

Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

- Authentication phone
- Office phone Contact your admin if you need to update your office number. Do not use a Lync phone.
- Alternate authentication phone
- Authenticator app or Token

Authenticator app -

restore multi-factor authentication on previously trusted devices

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

Azure MFA Setup

<https://aka.ms/mfasetup>

Modes of Verification

- **Call my authentication Phone**
 - Places an automated voice call to the phone number you provide. Answer the call and press the pound key (#) on the phone keypad to authenticate
- **Text code to my authentication phone**
 - Sends a text message containing a verification code. Following the prompt in the text, enter the verification code provided into the sign-in interface
- **Call my office phone**
 - Places an automated voice call to the phone number you provide. Answer the call and press the pound key (#) on the phone keypad to authenticate
- **Notify me through app**
 - This option pushes a notification to the authenticator app on your smartphone or tablet. View the notification and, if it is legitimate, select **Approve** in the app
- **Use verification code from app or token**
 - In this mode, the authenticator app generates a verification code that updates every 30 seconds. Enter the most current verification code in the sign-in screen

Call my authentication phone

The following information describes the two-step verification experience with a call to your mobile or office phone.

1. Sign in to an application or service such as Office 365 using your username and password.
2. Microsoft calls you.
 - Number will be from Help Desk Phone Number
 - Answer the phone and hit the # key.

Text code to my authentication phone

The following information describes the two-step verification experience with a call to your mobile or office phone.

1. Sign in to an application or service such as Office 365 using your username and password.
2. Microsoft sends you a text message that contains a number code.
3. Enter the code in the box provided on the sign-in page.

Call my office phone

The following information describes the two-step verification experience with a call to your mobile or office phone.

1. Sign in to an application or service such as Office 365 using your username and password.
2. Microsoft calls you.
 - Number will be from Help Desk Phone Number
 - Answer the phone and hit the # key.

Note: Office phone number is set by IT

Notify me through app

The following information describes the two-step verification experience with a call to your mobile or office phone.

1. Sign in to an application or service such as Office 365 using your username and password.
2. Microsoft sends a notification to the Microsoft Authenticator app on your device.
3. Open the notification on your phone and select the Approve key.
4. You should now be signed in.

Use verification code from app or token

The following information describes the two-step verification experience with a call to your mobile or office phone.

1. Sign in to an application or service such as Office 365 using your username and password.
2. Microsoft prompts you for a verification code.
3. Open the Microsoft Authenticator app on your phone and enter the code in the box where you are signing in.

Signing in with an alternate method

Sometimes you don't have the phone or device that you set up as your preferred verification method. This situation is why we recommend that you set up backup methods for your account. The following section shows you how to sign in with an alternate method when your primary method may not be available.

1. Sign in to MFA Setup at <https://aka.ms/mfasetup> using your username and password.
2. Select **Use a different verification option**. You see different verification options based on how many you have setup.
3. Choose an alternate method and sign in.
4. Change your preferred verification method.