

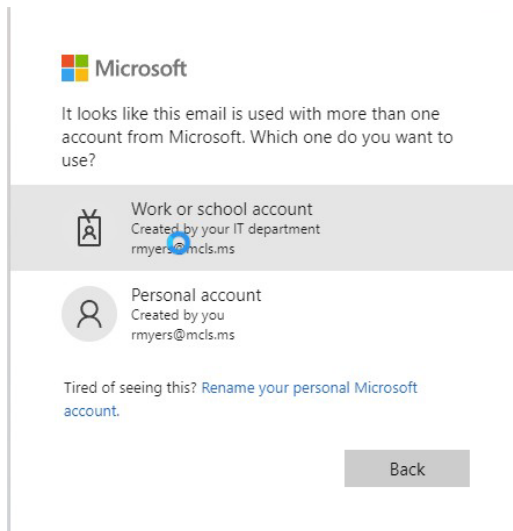
Microsoft Authentication Methods (MFA)

1. Through a browser type in the address to access MFA.

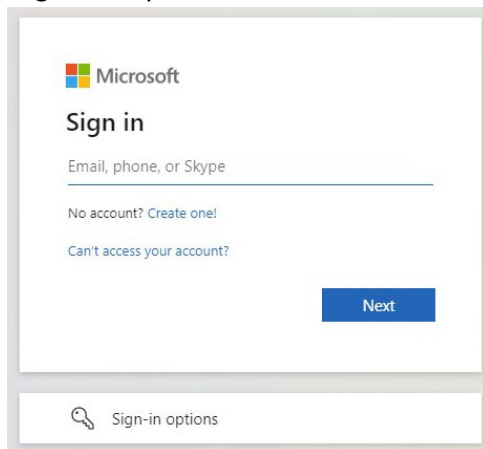
<https://aka.ms/mfasetup>



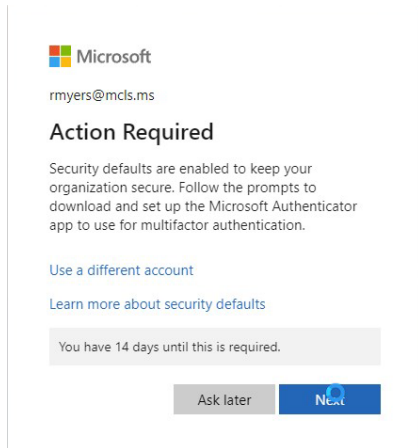
2. It will ask you if this email is associated with Work/School Account or Personal Account.



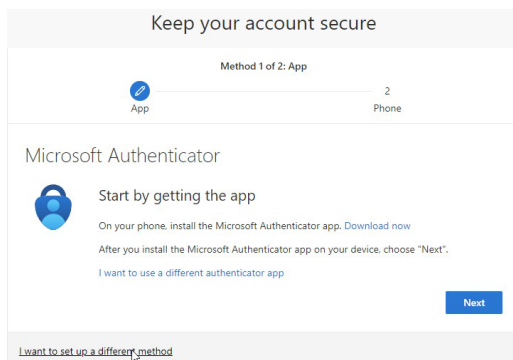
3. Log in with your Office credentials. Username is your MCLS Email account and password.



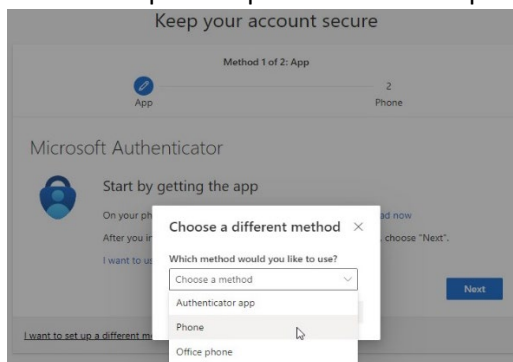
4. It will say Action Required to set up MFA by clicking Next.



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.



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.

Keep your account secure

Method 1 of 2: Phone

Phone 2 App

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) 6019065702

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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

Keep your account secure

Method 1 of 2: Phone

Phone 2 App

Phone

We just sent a 6 digit code to +1 6019065702. Enter the code below.

Enter code

Resend code

Back Next

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

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

Keep your account secure

Method 1 of 2: Phone

Phone 2 App

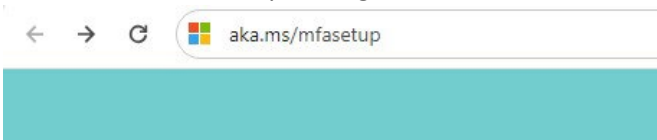
Phone

✓ Verification complete. Your phone has been registered.

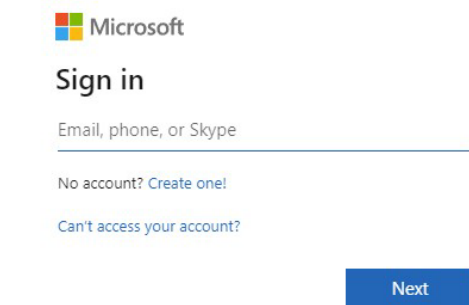
Next

Adding 2nd method

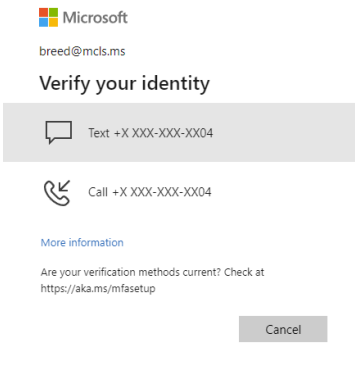
1. Go to aka.ms/mfasetup through a browser.



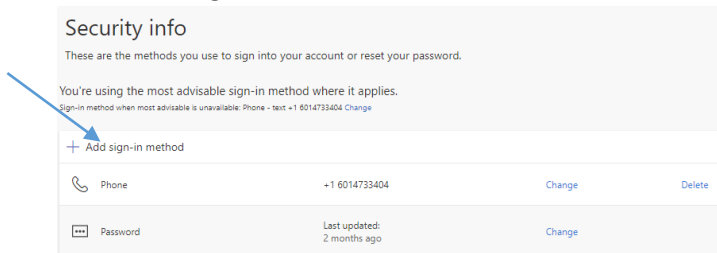
2. Sign into your Office account with your MCLS email as your username.



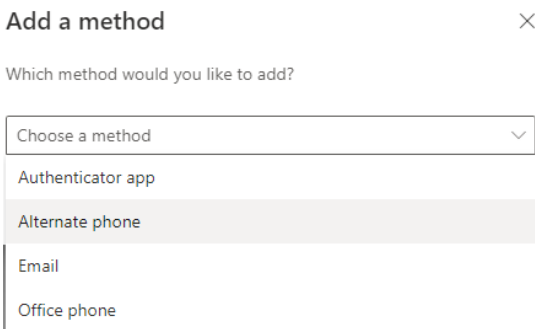
3. Authenticate by receiving a code by text.



4. Select Add sign-in method



5. Select an alternate cell # or Email account from the drop down box



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

Email



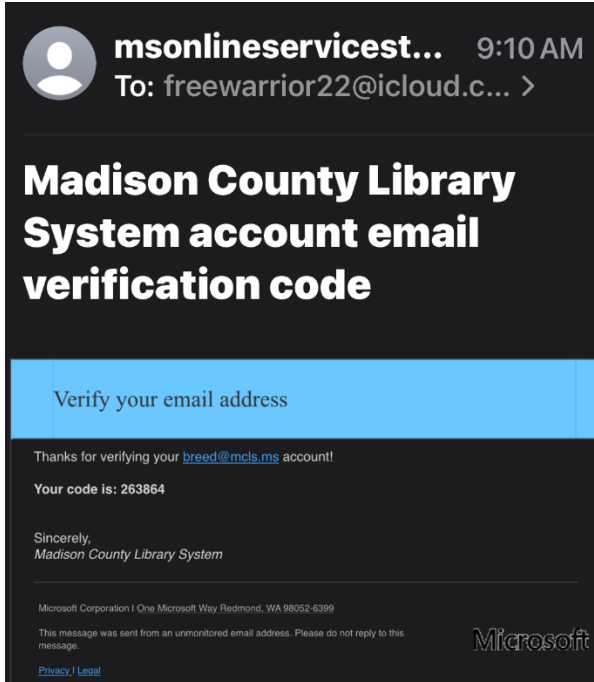
What email would you like to use?

freewarrior22@icloud.com

Cancel

Next

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



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

