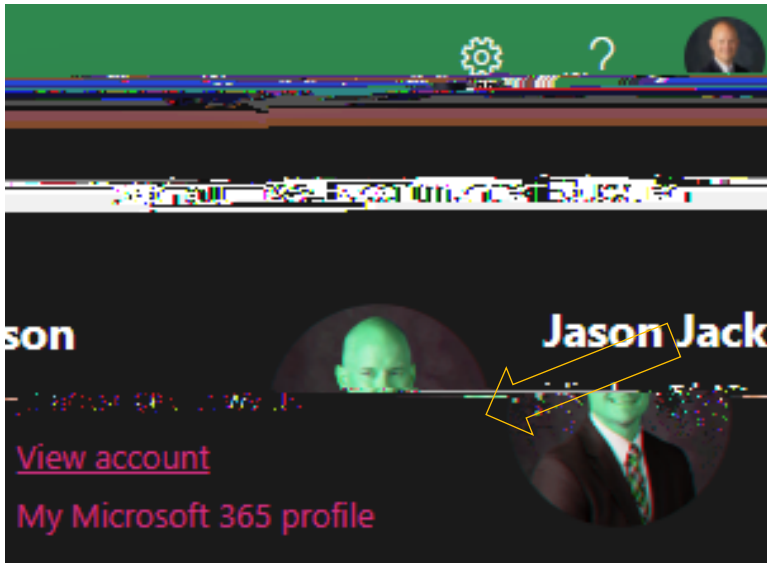


SETTING UP MULTIFACTOR AUTHENTICATION WITH PICTURES

x Open <https://office.com>

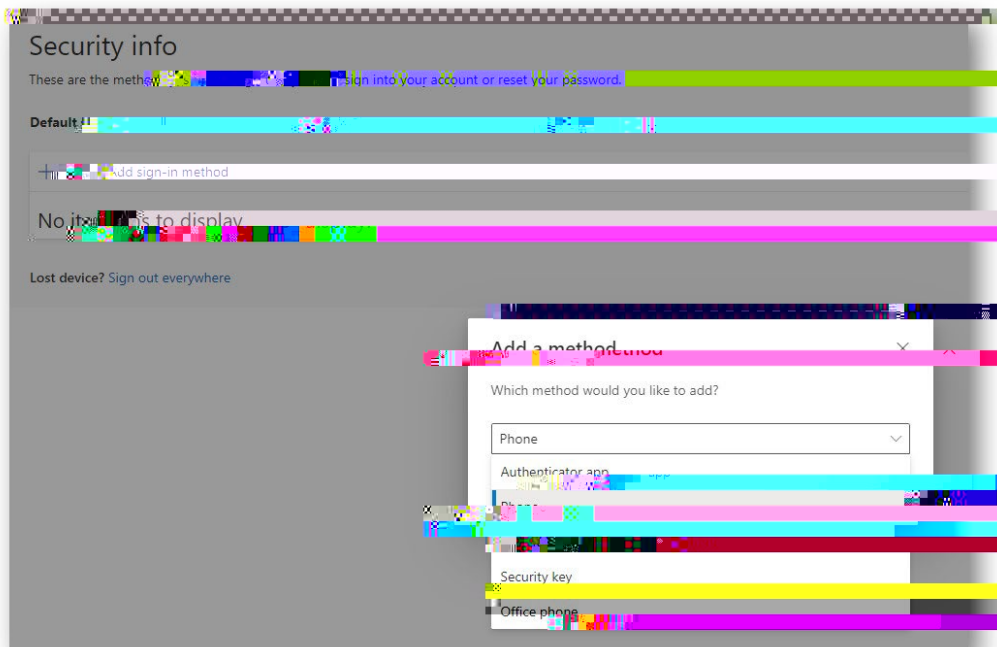
x Log in if needed

x Click your avatar and then click “View account”.

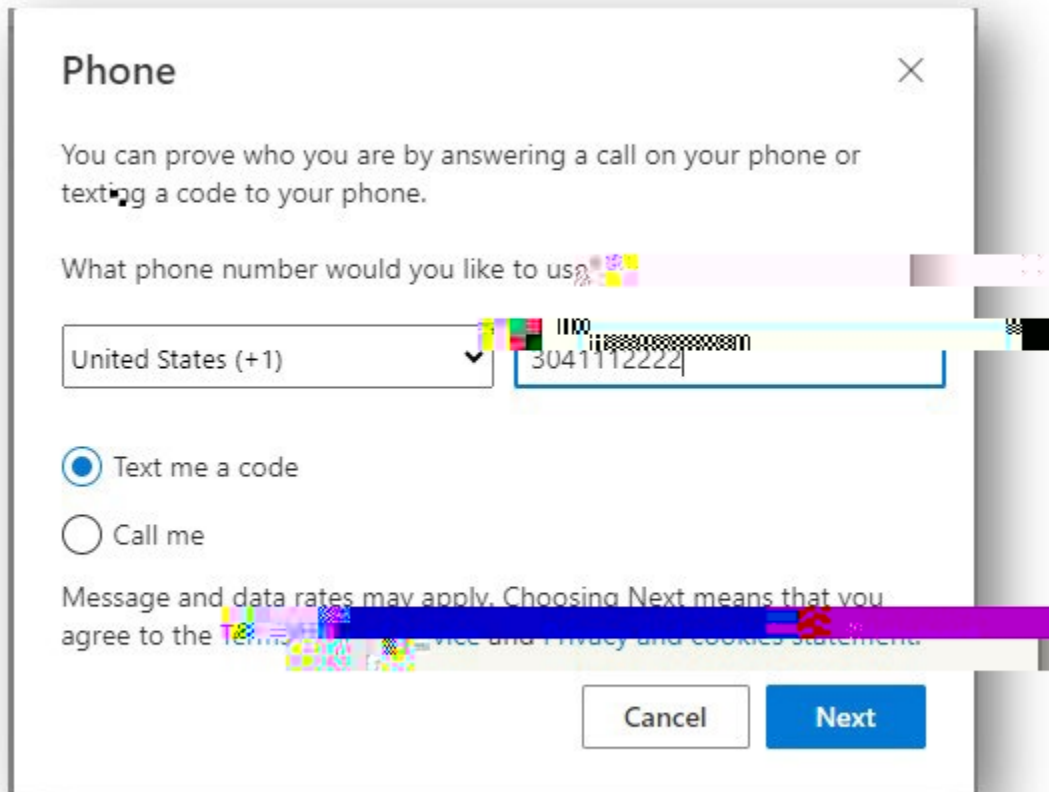


x Click “Security Info”

x Click “+ Add sign-in method and choose “phone”.



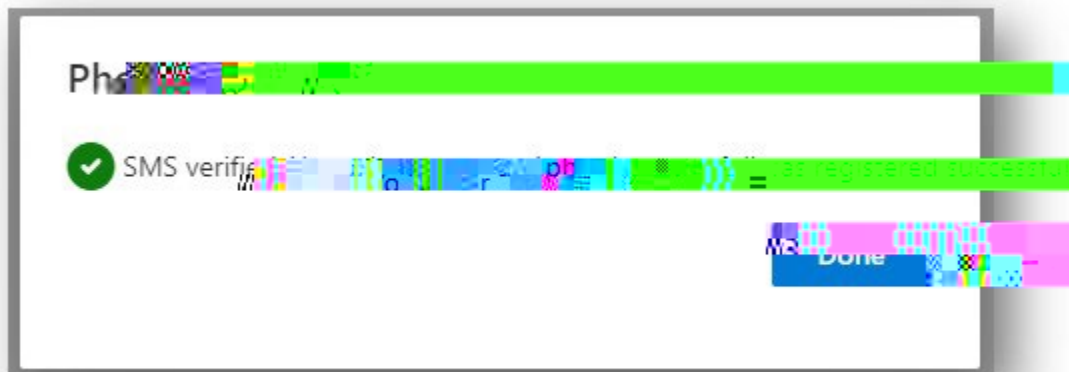
x Enter your phone number and choose Next.



The image shows a 'Phone' dialog box with a close button (X) in the top right corner. The text inside reads: 'You can prove who you are by answering a call on your phone or texting a code to your phone.' Below this is the question 'What phone number would you like to use?'. There is a dropdown menu for the country code, currently set to 'United States (+1)', and a text input field containing the phone number '3041112222'. Below the input fields are two radio buttons: 'Text me a code' (which is selected) and 'Call me'. At the bottom, there is a line of text: 'Message and data rates may apply. Choosing Next means that you agree to the Terms of Service and Privacy and cookies statement.' At the very bottom are two buttons: 'Cancel' and 'Next'.

x Enter the text that was sent to your phone to confirm.

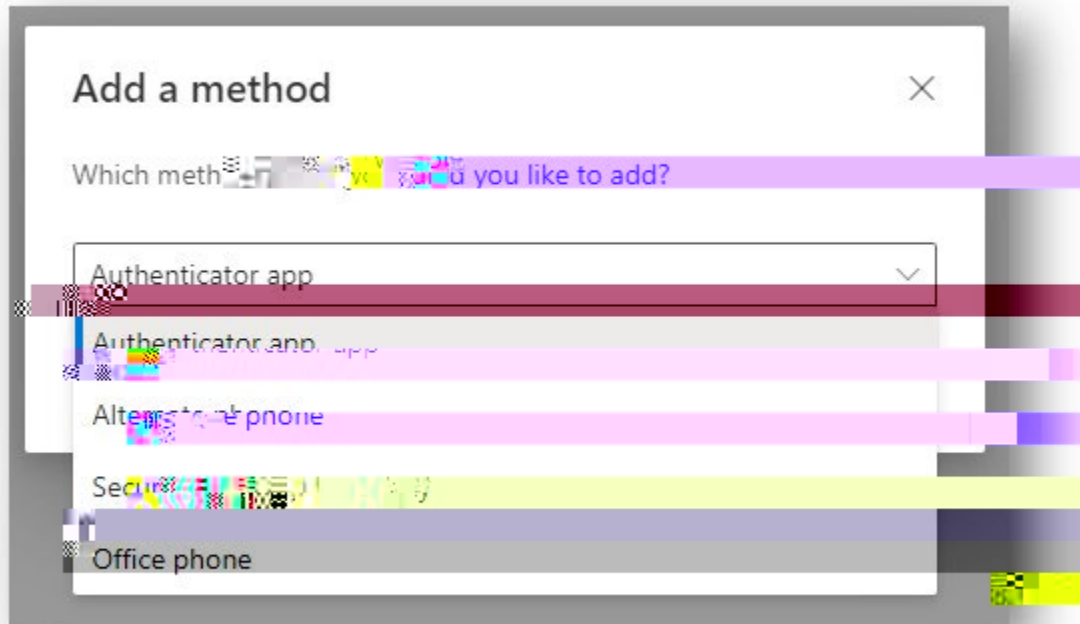
x Click Done



The image shows a screen with a green checkmark icon and the text 'SMS verification successful'. Below this, there is a blue button labeled 'Done'.

HIGHLY RECOMMENDED THAT YOU ADD A SECOND METHOD
x Setting up the Microsoft Authenticator.

x Click “+ Add sign method” and choose Authenticator App



x Click Next until you see the QR code.



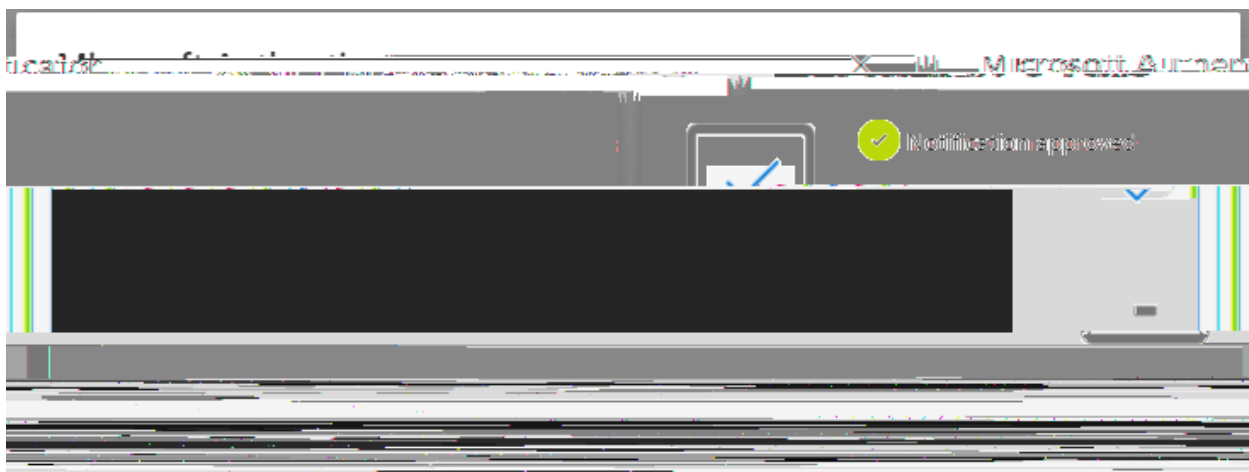
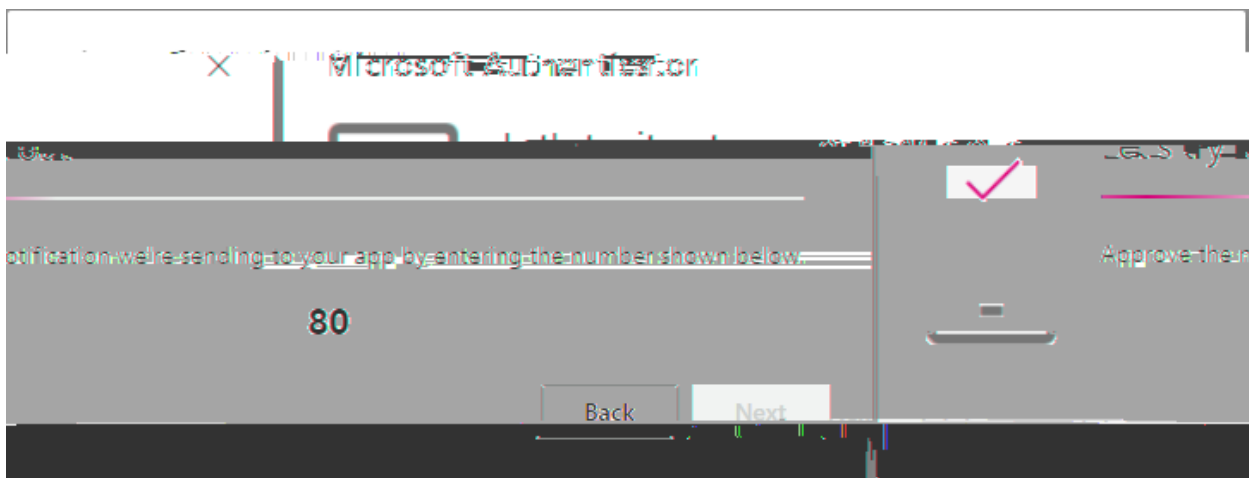
WAIT and get your phone.

x Install the Microsoft Authenticator App



x Open the app on your phone, click Add account (Work or School) and SCAN QR CODE.

x Finish the process on your computer. Go back to your computer and hit NEXT. Enter the number from the computer onto your phone app.



x You should now see two methods listed. You can always delete and set it up again if your phone or phone number changes.



WHAT TO DO IF YOU GET LOCKED OUT.

If you get locked out of your account, the helpdesk can remove your MFA methods so you can start again.

Sample message:

To: office365@help.k12.wv.us

Subject: MFA

Body:

Please remove all MFA methods from my account so I can start again. Thank you.