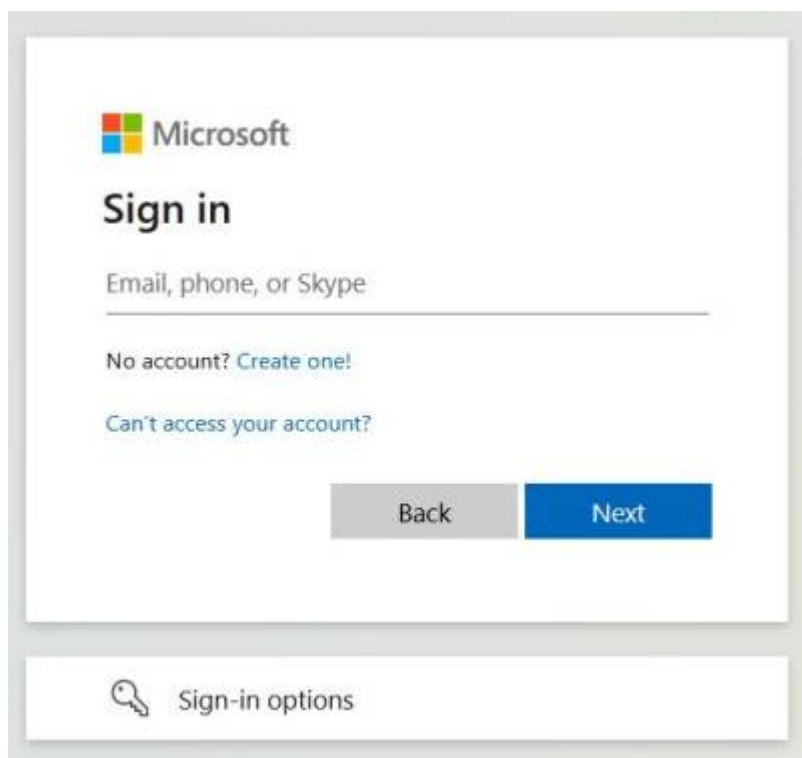



In any browser, log into the Microsoft portal:

<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 right 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.

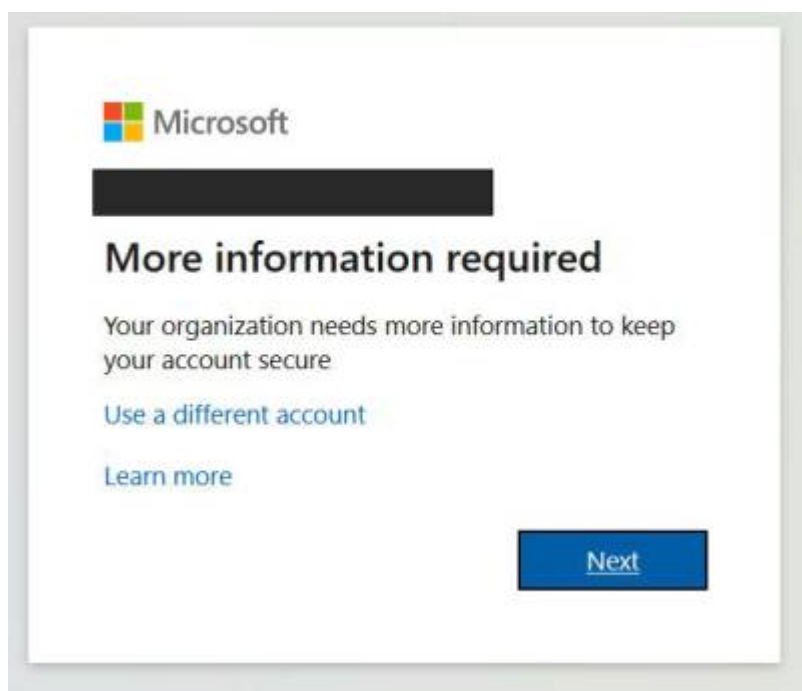
Use your current email address and then click the **Next** button.

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". Below the input field, 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:



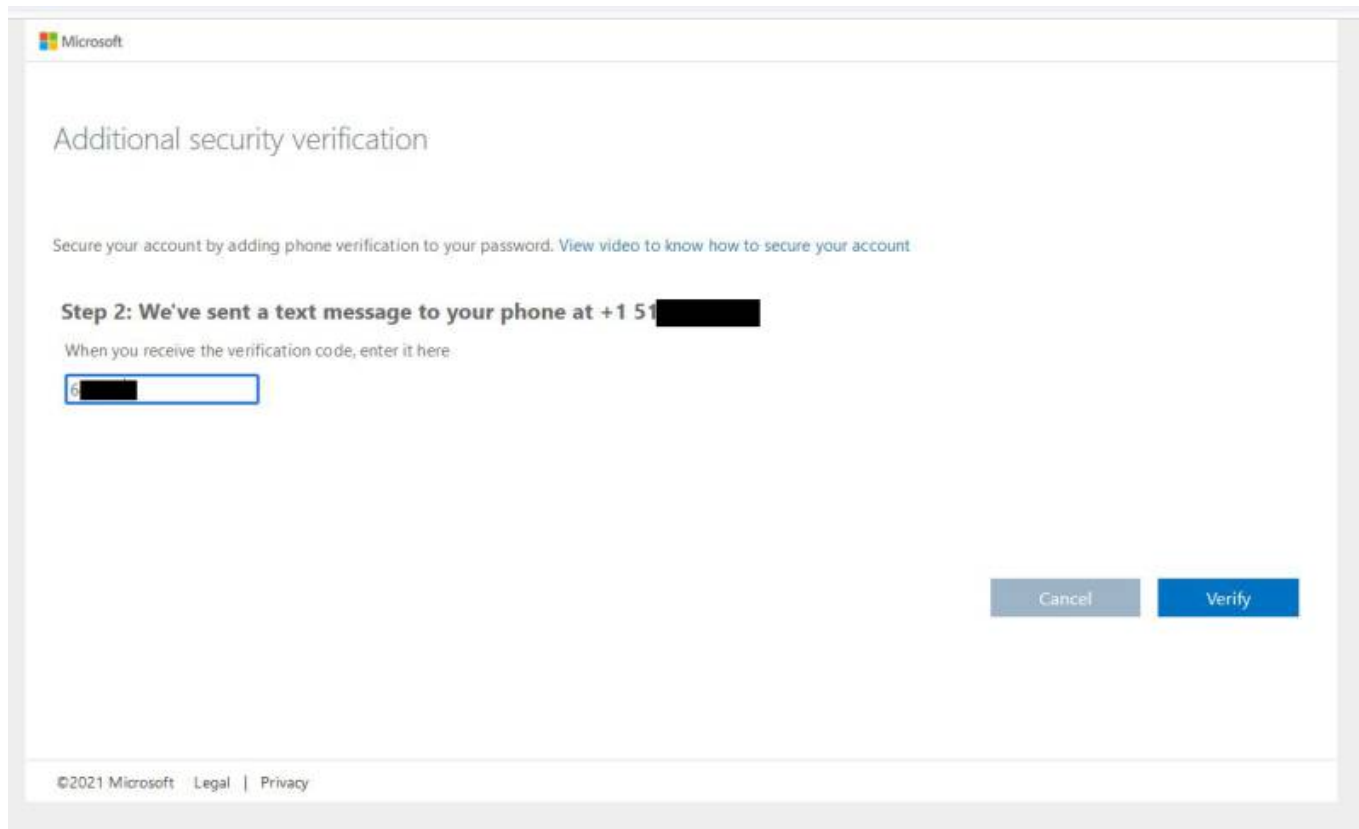
Click the **Next** button to continue.

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:



Microsoft

## Additional security verification

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

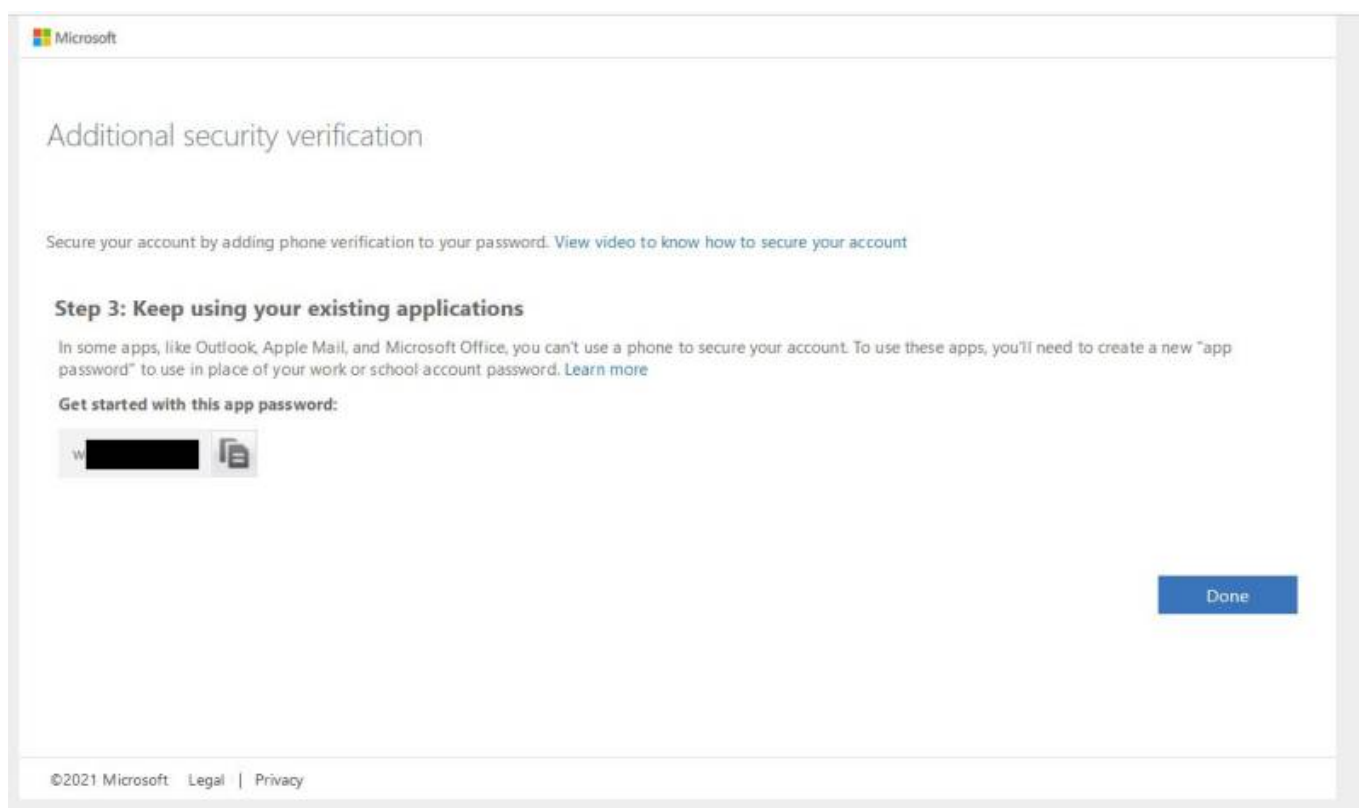
**Step 2: We've sent a text message to your phone at +1 51 [redacted]**

When you receive the verification code, enter it here:

[Cancel](#) [Verify](#)

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Click the **Verify** button to continue.



Microsoft

## Additional security verification

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

**Step 3: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

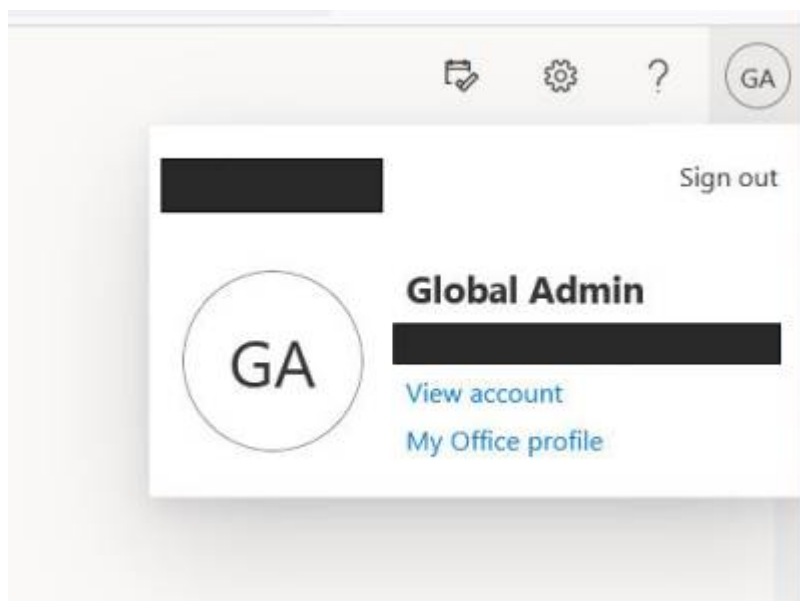
Get started with this app password:

[Done](#)

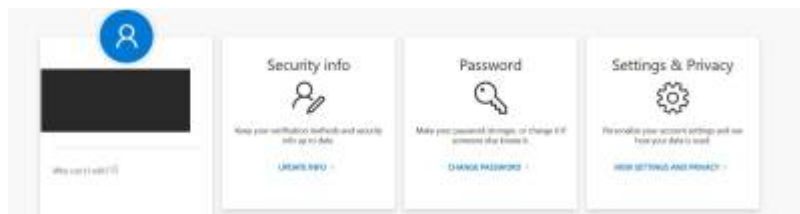
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You don't need to keep the app password that it generates. If all is successful, click the **Done** button to complete the login for your Microsoft 365 account.

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



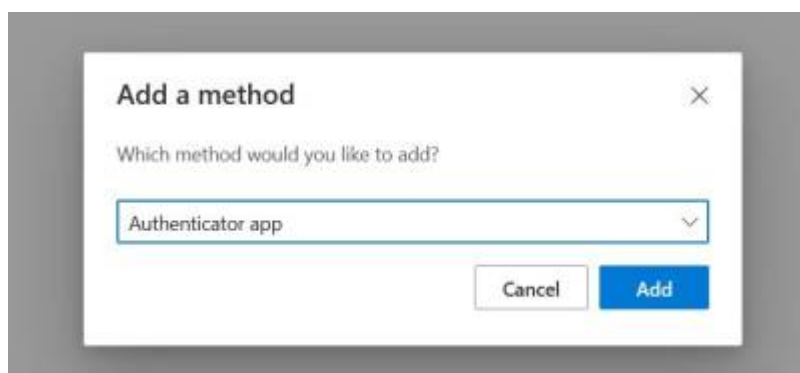
Click on **View account** to continue.



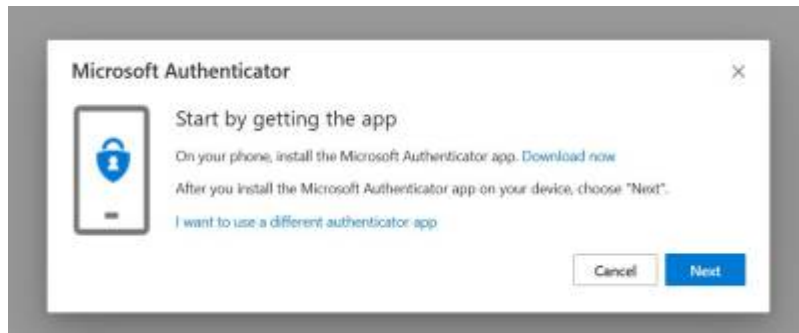
In the Security info section, click the **Update Info** link.



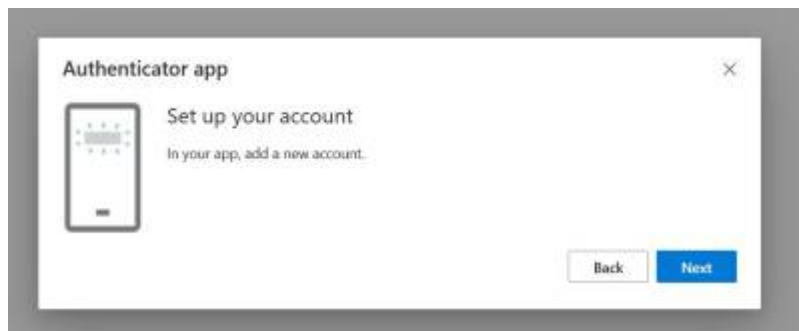
Click the **+ Add method** link.



In the drop down list, choose **Authenticator app** and then click the **Next** button.

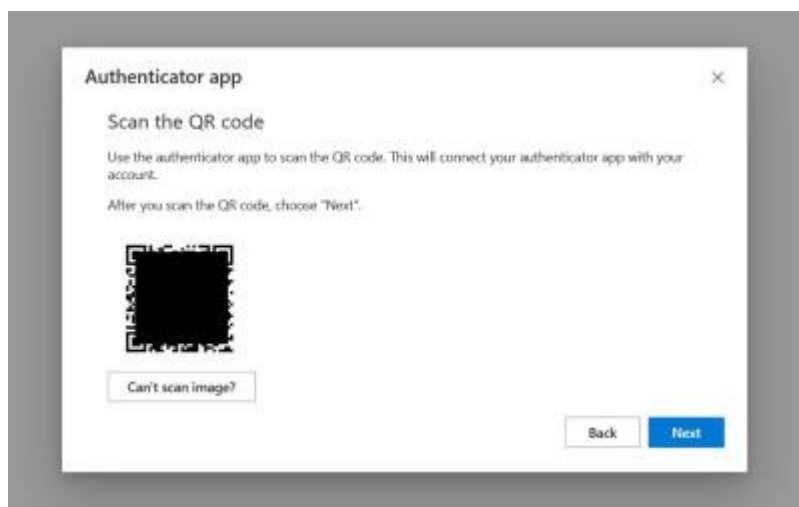


Click the **I want to use a different authenticator app** link.



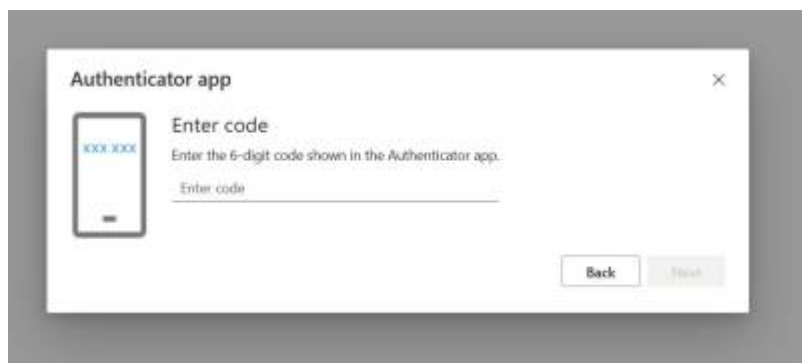
On your mobile device, make sure you have the LastPass Authenticator app installed and ready. In the LastPass Authenticator app, click on the **+** symbol to add a new account - it should enable your camera.

In the Microsoft Portal, click the **Next** button to continue.



Hold your mobile device up to the screen so that the camera can capture the QR code - it will automatically add your Microsoft 365 account into your LastPass account. Don't worry if it also asks you to save it in your LastPass account - you can cancel that if asked.

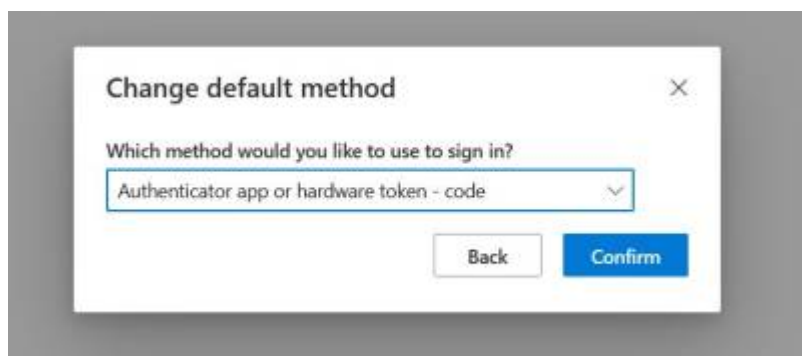
Click the **Next** button to continue.



You should have a 6 digit code in the LastPass app on your mobile device - enter it into the space provided and then click the **Next** button to authenticate.



You should now see **Authenticator app** as an authentication method. At the top of that form, click the **Change** link beside the Default sign-in method and change the option to **Authenticator app or hardware token - code**



Click the **Confirm** button to make the change.

I would now log out of the Microsoft 365 Portal and then log back in again to test your LastPass MFA authentication. If it is working, you can now try Outlook - the first time you start Outlook, it will ask you for the LastPass MFA code. Note, the code changes every 30 seconds - don't worry if you don't have enough time to enter in the current code, just wait until it changes and then enter in the new code.

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Permanent link:  
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