

Fujitsu Philippines Inc., Group of Companies

CHANGING OF MOBILE NUMBER IN MICROSOFT AUTHENTICATOR

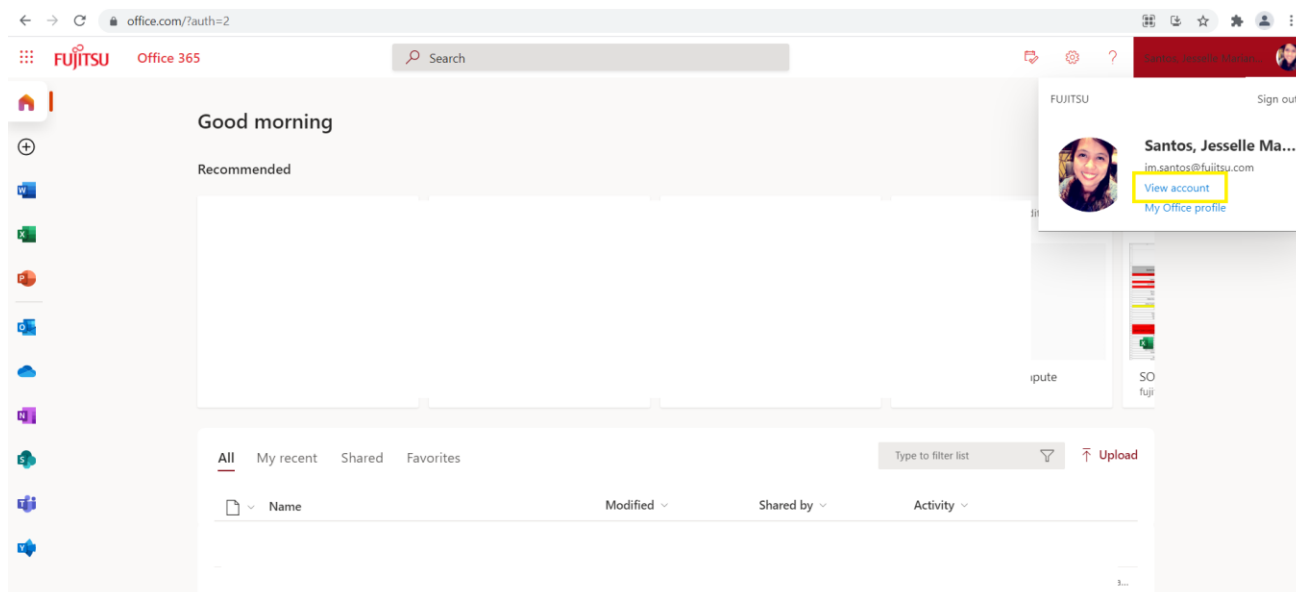
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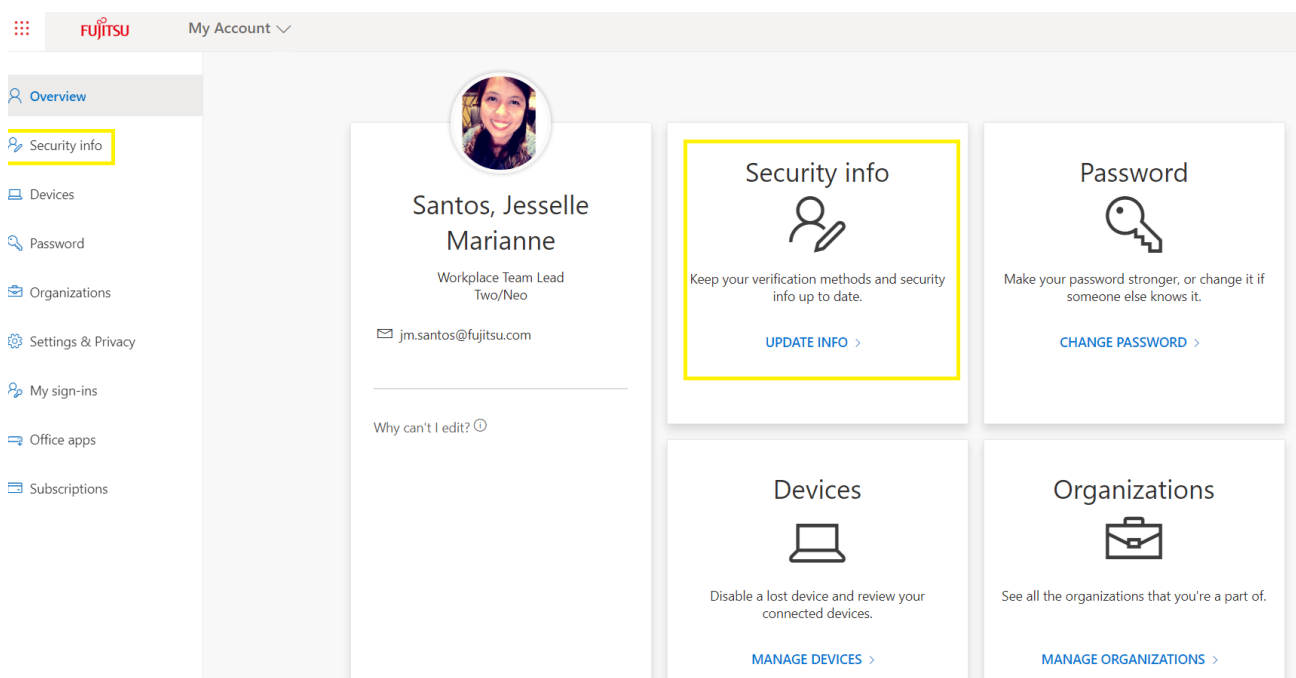
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1. Open your browser and type <https://www.office.com/>.
2. Locate your account and View Account.



3. Click Security Info on the side bar or on the main applet.



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- The page will display your current mobile number, click Change.

The screenshot shows the 'My Sign-Ins' page for Fujitsu. The 'Security info' section is active, displaying the current sign-in method as 'Phone - text +63 921'. A 'Change' button is highlighted in yellow next to the phone number. Below this, there is a table of existing sign-in methods:

+ Add method		
Phone	+63 921	Change Delete
Microsoft Authenticator	SM-A305GN	Delete
Microsoft Authenticator	SM-A305GN	Delete

At the bottom, there is a link: 'Lost device? [Sign out everywhere](#)'.

- Enter the new phone number you want to add. You may choose Text me a code or Call Me for additional security. Once done, click Next.

The screenshot shows the same 'My Sign-Ins' page, but with a 'Phone' dialog box open. The dialog box contains the following information:

- Phone** (Title)
- 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?
- A dropdown menu showing 'Philippines (+63)' and an input field for 'Enter phone number'.
- Two radio buttons: 'Text me a code' (selected) and 'Call me'.
- A message: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).'
- 'Cancel' and 'Next' buttons.

The background page is dimmed, showing the 'Security info' section with the 'Default sign-in method' as 'Phone - text +63 9215402049'.

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6. Once you have set to send a text message with the code, your browser will prompt you to enter the code. Click Next.

Keep your account secure

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

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 4251234567. Enter the code below.

Enter code

[Resend code](#)

[Back](#) [Next](#)

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

7. Once authenticated by the system, it will prompt success. Click Next then Done.

Keep your account secure

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

Method 2 of 2: Phone

App Phone

Phone

SMS verified. Your phone was registered successfully

[Next](#)