

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
5. Update your current password

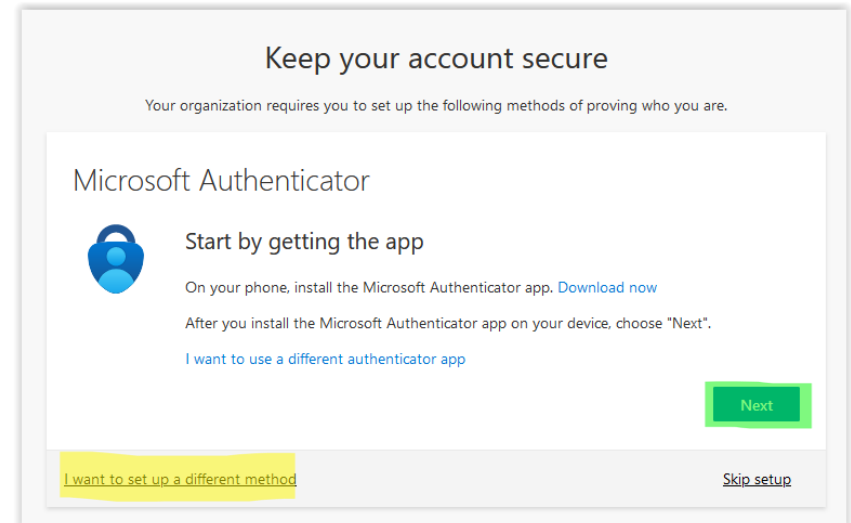
Select one of the following options:

Microsoft Authenticator – Default option. Requires installing phone app.

Click Next to proceed and follow the on-screen steps.

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