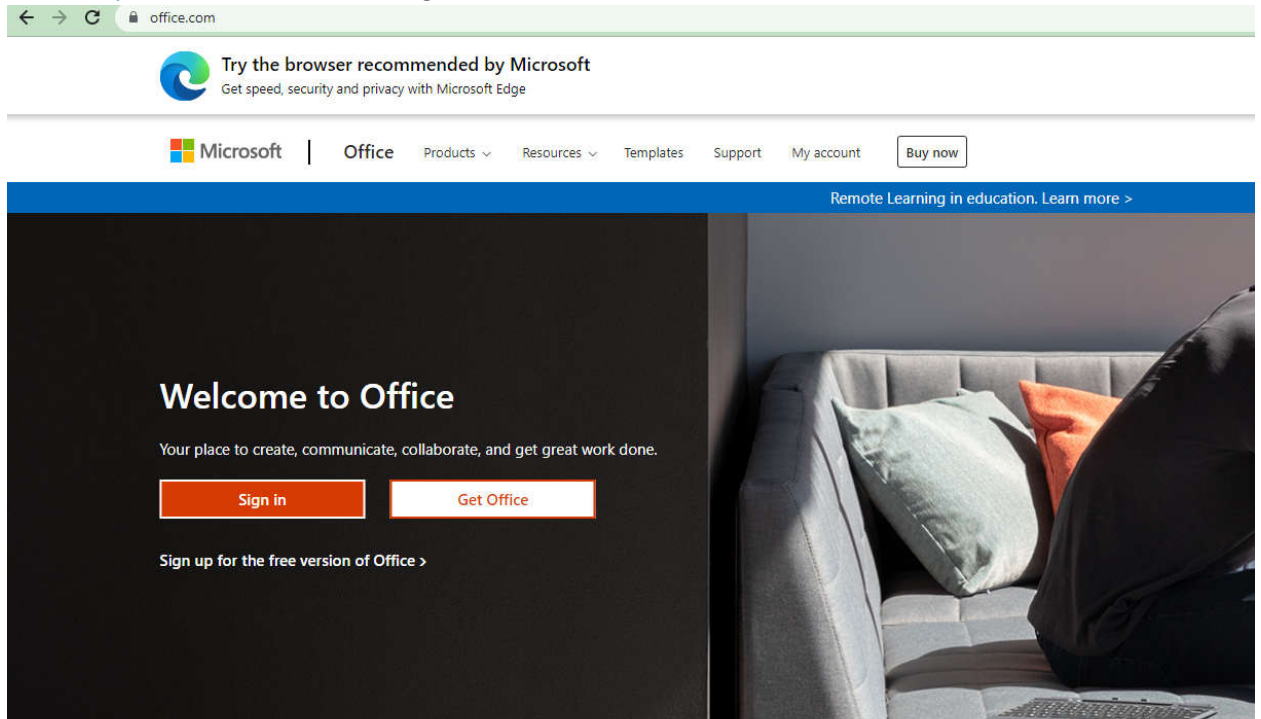
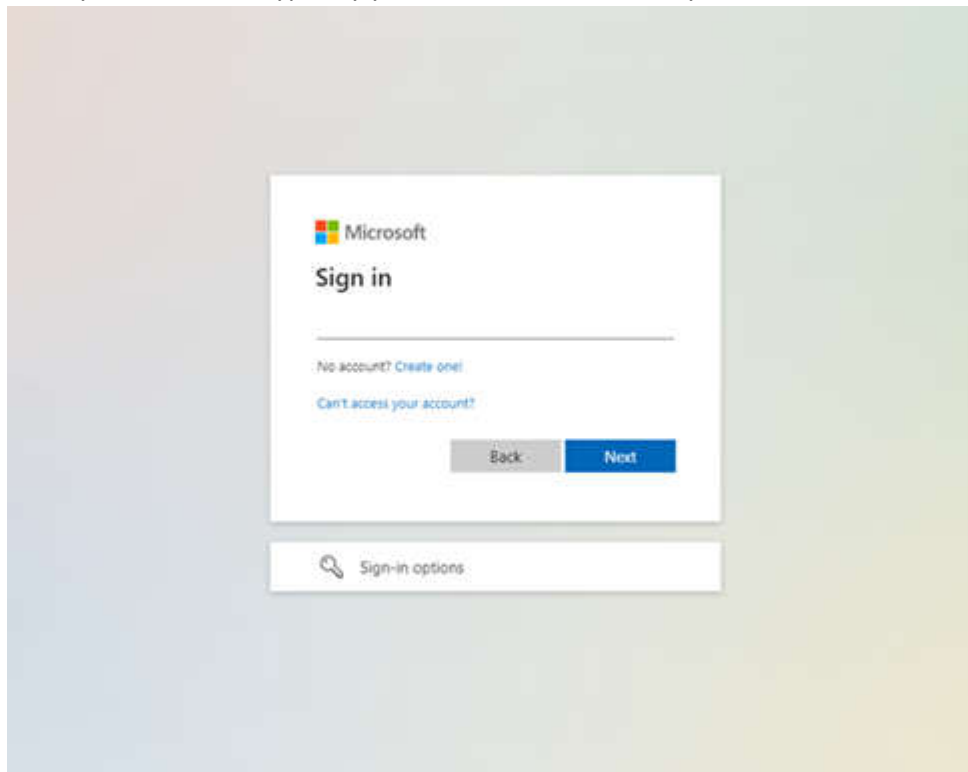


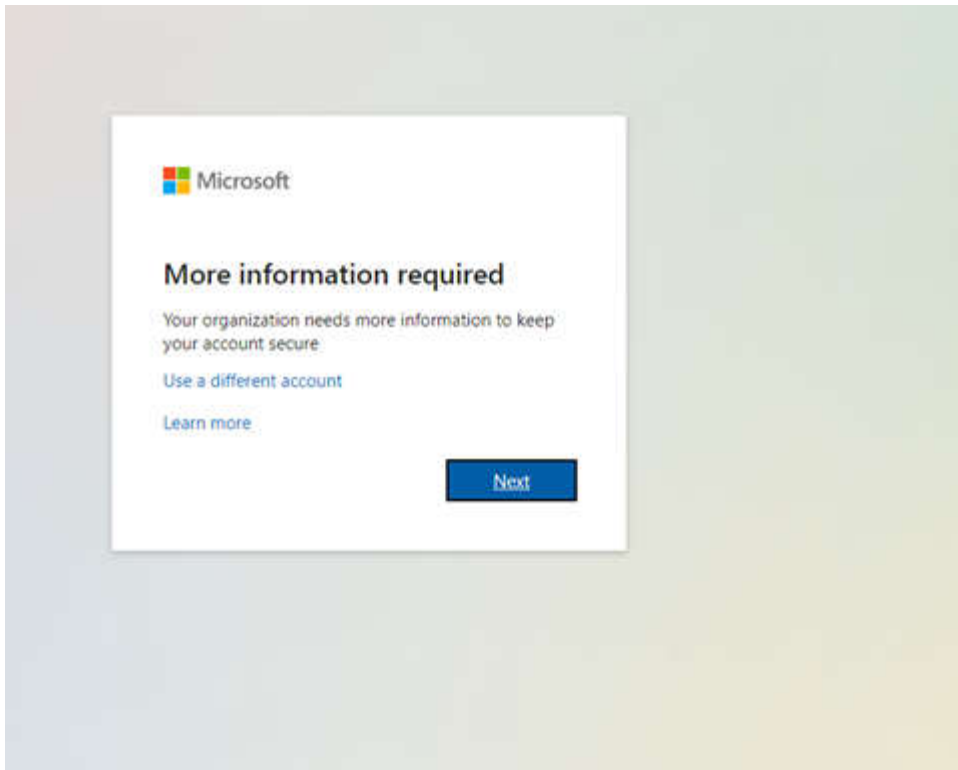
1. Go to <https://office.com> click on Sign in.



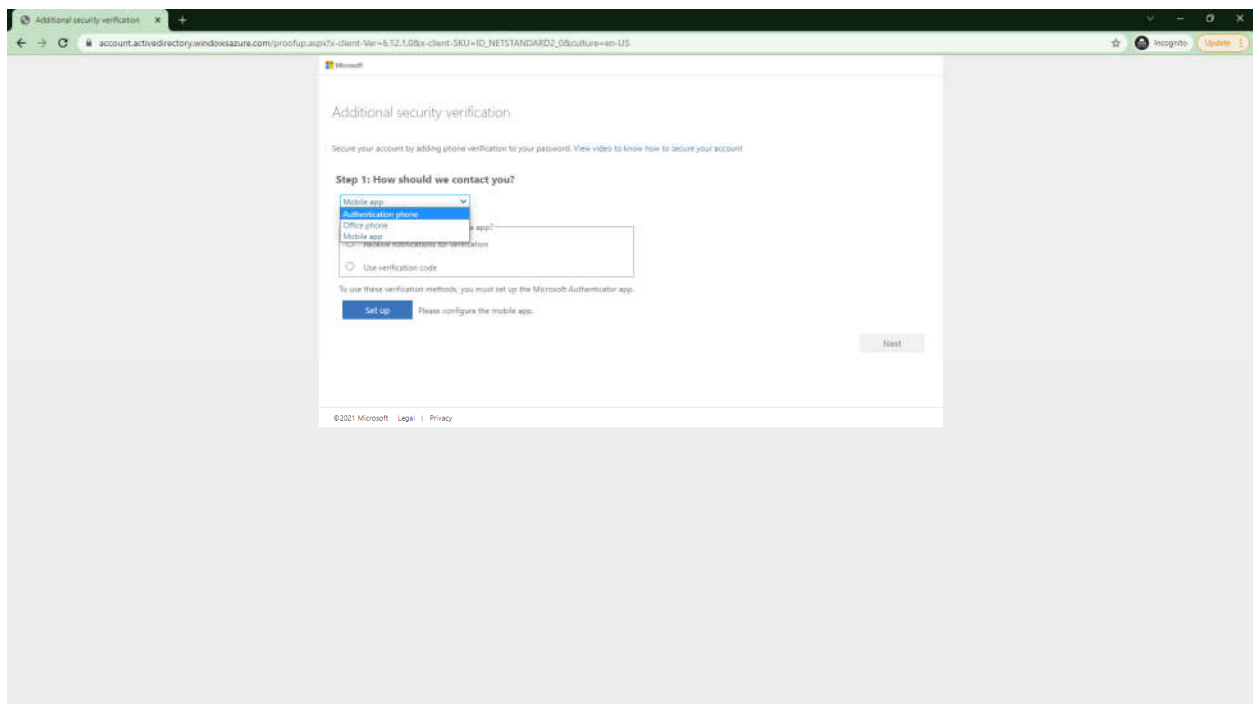
2. Enter your username typically your email address abcd@yourdomain.com



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.



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

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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


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 Outlook, 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:



[Done](#)

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](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator 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 5

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/008697409>

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

Next

cancel

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](#)

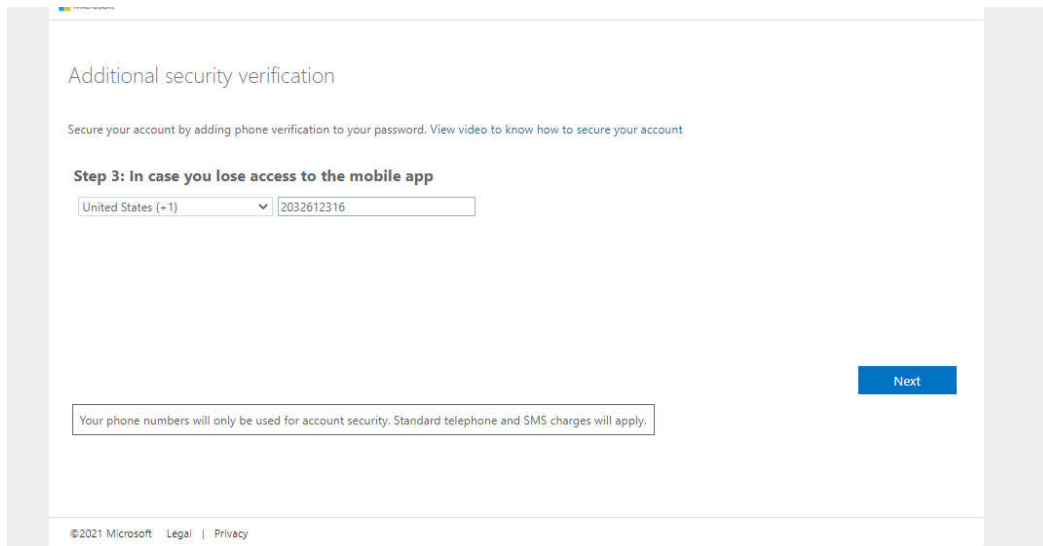
Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

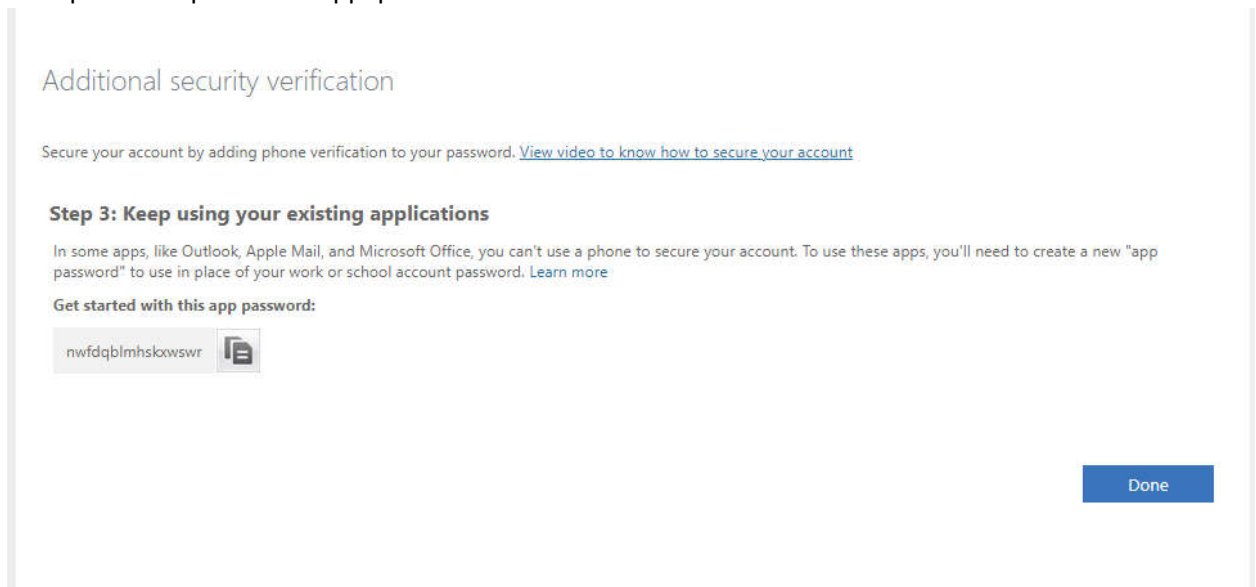
Cancel

Verify

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



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



14. Click 'Done'