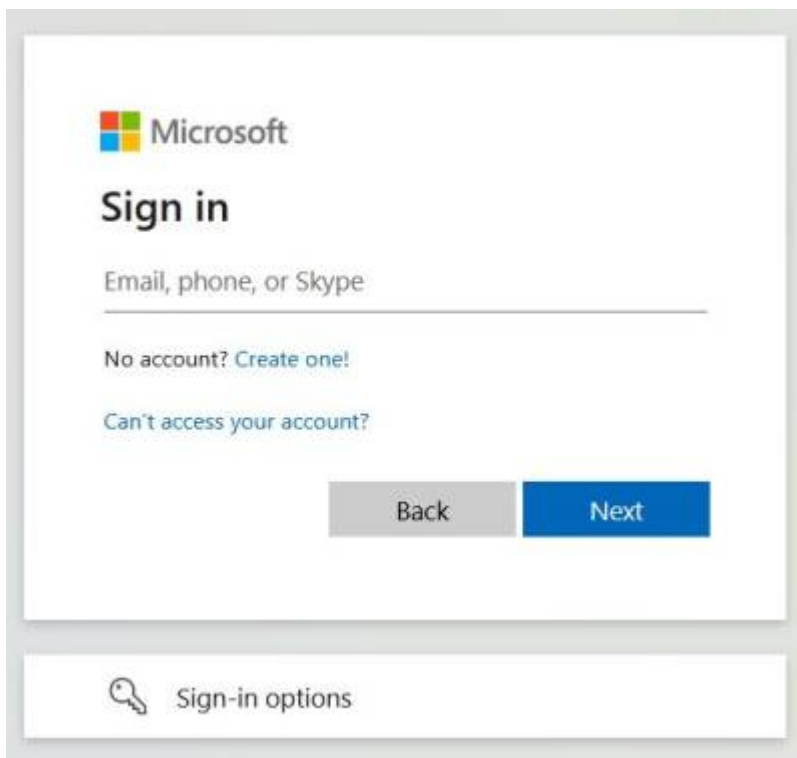


In any browser, log into the Microsoft portal:

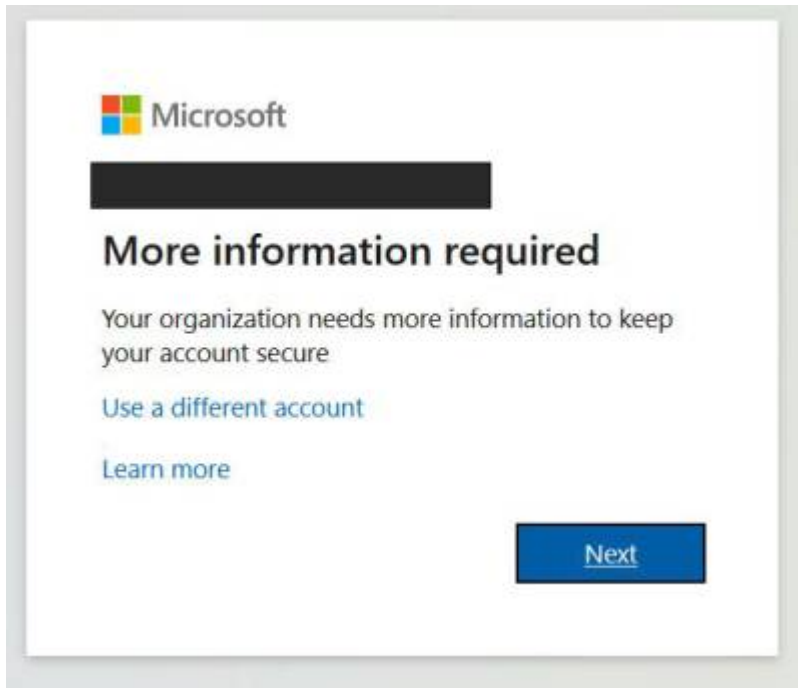
<https://portal.offic.com>



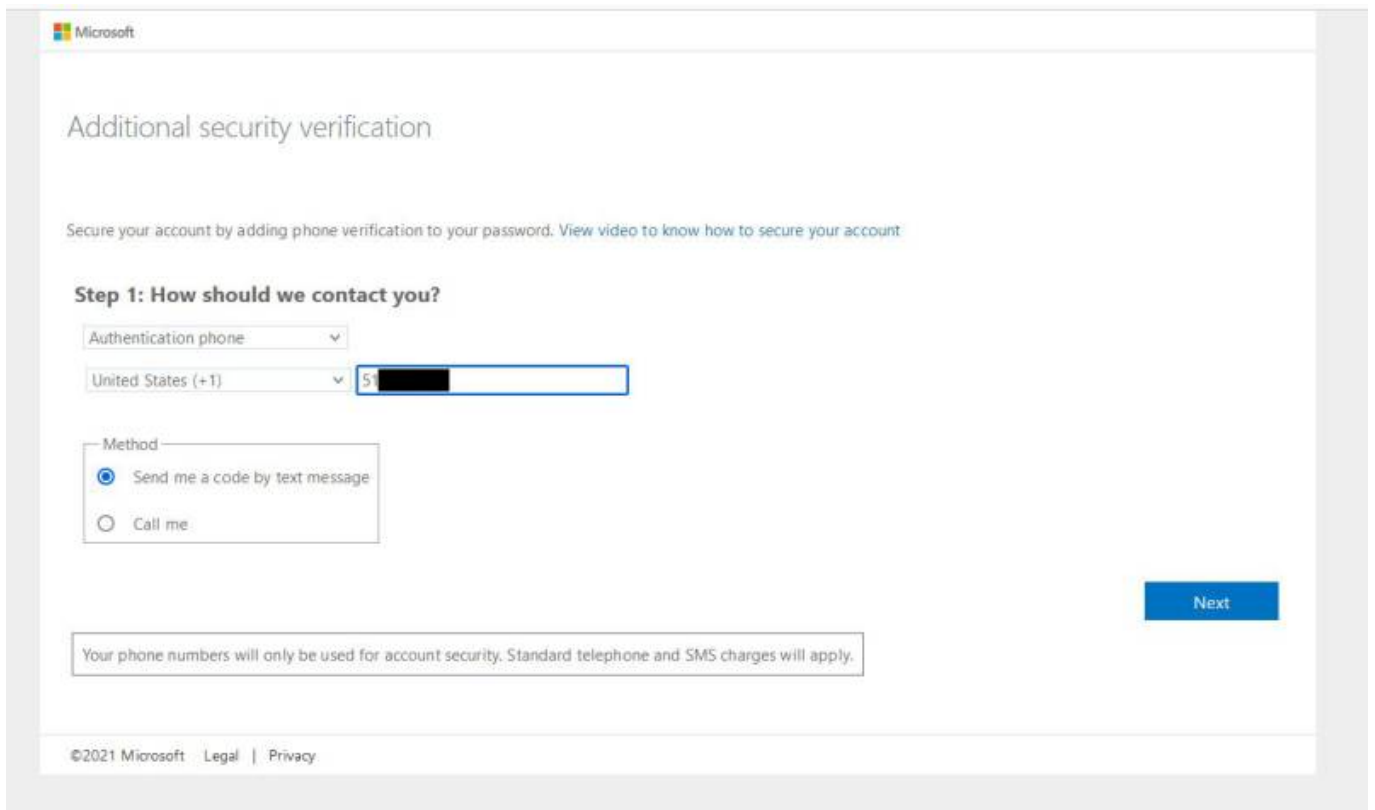
Use your current email address and then click the **Next** button.



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:



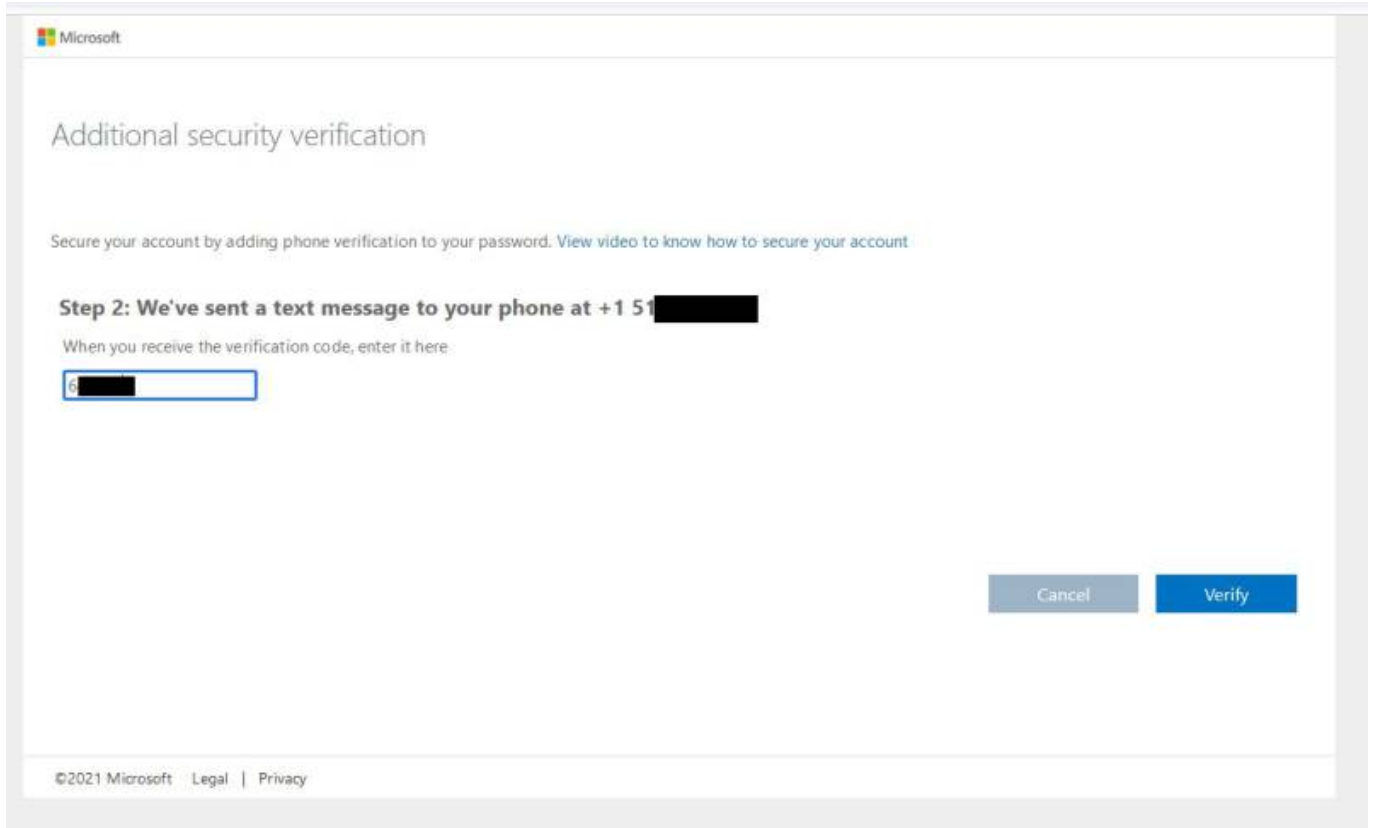
Click the **Next** button to continue.



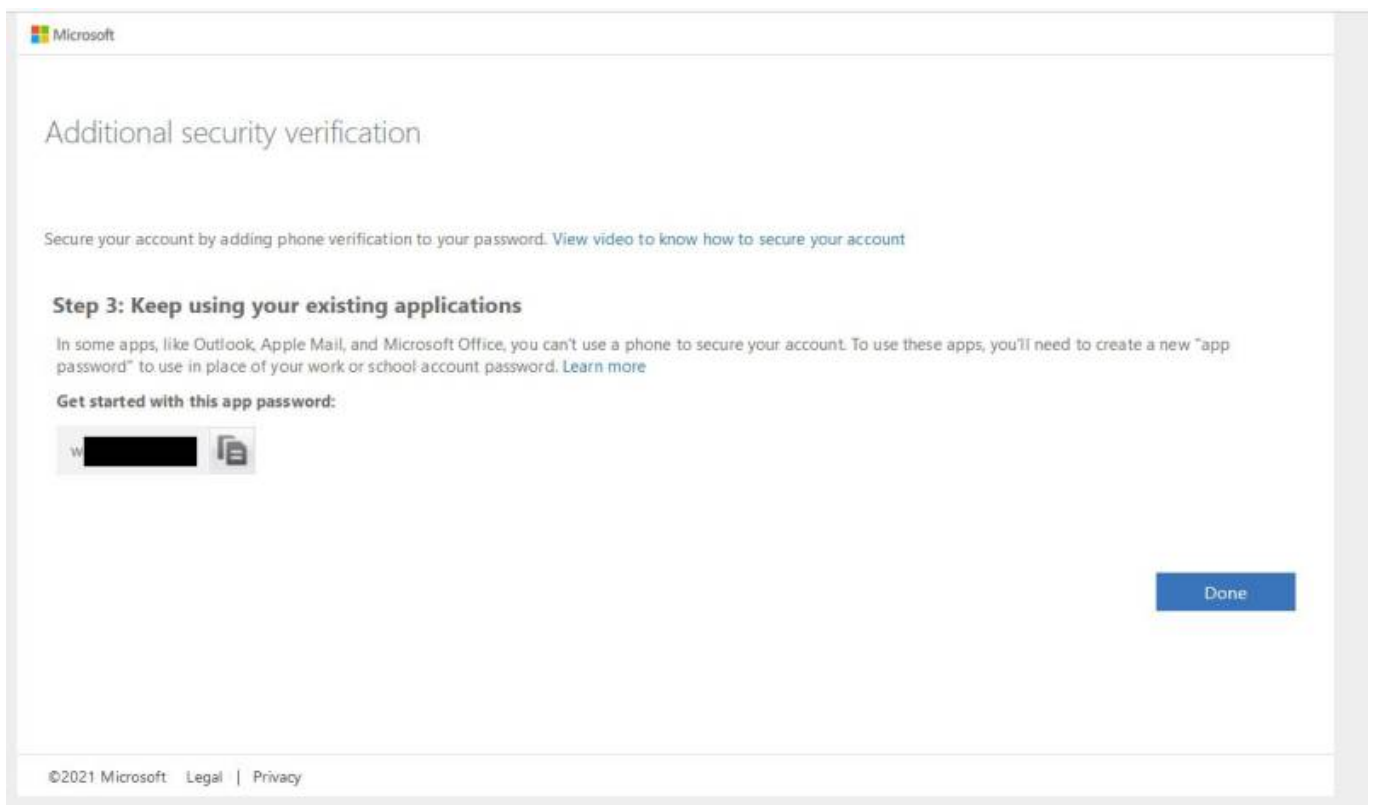
Make sure you choose the settings as shown in the above screen shot:

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

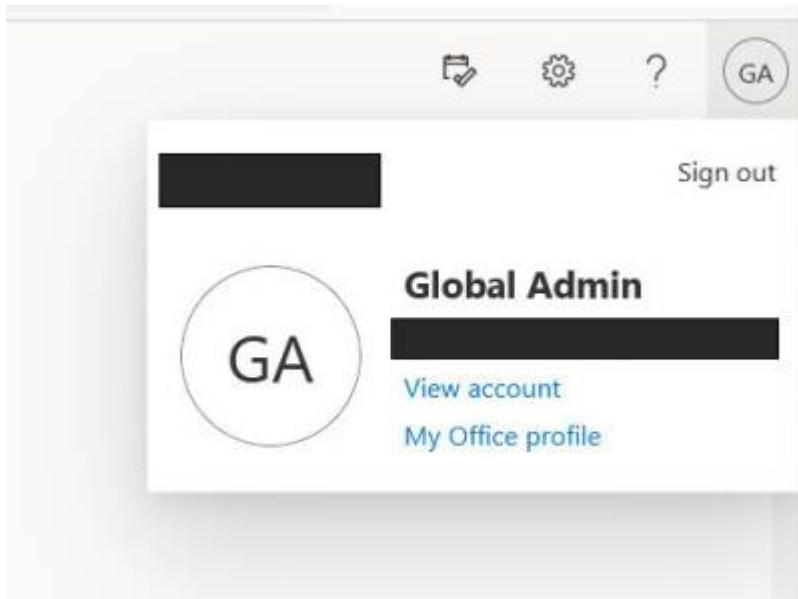
Enter in your current mobile number and then click the **Next** button to continue. Once you receive the text message, fill in the code on the following form:



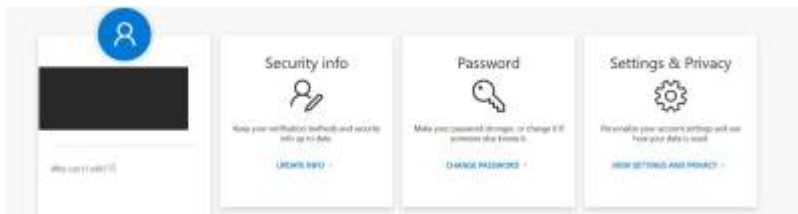
Click the **Verify** button to continue.



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



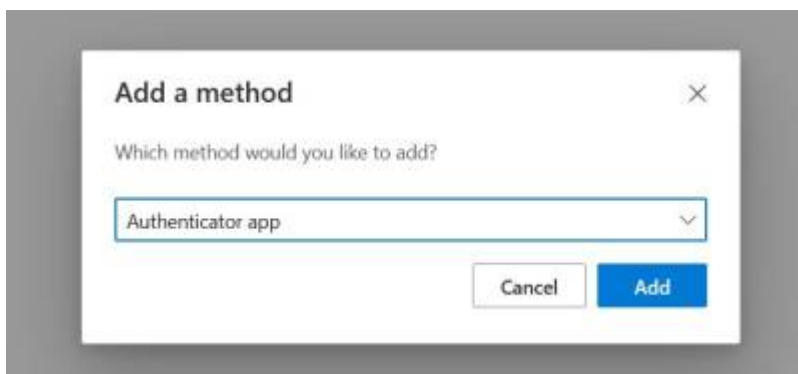
Click on **View account** to continue.



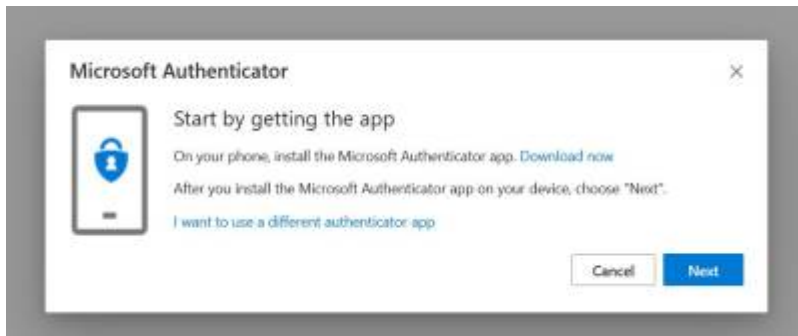
In the Security info section, click the **Update Info** link.



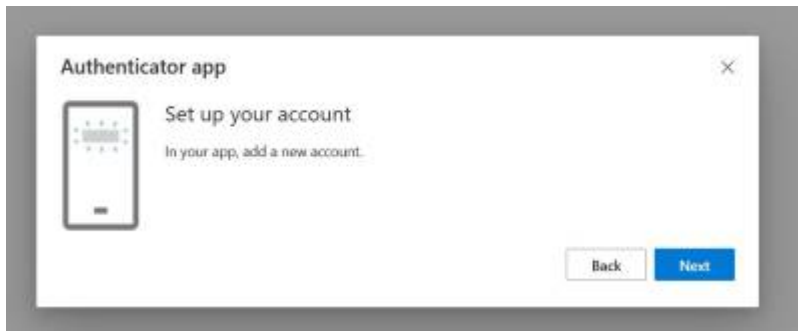
Click the + **Add method** link.



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

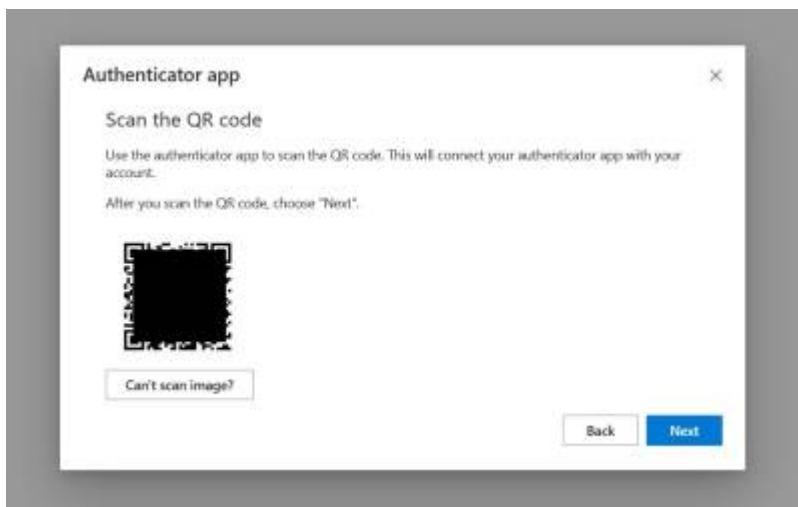


Click the **I want to use a different authenticator app** link.



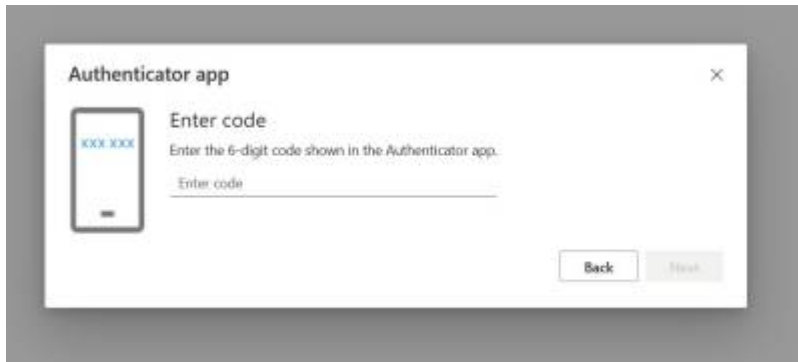
On you mobile device, make sure you have the LastPass Authenticator app installed and ready. In the LastPass Authenticator app, click on the + symbol to add a new account - it should enable your camera.

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



Hold you 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.

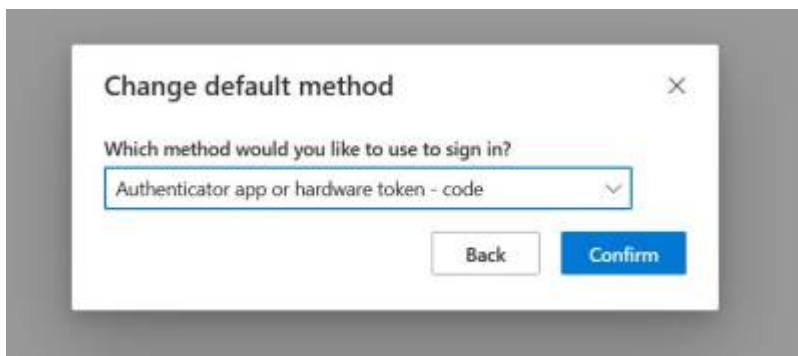
Click the **Next** button to continue.



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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