

How to set-up your MFA

On your PC:

log-in your account in
<https://portal.office.com/>



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



Sign-in options

click **NEXT**



More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Phone Authenticator


- click *I want to set up a different method*

Note:
If you want to use Authenticator App
(requires Internet Connection) , please
proceed to slide 8.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

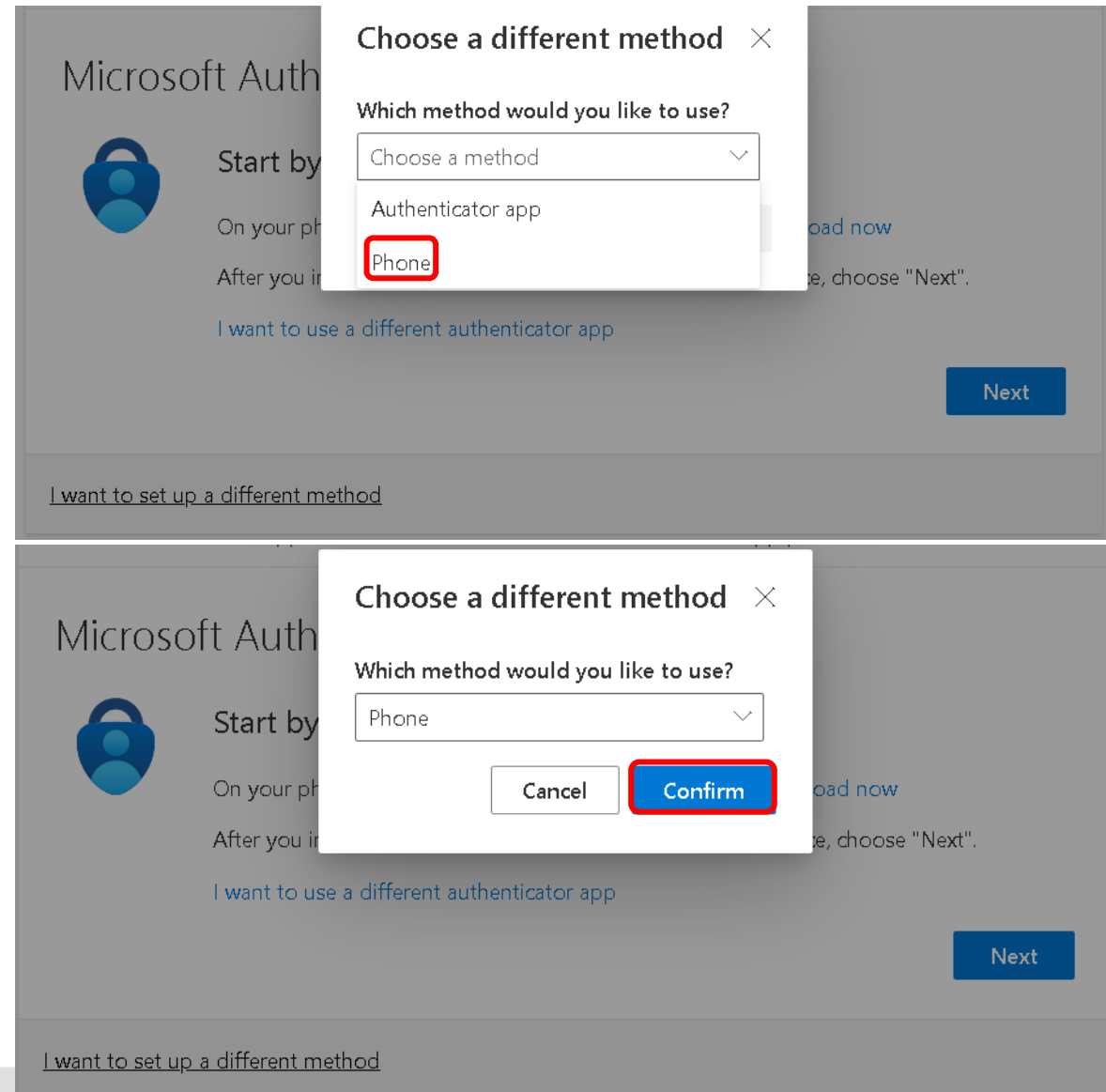
[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

- click Phone

- click Confirm



- select Philippines then enter your primary mobile number

- select Text me a code, you will receive a text message containing your verification code

Note: incase Received/Text me a code is not working.

Please try ***Call me***

- click Next

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Philippines (+63)

☒ Text me a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

- Enter the verification code you received

If "*Call me*" is selected
- answer the call
then press pound sign (#)

Phone

We just sent a 6 digit code to

3. Enter the code below.

[Resend code](#)

Back

- click Done

Phone

✓ SMS verified. Your phone was registered successfully.

Done

Phone



✓ Call answered. Your phone was registered successfully.

Done

Authenticator App

Microsoft Authenticator


- click *Download now* and scan the QR Code
to install Microsoft Authenticator app.
or click this [LINK](#) to watch a video.

Note: If you are having trouble setting up Phone Authentication,
you may use Authenticator App.

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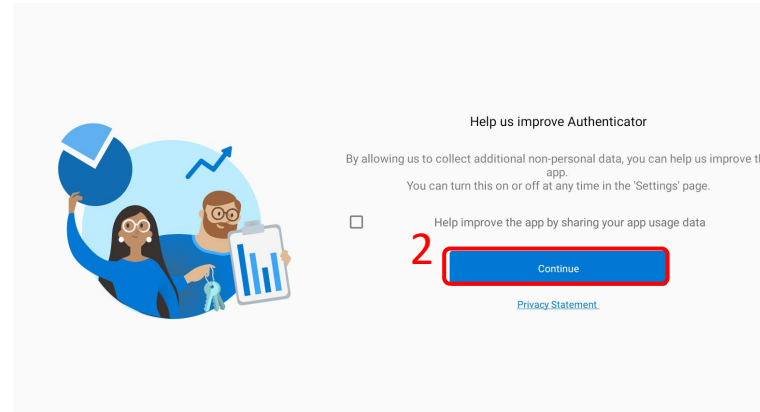
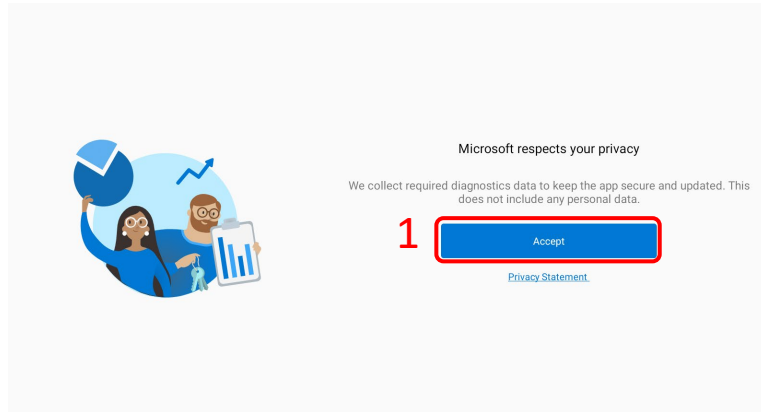
[I want to use a different authenticator app](#)

[Next](#)

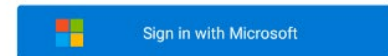
[I want to set up a different method](#)



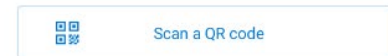
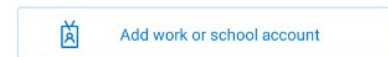
- using your phone , scan the QR Code and install the app(For Android or iOS)



Secure your digital life



When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on this device.

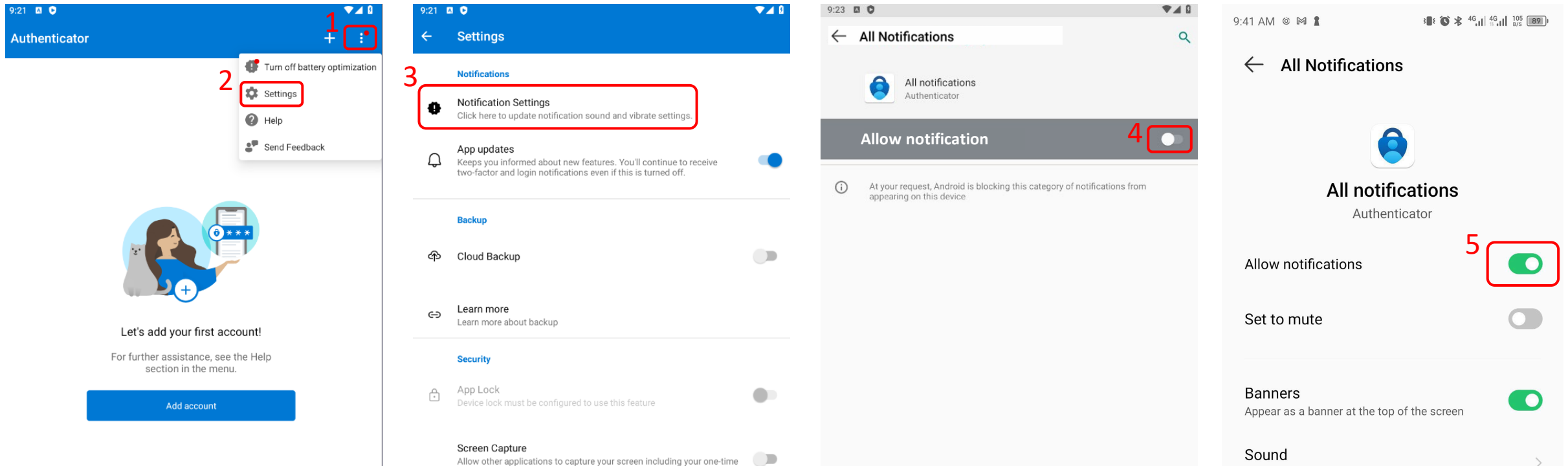


[Restore from backup](#)

-after installation, open the app.

- 1. Accept – Privacy Statement
- 2. Tap Continue
- 3. Tap Skip (upper right side of the screen)

Allowing notification



- 1 - Tap elipsis icon
- 2 - click Settings
- 3 - click Notification Settings
- 4 - Tap enable button
- 5 - after enabling notification,

next slide

On your PC Screen
click Next

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[I want to use a different authenticator app](#)

Next


[I want to set up a different method](#)

click **NEXT**

Keep your account secure

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Microsoft Authenticator

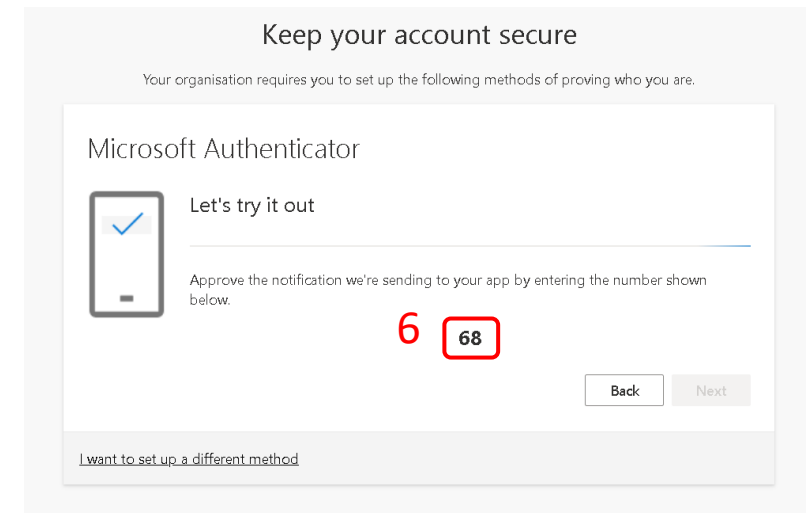
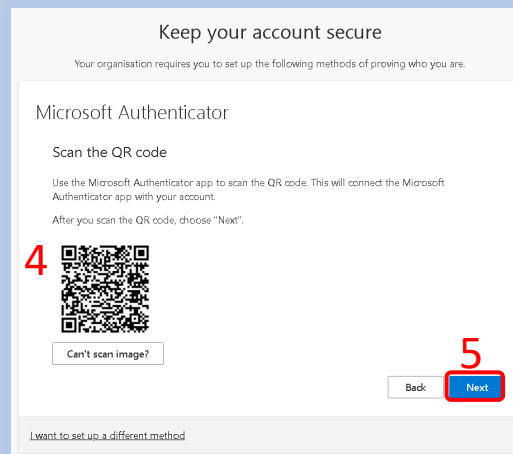
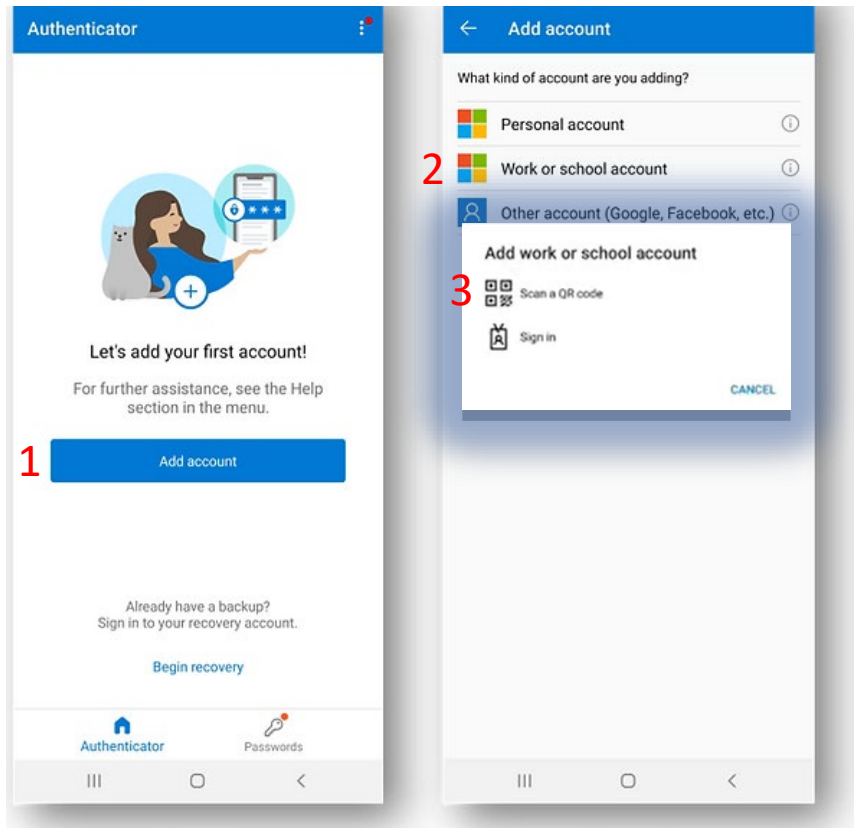


Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

BackNext

[I want to set up a different method](#)



Open the authenticator app on your phone

1.Tap Add account

2.Tap Work or school account

3.Tap Scan a QR Code

4.Scan the QR Code on your pc screen,

**After scanning your account will be added on
Microsoft Authenticator app then**

5. click next


**6.Enter the number shown on your pc screen on your
authenticator app and confirm YES**


click **NEXT**

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



 Notification approved

BackNext

[I want to set up a different method](#)

click **Done**

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Success!


Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Microsoft Authenticator

Done

A stack of five sticky notes in pink, lime green, yellow, orange, and peach colors is placed on a light-colored wooden desk. The top yellow sticky note features the handwritten text "Thank you!" and a simple smiley face. To the left, a portion of a white computer keyboard is visible, showing keys with the letters "M" and "N". To the right, the tip of a silver pen is visible. A white circular object, possibly a cup or saucer, is partially visible in the top right corner.

Thank
you!

