

Office 365 Multi Factor Authentication (MFA)

MFA adds an additional layer of security to your account. When you try to login to your O365 account, you will be told that More information is required.

Registering for SMS (Text Message) MFA

Click Next and you will be faced with the below screen. To setup SMS (Text Message) MFA, click *"I want to set up a different method"* at the bottom.



Next, select Phone from the dropdown menu. On the next screen, select United Kingdom (+44) from the dropdown menu and enter your phone number. Click next and you will then receive a 6 digit code to register your number. Enter the code on the screen to complete the setup.

	Keep your account secure
Choose a different method $~ imes$	Your organisation requires you to set up the following methods of proving who you are.
	Phone
	You can prove who you are by texting a code to your phone.
Which method would you like to use?	What phone number would you like to use?
	United Kingdom (+44) 07 XXXX
× .	• Text me a code
Authenticator app	Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.
Phone	I want to set up a different method

When you sign in to your O365 account using your username and password, you will then receive a SMS message with a code to enter.

Verify your identity	Enter code
Text +XX XXXXXXX51	We've texted your phone +XX XXXXXXXX51. Please enter the code to sign in.
	391259
More information	More information
Cancel	Cancel Verify
	Cancel Verify