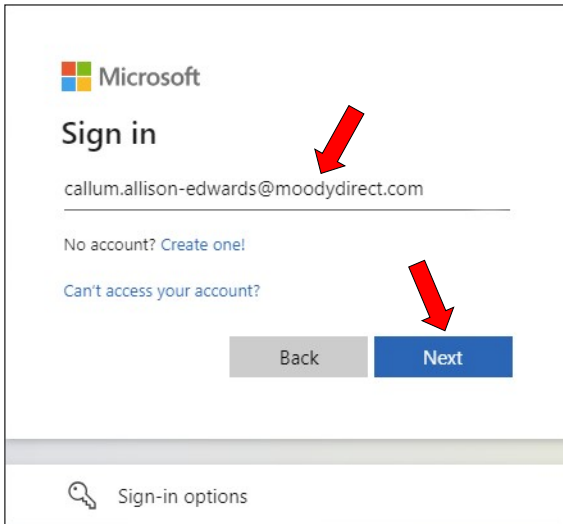


SETTING UP 2-FACTOR AUTHENTICATION ON YOUR MICROSOFT ACCOUNT

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

STEP 1

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



Microsoft

Sign in

callum.allison-edwards@moodydirect.com

No account? [Create one!](#)

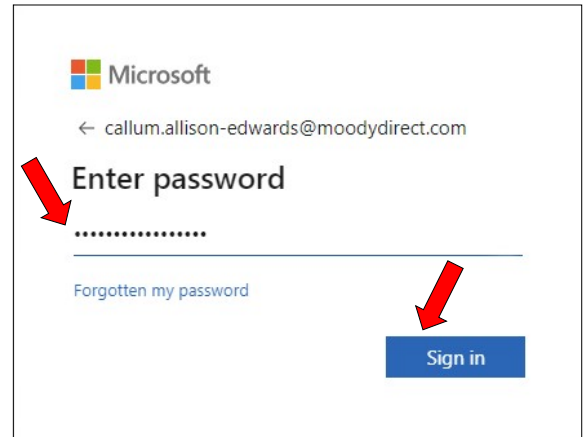
Can't access your account?

[Back](#) [Next](#)

Sign-in options

STEP 2

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



Microsoft

← callum.allison-edwards@moodydirect.com

Enter password

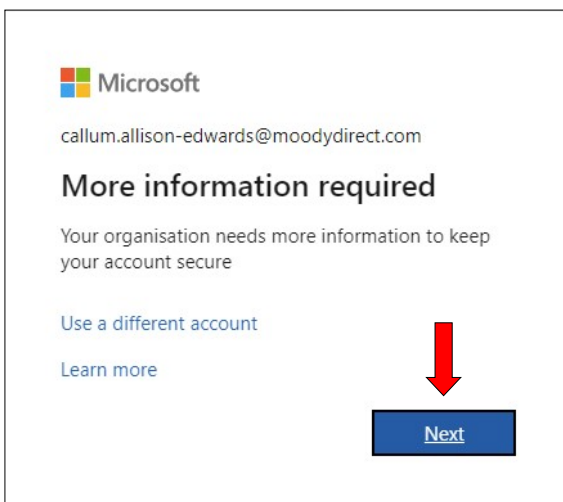
.....

[Forgotten my password](#)

[Sign in](#)

STEP 3

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



Microsoft

callum.allison-edwards@moodydirect.com

More information required

Your organisation needs more information to keep your account secure

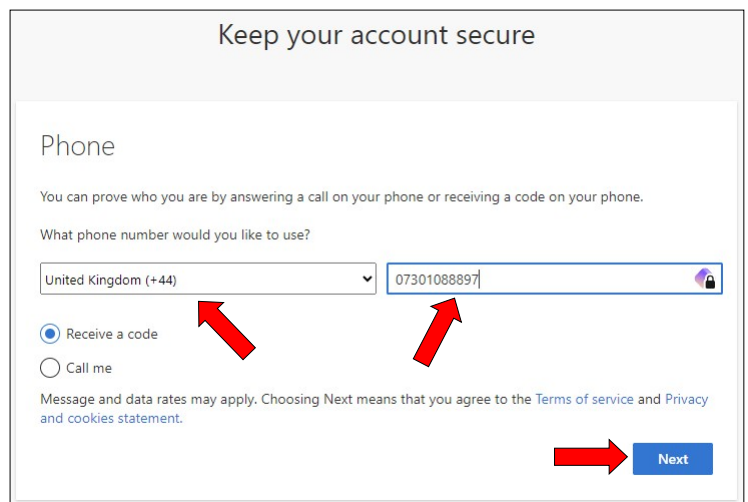
[Use a different account](#)

[Learn more](#)

[Next](#)

STEP 4

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



Keep your account secure

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 Kingdom (+44) 07301088897

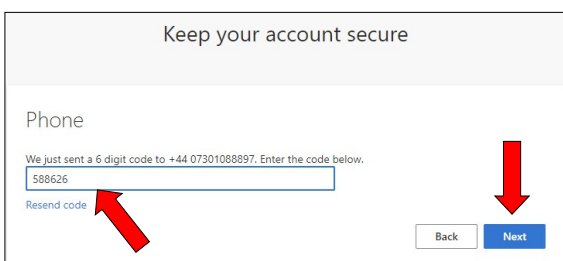
☒ Receive a code ☐ Call me

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

[Next](#)

STEP 5

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



Keep your account secure

Phone

We just sent a 6 digit code to +44 07301088897. Enter the code below.

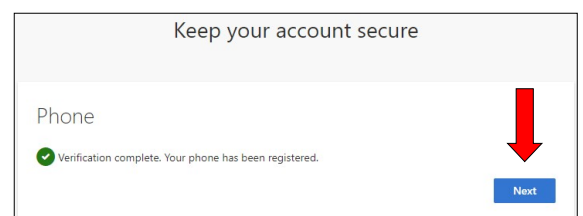
588626

[Resend code](#)

[Back](#) [Next](#)

STEP 6

Click **NEXT**



Keep your account secure

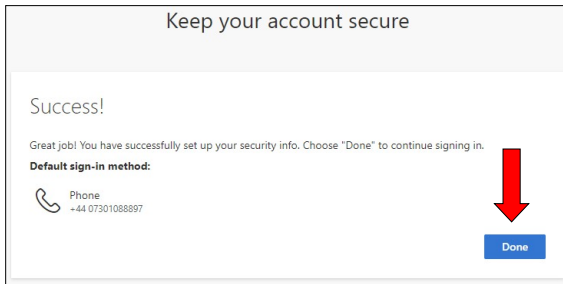
Phone

✓ Verification complete. Your phone has been registered.

[Next](#)

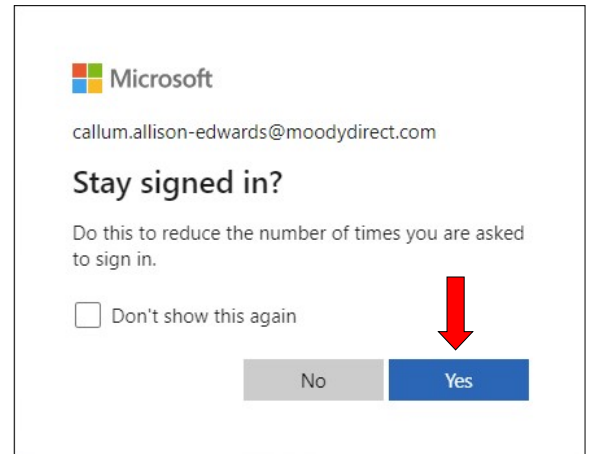
STEP 7

Click **DONE**



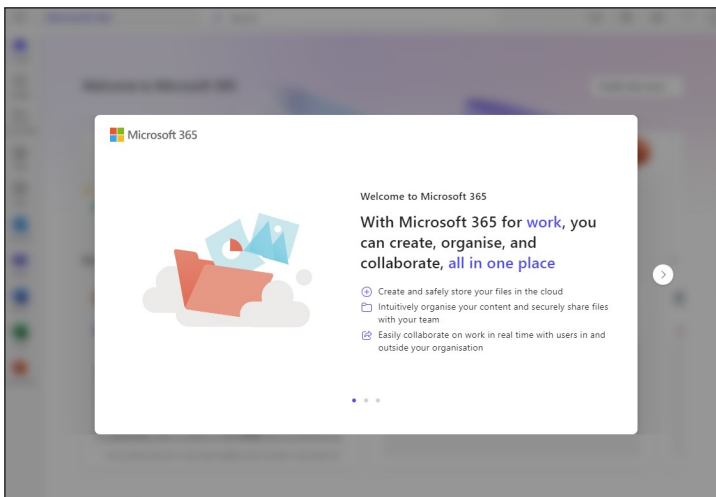
STEP 8

Click **YES** to stay signed in



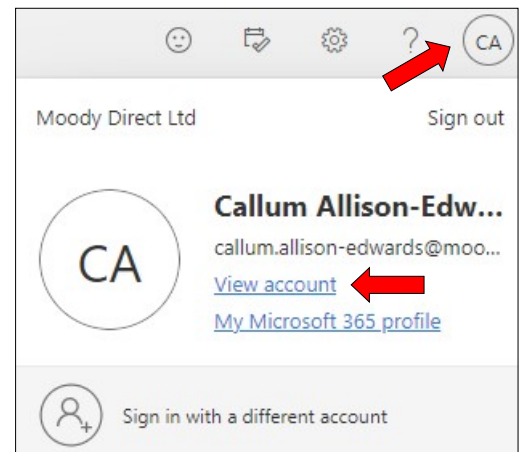
STEP 9

Dismiss the information popups



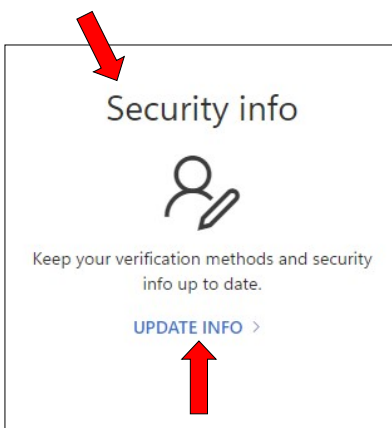
STEP 10

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



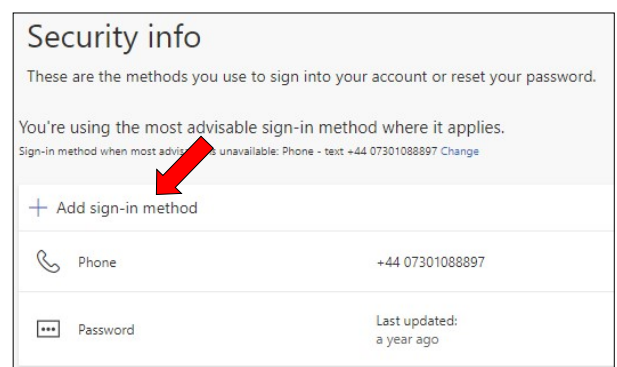
STEP 11

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



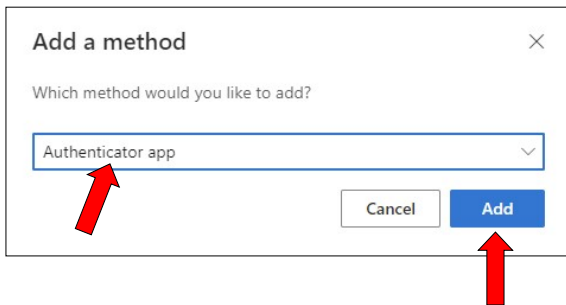
STEP 12

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



STEP 13

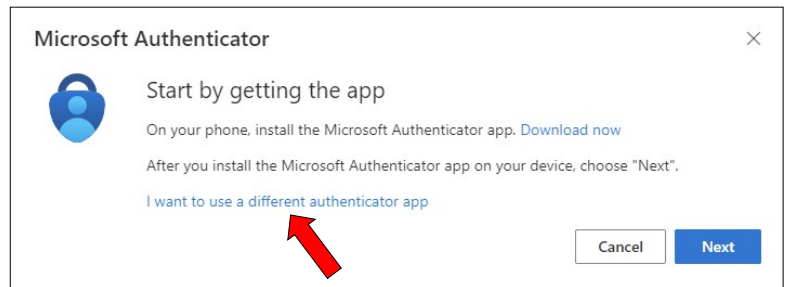
Choose **Authenticator App** then click **ADD**



STEP 14

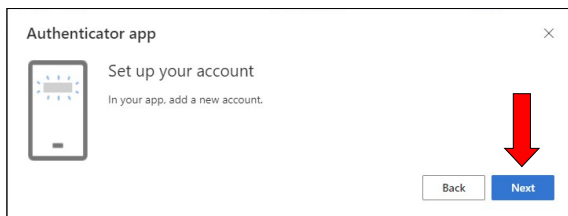
DO NOT CLICK THE NEXT BUTTON

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

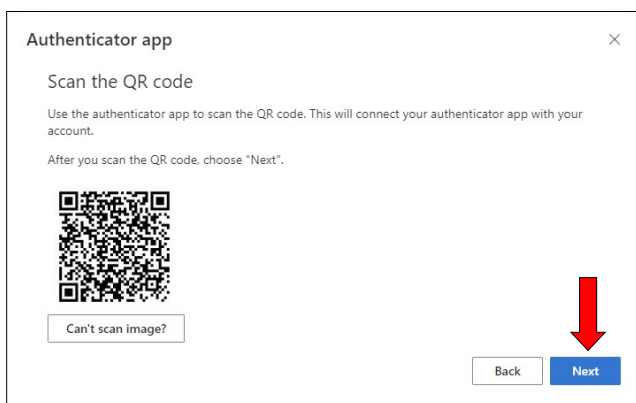
Touch the **+ PLUS** symbol at the bottom right

Touch the **Scan a QR code** option

If prompted, Allow Camera Access

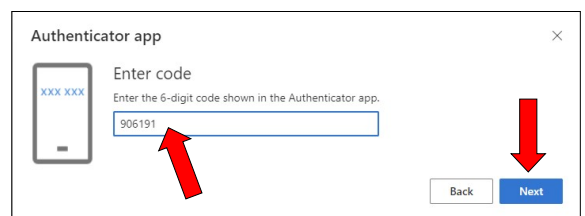
STEP 17

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



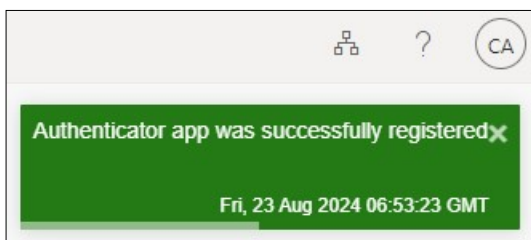
STEP 18

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