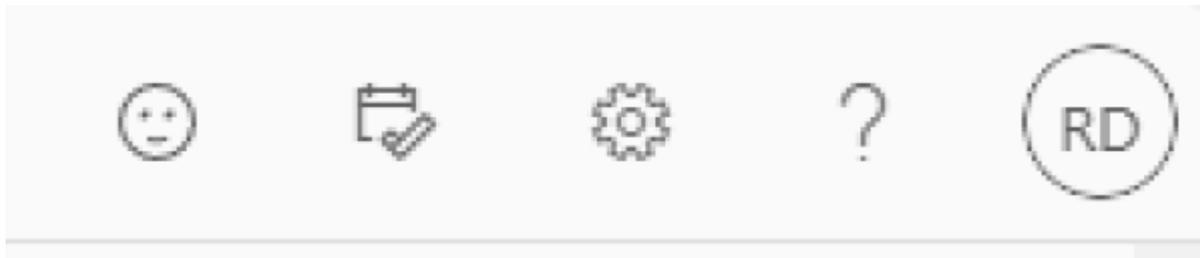


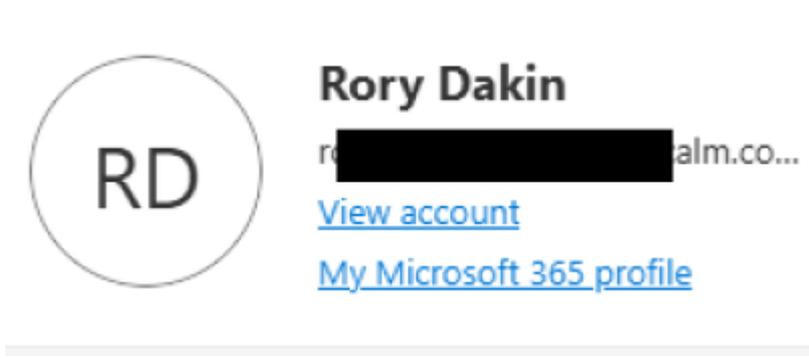
Log into your Microsoft 365 account with any browser using the following link:

<https://portal.office.com\\>

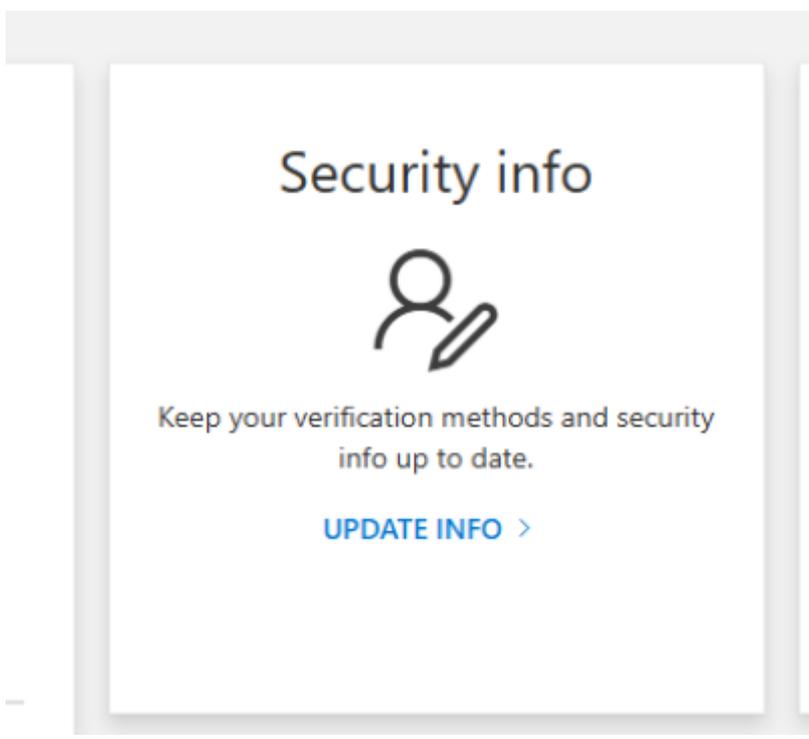
Once you have successfully logged into your account, click on your initials in the top right hand corner.



Select **View Account** from the form.



Click on **UPDATE INFO** link on the Security info box.



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

**Security info**

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: [REDACTED] [Change](#)

+ Add sign-in method

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

**Add a method** [Close]

Which method would you like to add?

Authenticator app [Dropdown Arrow]

Cancel Add

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