

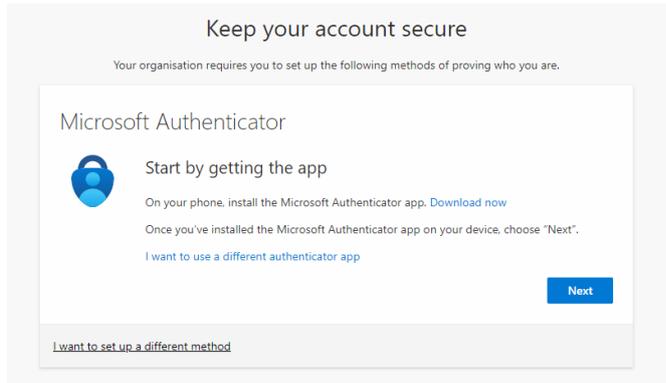
## Office 365 Multi Factor Authentication (MFA)

MFA adds an additional layer of security to your account.

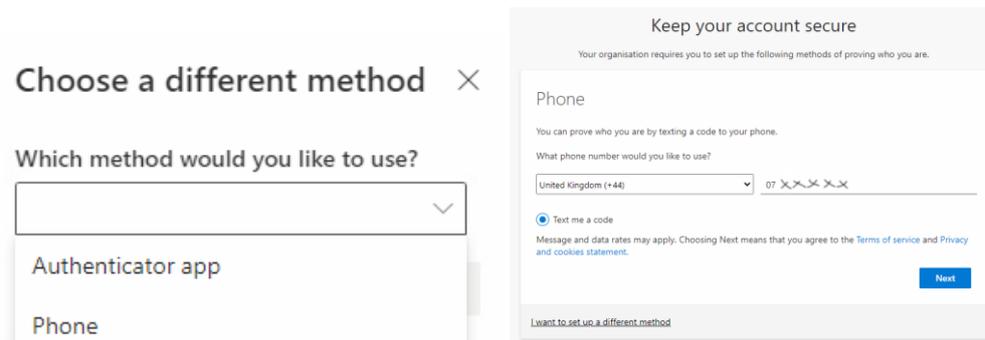
When you try to login to your O365 account, you will be told that More information is required.

### 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.



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.

