Setting up Multi-Factor Access

Due to the risk of cyber attacks and to improve overall security, we have added an additional step when accessing your Microsoft 365 account offsite.

The easiest way to get started is to go to https://www.office.com/ and click the "Sign In" button, providing your issued email address and initial password.

You will then be prompted to provide "more information".

You need to either provide a mobile number (to receive a secure code via text message) or a "mobile app" to provide the code automatically.

This protects access to YOUR account as only YOU have access to this second piece of information.

Either follow the prompts to set up the authenticator app on your phone or choose "I want to set up a different method" to set this up for text messaging.
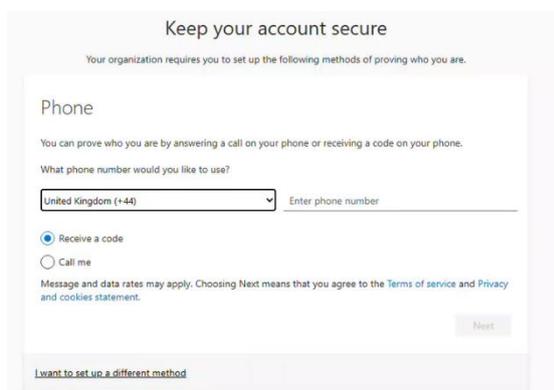
Ensure you select "United Kingdom", enter your phone number and select the option to "Receive a code".

Once set up, you will be prompted to provide this information whenever you try to log on off site. If you need to change your telephone number or reset your authenticator app, please email ithelp@suttcold.bham.sch.uk.