

WEB BROWSER (Chrome/Edge/Firefox) METHOD

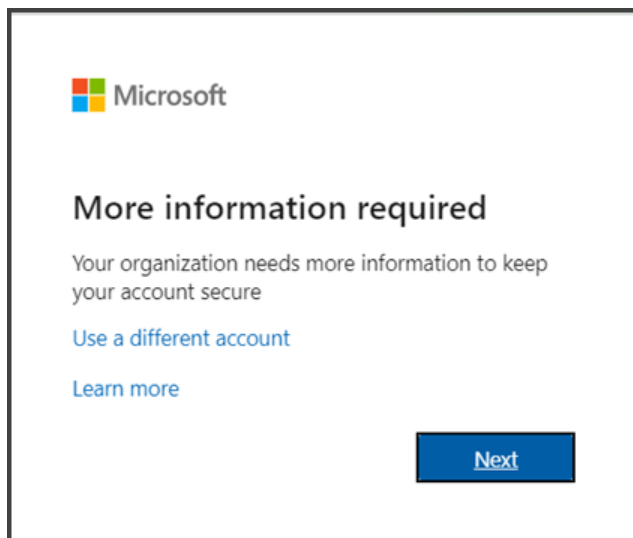
How to setup your 2 factor authentication:

This is the easiest way using your web browser instead of the outlook app (you can go back after)

1. Go to office.com
2. Login using your work email and password (upper right hand corner)
3. Click on your name after you have signed in the upper right hand corner
4. Click on View Account
5. Under Security Info click Update Info
6. Click + Add sign-in method and choose phone
7. Put your cell phone number in there and it will send you a text (this part is straight forward)
8. Enter the code in the box when it arrives on your phone (as a text message)
9. That will link your phone to your email so that solves the setup
10. The first time you enter outlook on a new device (work pc, phone, home etc..) it will ask to send a text code just to verify it is you.

OUTLOOK APP METHOD

You can try it from Outlook App instead of the browser method at office.com in which case you may get this box



If this happens just click next and then you should see this box:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

Click the "I want to set up a different method" and then choose phone and enter your cellphone etc.. and it will text you the same way. Do not worry about the Microsoft Authenticator App.

The browser method works 99% of the time where as the outlook app method may or may not error out on you so I would try the browser method for setting up the 2-factor authentication.

HOPE THIS HELPS IF NOT CALL US (8708) WE ARE ALWAYS HERE TO HELP

- BCC IT