Setting up Multi Factor Authentication for MS 365

There are 3 ways to set this up, using a code from the **Microsoft Authenticator** app, a **phone call** or having a code sent to you by **Text Message**.

Option 1: Authenticator app

You will need to download and set up the **Microsoft Authenticator** app on your phone.
This is what the app looks like:

If you go to the website aka.ms/mfasetup, it should prompt you to set up an authentication method.
Choose the **authenticator app** and it should look like this.

Open the Microsoft Authenticator app on your phone, click the **plus** in the top right corner and choose to sign in with a **Work or School account**.

Choose **QR Code** and scan **the QR code** on your screen and it will then verify with a number/code you need to put in.

If the **QR Code** doesn't work, close and reopen the app, click the **plus** in the top right corner. Click **Work or School account** and then choose **Sign In** instead of QR Code. You can then log in with your email and password.

Option 2: Text Message/Phone Call

When you log in, it should prompt you to set up an authentication method. It will look like this:
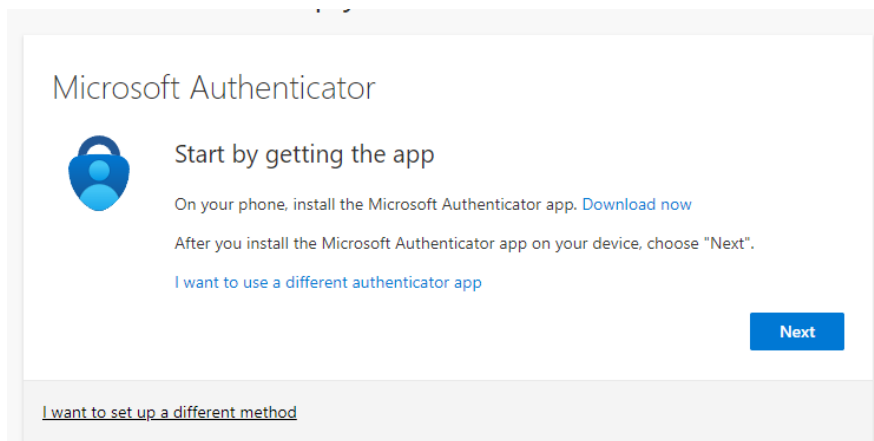
Click **I want to set up a different method**, it will then bring you to a dropdown box, choose **Phone** and enter your **mobile number**, you now have the option to use **text** or **phone call.**

If you choose **text**, it will send a code to your mobile.
Enter the **code** in on the screen.
If you choose **phone call**, it will call your mobile and you need to click # to accept.

Once this is done, it is fully set up. You will now need to use this app/text/call if it ever asks for a code when signing into your account.