Log into your Microsoft 365 account with any browser using the following link:

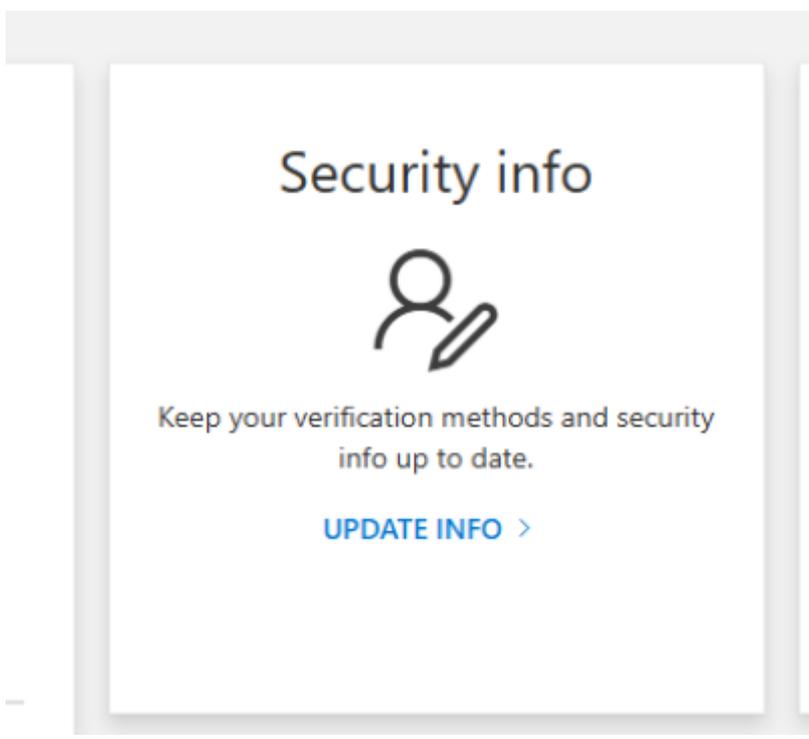[https://portal.office.com\\](https://portal.office.com)

Once you have successfully logged into your account, click on your initials in the top right hand corner.
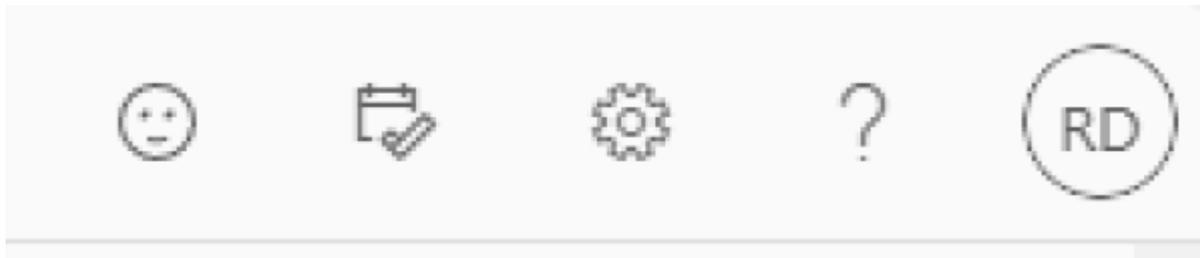
Select **View Account** from the form.
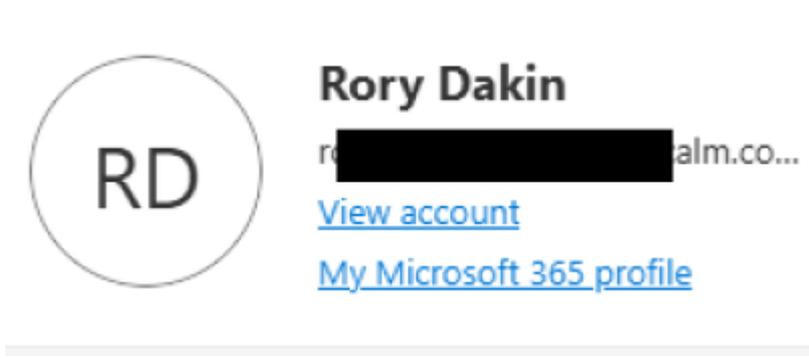
Click on **UPDATE INFO** link on the Security info box.

Click the **+ Add sign-in method** link.

In the dropt down, select **Authenticator App** and then the **Add** button.

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