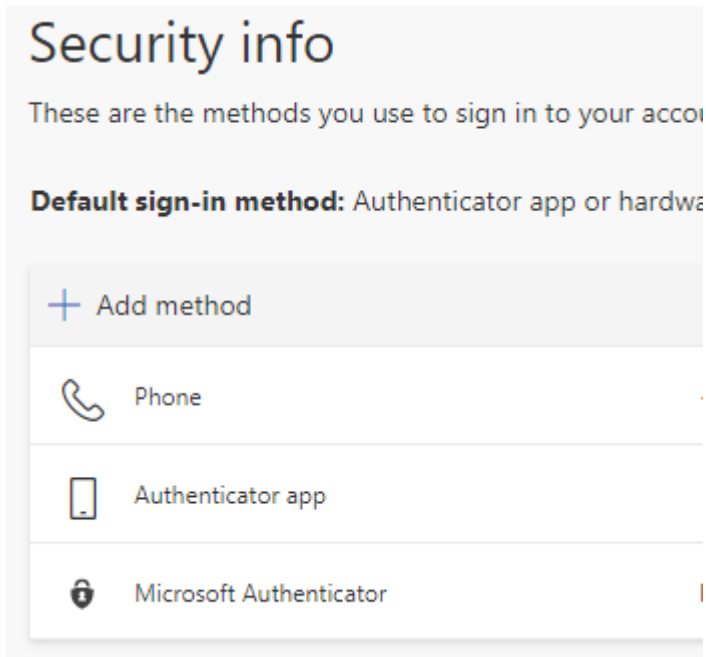


2 Factor Authentication – Method 1

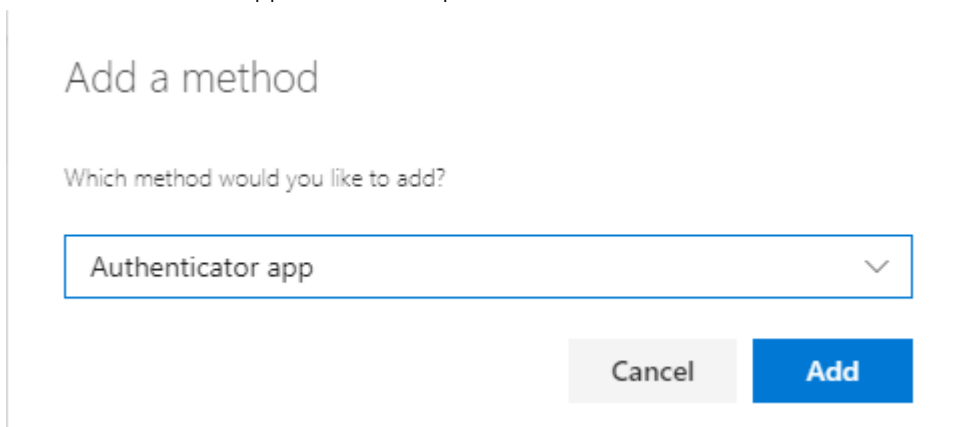
Add an Additional Device

You will need to have both parents devices available to set up an additional device using the authenticator app. If both phones aren't there please use method 2.

1. Go to: <https://mysignins.microsoft.com/security-info>
2. Click Add Method



3. Click Authenticator App from the dropdown menu



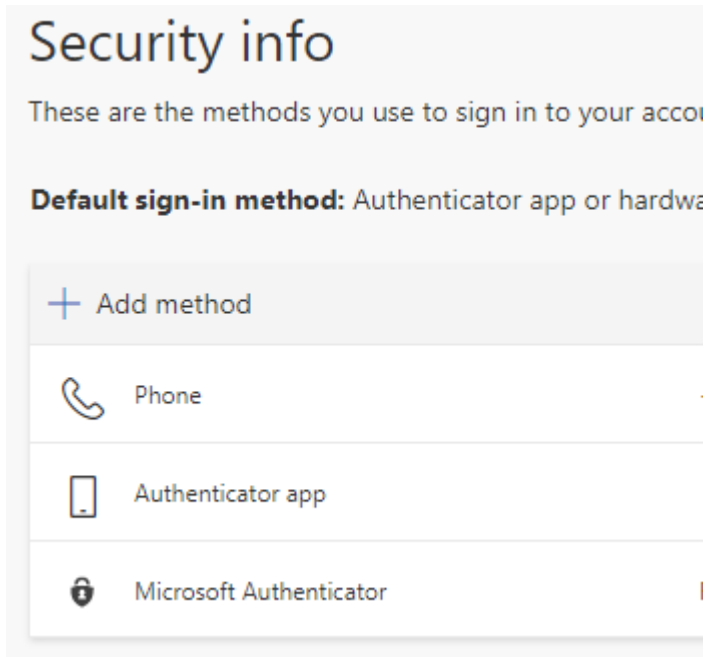
4. Click Add
5. Open the Microsoft Authenticator App on your phone or download from the App Store
6. Click Add Account on your phone
7. Work or School Account
8. Scan QR Code
9. Click Next on your computer
10. Click Next
11. Scan QR code on your screen

12. Click Next once it has scanned
13. You will receive a notification on your phone – click approve.
14. You can now use both phones to access the account

2 Factor Authentication – Method 2

Add a phone number

1. Go to: <https://mysignins.microsoft.com/security-info>
2. Click Add Method



3. Click Phone from the dropdown menu

Add a method

Which method would you like to add?

Cancel

Add

4. Click Add
5. Select United Kingdom from the dropdown menu

6. Type in phone number without first 0

Phone

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

What phone number would you like to use?

Call me

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

Cancel

Next

7. Click Next
8. The phone will be called and you will be asked to press something to verify
9. When you log in to the account, where it asks for a code click 'Having trouble? Sign in another way'
10. Select your phone number – you will be called to verify