1. Go to <u>https://office.com</u> click on Sign in.

\leftrightarrow \rightarrow G	fice.com	
	CONTRY the browser recommended by Microsoft Get speed, security and privacy with Microsoft Edge	
	Microsoft Office Products v Resources v Templates	Support My account Buy now
		Remote Learning in education. Learn more >
	Welcome to Office Your place to create, communicate, collaborate, and get great work done. Sign in Get Office Sign up for the free version of Office >	

2. Enter your username typically your email address abcd@yourdomain.com

Sign in	
No account? Charte one! Can't access your account? Back - Not	
Sign-in options	

- 3. Then enter your password
- 4. Click next when you see "More information is required"



5. There are 3 options here I recommend choosing either the "Mobile App or the Authentication Phone" The mobile app will require you to download an authenticator while the Phone option will text you code directly to your phone automatically.

Thread:	
Additional security verification	
Secure your account by adding phone wertharton to your patiented. View video to know how to decure your account	
Step 1: How should we contact you?	
Mathie app Additional of phone Children of phone Mathies approximately and approximately approxim	
Ube verification code	
to us meas versus and retendor, you mun are up the visit door autoentumor app. Settup: Please nonfigure the mobile app.	
Net	
@2021 Microsoft Legal Privacy	

If the phone option was chosen move on to number 6 or go to number 10 for the Authenticator

6. Enter you phone number choose "send me a code by text" and click next

dditional security	verification	
cure your account by adding	hone verification to your password. View video to know how to secure your account	
tep 1: How should w	e contact you?	
Authentication phone	¥	
United States (+1)	2032612316	
- Method Send me a code by te	message	
O Call me		
		Next
	the second for a second s	

7. When you received the text enter the code in the field and click verify

Additional security verification		
Secure your account by adding phone verification to your password. View video to know how to secure your account		
Step 2: We've sent a text message to your phone at +1 2032612316		
When you receive the verification code, enter it here		
	Cancel	Verify

8. Copy your app password and paste into a notepad. When Outlook, Word, or Excel prompts you for a password paste the 'App' password



- 9. Click 'Done"
- 10. Choose Mobile and use verification and click 'setup 'and scan the QR code will appear and click 'Next'

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Mobile app	~	
-How do you wa	to use the mobile app?	
O Receive not	cations for verification	
Use verifica	n code	
o use these verifi	ion methods, you must set up the Microsoft Authenticate	or app
Set up	Please configure the mobile app.	

Next

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.

2. In the app, add an account and choose "Work or school account".

3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app. Code: 426 § Url: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/008697409

If the app displays a six-digit code, choose "Next".



11. Enter your 6-digit code from the Authenticator app.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

Cancel	Verify

1

12. Enter your mobile phone as a backup option and click on 'Next'

ecure your account by addi	ng phone verification to your password	d. View video to know how to secu	ire your account	
Step 3: In case you l	ose access to the mobile ag	p		
United States (+1)	₩ 2032612316			
				Next
Your phone numbers will o	nly be used for account security. Stanc	dard telephone and SMS charges v	vill apply.	
our phone numbers will u				

13. Copy your app password and paste into a notepad. When Outlook, Word, or Excel prompts you for a password paste the 'App' password

Additional sec	urity verification
Secure your account by	adding phone verification to your password. View video to know how to secure your account
Step 3: Keep usi	ng your existing applications
In some apps, like Out password" to use in pla	look, 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 ace of your work or school account password. Learn more
Get started with this	app password:
nwfdqblmhskxwswr	le la

Done

14. Click 'Done"