

## 2 Factor Authentication

To ensure greater security your school email account will have two factor authentication enabled.

Any time you access portal.office.com, for your emails, files or Teams, you will need to enter your email address, password and will then be asked to verify your identity through the app or by text.

When you log in on a school machine you will not be asked to do this.

### Step 1

You will need to download an App on your phone by searching for Microsoft Authenticator in the App or Play Store.



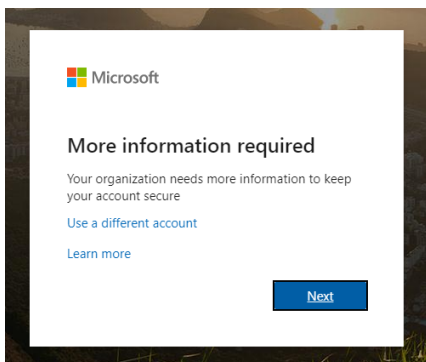
If you don't have a smartphone you can receive a text or phone call (we would recommend the app).

You can have text or phone as a backup should you lose or damage your phone.

### Step 2

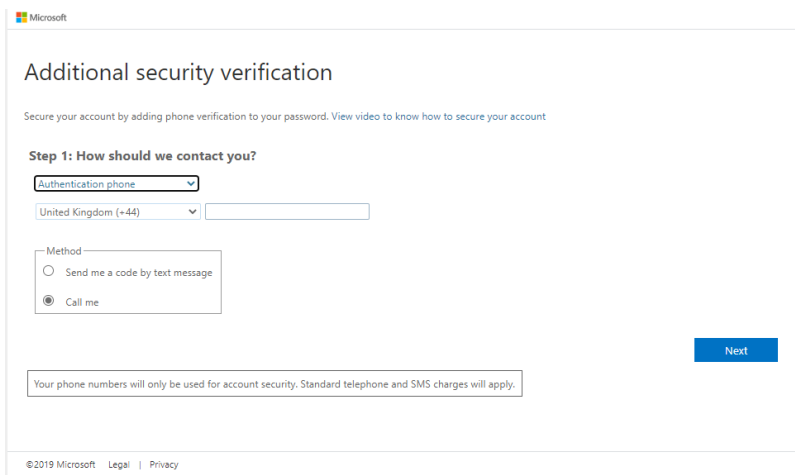
Go to <https://portal.office.com> on a computer

You will be asked to provide more information for your account. If you click next on this message you will then be asked to provide information for security verification.



### Step 3

Use the dropdown at the top to select Mobile App.



Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

United Kingdom (+44)

Method

Send me a code by text message

Call me

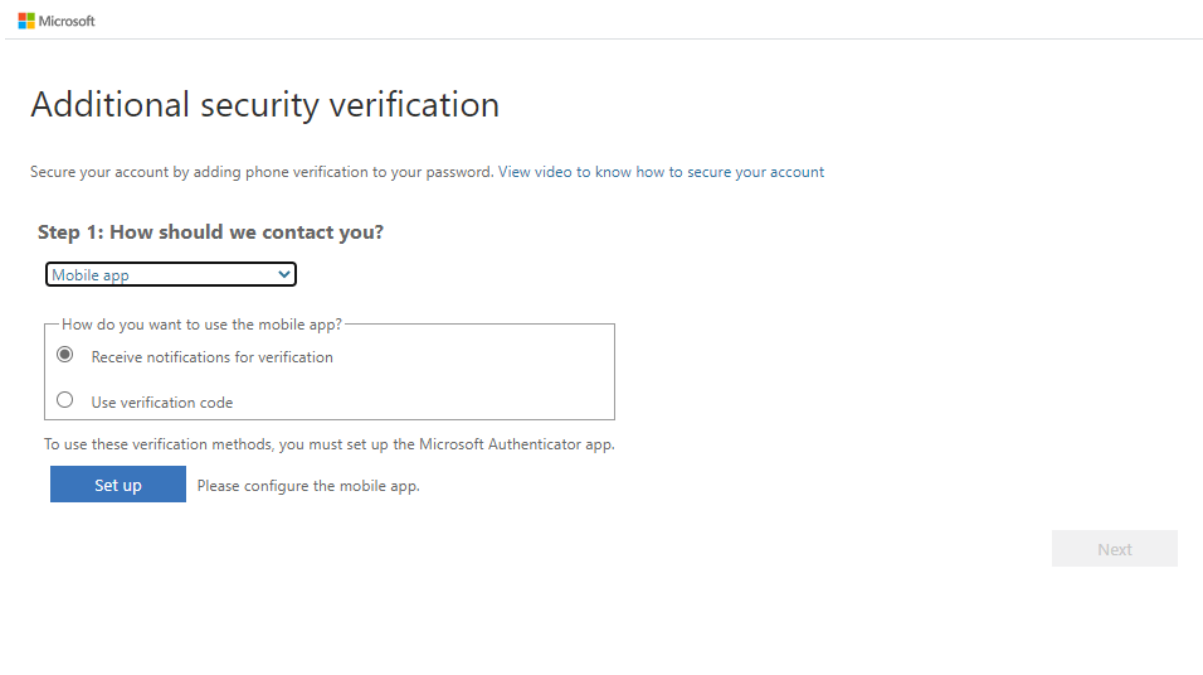
Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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### Step 4

Click Set Up.



Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next


#### Step 4

You will see this box pop up on your computer screen.

### Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Azure Authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.  
Code: 555 555 555  
Url: <https://urlheretocopy.phonefactor.net/555555555555>

If the app displays a six-digit code, you are done!

#### Step 5

Open the Microsoft Authenticator App on your phone. Tap the + > Work or school account.

Use your phone to scan the QR square that is on your computer screen.

Your account will be added automatically to the app and will display a six-digit code.

Click Done on the pop up on your computer.

## Step 6

Click Next.



### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Mobile app has been configured for notifications and verification codes.

Next

## Step 7

Type in your mobile number, just in case you lose access to the app.

Click Next.



### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 3: In case you lose access to the mobile app

United Kingdom (+44)

Next

## Step 8

Click done. You are now set up for 2 factor authentication.




## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### **Step 4: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

**Get started with this app password:**

mzjrxdvfsgkfbcs 

Done