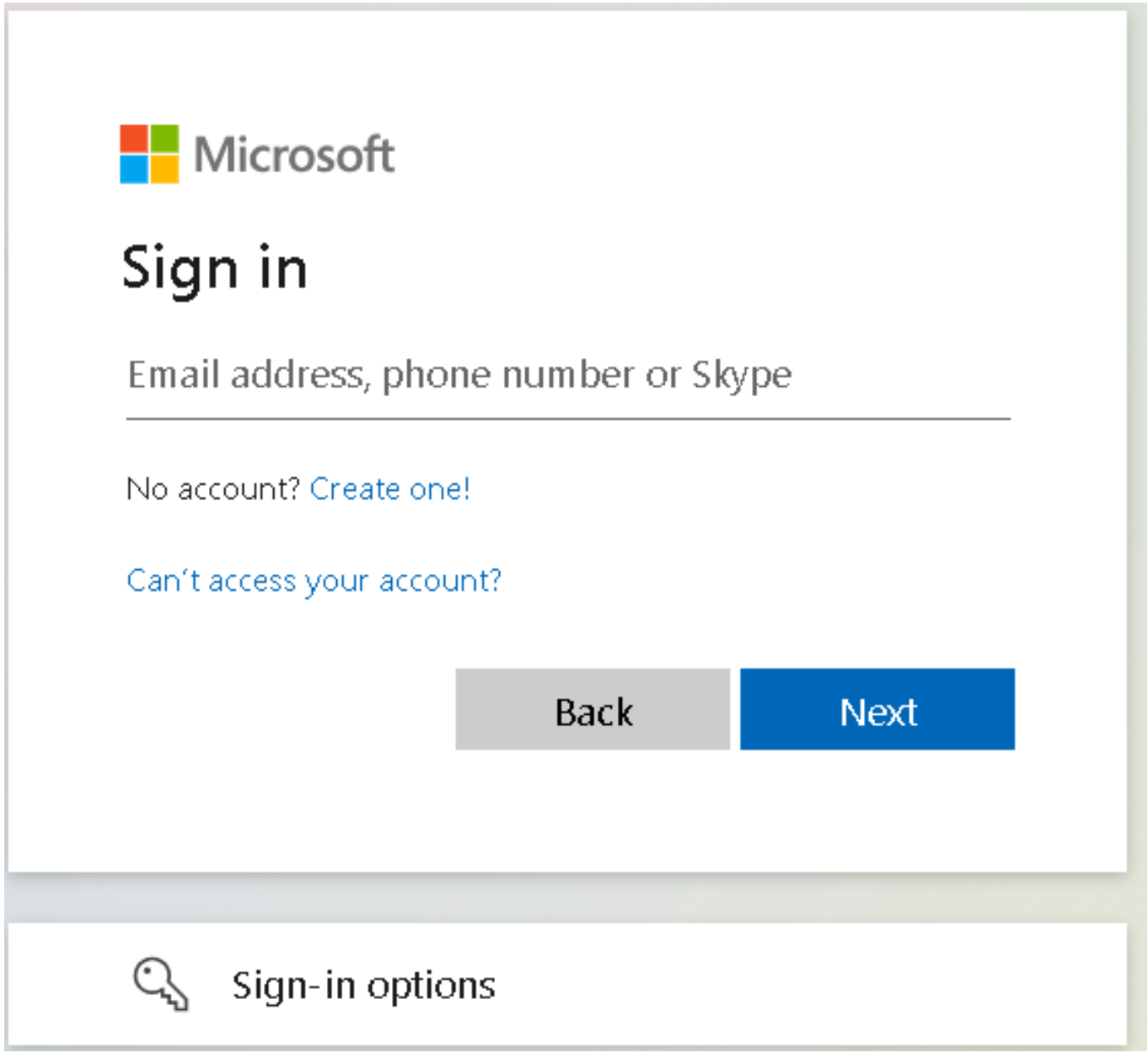
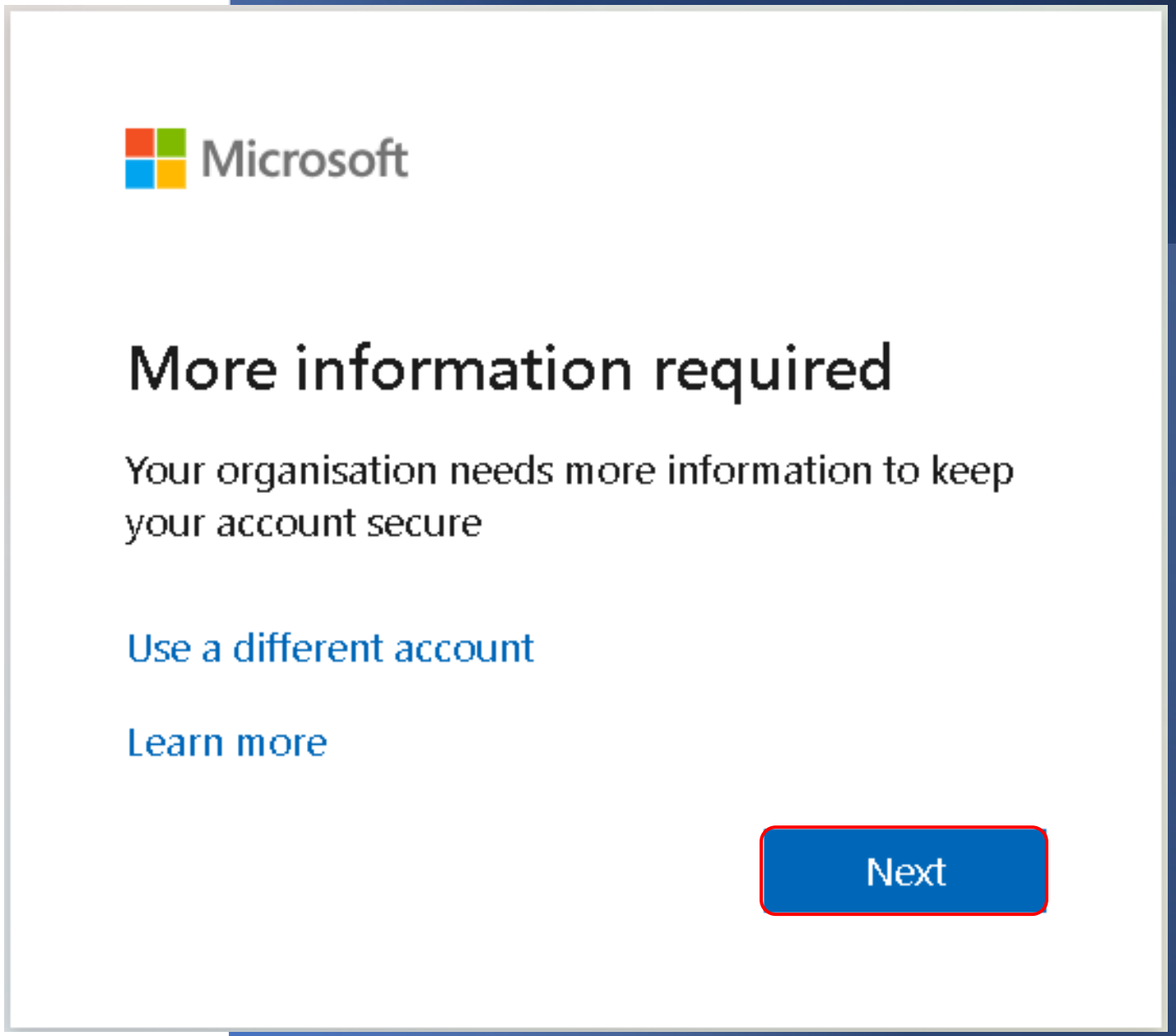
How to set-up your MFA

*On your PC*:

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



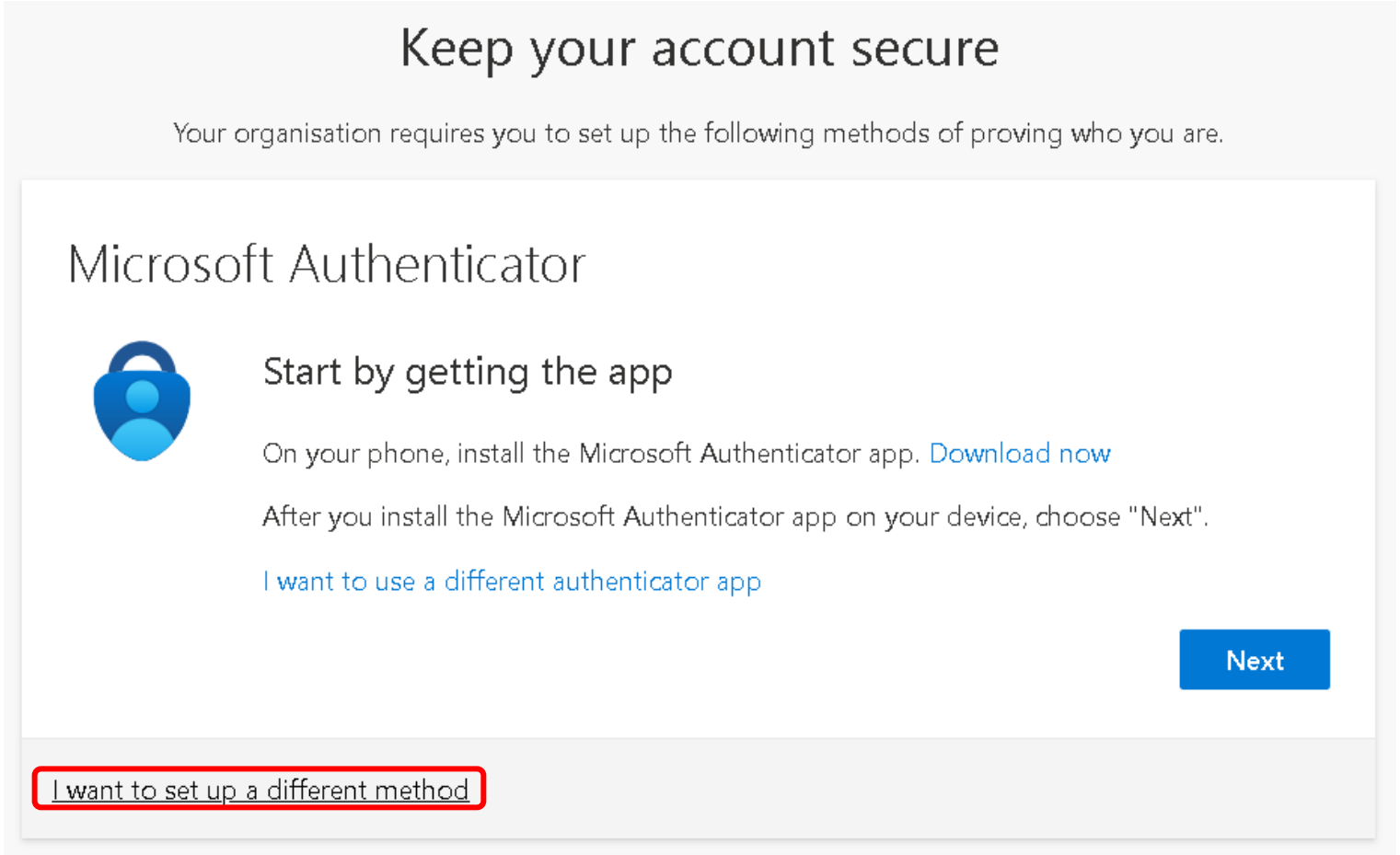
click **NEXT**


Microsoft
More information required
Your organisation needs more information to keep your account secure
Use a different account
Learn more
Next

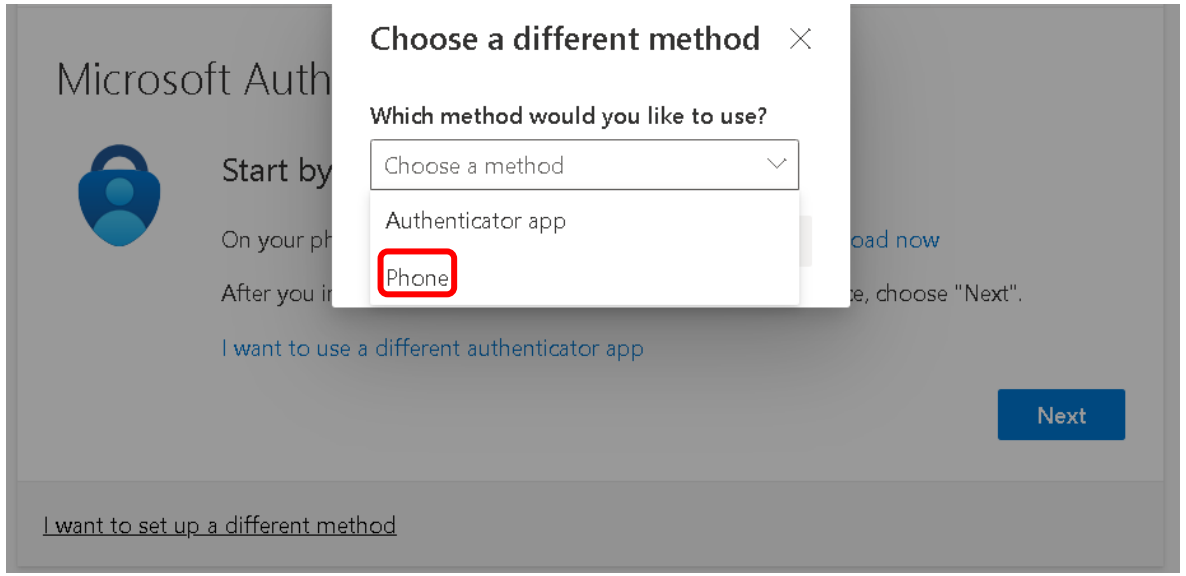
# Phone Authenticator

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

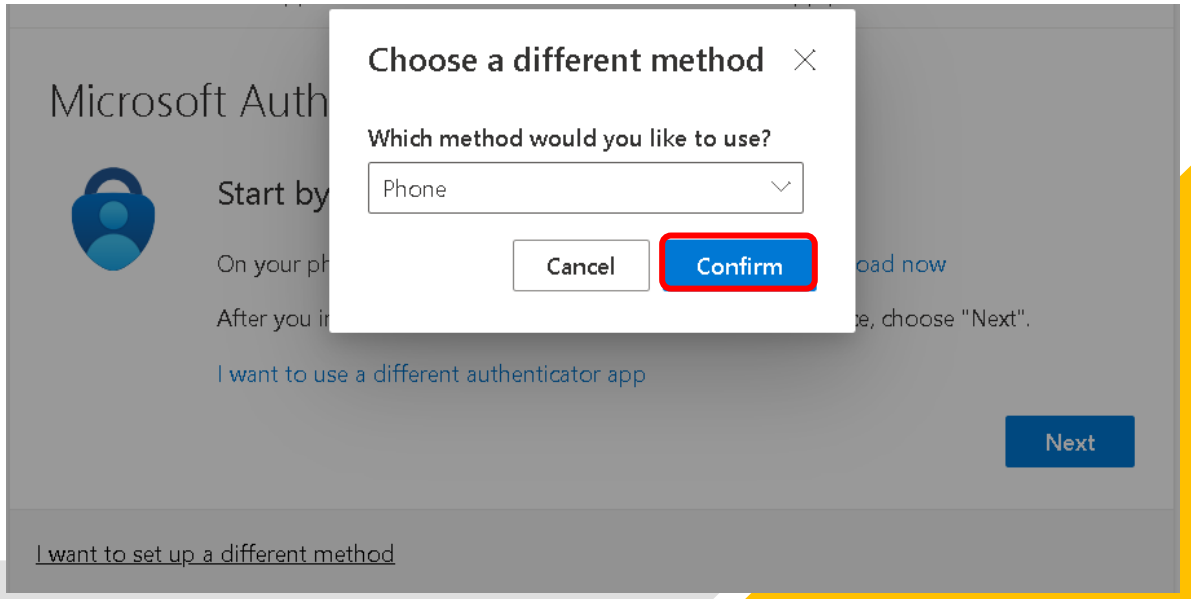
Note:
If you want to use Authenticator App (requires Internet Connection) , please proceed to slide 8.



- click Phone




- click Confirm

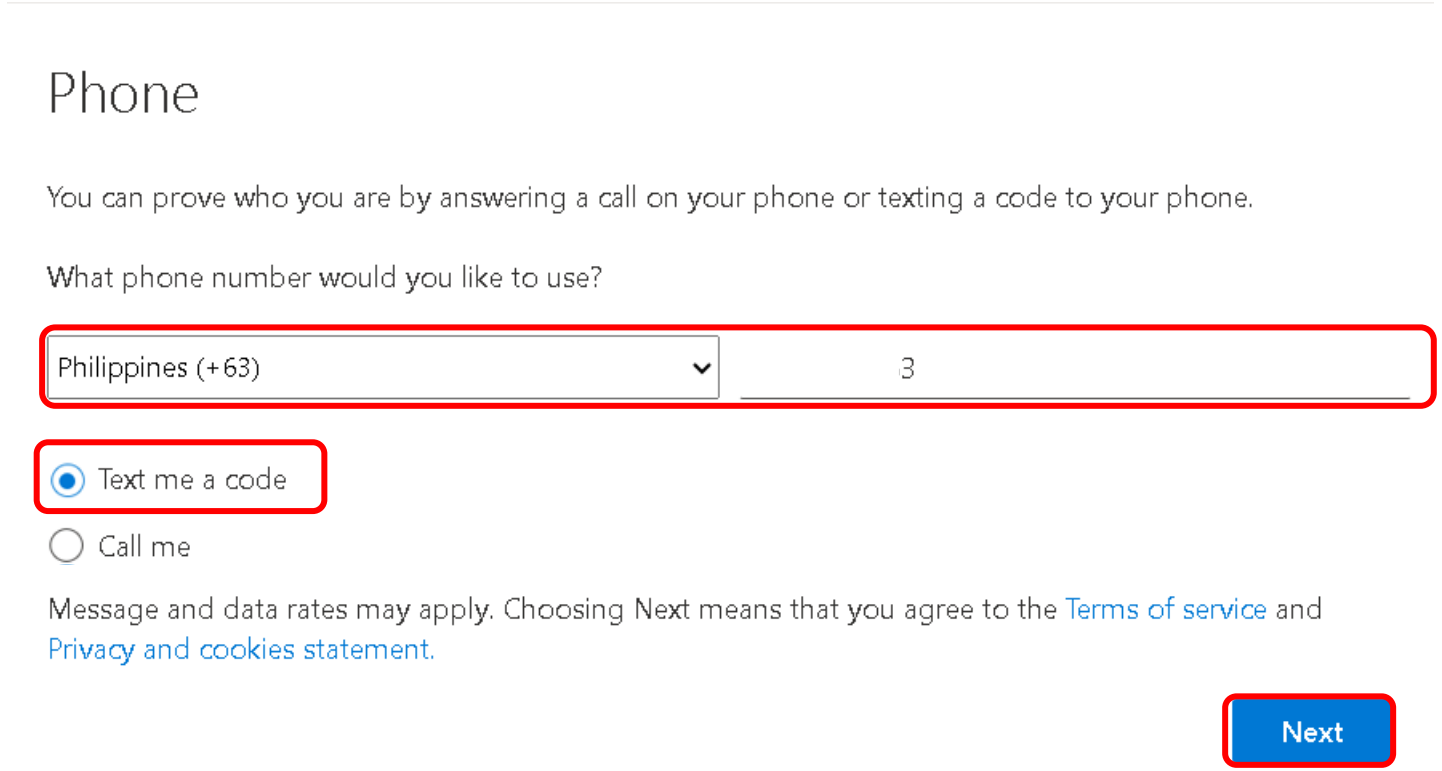


- select Philippines then enter your primary mobile number

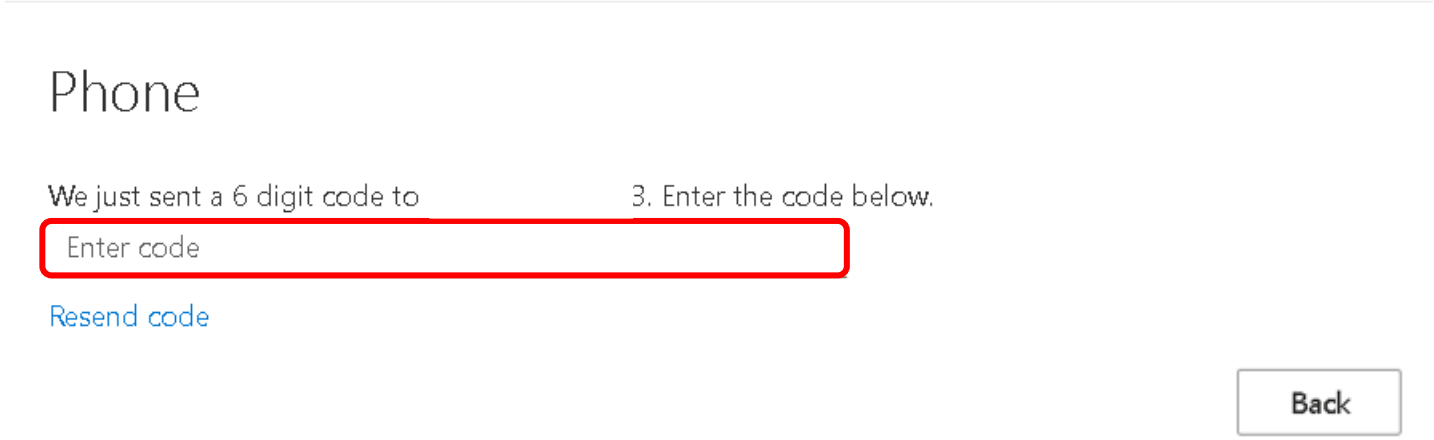
- select Text me a code, you will receive a text message containing your verification code

Note: incase Received/Text me a code is not working.
Please try ***Call me***

- click Next

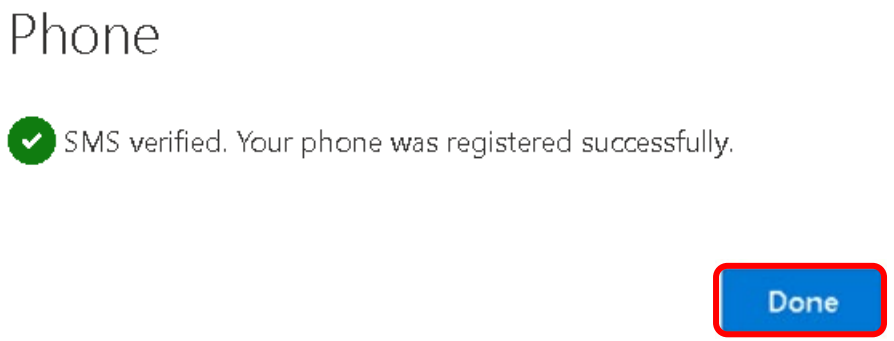


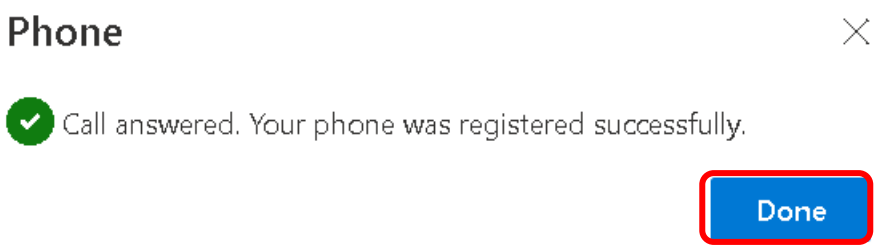
- Enter the verification code you received




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

- click Done

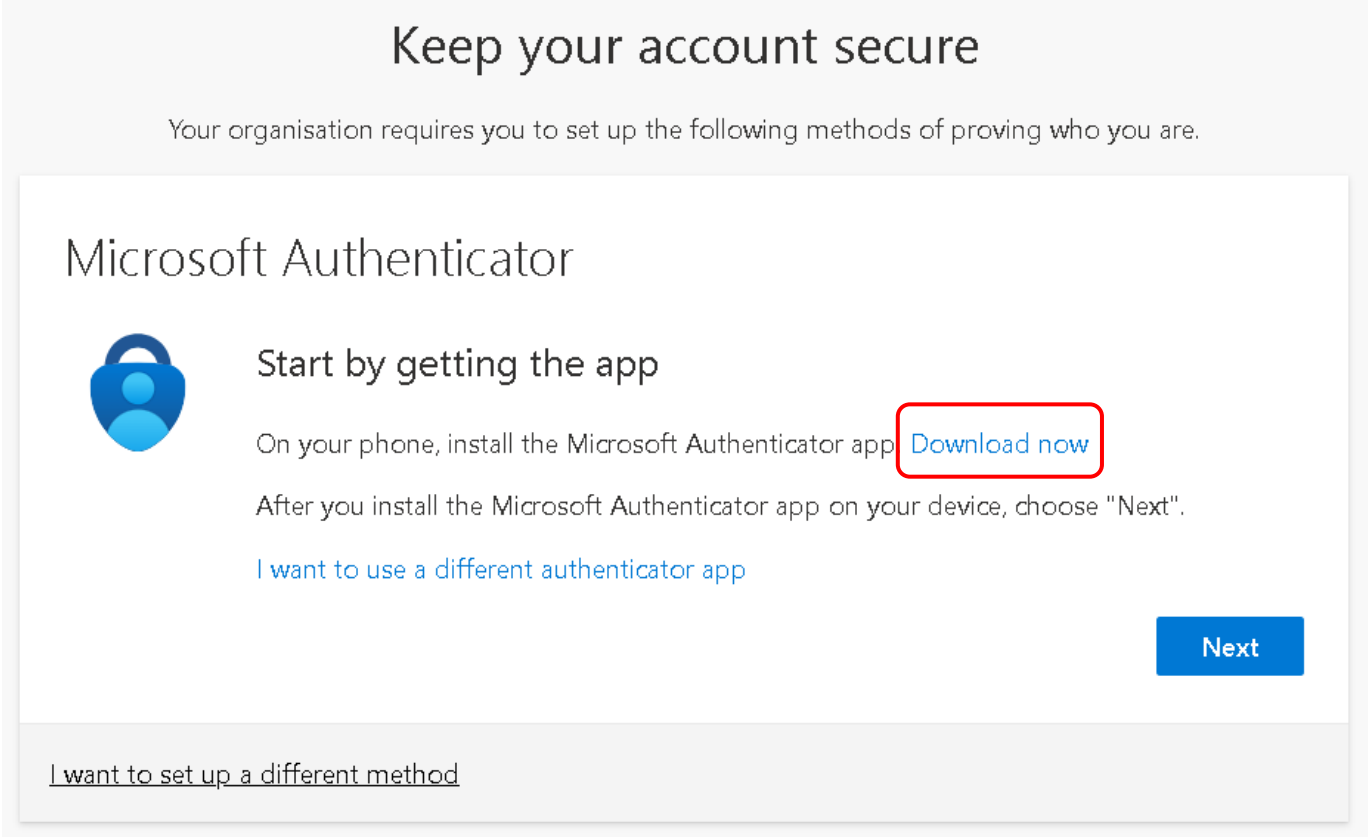

Phone
SMS verified. Your phone was registered successfully.
Done


Phone
Call answered. Your phone was registered successfully.
Done

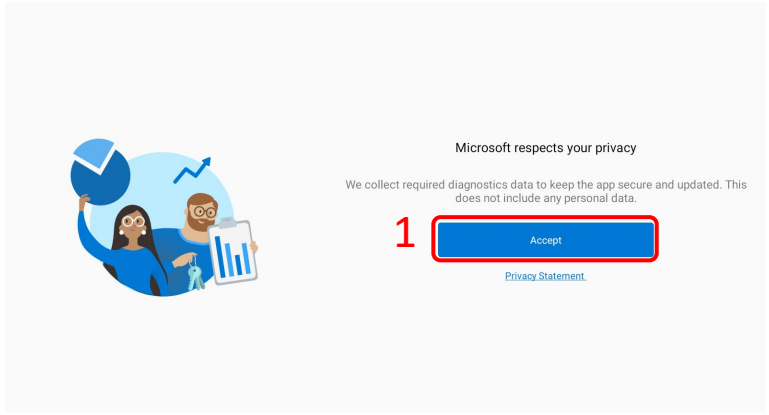
# Authenticator App

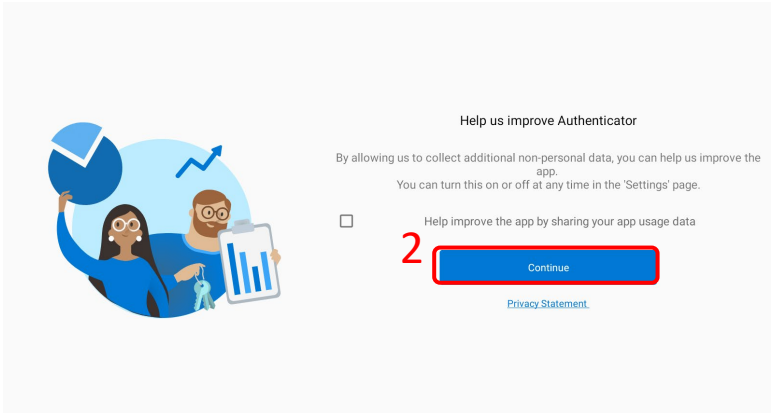
Microsoft Authenticator
- click *Download now* and scan the QR Code
to install Microsoft Authenticator app.
or click this *LINK* to watch a video.

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

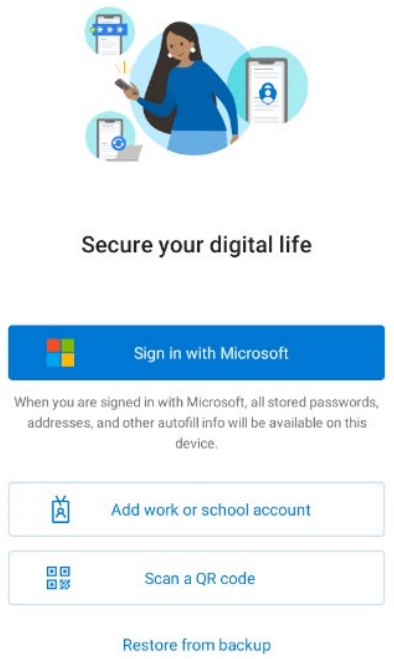


- using your phone , scan the QR Code and install the app(For Android or iOS)



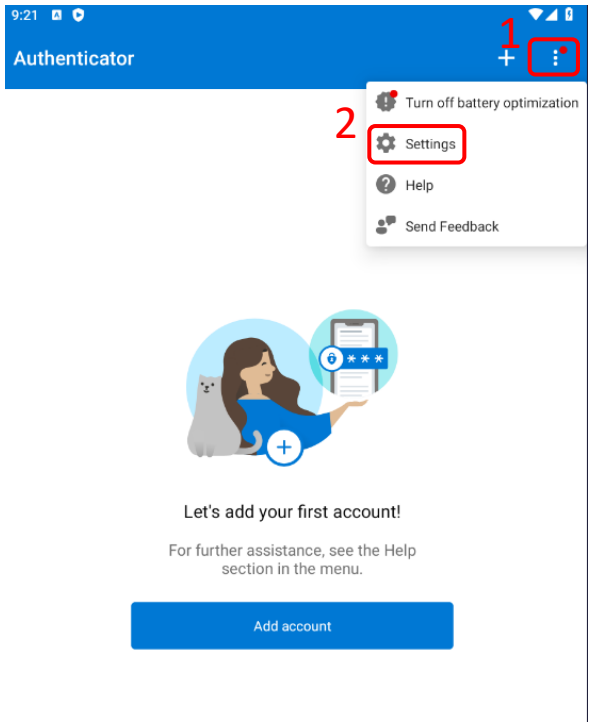

3 Skip

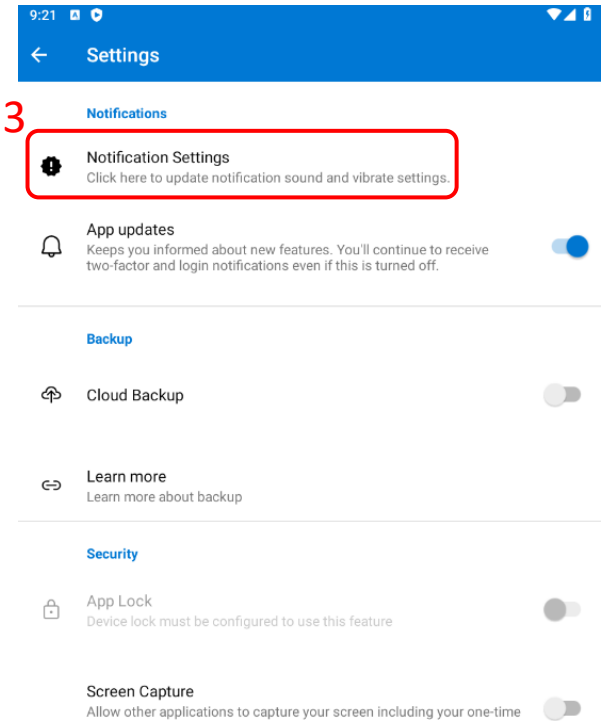


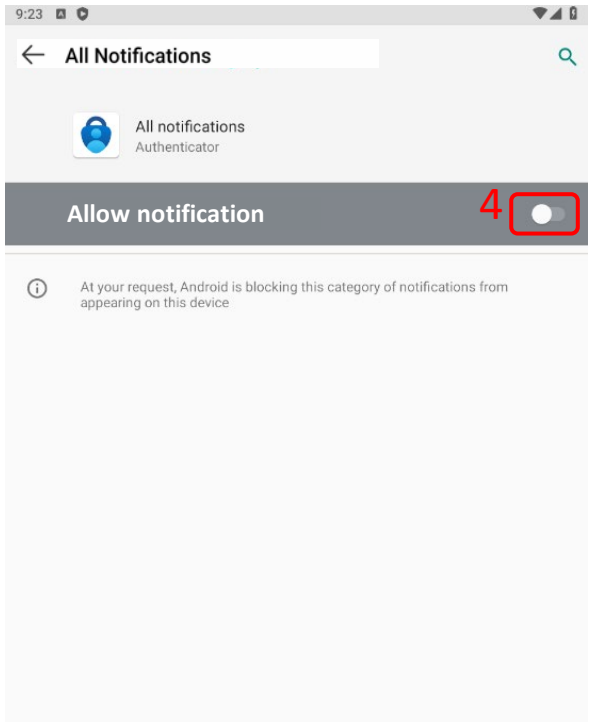

-after installation, open the app.

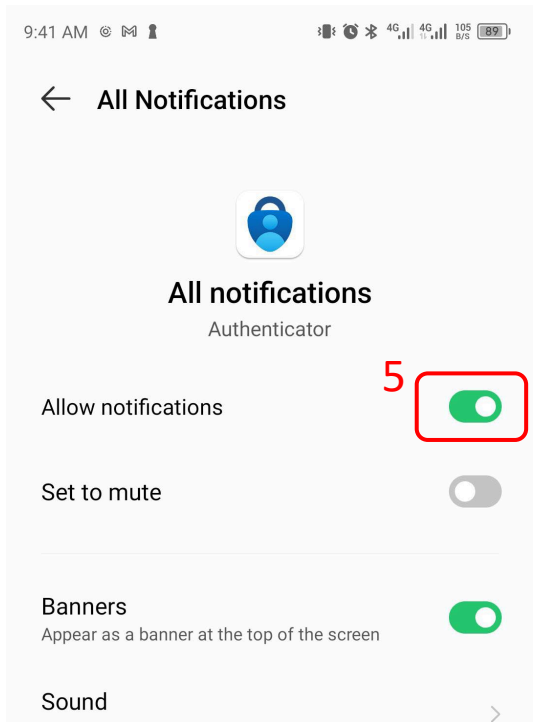
- 1. Accept – Privacy Statement
- 2. Tap Continue
- 3. Tap Skip (upper right side of the screen)

# Allowing notification



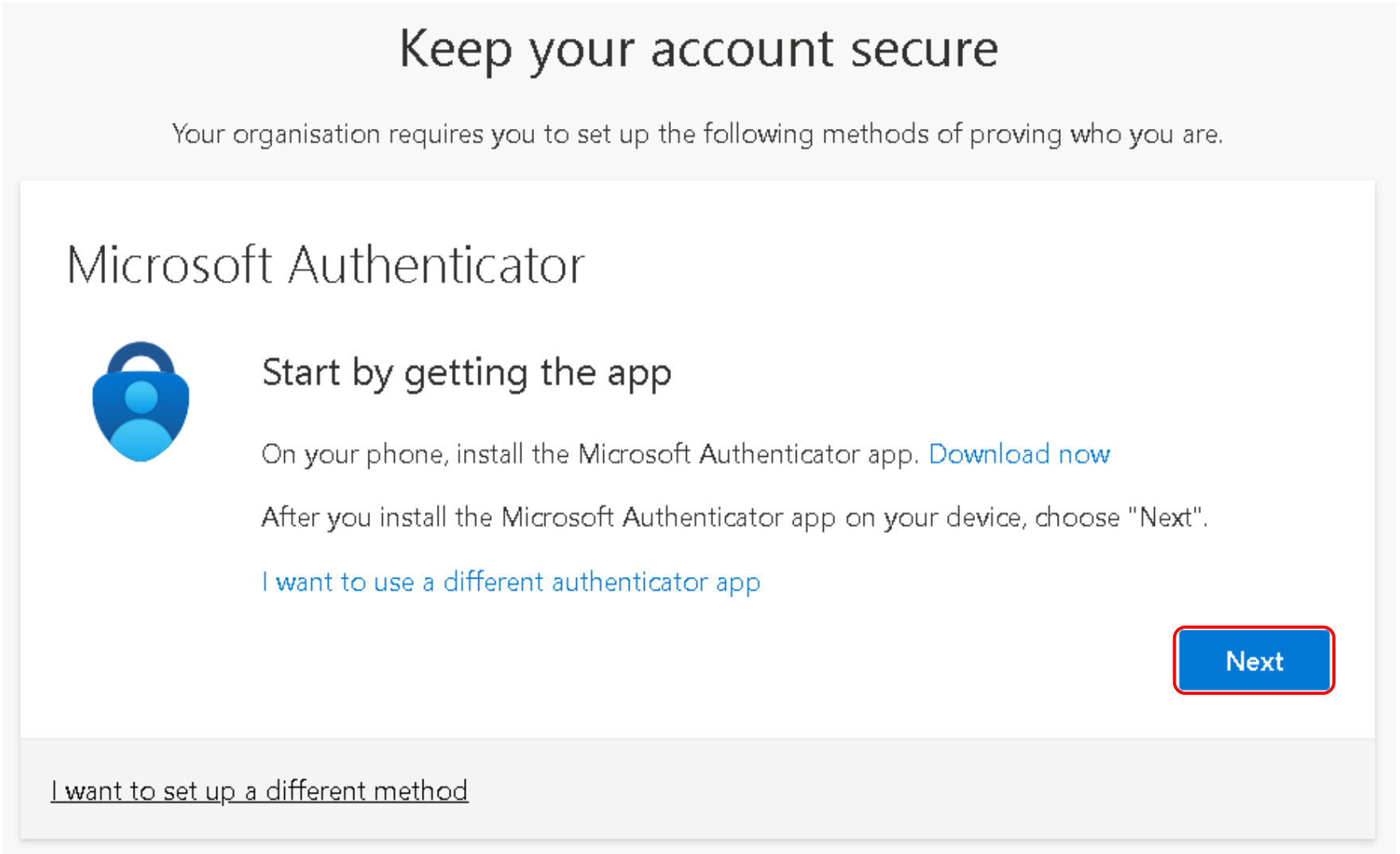




1 - Tap elipsis icon
2 - click Settings
3 - click  Notification Settings
4 - Tap enable button
5 - after enabling notification,

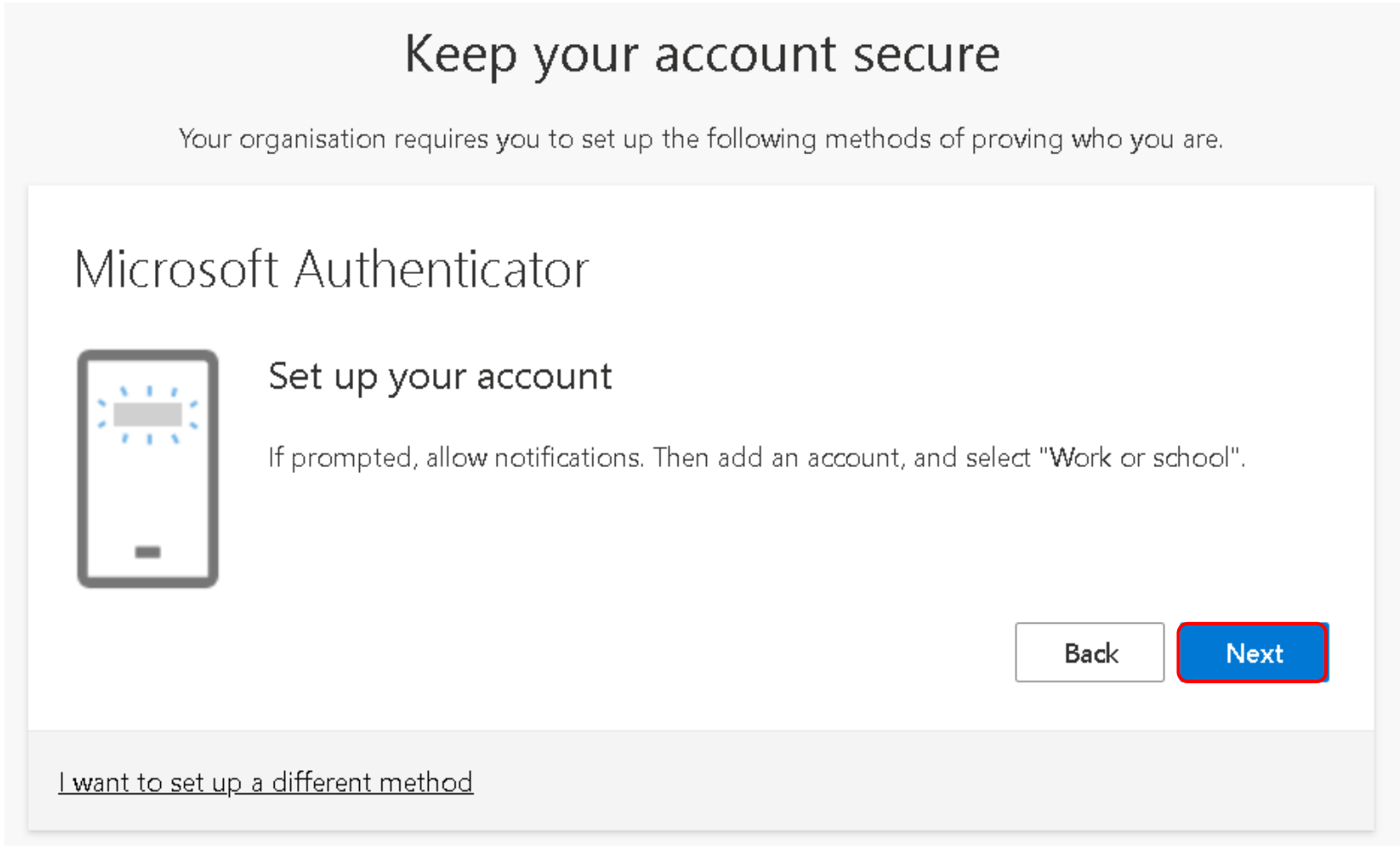
next slide

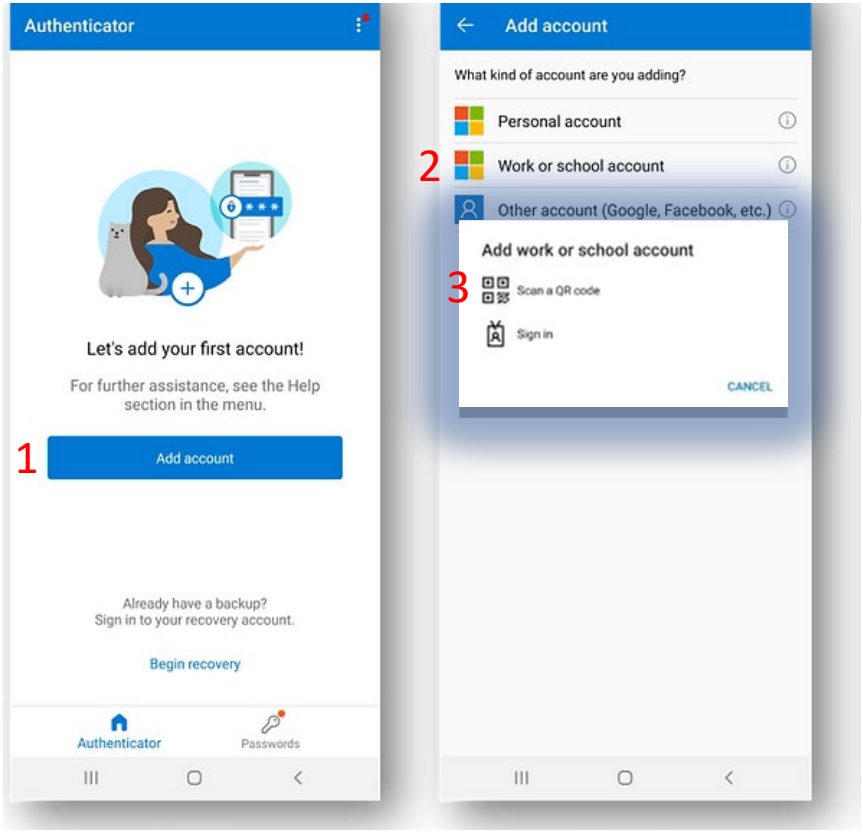
On your PC Screen

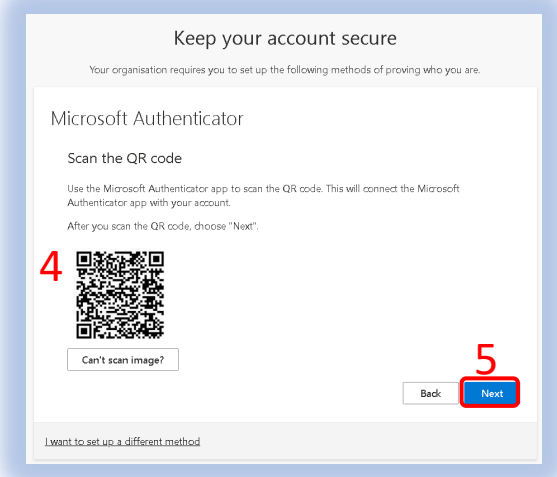
click Next

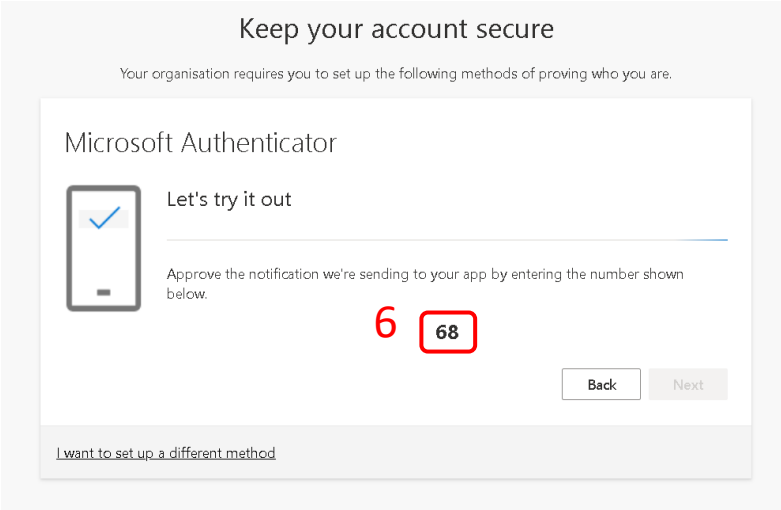


click **NEXT**


Keep your account secure
Your organisation requires you to set up the following methods of proving who you are.
Microsoft Authenticator
Set up your account
If prompted, allow notifications. Then add an account, and select "Work or school".
Back
Next
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**

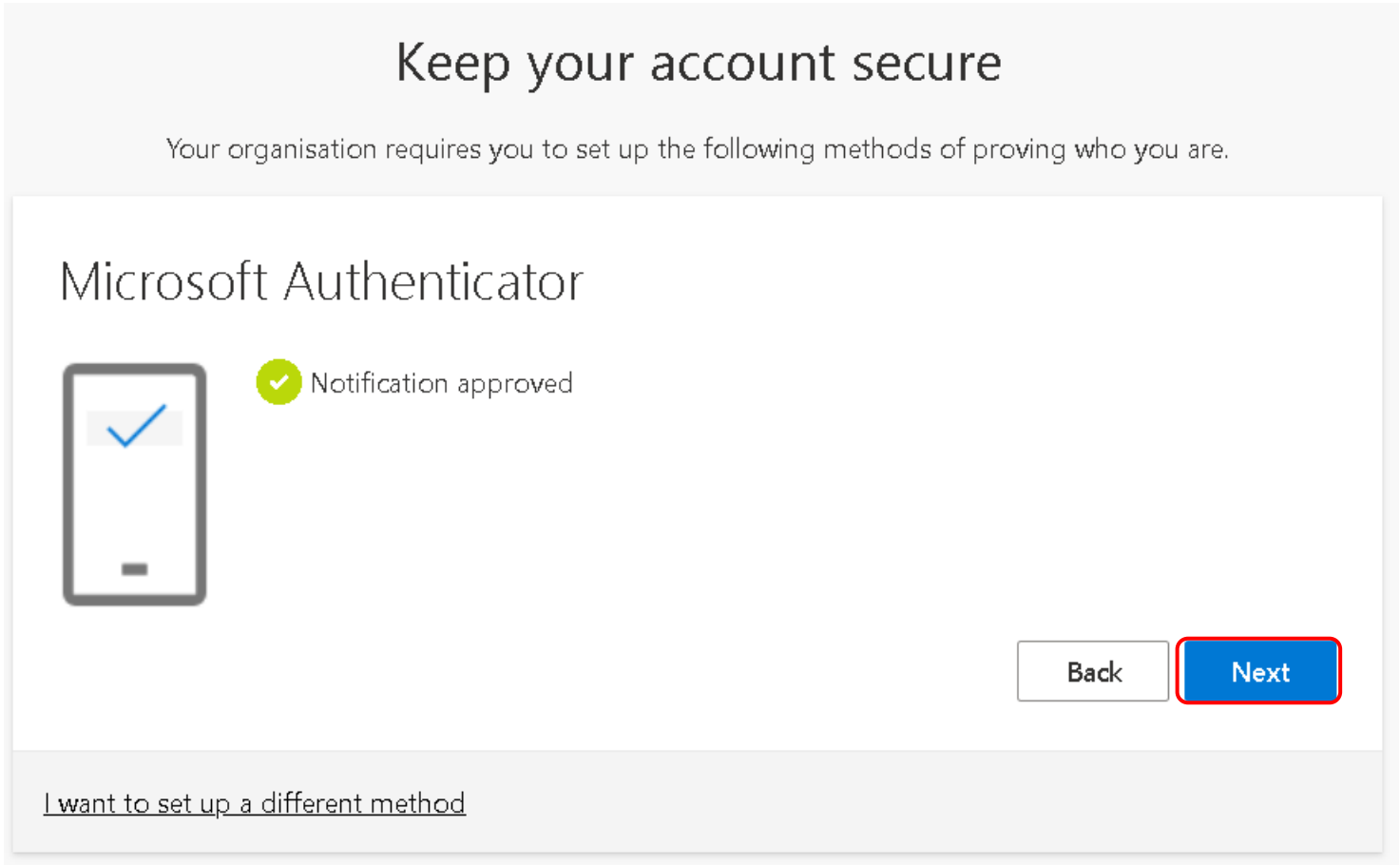
**4.Scan the QR Code on your pc screen,**

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

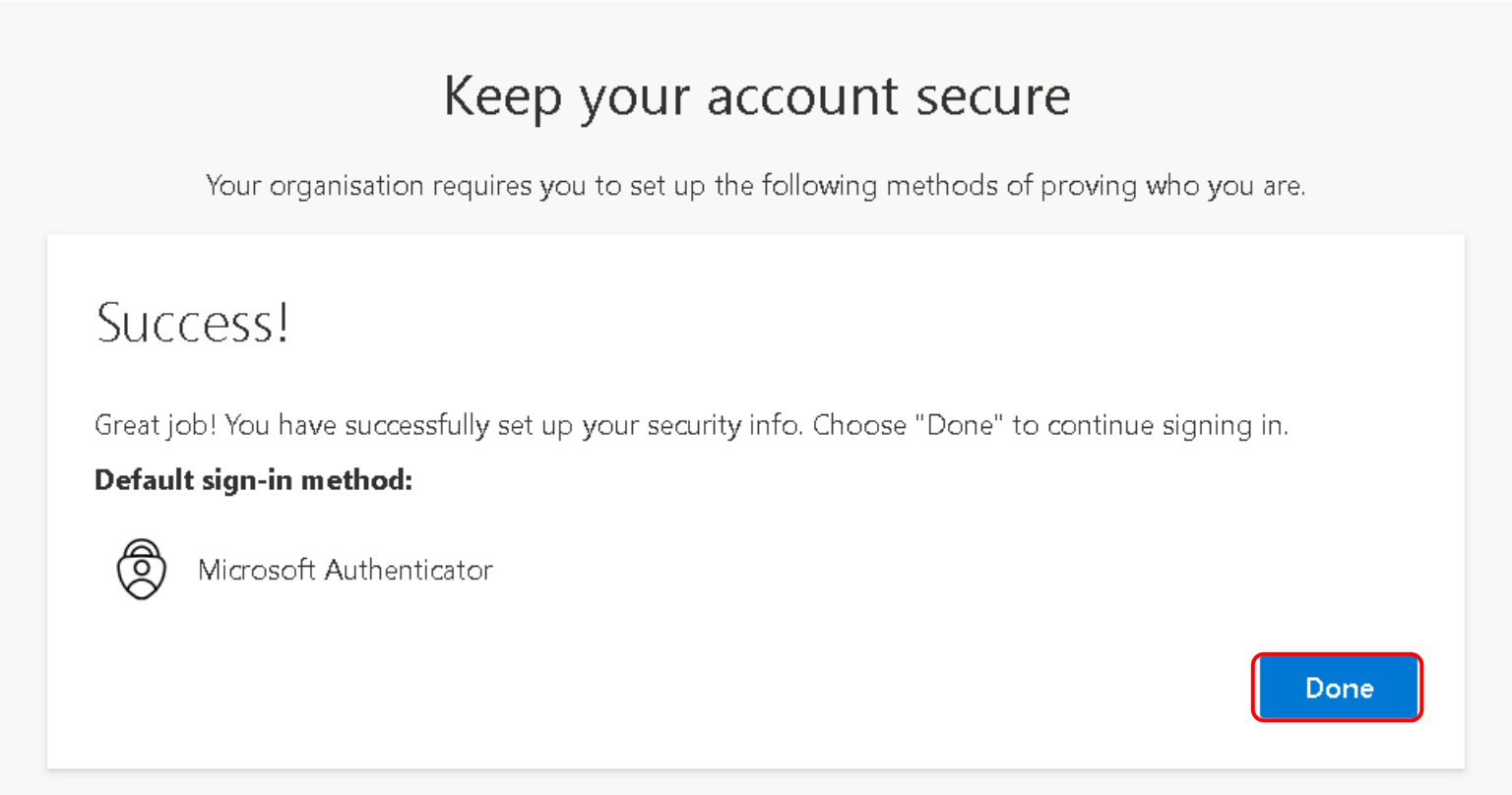
**5. click next**

**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
Back
Next
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

Thank
you!