

First time MFA Setup

- 1. Start by going to https://MyApps.Microsoft.com
- 2. Login with your full email address and password
- 3. A window will pop up requesting more information. Click Next
- 4. Set up your MFA authentication method

Select one of the following options:

Microsoft Authenticator – Default option. Requires installing phone app. Click Next to proceed and follow the on-screen steps.

Yo	Keep your account secure ur organization requires you to set up the following methods of proving who you	are.
Microso	oft Authenticator	
	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next I want to use a different authenticator app	e.
		Next
<u>l want to set u</u>	<u>p.a.different method</u>	<u>Skip setup</u>

Phone Verification – Easiest option. No app required. Login verification occurs through call or text.

Click "I want to set up a different method", choose phone, and click Confirm to proceed.

For additional account management features, go to your Account Dashboard at https://myaccount.microsoft.com

Add backup MFA verification method - Change your password - Install Microsoft Office Apps