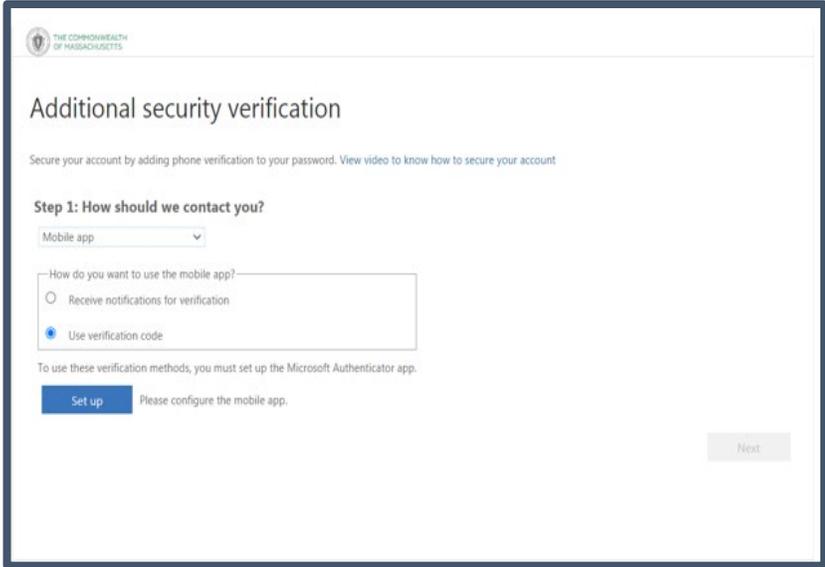
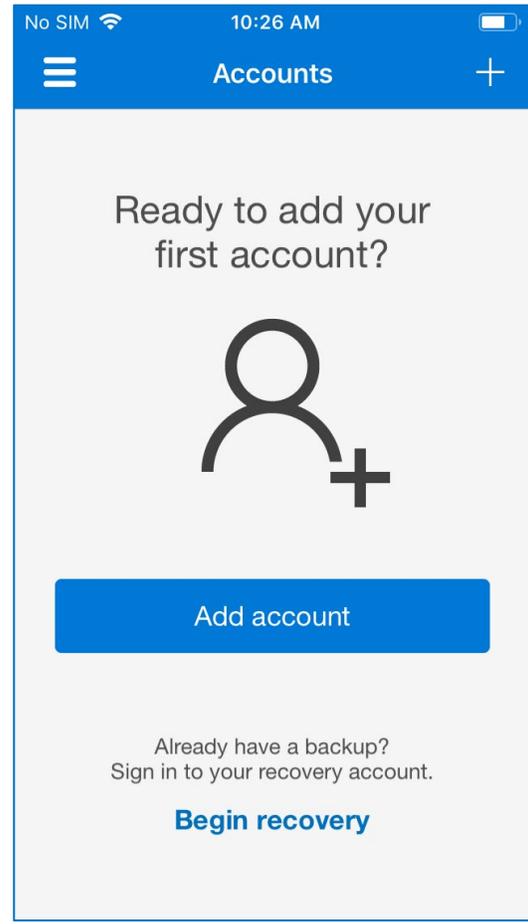


Setting up Multifactor Authentication (MFA)

Important You have been directed here because you are seeing the **Additional security verification** screen.

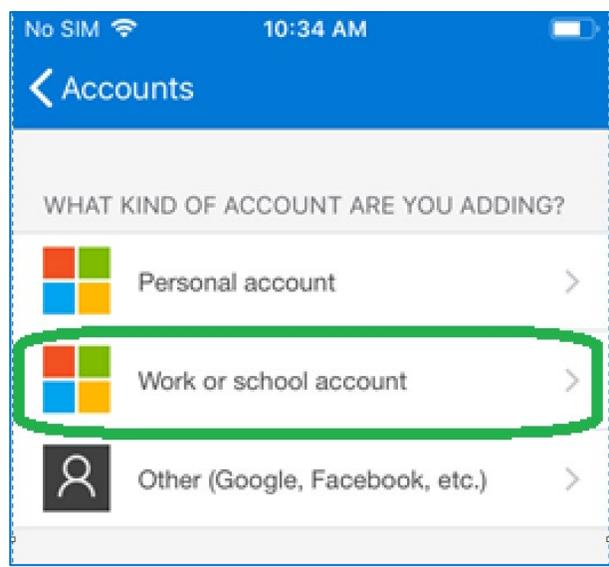
<p>1.</p>	<p>Click the dropdown to select Mobile App. Choose how you want to use the mobile app. You have two options:</p> <ul style="list-style-type: none"> • Receive Notifications for Verifications • Use Verification Code <p>Receive Notifications for Verifications – Sends you a notification that you click “approve”. *Recommended option.</p> <p>Use Verification Code – Open app and get a 6 digit code to enter on the application when prompted.</p> <p>Click the Set Up button.</p>	
<p>NOTE</p>	<p>Before you proceed, please take a few minutes to download the Microsoft Authenticator app on your phone.</p>	<p>Download the Microsoft Authenticator link (on phone): https://aka.ms/GetAuthenticator.</p>

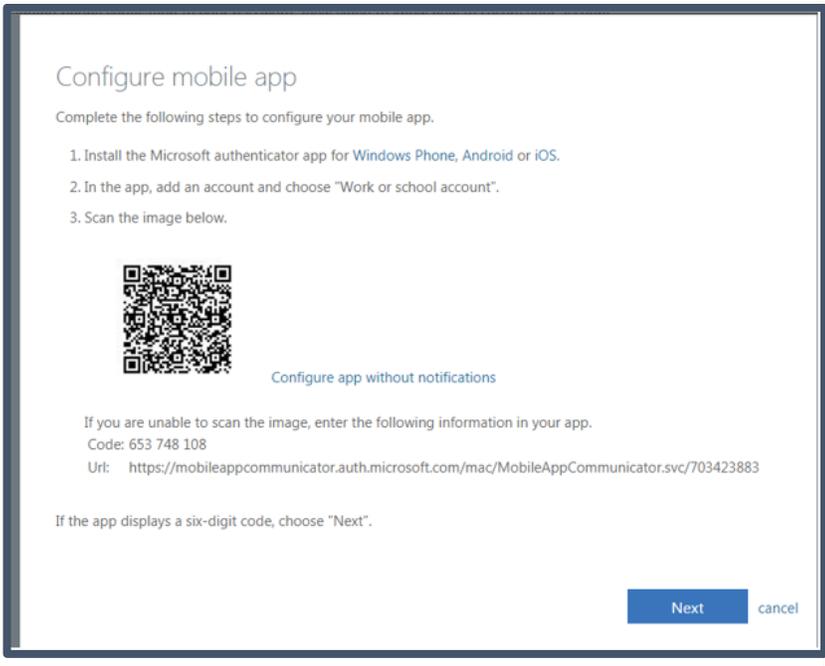
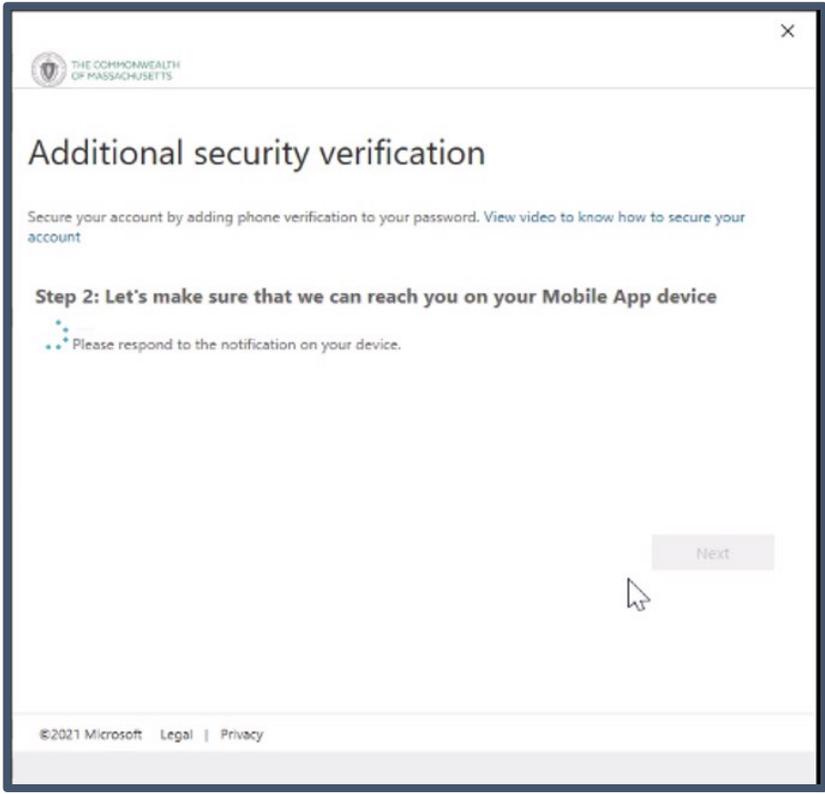
2. Once downloaded, open the Microsoft Authenticator app on your phone.
Select **Add account**.



3. Select **Work or school account**.

Select "Scan QR code" displayed on your phone.



<p>4.</p>	<p>Now, go back to your computer and Scan the QR code displayed on your computer screen with your phone camera.</p> <p>click Next</p>	
<p>5.</p>	<p>Confirm that it successfully scanned the QR code</p> <ul style="list-style-type: none"> • If you selected the Receive Notifications for Verifications method, you will be prompted to “approve” in the Microsoft Authenticator app. • If you selected the Use Verification Code method you will be prompted to enter the six-digit code from your Microsoft Authenticator app 	

6.

You will now be prompted to add your phone number just in case you lose access to your mobile app.

Enter **United States** as your country and your telephone number

click **Done!**

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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 States (+1) 4133358225

Done

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

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