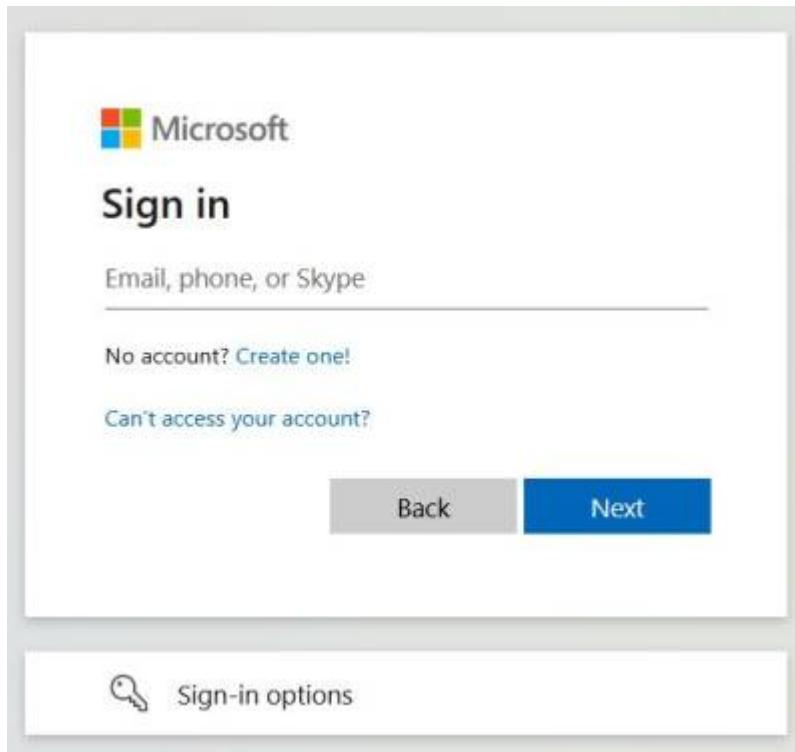


In any browser, log into the Microsoft portal:

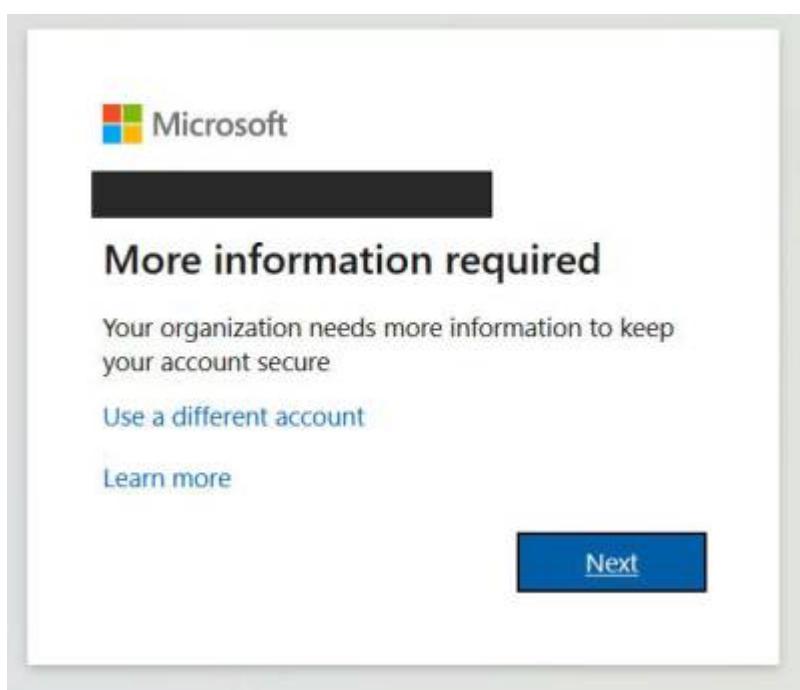
<https://portal.office.com>



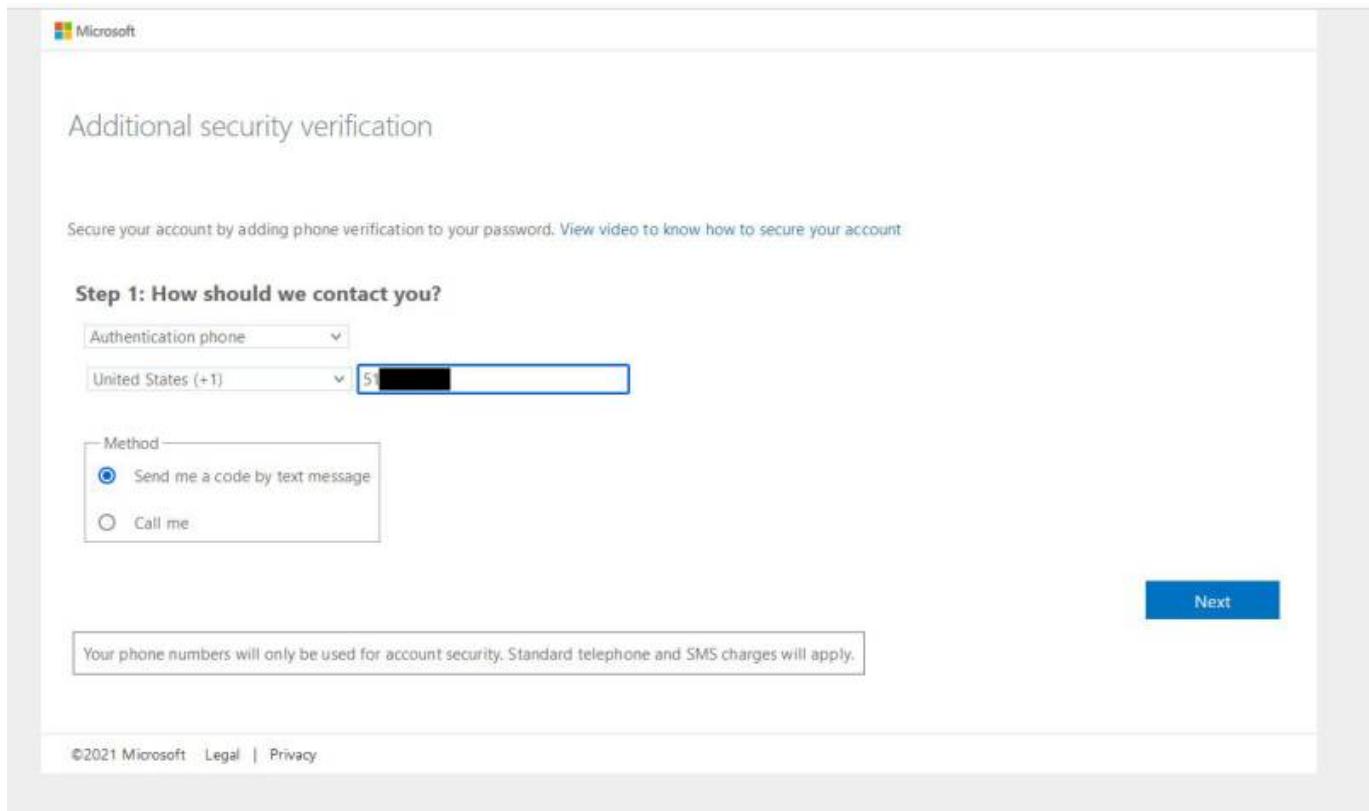
Use your current email address and then click the **Next** button.



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:



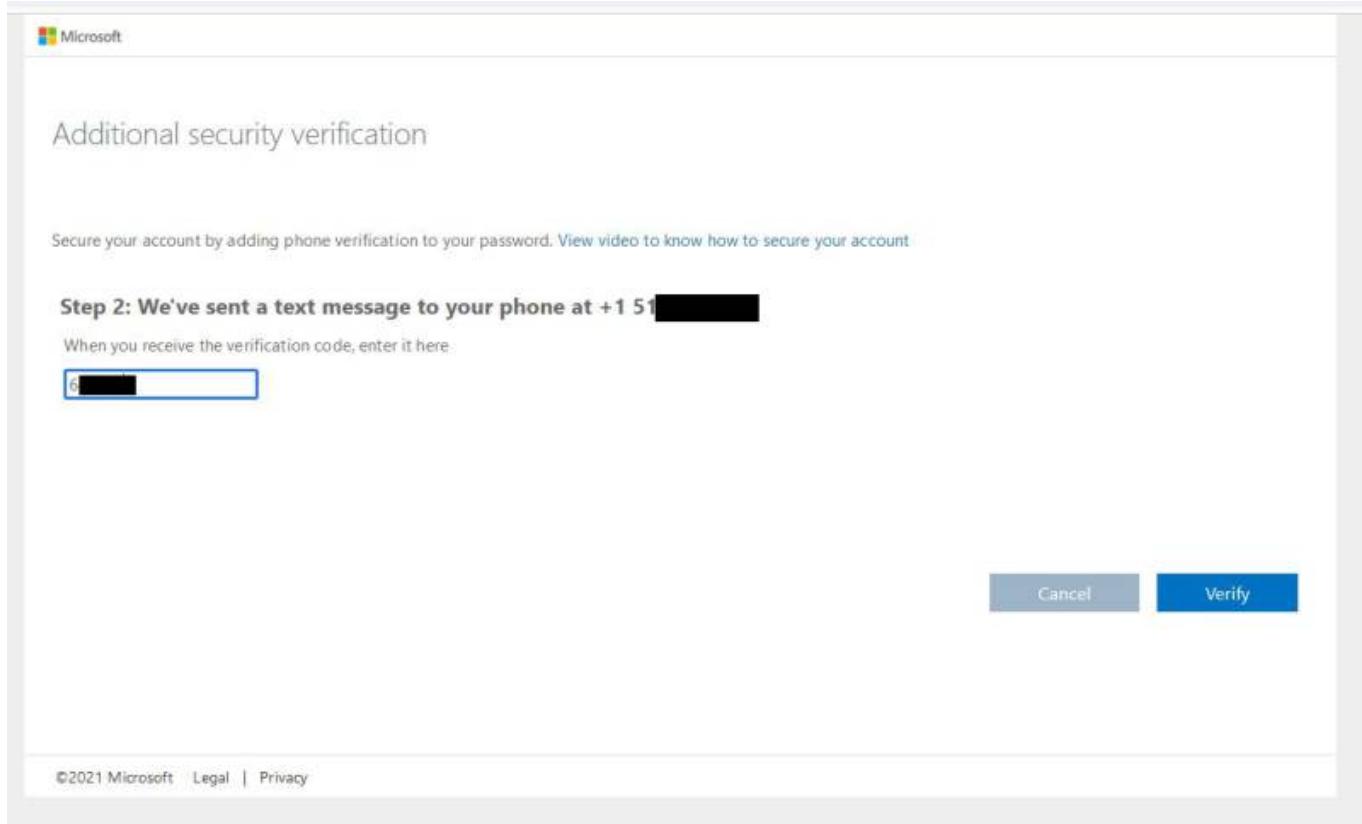
Click the **Next** button to continue.



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:

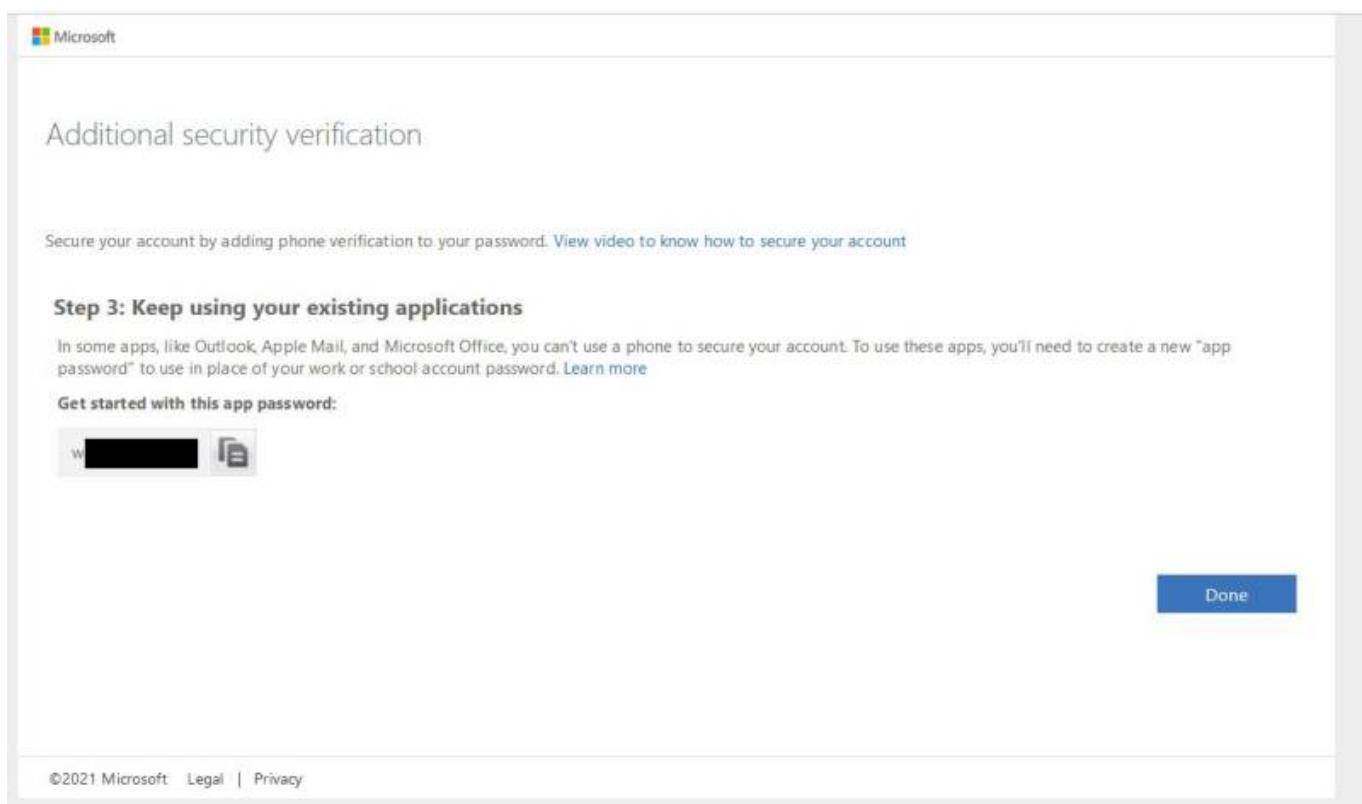
[REDACTED] 6 [REDACTED]

Cancel **Verify**

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This screenshot shows the Microsoft 'Additional security verification' page. It displays a step 2 message indicating a text message was sent to a phone number. A redacted input field contains the number '6' followed by a redacted suffix. Below the input field are 'Cancel' and 'Verify' buttons. The page footer includes links for ©2021 Microsoft, Legal, and Privacy.

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:

[REDACTED] 

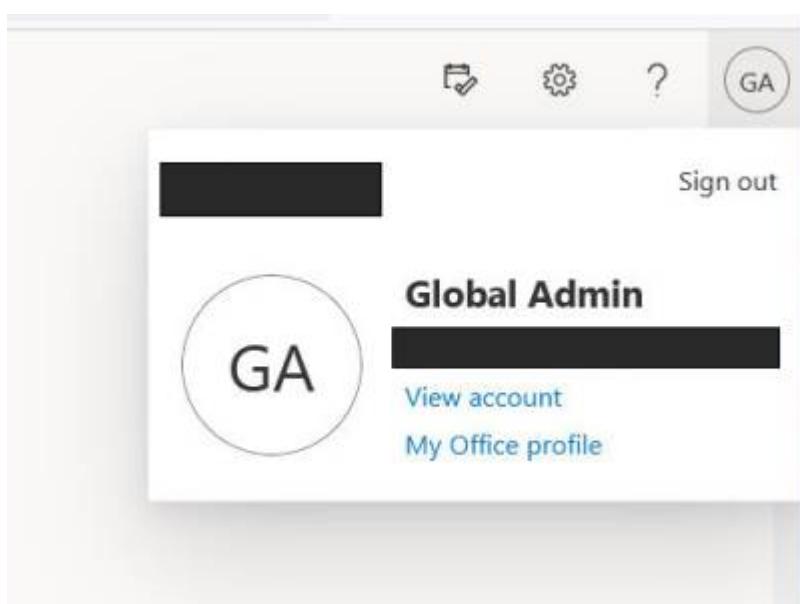
Done

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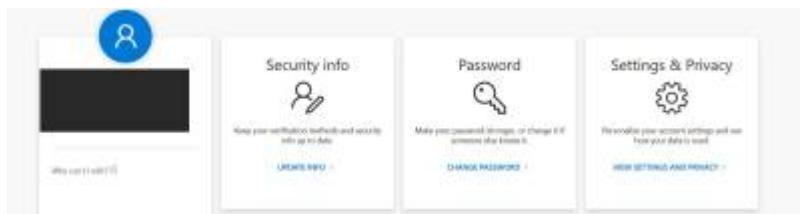
This screenshot shows the Microsoft 'Keep using your existing applications' page. It discusses using app passwords for unsupported apps like Outlook and Microsoft Office. It includes a 'Get started with this app password:' section with a redacted URL and a copy icon, and a 'Done' button. The page footer includes links for ©2021 Microsoft, Legal, and Privacy.

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:



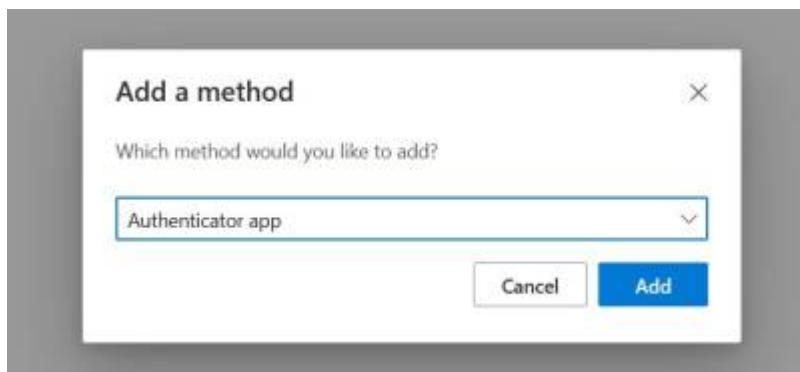
Click on **View account** to continue.



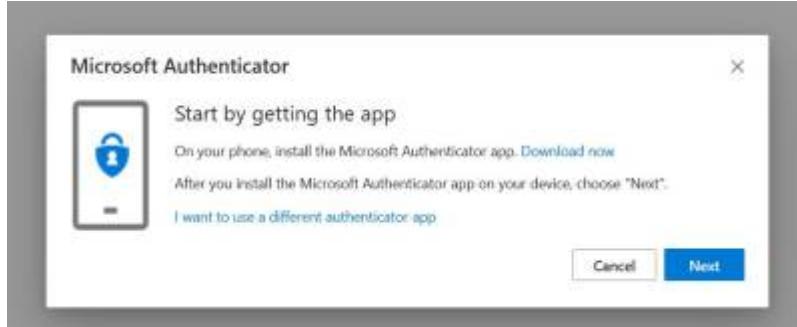
In the Security info section, click the **Update Info** link.



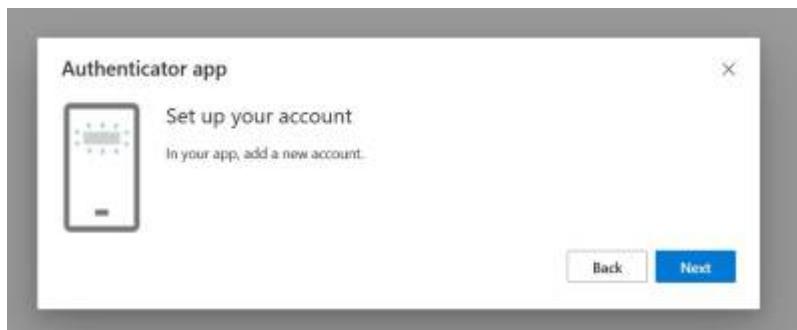
Click the **+ Add method** link.



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

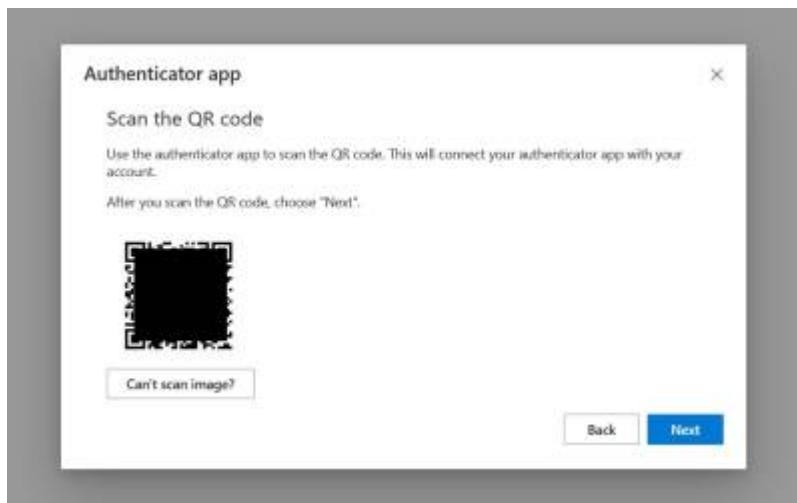


Click the **I want to use a different authenticator app** link.



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.

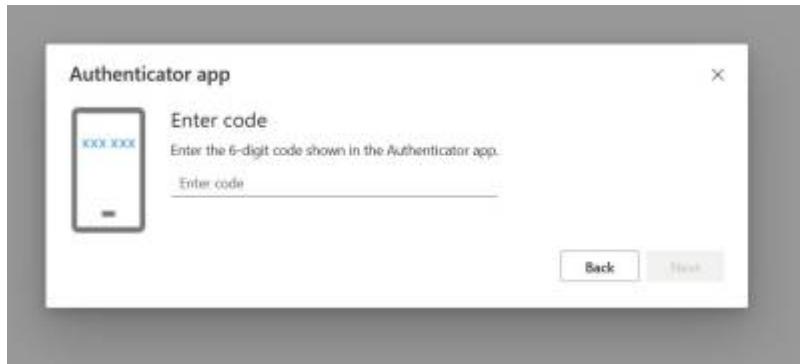
Click the **Next** button to continue.

Last update:

2024/04/24

microsoft:add-lastpass-mfa http://wiki.computersdotcalm.com/doku.php?id=microsoft:add-lastpass-mfa&rev=1713979348

17:22

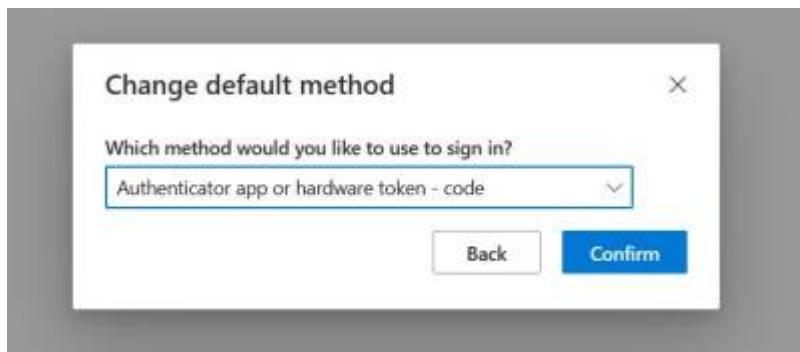


You should have a 6 digit code in the LastPass app on your mobile device - enter it into the space provided and then click the **Next** button to authenticate.



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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Last update: **2024/04/24 17:22**

