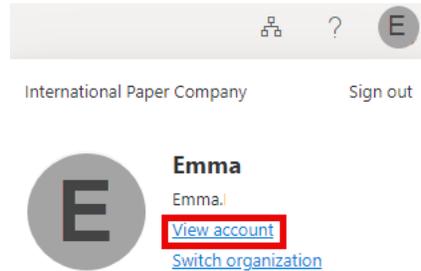


How to Edit Your Microsoft Sign-in Methods (Multi-factor Authentication)

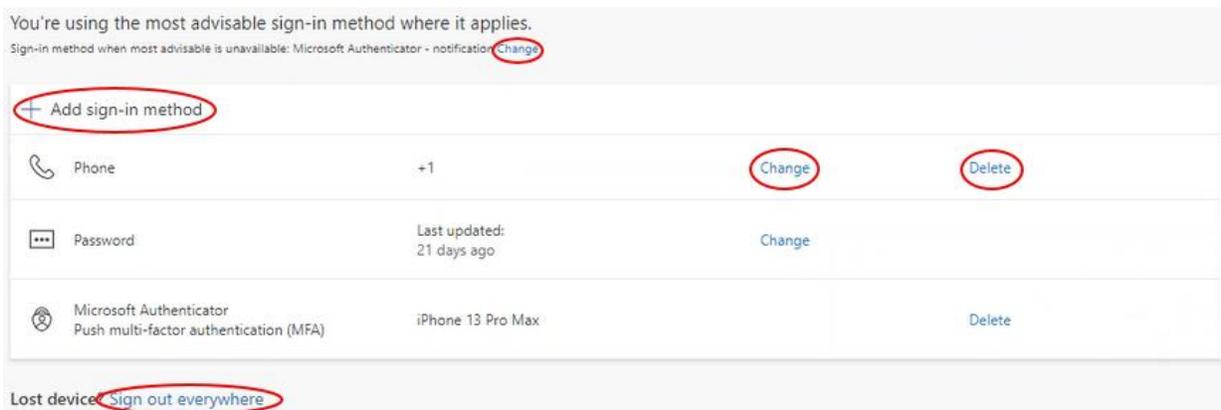
1. Login to <https://myapps.microsoft.com/> and sign in to your Microsoft account using your email address and password.
2. On the home page, click your initials or photo that is located on the top right of the page.
3. After clicking your initials, click **“View Account.”**



4. On the **Security Info** tile, click **“Update Info.”**



5. On this page you can add a sign-in method, update your default method, delete a method, change an existing method (phone number, email, etc.), or sign out of every device if your device has gone missing.



If you are experiencing any issues, contact the IT Service Desk at 1-800-309-1025.