Multi-Factor Authentication Setup

- 1) Go to <u>https://myprofile.microsoft.com</u> and sign in to your work account.
- 2) Click "Next" to setup your additional security verification settings.

Microsoft
bktester@monroecc.edu
More information required
Your organization needs more information to keep your account secure
Use a different account
Next

 Choose authentication via either phone or mobile application. (Note: If you choose the app, you need to setup it using the instructions here <u>https://docs.microsoft.com/en-us/azure/active-directory/user-help/user-help-auth-app-download-install</u>)

dditional secu	rity verifica	tion			
cure your account by adding pho	ne verification to your pa	issword. View video to kr	now how to secure your a	ecount	
tep 1: How should we d	ontact you?				
Authentication phone	*				
United States (+1)	~				
- Method					
 Send me a code by text m 	essage				
 Call me 					
					Next
			1010	1	
iour prione numbers will only be	used for account security	/. standard telephone an	d SMS charges will apply		

4) Enter the verification code that was texted to you (or answer the verification call and follow the instructions).



5) On the next screen click "Done". Some legacy versions of popular mail applications cannot use this form of authentication. You can use this code for those, but your college owned equipment should not have this issue.

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Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 3: Keep using your existing applications
In some apps, like Outlocic, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. Learn more
Get started with this app password:
#200 Microsoft Lege History