## **Microsoft Authentication Methods (MFA)**

1. Through a browser type in the address to access MFA. https://aka.ms/mfasetup



2. It will ask you if this email is associated with Work/School Account or Personal Account.



3. Log in with your Office credentials. Username is your MCLS Email account and password.



4. It will say Action Required to set up MFA by clicking Next.



5. The next screen will say keep your account secure. At the bottom left corner of this window select I want to set up a different method.

	Keep your a	count secure	
	Method	1 of 2: App	
	Арр	2 Phone	
Micros	oft Authenticator		
6	Start by getting the app		
	On your phone, install the Microsoft	Authenticator app. Download now	
	After you install the Microsoft Auther	iticator app on your device, choose "Next".	
	I want to use a different authenticato	r app	
		N	ext
I want to set u	o a different method		

6. Choose the phone option from the drop down box.



7. After selecting phone, it asks you for what number you would like to use. You can use your personal or MCLS work cell # to get a code to authenticate.

	Method 1 of 2: Phone
	2
Phone	App
Phone	
THONG	
You can prove who you are by answe	ing a call on your phone or receiving a code on your phone.
You can prove who you are by answe What phone number would you like	ing a call on your phone or receiving a code on your phone. o use?
You can prove who you are by answe What phone number would you like	ing a call on your phone or receiving a code on your pho o use?
You can prove who you are by answe What phone number would you like United States (+1)	ing a call on your phone or receiving a code on your phone. o use? 
You can prove who you are by answe What phone number would you like United States (+1) Receive a code Call me	ing a call on your phone or receiving a code on your phone. o use?

8. Check the phone number you entered and enter the code in the box below. Hit next. Keep your account secure

Method 1 of	of 2: Phone
	2
Phone	Арр
Phone	
ピカ이어은 We just sent a 6 digit code to +1 6019065702. Enter th Enter code	e code below.
Phone We just sent a 6 digit code to +1 6019065702. Enter th Enter code Resend code	e code below.
Phone We just sent a 6 digit code to +1 6019065702. Enter th Enter code Resend code	e code below. Back Next

9. Once you enter the code it should display this screen. Authentication is only required every 90 days unless you clear your browser history.



## Adding 2<sup>nd</sup> method

1. Go to aka.ms/mfasetup through a browser.



2. Sign into your Office account with your MCLS email as your username.



3. Authenticate by receiving a code by text.



## 4. Select Add sign-in method

Security info These are the methods you use to sign	into your account or reset your password.		
You're using the most advisable sign-i Sgo-In method when most advisable is unavailable: Pho + Add sign-In method	in method where it applies. ne - text +1 6014733404 Change		
& Phone	+1 6014733404	Change	Delete
••• Password	Last updated: 2 months ago	Change	

5. Select an alternate cell # or Email account from the drop down box Add a method  $\qquad \qquad \times$ 

Which method would you like to add?

Choose a method	$\sim$
Authenticator app	
Alternate phone	
Email	
Office phone	

6. Do not use your MCLS email but an alternate personal one if you have it.

## Email

What email would you like to use?

Cancel	Next

7. Check the email account you used or alternate phone # for a code. The email will look like this below.

 $\times$ 



8. You can edit or change your authentication methods any time if you will lose access to get the code for one of them.

← ⇒ Ø ti mysignins.microsoft.com/security-info							
🍫 #1223 - Scheduled 📀 madiso	ncountylibra 🚯 Home   Microsoft 365	🙆 Insignia 🛛 Download VNC Serv	Remote Access - Ch	Microsoft Admin	Exchange admin ce	🚦 My Apps	G
🚻 My Sign-Ins 🗸							
R Overview	Security info						
Security info	These are the methods you use to :	sign into your account or reset your pa	ssword.				
⊒ Devices	You're using the most advisable si Sign-in method when most advisable is unavailable	ign-in method where it applies. 4: Phone - text +1 6014733404 Change					
💫 Password	+ Add sign-in method						
Organizations	& Phone	+1 6014733404		Change	Delete		
Settings & Privacy	Password	Last updated: 2 months ago		Change			
③ Recent activity	🗠 Email	freewarrior22@icloud.co	m		Delete		