## Logging in to the Office 365 Online Portal using Multi-factor Authentication



STEP 1: Open your internet browser, go to Office.com, and click "sign in".

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STEP 2: Enter your Commonwealth email address.

STEP 3: Log in via the Centrify portal with your Commonwealth credentials.

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STEP 4: Enter your password and choose your authentication method. For an authentication application, including Google Authenticator, select 'OATH OTP Client'.



STEP 5: You will be prompted to enter a verification code. If you choose to receive your PIN via SMS then make sure your phone has good signal. You will receive a text message; you can click the link or enter the eight-digit code and click 'next'.

If you choose to receive your code from an authentication application, then open the app you set up and select your 'Commonwealth of Massachusetts' account.



Enter the six-digit code shown, then click Next.



STEP 6: It is recommended that you do not stay signed in on public or shared devices

Step 7: Launch any of your Office 365 applications, including Outlook and OneDrive, by selecting them from the list.

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