

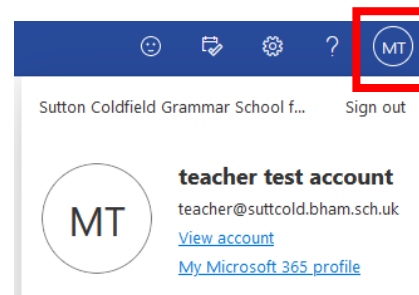
Multi Factor Authentication

When accessing the Microsoft 365 website or apps outside of school, you will now need to provide an additional security code. This is an extra security measure to be more secure.

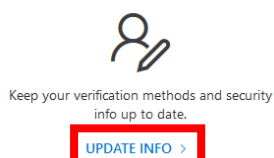
Log on to <https://www.office.com> **in school**.

Go to your initials in the top right corner of the screen.

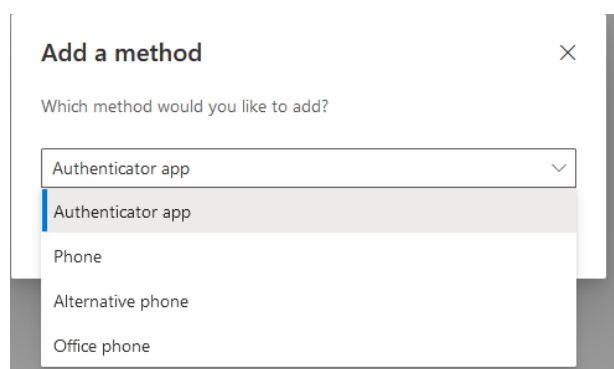
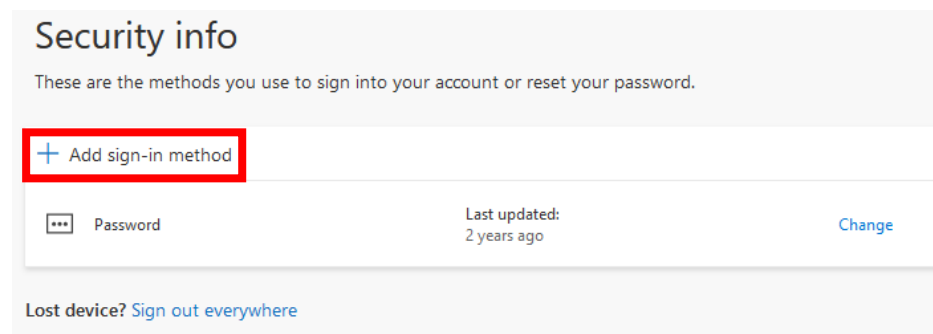
Left-click on them and click on “View account”.



Security info



Click on “UPDATE INFO” within the “Security info” section.



You now need to register either an “Authenticator app” or “Phone” to provide you with the security code.

Authenticator app

Ensure that you have downloaded and installed the “Microsoft Authenticator” app onto your mobile phone or tablet.

Choose “Authenticator app” and click on “Add”.

Click “Next” on the window which appears.

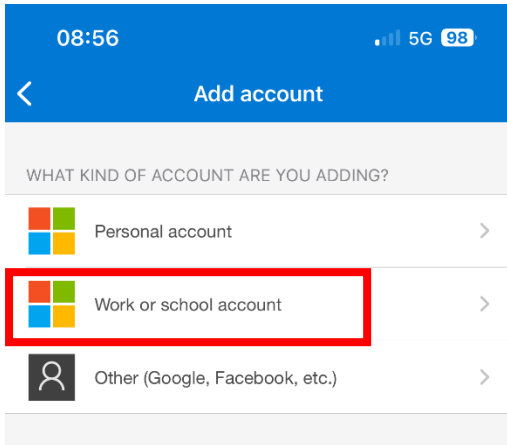
You will now see a screen with a QR code.

On your phone or tablet, open the Microsoft Authenticator app. The logo will look similar to the one of the right...





Click on the “+” in the top right corner of the app.



Select “Work or school account”.

Choose “Scan QR code”.

You may be prompted to allow camera access to the app. If so, please allow it.

Scan the code on your device. An account will automatically create for you.

On the computer displaying the QR code, click “Next”. The Authenticator app will ask you to enter a two-digit code, which is displayed on your computer.

Once completed, you will see a “Notification approved” message on your computer screen.

Click “Next”. You can now close the “Security info” page on your computer.

Microsoft Authenticator



Notification approved



The Authenticator is now activated and will notify you when it needs to approve access.

Phone method

The alternative is for Microsoft to send you a text message (or audio text message if using a landline). You may register a telephone number using the following steps.

Add a method

Which method would you like to add?



On the “Add a method” window shown earlier in the document, choose “Phone” and click “Add”.

Choose “United Kingdom (+44)” as the country code and enter your telephone number.

You can choose to either receive a code by text message OR receive an automated audio call where the code is spoken to you.

Click Next. A 6-digit code will be sent to you.

Enter the code in the window, click “Next” and you will receive a “Verification complete” message.

Your phone number is now registered as an authenticator and can be used for off-site sign-in.

Phone

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

What phone number would you like to use?

- Receive 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](#).

