

How to Set Up Microsoft Sign-In Methods (Multi-Factor Authentication)

How to Set Up Microsoft Sign-in Methods (Multi-Factor Authentication) if You Are Prompted

1. Sign in to your Microsoft account using your email address and password.
2. After signing in, a pop up will appear stating “**More information required.**” Click “**Next.**”
3. Either set up the Microsoft Authenticator app, OR click “**I want to set up a different method**” to set up your preferred mobile number (text or call) or office number (call only). It is strongly encouraged to set up the Microsoft Authenticator app.

If you choose to set up the Microsoft Authenticator app, you will follow the instructions that pop up and click “**Next.**” To download the app, scan the QR code below depending on what type of phone you have.

IOS App Store



Google Play Store



4. After registering, click “**Done.**”

How to Set Up Microsoft Sign-In Methods (Multi-Factor Authentication) if You Are NOT Prompted

Please reference “[How to Edit Your Microsoft Sign-in Methods \(Multi-factor Authentication\)](#)” instructions for additional details.

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