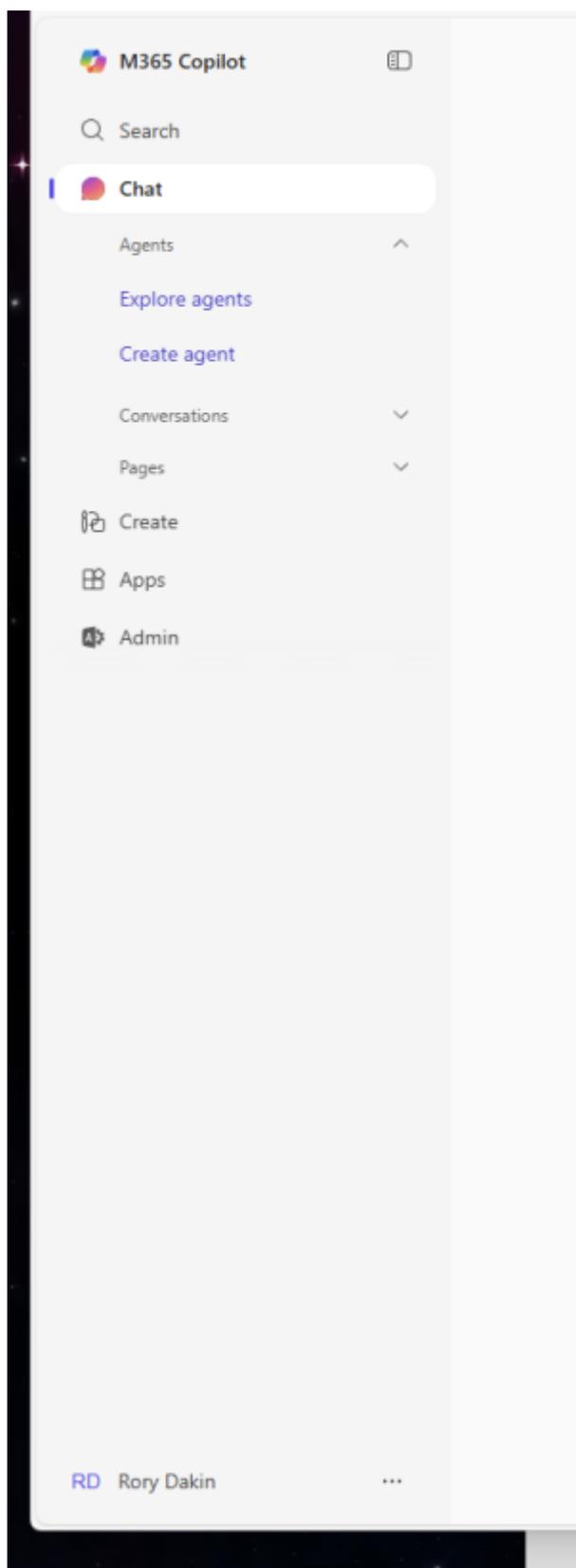


Log into your Microsoft 365 account with any browser using the following link:

<https://portal.office.com>

If you see the new Microsoft Portal:



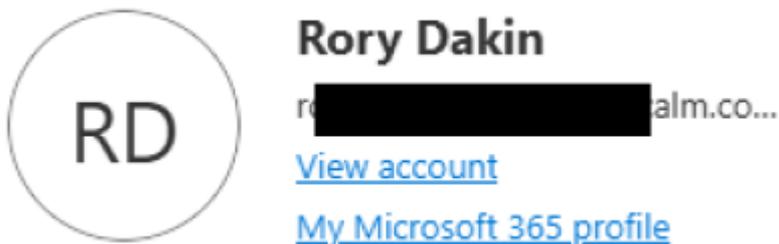
Your account location is now at the bottom left hand corner:



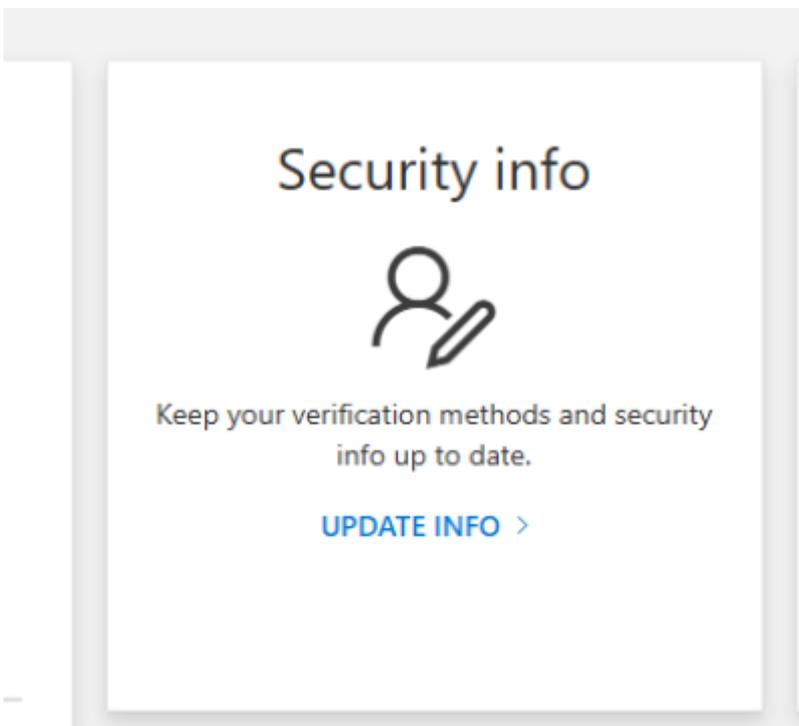
If you still see the old Microsoft Portal, click on your initials in the top right hand corner.



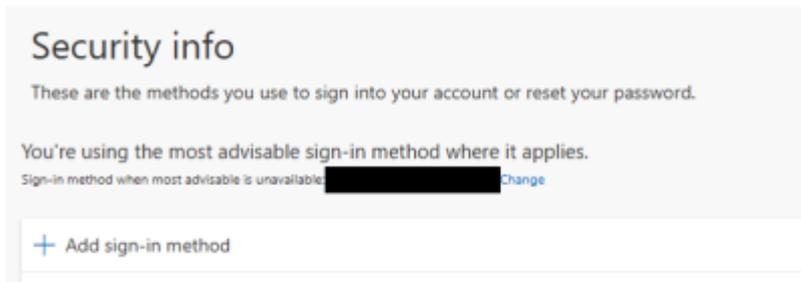
Select **View Account** from the form.



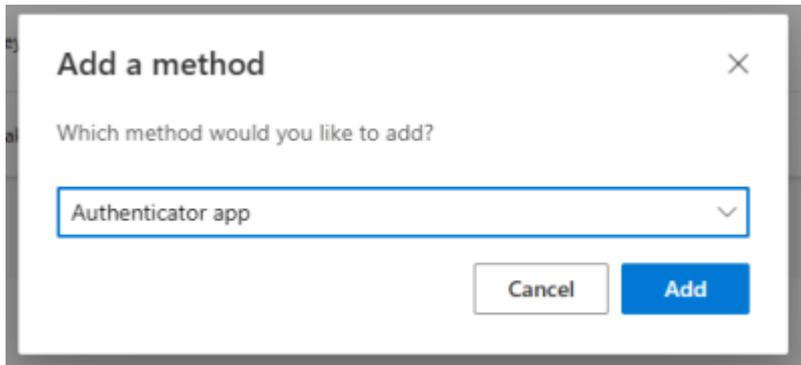
Click on **UPDATE INFO** link on the Security info box.



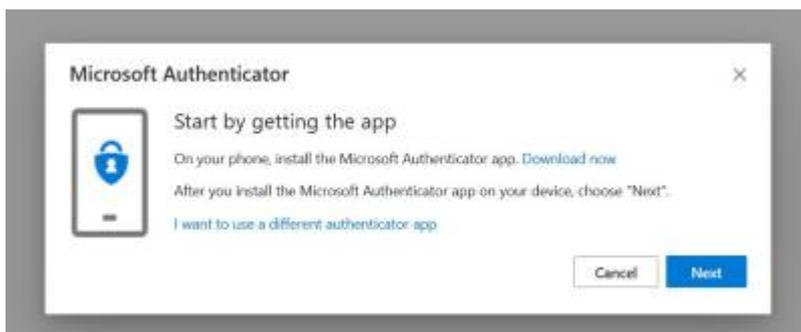
Click the + **Add sign-in method** link.



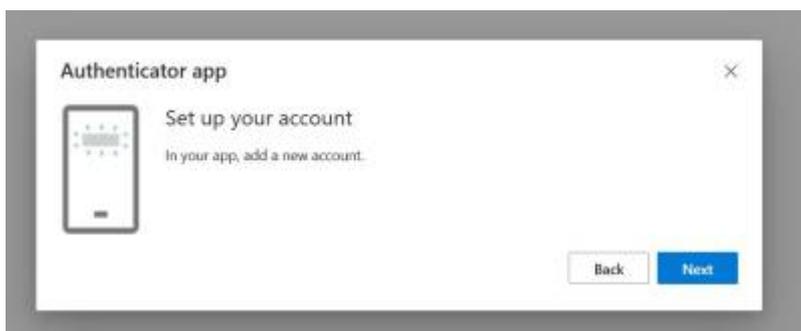
In the dropt down, select **Authenticator App** and then the **Add** button.



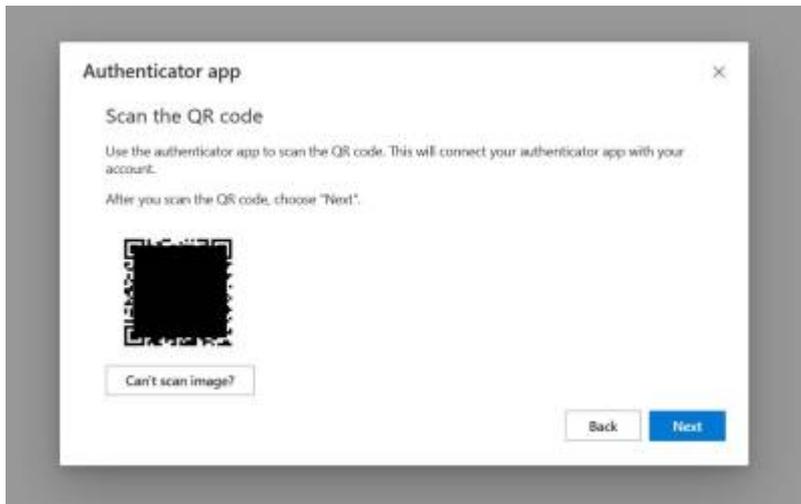
Click the **I want to use a different authenticator app** link.



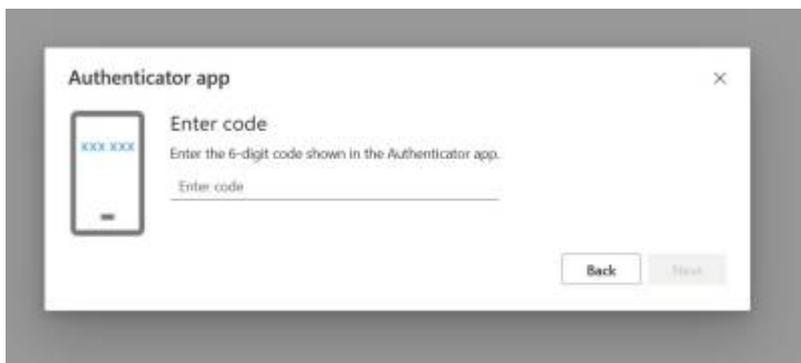
Click the **Next** button to continue.



On your mobile device, make sure you have the LastPass Authenticator app installed and ready. In the LastPass Authenticator app (NOT LASTPASS VAULT), click on the + symbol to add a new account - it should enable your camera.



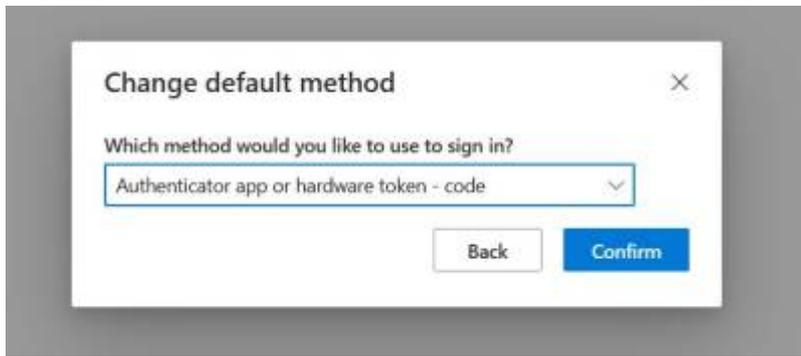
Hold your mobile device up to the screen so that the camera can capture the QR code - it will automatically add your Microsoft 365 account into your LastPass account. Don't worry if it also asks you to save it in your LastPass account - you can cancel that if asked. Click the **Next** button to continue.



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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