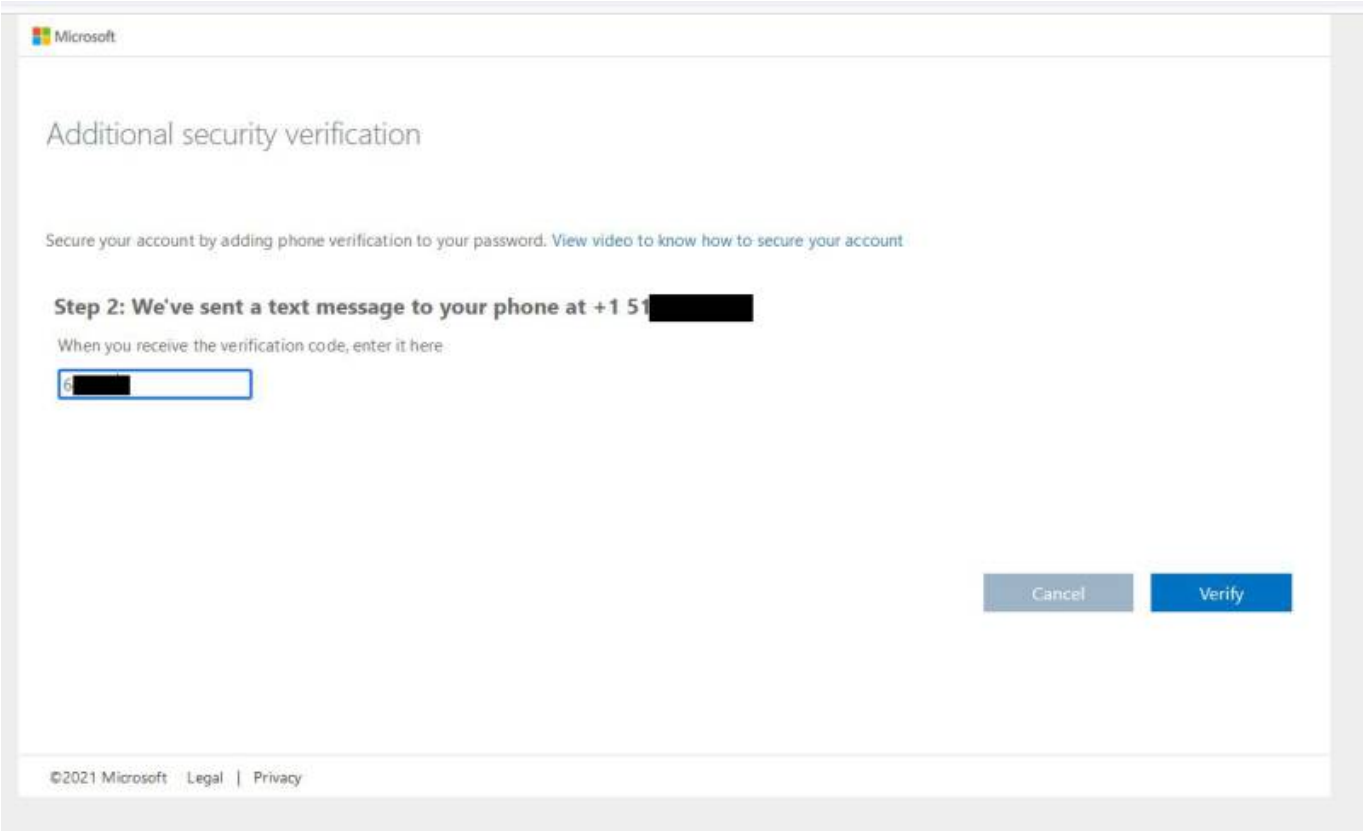
Click the **Next** button to continue.



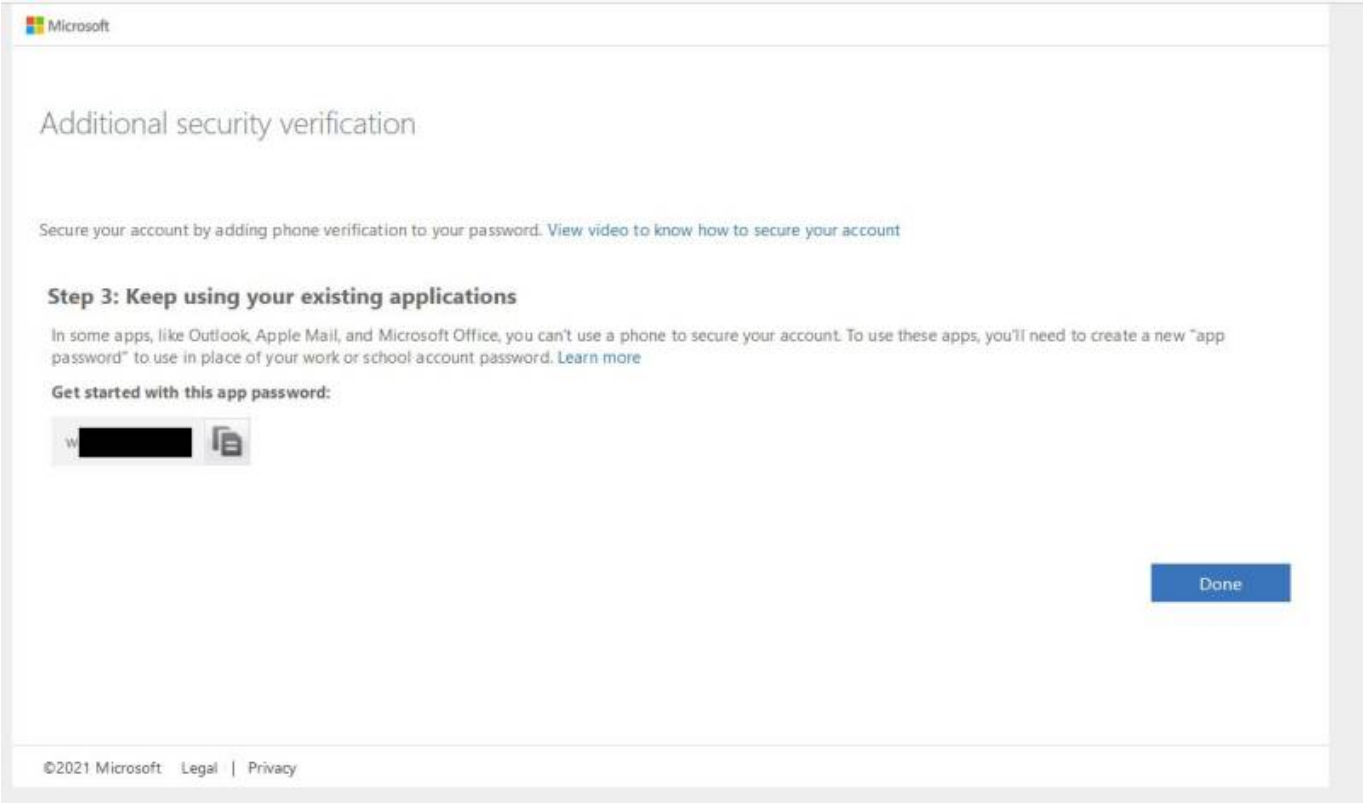
Make sure you choose the settings as shown in the above screen shot:

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

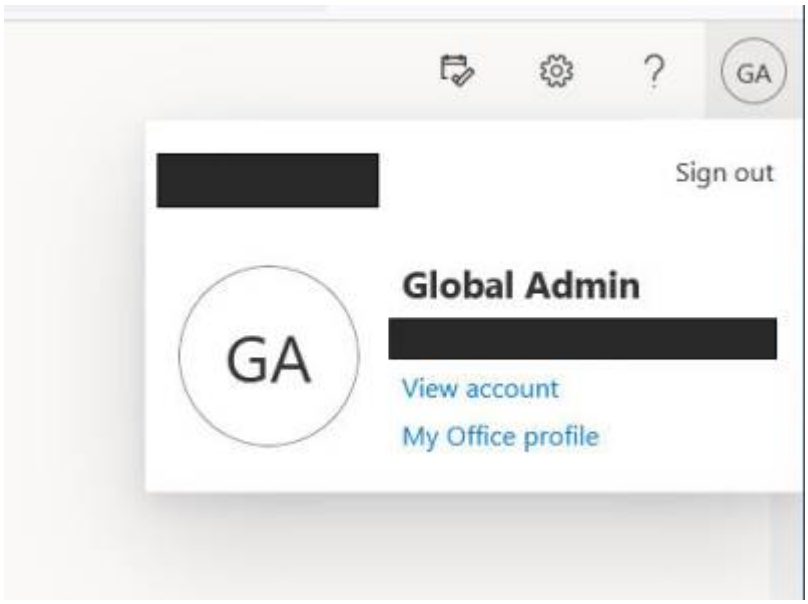
Enter in your current mobile number and then click the **Next** button to continue.
Once you receive the text message, fill in the code on the following form:



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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