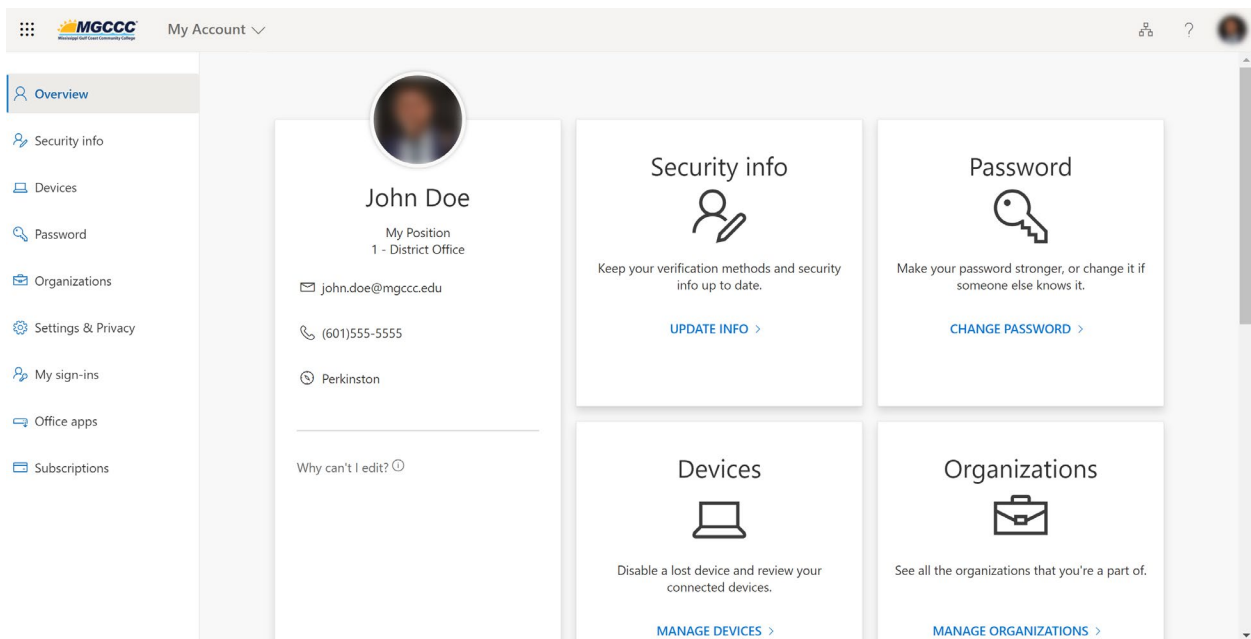
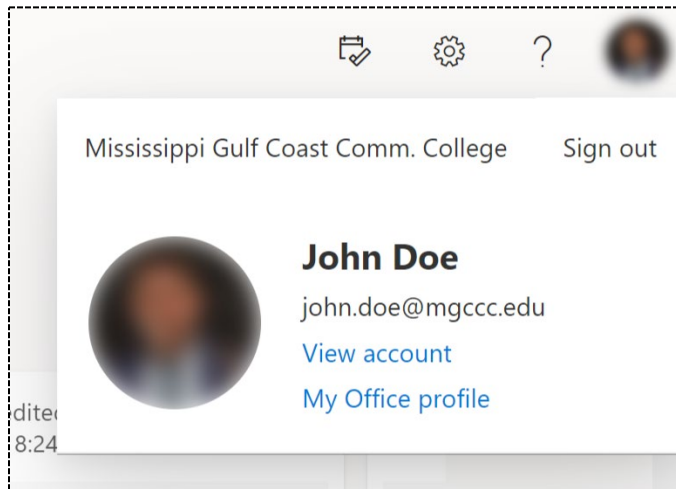


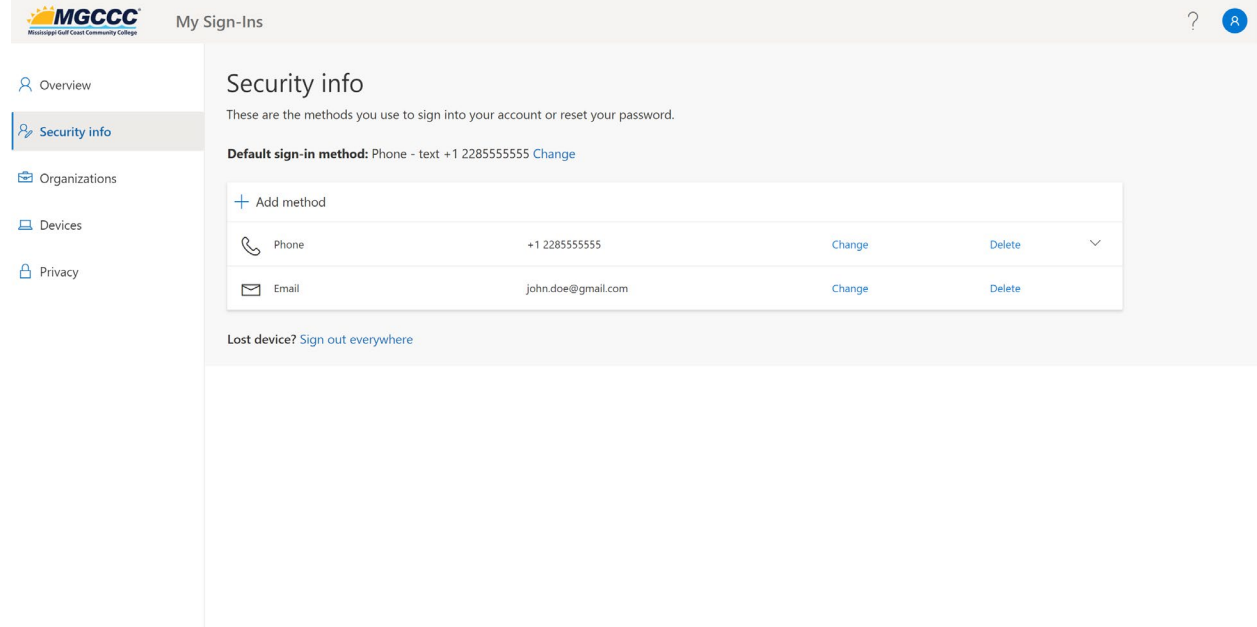
Changing 2FA Default Sign-in Method

1. Login to <https://portal.office.com>
2. Select your initials or photo in the upper right
3. Select **View account**

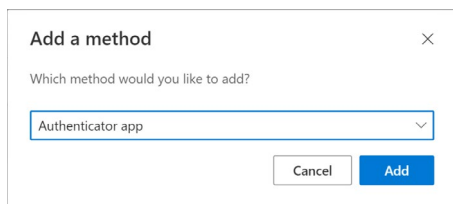
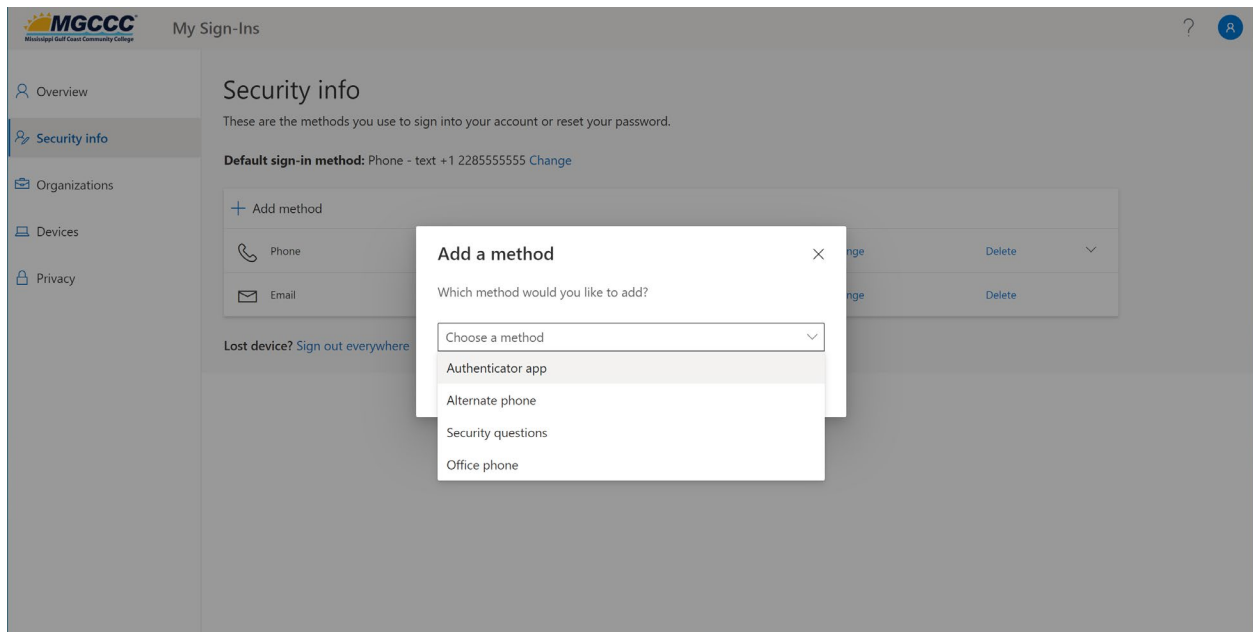


4. Select **Security info** from the menu from your Account Overview

Changing 2FA Default Sign-in Method

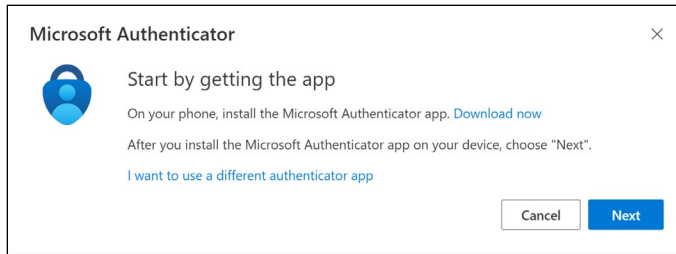


5. Select **Change** to pick a new default sign-in method from existing options.
6. OR select **Add method** to create a new option like Microsoft Authenticator

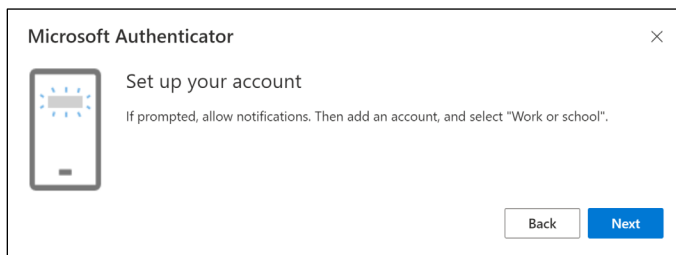


Changing 2FA Default Sign-in Method

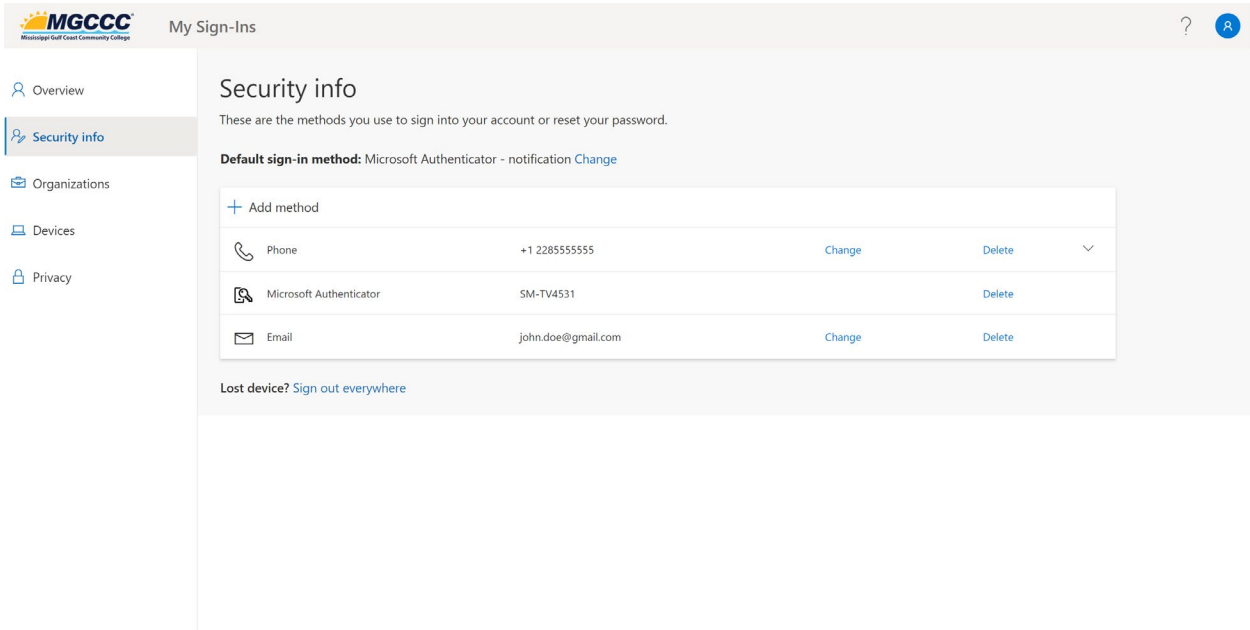
7. Click **Next** once the Microsoft Authenticator App has been installed on your phone.



8. Add the **Work or school** account option to Authenticator on your phone using your email address and password and click **Next** on screen.



9. Check to ensure the new default sign-in method has been set or click **Change** to adjust.



A screenshot of the MGCCC My Sign-Ins Security info page. The page title is "Security info" and the subtitle is "These are the methods you use to sign into your account or reset your password." The page shows the current default sign-in method as "Microsoft Authenticator - notification" with a "Change" link. Below this is a table of sign-in methods:

+ Add method			
Phone	+1 2285555555	Change	Delete
Microsoft Authenticator	SM-TV4531		Delete
Email	john.doe@gmail.com	Change	Delete

At the bottom of the page, there is a link: "Lost device? [Sign out everywhere](#)".