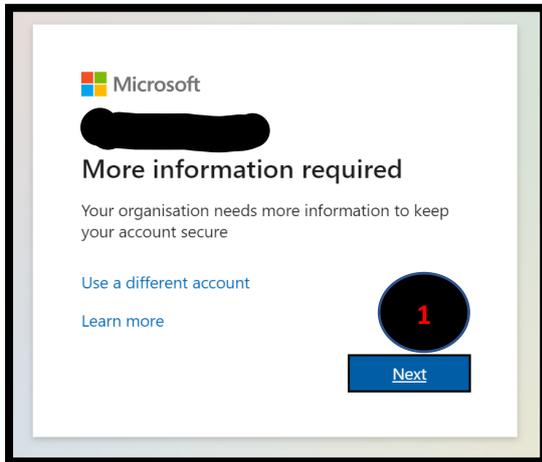


# Multi-factor Authentication (MFA) Setup Guide

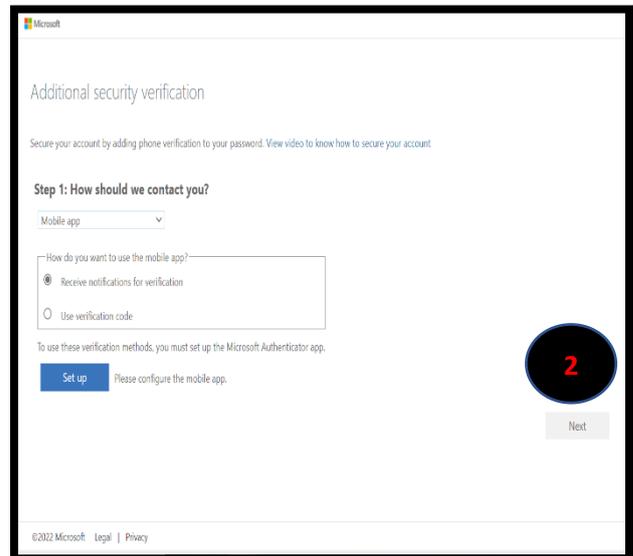
Version-1.0

Go to [office.com](https://office.com)

You will be presented with the screen (1) below once you attempt to log in to office 365.

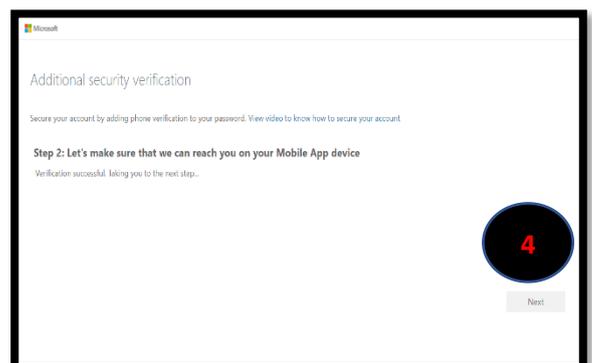
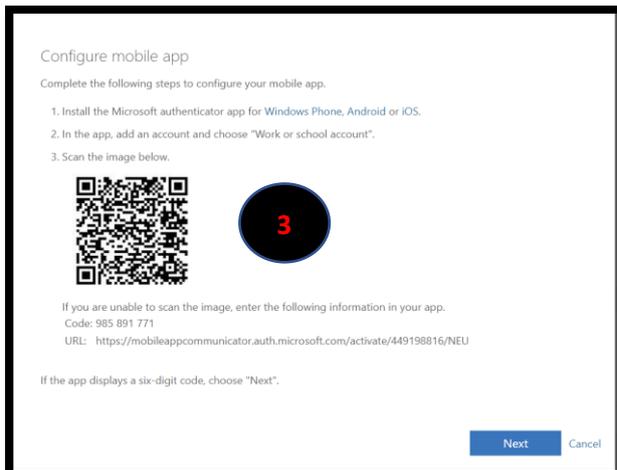


1. You will need to click on 'Next'.



The next stage is to select the authentication method you will use, we recommend you download the 'Microsoft Authenticator App' from the IOS or Android store.

2. Select 'Mobile App' if you always have mobile data when not at the college or 'Phone' to receive a text instead.
3. Please follow the steps in the screenshot below

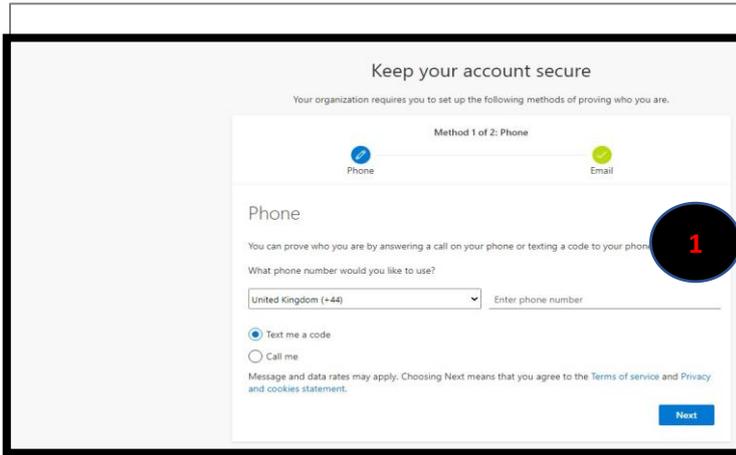


4. Once completed, click on 'Next'. This completes the process of setting up MFA.

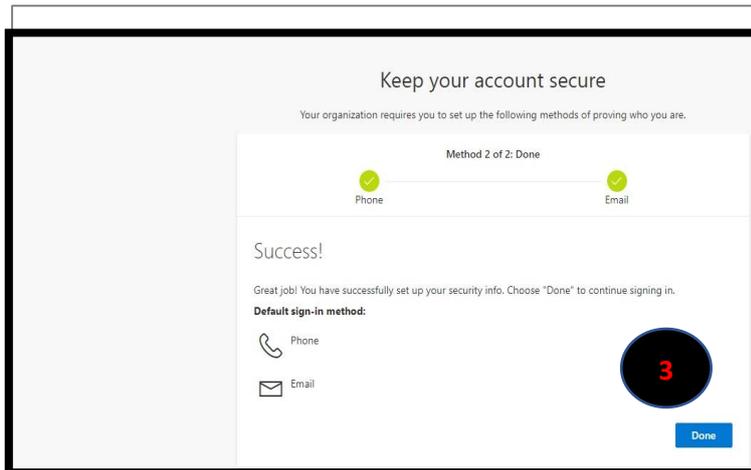
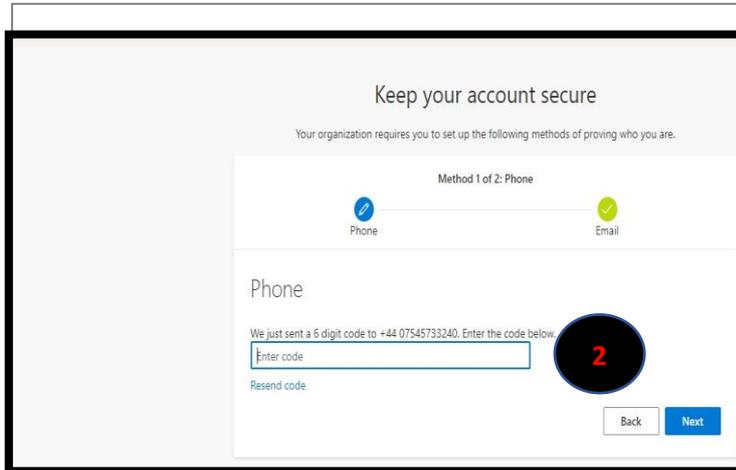
[How to register for Azure Multi-Factor Authentication - YouTube Video](#)

## Register to receive a text

1. Include your mobile number and choose text or call



2. If you opted for 'text me a code', enter the code sent to your phone and Click **Next**



3. Select **Done**. MFA Registration is complete.

**If you wish to change your authentication method**

1. Log into **office.com**
2. Click on your initial on the far-right corner or profile picture.
3. Select 'View account'.

4. Click on 'Security info'.
5. Select "Add sign-in method" to add or remove a method.

