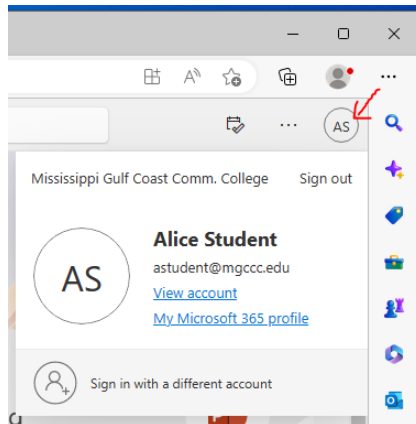


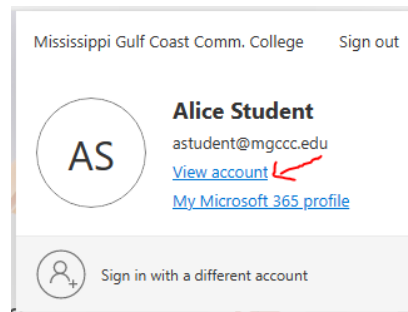
Adding 2FA Sign-in Methods

Registering additional sign-in methods will allow you to login to your account in the event that you are not able to access your primary device such as your cell phone.

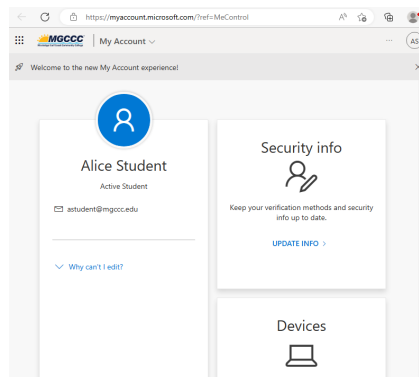
1. From the Office 365 main screen, click on your initials at the top right to begin the process of managing your 2FA methods.



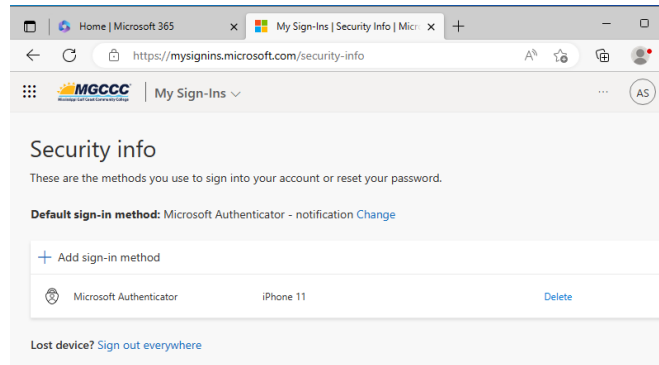
2. Next, click on **View Account**.



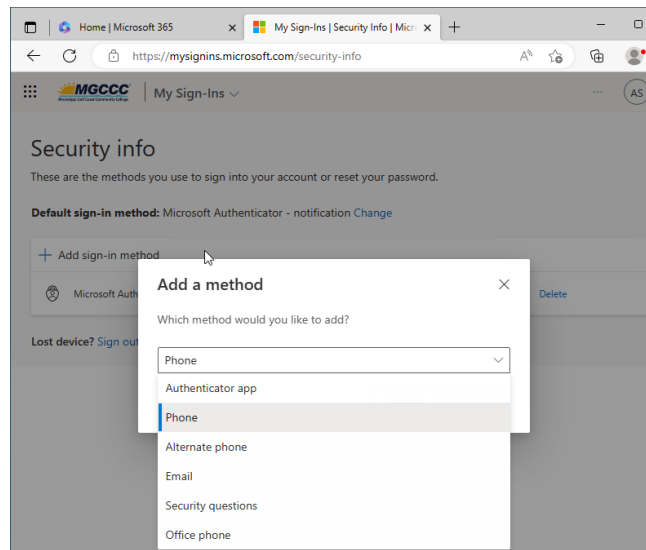
3. Under Security info, click on **UPDATE INFO**.



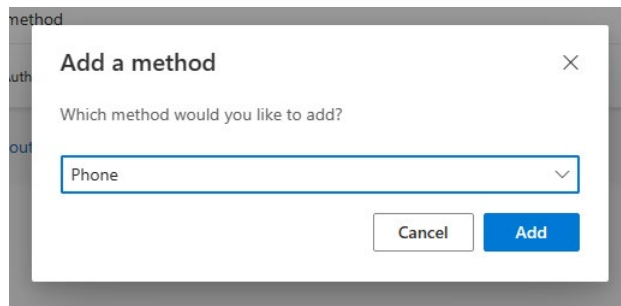
4. Click Add sign-in method to add additional methods/devices.



5. Click the dropdown for methods and select Phone to setup SMS as an additional 2FA method.



6. Click Add.



7. Enter the phone number of the alternate device that you would like to use for authentication. This can be your parent's or spouse's phone. Be sure that you choose a trusted device that is not accessible publicly. Click Next.

Phone [Close]

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) [6015551234]

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Cancel] [Next]

8. If you chose Text me a code, you will receive a code on the phone number that you provided. Enter that code in the field provided and click Next.

9.

Phone [Close]

We just sent a 6 digit code to [redacted]. Enter the code below.

[640554]

[Resend code](#)

[Back] [Next]

10. You have now setup SMS as an alternate 2FA method.

Phone [Close]

SMS verified. Your phone was registered successfully.

[Done]

Home | Microsoft 365 | My Sign-Ins | Security Info | Microsoft

https://mysignins.microsoft.com/security-info

MGCCC | My Sign-Ins

Security info

These are the methods you use to sign into your account or reset your password.

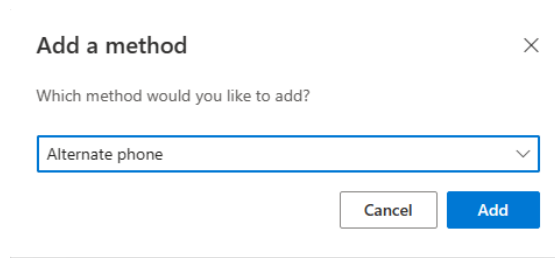
Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

Phone	+1 2283557614	Change	Delete
Microsoft Authenticator	iPhone 11		Delete

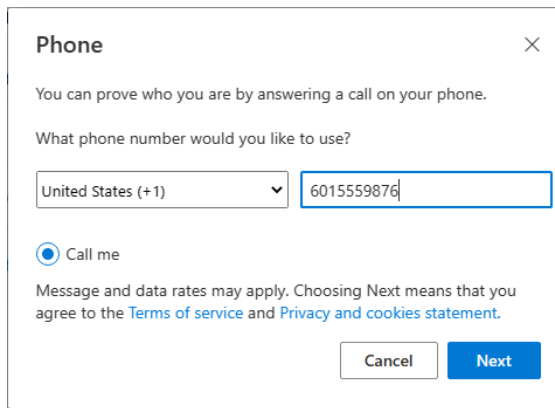
Lost device? [Sign out everywhere](#)

11. To add an alternate phone, click + to add sign-in method, select Alternate phone, and then click on **Add**.



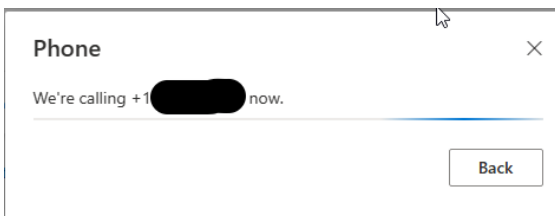
The screenshot shows a dialog box titled "Add a method" with a close button (X) in the top right corner. Below the title, it asks "Which method would you like to add?". A dropdown menu is open, showing "Alternate phone" as the selected option. At the bottom, there are two buttons: "Cancel" and "Add".

12. Enter the phone number of an alternate phone that is not publicly accessible and then click **Next**.



The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. It contains the text "You can prove who you are by answering a call on your phone." and "What phone number would you like to use?". There are two input fields: a dropdown menu for the country code (set to "United States (+1)") and a text box for the phone number (containing "6015559876"). Below these fields, there is a radio button labeled "Call me" which is selected. A note below the radio button states: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom, there are "Cancel" and "Next" buttons.

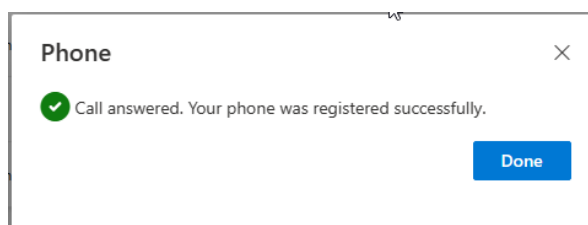
13. You will see the following message, and the phone that you specified will ring.



The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. The text inside says "We're calling +1 [redacted] now." Below this text is a "Back" button.

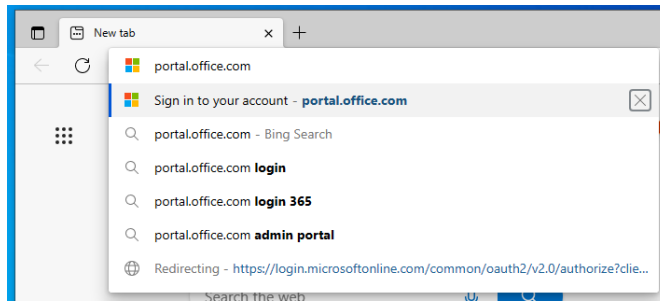
14. When you answer the phone, you will be prompted to press the # key to finish signing in.

15. Your sign in should have been successfully verified. Click on **Done** to complete.



The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. It features a green checkmark icon and the text "Call answered. Your phone was registered successfully." At the bottom right, there is a blue "Done" button.

16. Log out of your account and go back in by going to <https://portal.office.com/>



17. You should now see all of your available authentication methods. We recommend using the Authenticator app where possible.

