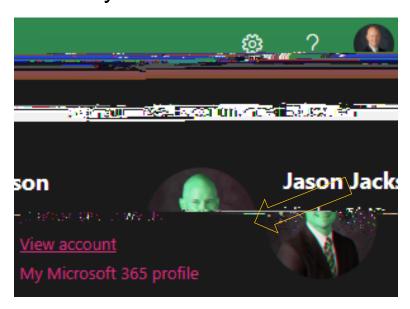
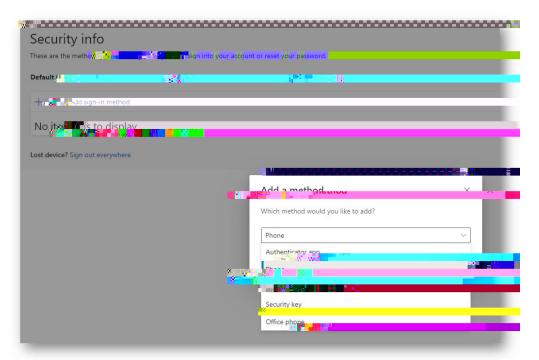
SETTING UP MULHALCTOR AUTHENTICATIONNTH PICTURES

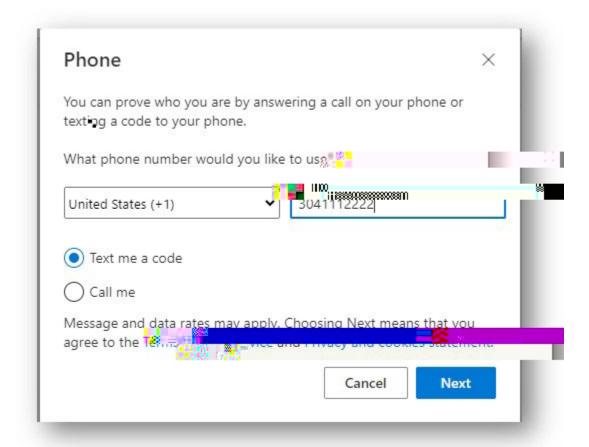
- x Openhttps://office.com
- xLog in if needed
- x Click your avætr and then click "View account".



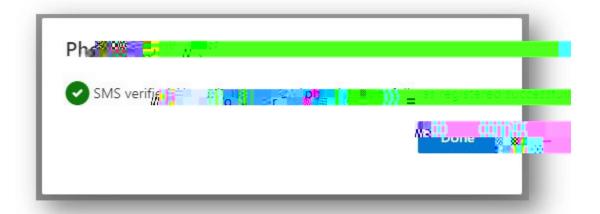
- x Click "Security Info"
- x Click "+ Addign-in method and choose "phone".



x Enter your phone number and choose Next.

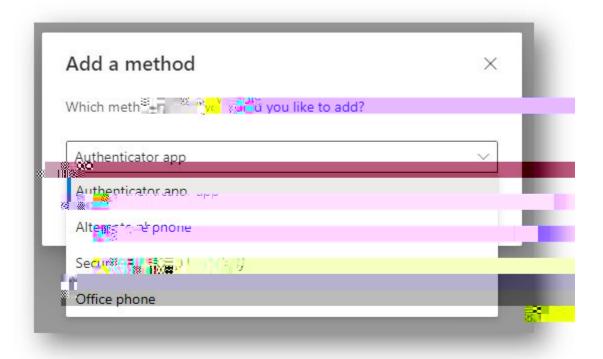


- x Enterthe text that was sent to your phone to confirm.
- x Click Done



HIGHLY RECOMMENDED THAT YOU ADD A SECOND MET

- x Setting up the Microsoft Authenticator.
- x Click "+ Add sigin method" and choose Authenticator App



x Click Next until you see the QR code.

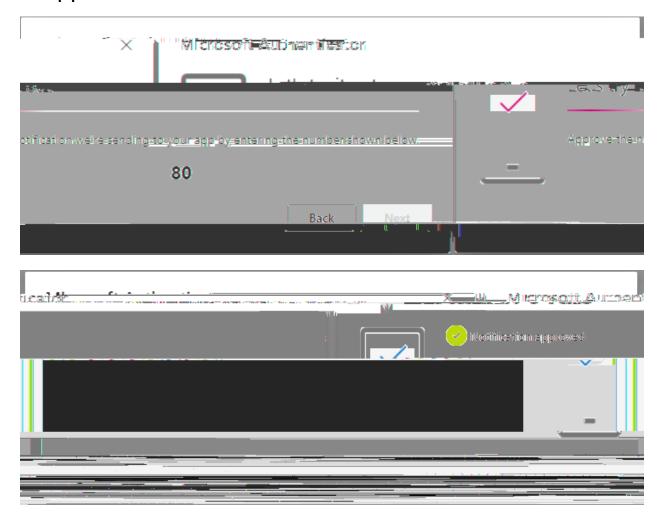


WAIT and get your phone.

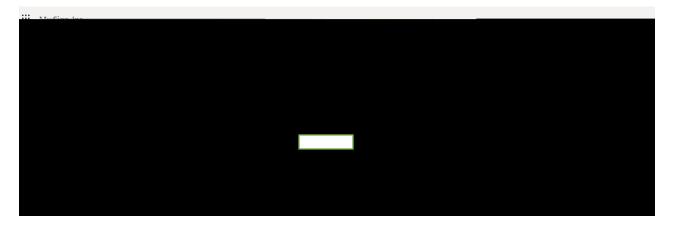
x Install the Microsoft Authenticator App



- x Open the ap on your phone, click Add account (Work or School) and SCAN QR CODE.
- x Finish the process on your comput to back to your computer and hit NEXT. Enter the number from the computer onto your phone app.



x You should now see two methods listerdou 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 MF/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.