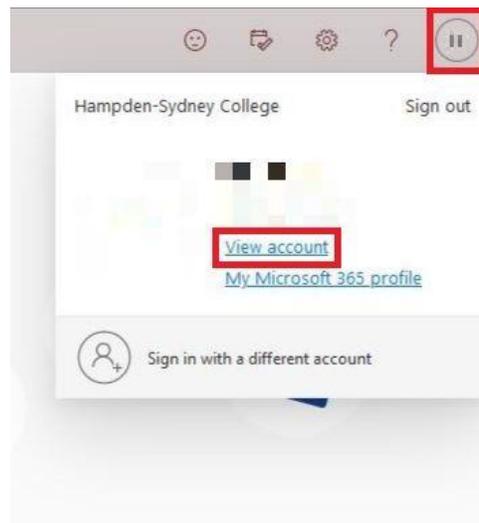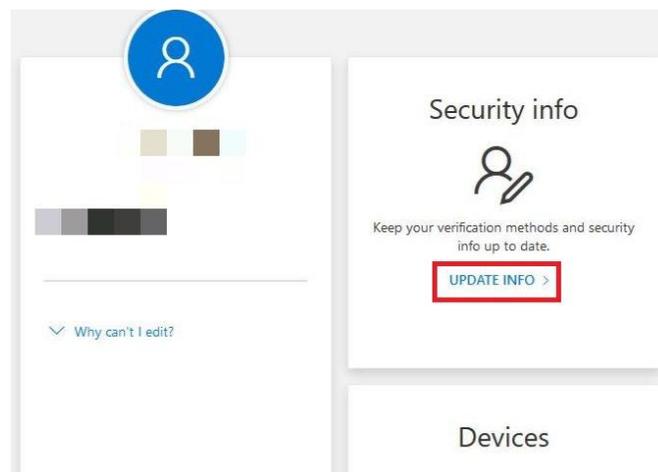# Microsoft 365 Multi-Factor Authentication
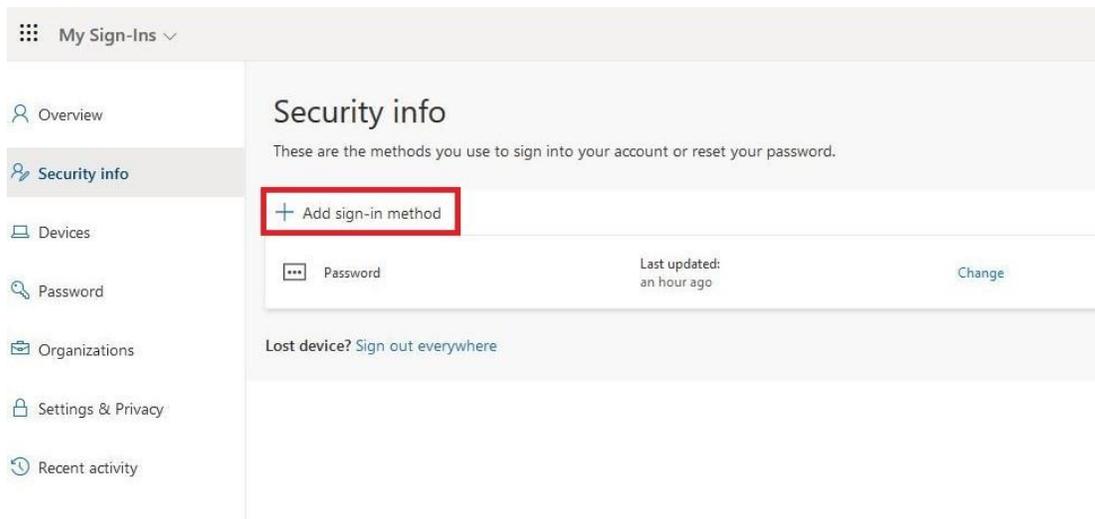
1) Log in to Office 365, click your profile photo (may just be your initials) in the top right corner, and select **view account**.
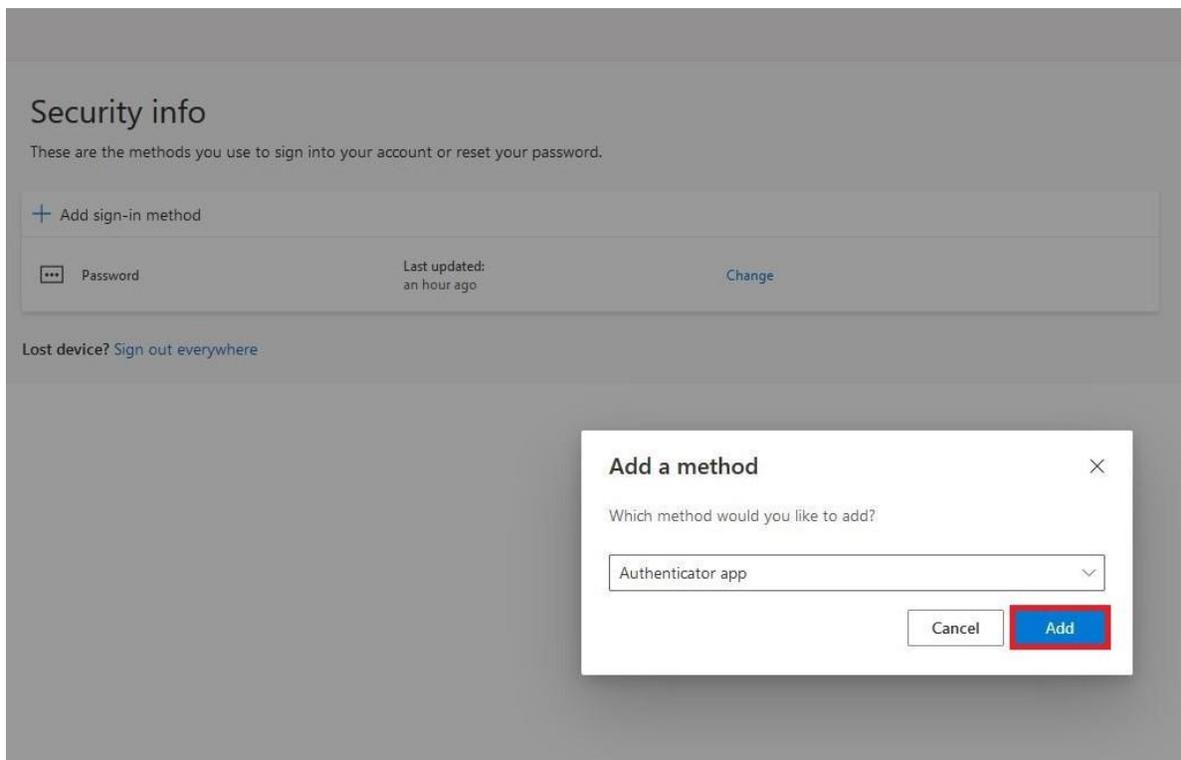

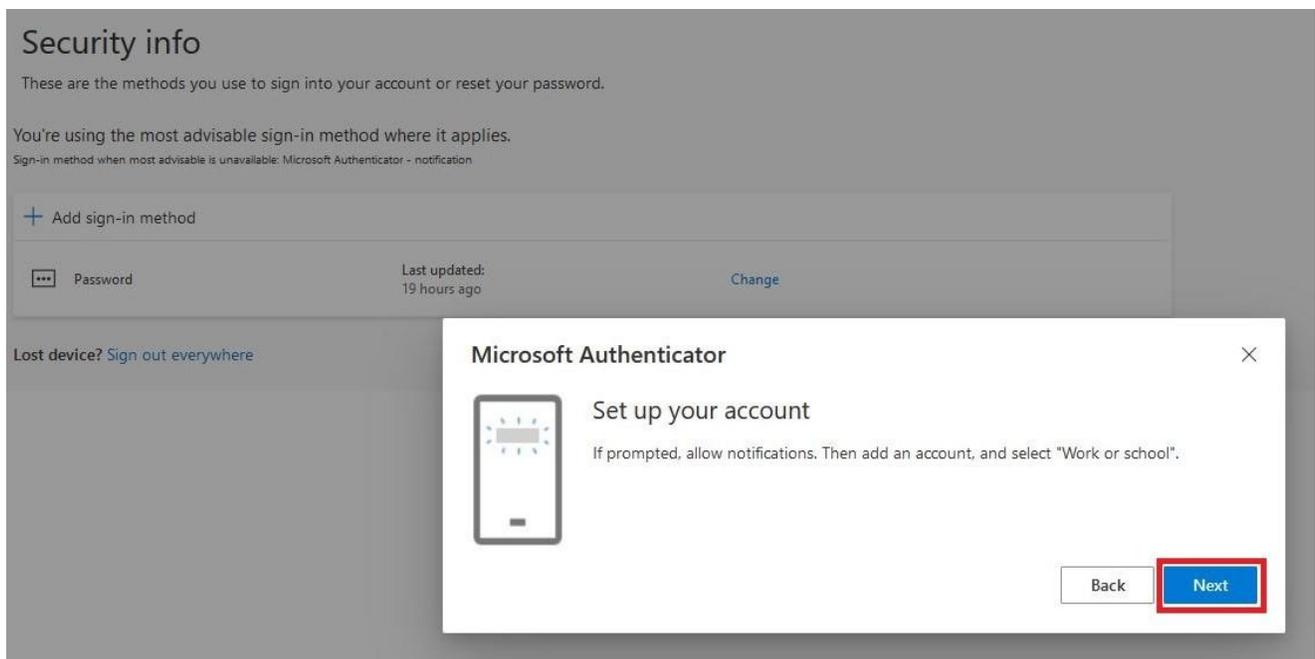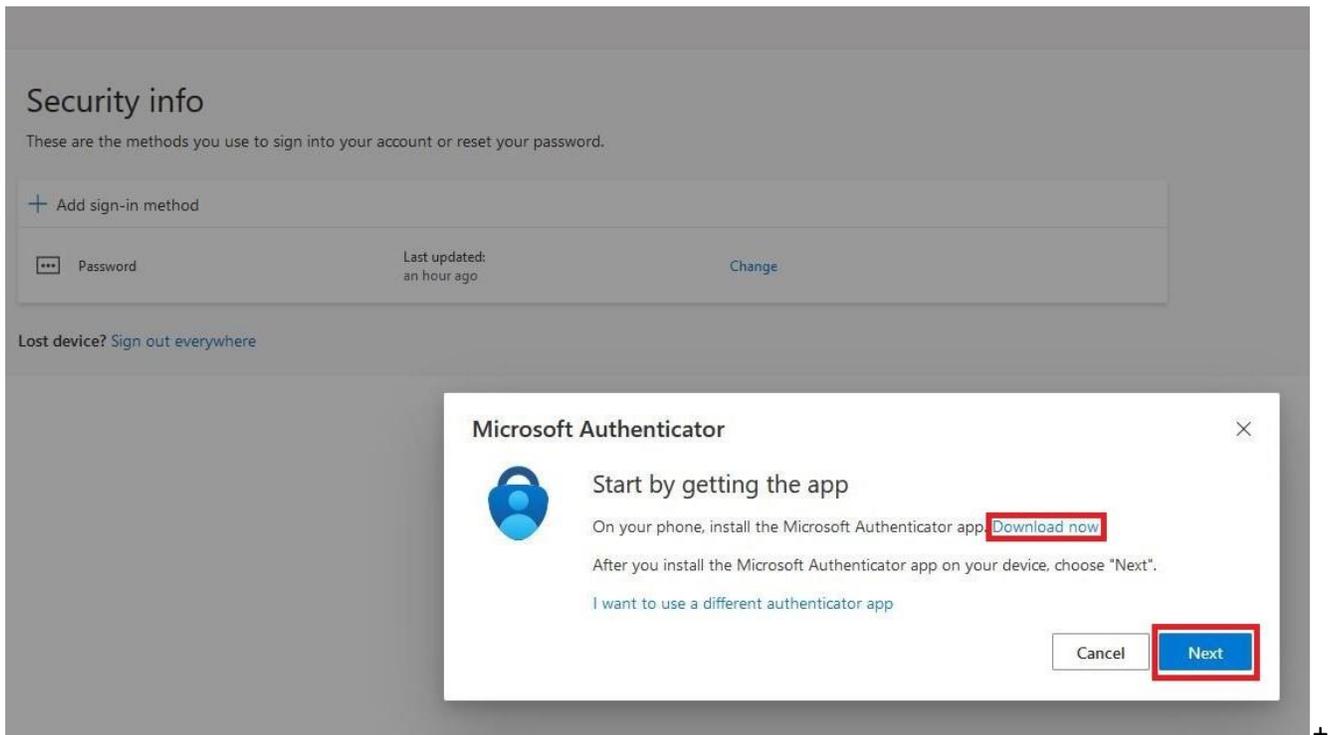2) In the Security Info section, select **Update Info**.

3) The Security info screen will show your default method for sign in and list all methods currently connected to your account. Select **Add method** to register the Authenticator App.
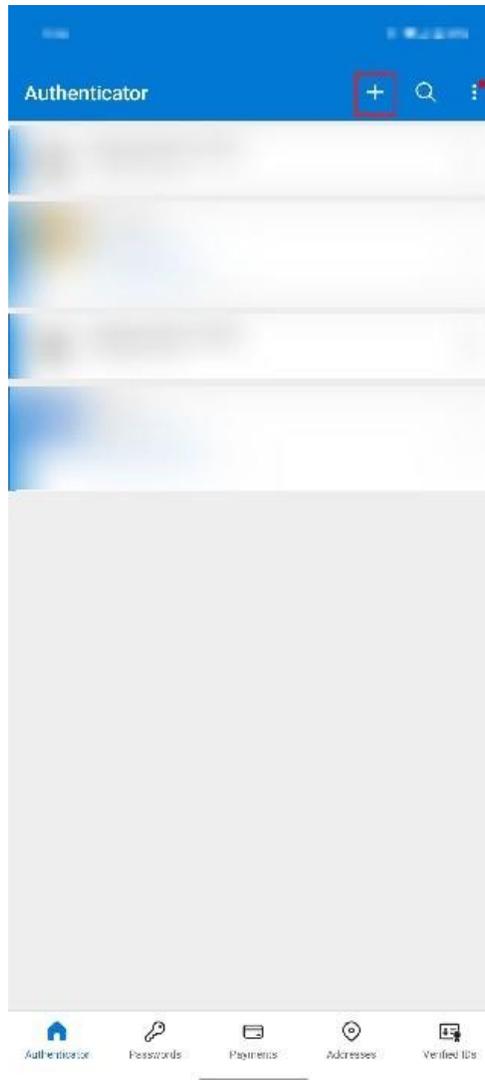

4) Choose **Authenticator app** from the method drop down menu and click **Add**.
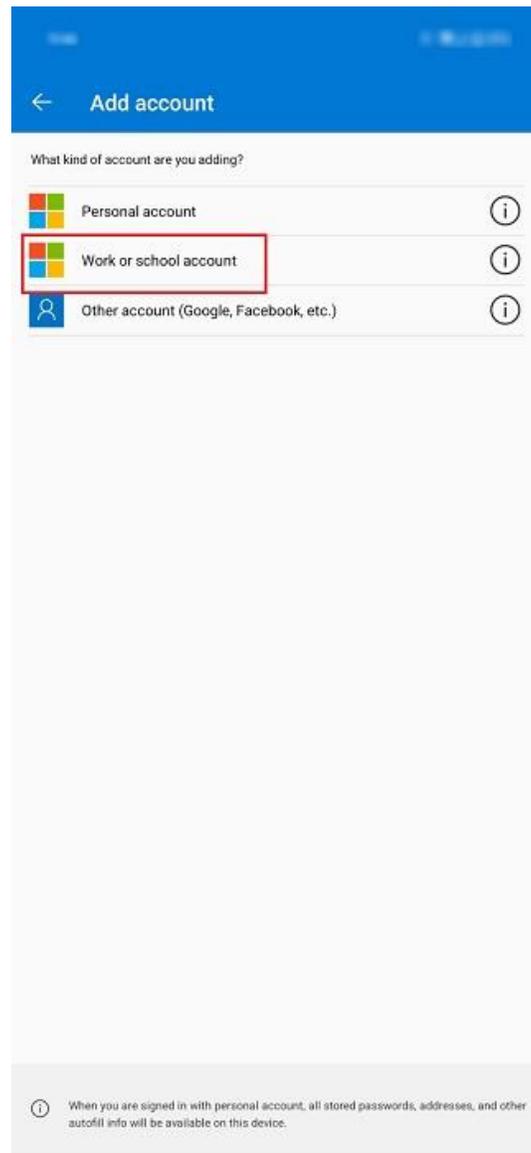
5) Download the app from the link on your screen or visit Microsoft's Authenticator App page for direct links to the Apple and Google Play app stores. Once downloaded on your phone click **Next** on the following 2 prompts (See images below) from your browser, then continue setting up the Microsoft Authenticator App on your phone using steps 6-8.
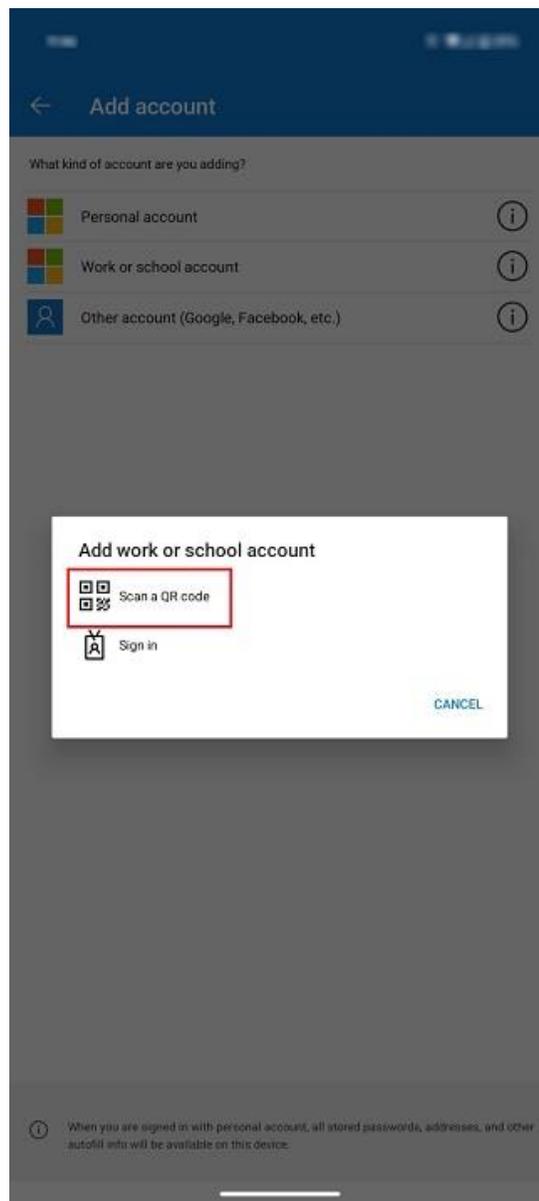
6) Once downloaded, open the app on your phone and select **Add Account**.
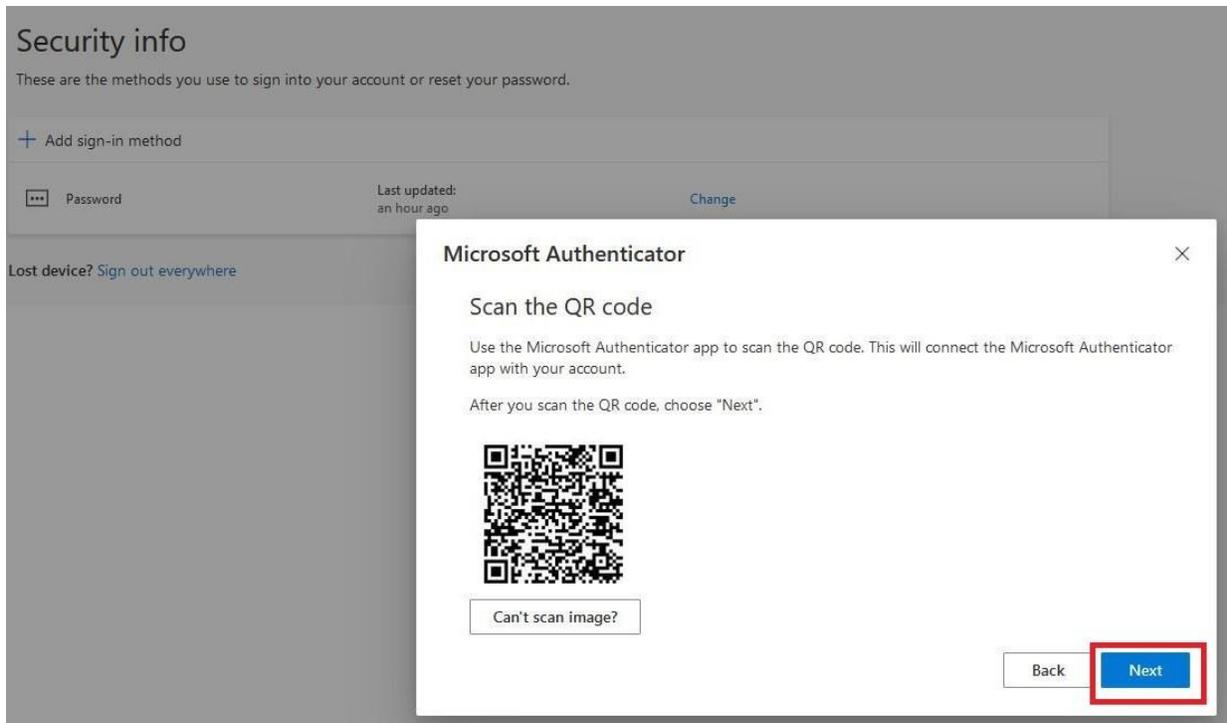
7) Select **Work or school account**.

8) Select **Sign in** or **Scan QR code** (this tutorial shows the QR code method, but the sign in process is similar).
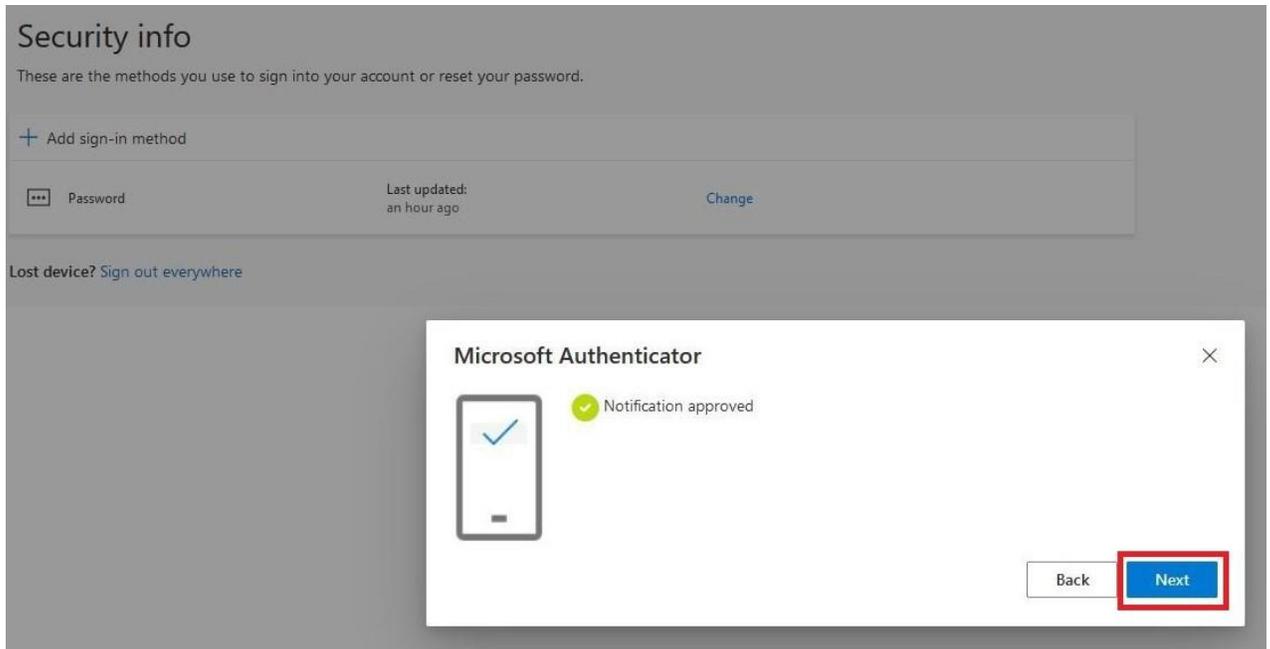
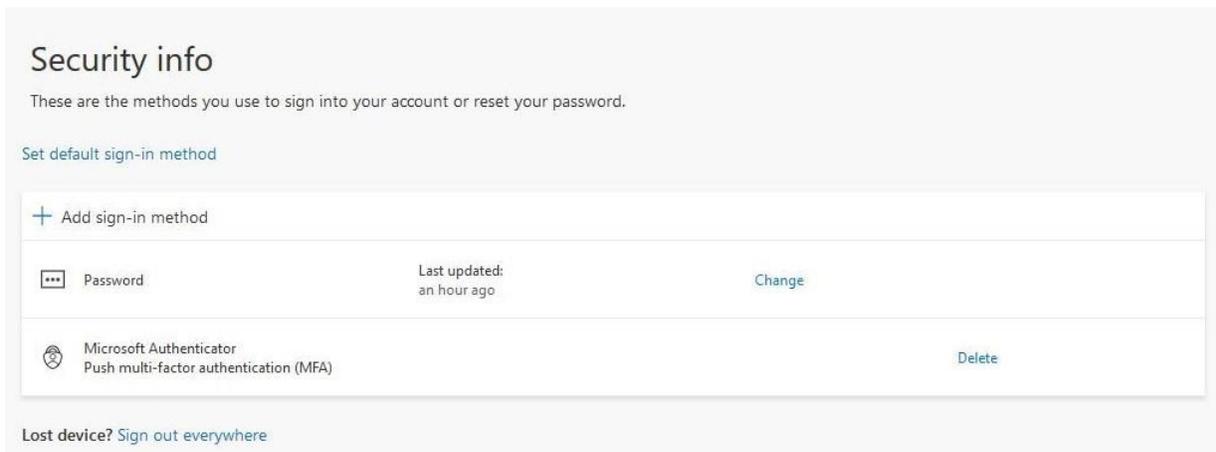9) Scan the QR code using your app and click **Next**.

10) If using an iOS device, you may be prompted to approve the sign in on the app after signing in or scanning the code. Select **Approve**.

11) You will see a confirmation message that the sign in has been approved. Click **Next**.

12) Your Security info will update showing the Authenticator App is connected to your account.

13) **Please note:** You may be prompted to re-authenticate to multiple Office 365 services (Teams, Outlook, etc.).