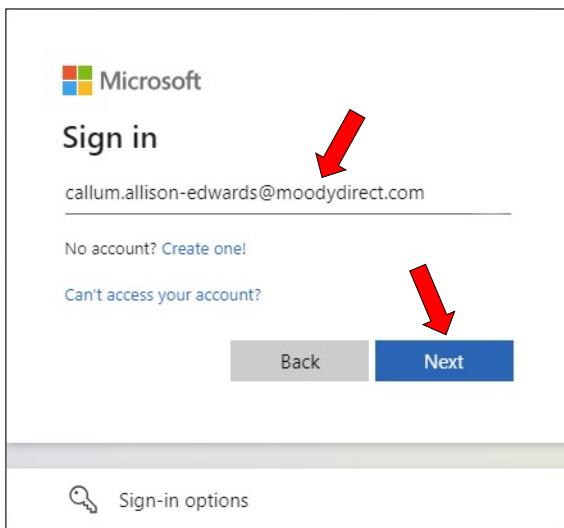


# SETTING UP 2-FACTOR AUTHENTICATION ON YOUR MICROSOFT ACCOUNT

Start by opening **Microsoft Edge** web browser and go to <https://portal.office365.com/>

## STEP 1

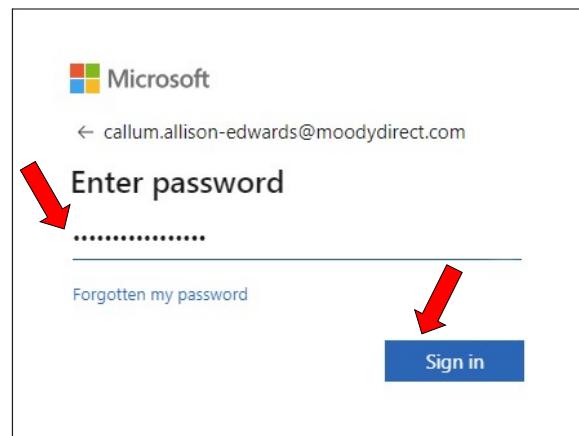
Enter your **email address** then click **NEXT**



The Microsoft Sign in page shows the email address 'callum.allison-edwards@moodydirect.com' entered in the text field. A red arrow points to the 'Next' button at the bottom. Below the sign-in form is a 'Sign-in options' section with a magnifying glass icon.

## STEP 2

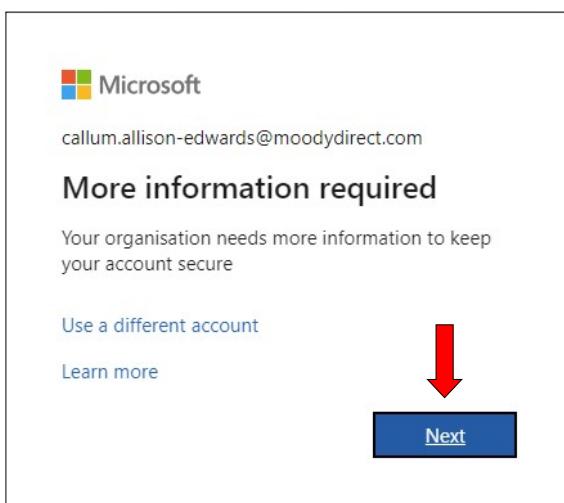
Enter your **password** then click **SIGN IN**



The Microsoft Enter password page shows the email address 'callum.allison-edwards@moodydirect.com' and a password field with redacted text. A red arrow points to the 'Sign in' button at the bottom. Below the password field is a 'Forgotten my password' link.

## STEP 3

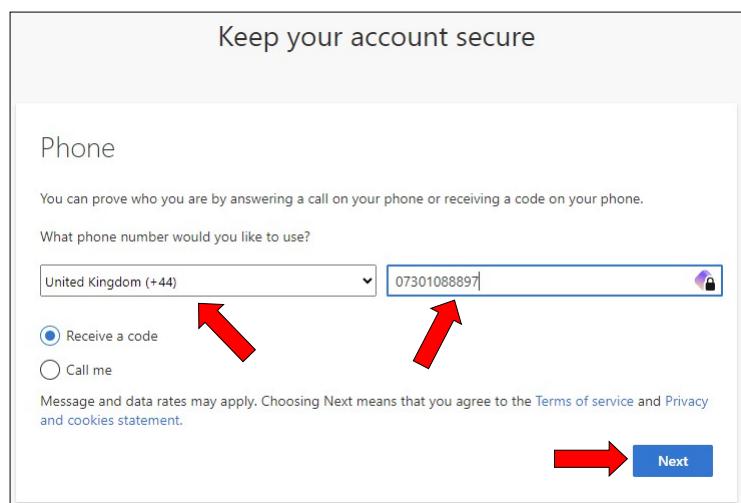
On the **More Information Required** popup, click **NEXT**



The Microsoft More information required popup displays the message 'Your organisation needs more information to keep your account secure'. It includes links for 'Use a different account' and 'Learn more', and a red arrow pointing to the 'Next' button at the bottom.

## STEP 4

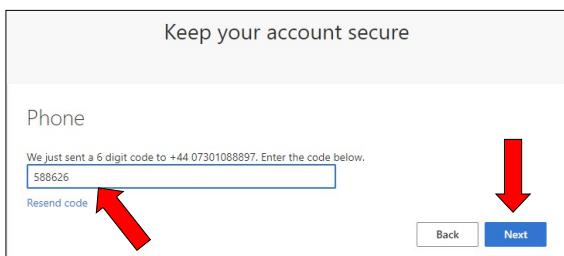
Change the country to **United Kingdom (+44)**, enter your **mobile number**, then click **NEXT**



The Microsoft Keep your account secure page for 'Phone' shows the 'United Kingdom (+44)' dropdown set to '+44' and the mobile number '07301088897' entered in the text field. Red arrows point to the dropdown and the text field. Below the number are two radio button options: 'Receive a code' (selected) and 'Call me'. A red arrow points to the 'Next' button at the bottom right.

## STEP 5

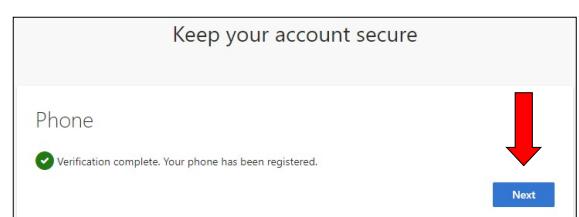
Enter the **6-digit code** you receive by SMS text, then click **NEXT**



The Microsoft Keep your account secure page for 'Phone' shows a text input field containing the 6-digit code '588626'. A red arrow points to this field. Below the input field are 'Back' and 'Next' buttons.

## STEP 6

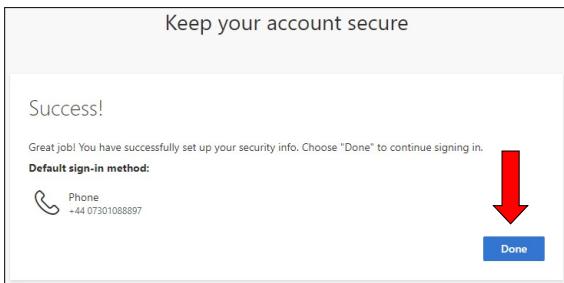
Click **NEXT**



The Microsoft Keep your account secure page for 'Phone' shows a green checkmark and the message 'Verification complete. Your phone has been registered.' A red arrow points to the 'Next' button at the bottom right.

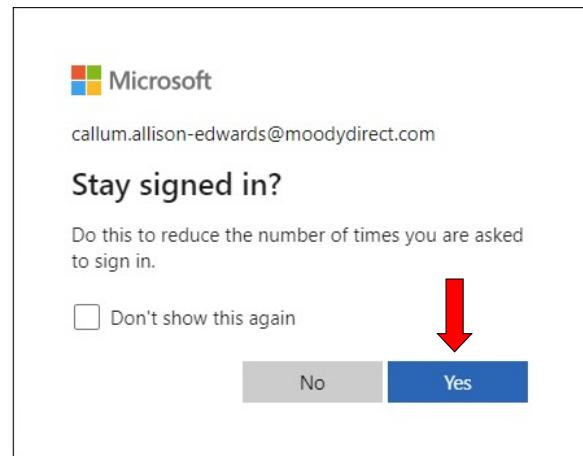
## STEP 7

Click **DONE**



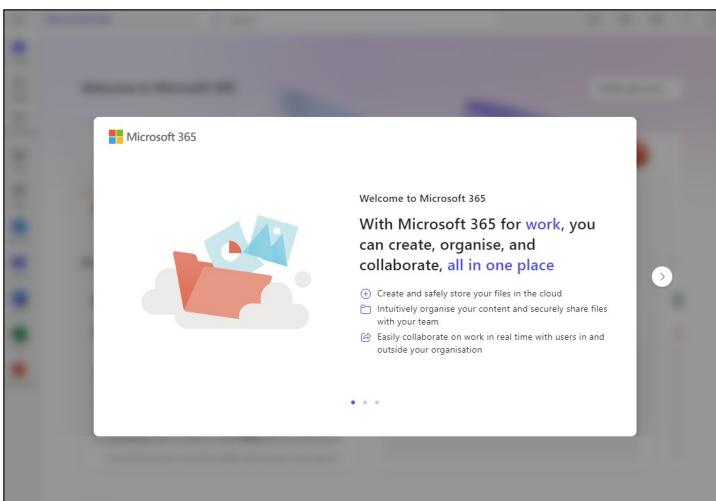
## STEP 8

Click **YES** to stay signed in



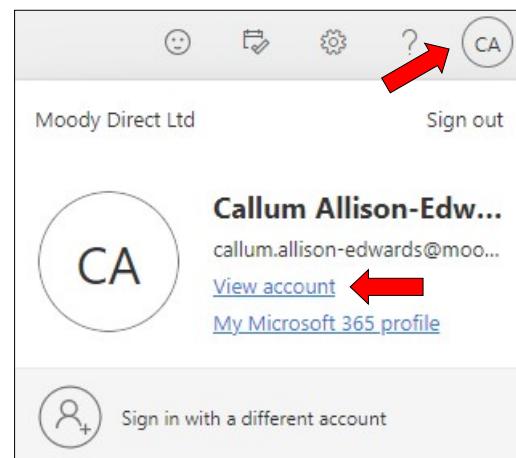
## STEP 9

Dismiss the information popups



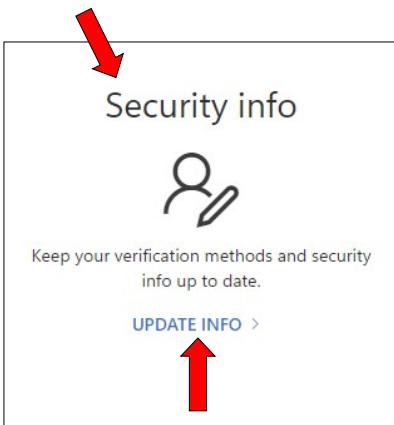
## STEP 10

Click your **circled initials** then click the **VIEW ACCOUNT** link



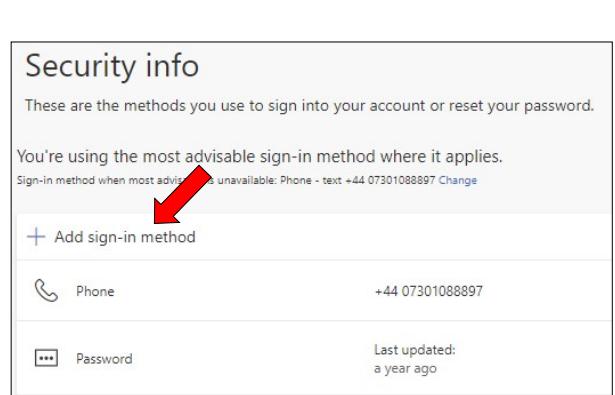
## STEP 11

In the **Security** Info box, click the **UPDATE INFO** link



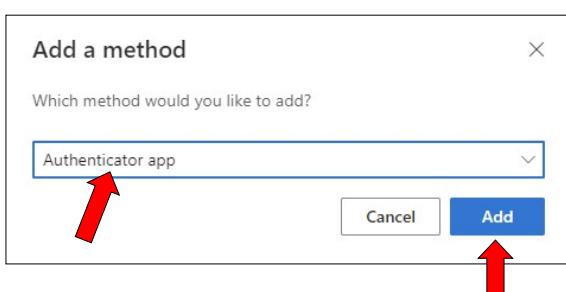
## STEP 12

Click the **+ Add Sign-In Method** link



### STEP 13

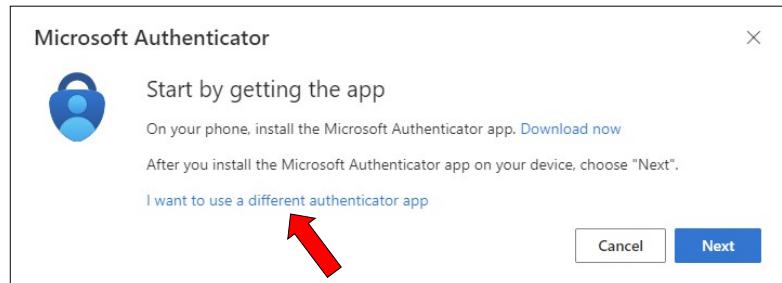
Choose **Authenticator App** then click **ADD**



### STEP 14

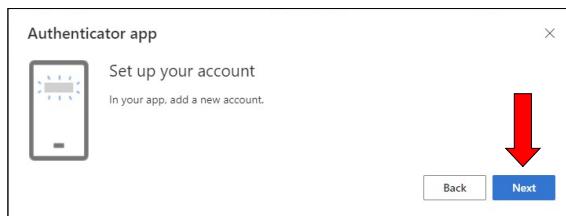
**DO NOT CLICK THE NEXT BUTTON**

Instead, click the [I want to use a different authenticator app](#) link



### STEP 15

Click **NEXT** on the **Set up your account** popup



### STEP 16

On your mobile phone, open the

**Google Authenticator** app

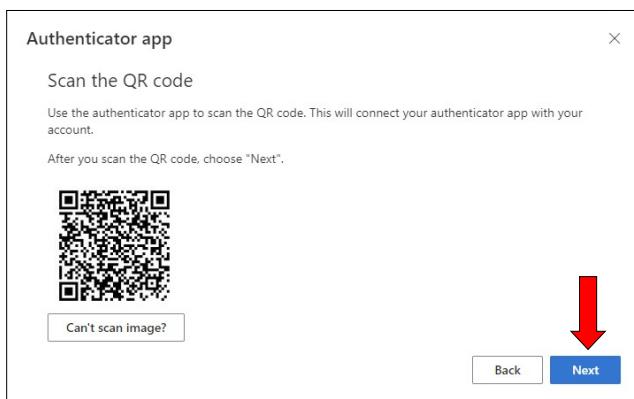
Touch the **+ PLUS** symbol at the bottom right

Touch the **Scan a QR code** option

If prompted, Allow Camera Access

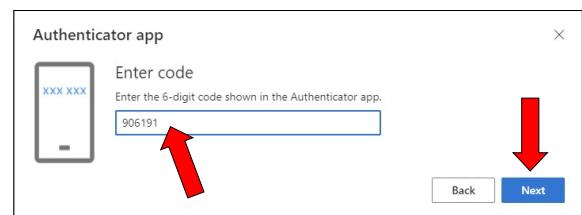
### STEP 17

Using your mobile phone, scan the **QR code** displayed  
then click **NEXT**



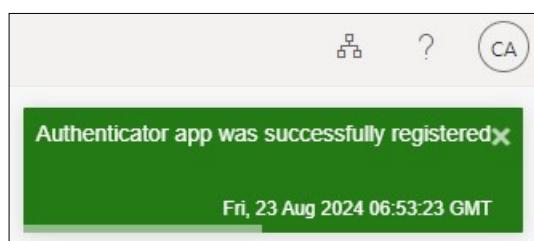
### STEP 18

Enter the **6-digit code** displayed in the **Google Authenticator** app, then click **NEXT**



### STEP 19

A confirmation message will be displayed



### STEP 20

Job done - you can now close **Microsoft Edge**  
web browser