

Multi Factor Authentication

When accessing the Microsoft 365 website or apps outside of school, you will now need to provide a login code. This is an extra security measure that we have put in place, so we are more secure. This includes access to Outlook, Teams, and OneDrive on the web.

When you login for the first time, you will be asked to provide more information for your account. There are 2 options you can chose from for MFA; **Microsoft Authenticator App** or **Mobile Phone Text Message**. Both options are straightforward and very secure.



teacher@suttcold.bham.sch.uk

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Choose a different method ×

Which method would you like to use?

Choose a method ▾

Authenticator app

Phone

Office phone

Once you have clicked **Next**, you must select which method you would like to use.

By selecting Authenticator app you will need to follow the steps through the webpage until you get to a QR code.

Using your phone, scan the QR code. You will be prompted to download the authenticator app. This will secure your Microsoft 365 account.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

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Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

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Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

Another option, if you didn't want to use the app, is a text message to a mobile phone number.

Select your region to **United Kingdom (+44)** and then enter your mobile phone number.

Once set up you will receive a code to your registered mobile number.

Enter this code into the request box of the web browser, select **Verify**.

 Microsoft

@suttcold.bham.sch.uk

Enter code

We've texted your phone +XX XXXXXXXXX70. Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

[More information](#)

Once verified you will be logged in to Microsoft 365. Now you have registered your device to your Microsoft account you won't need to complete the above registration steps again.

Each time you login outside of school using the web browser, you will be asked to provide a code that has been sent to you or authenticate using your registered app.

If you are using an application, such as Outlook or the OneDrive desktop app, when entering the code, you may be given the option to "Remember this device". This will still prompt you periodically as a security measure.