

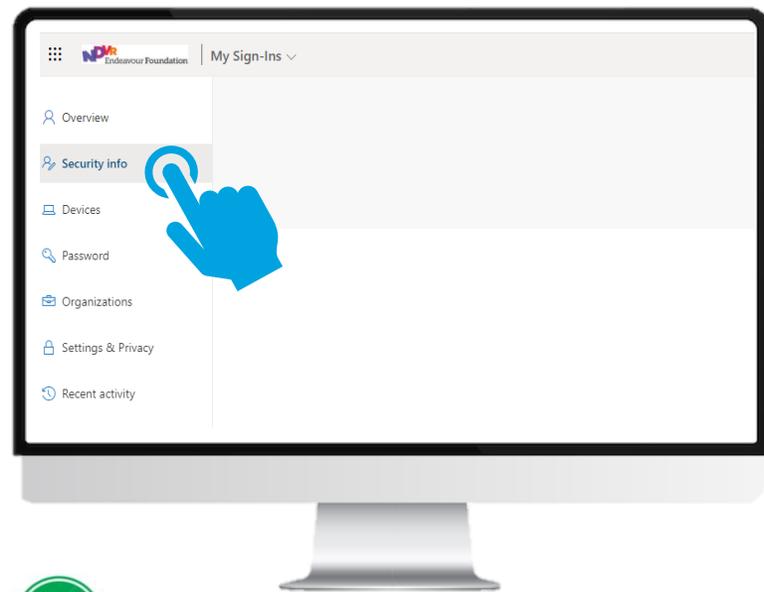
# Add or Update Authentication Methods



It's important to have multiple authentication methods to keep your information secure and ensure you have a backup if one method is unavailable to you.

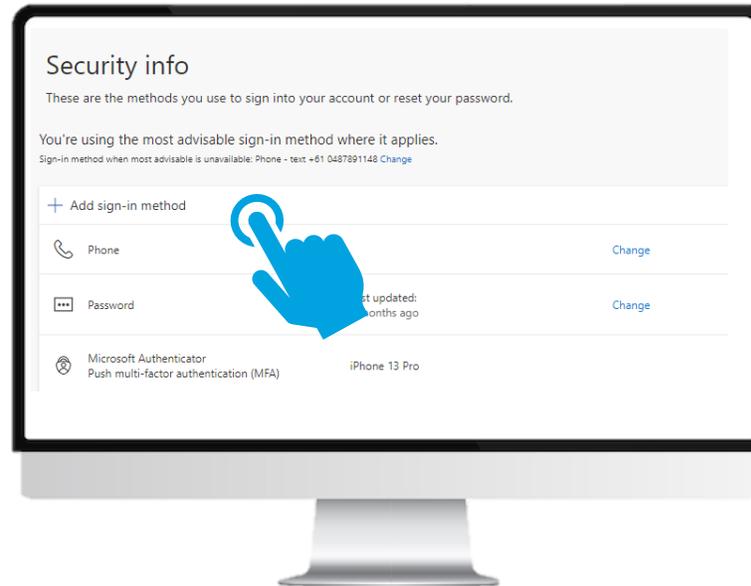
1

Go to **myaccount.microsoft.com** and click **'Security Info'**



2

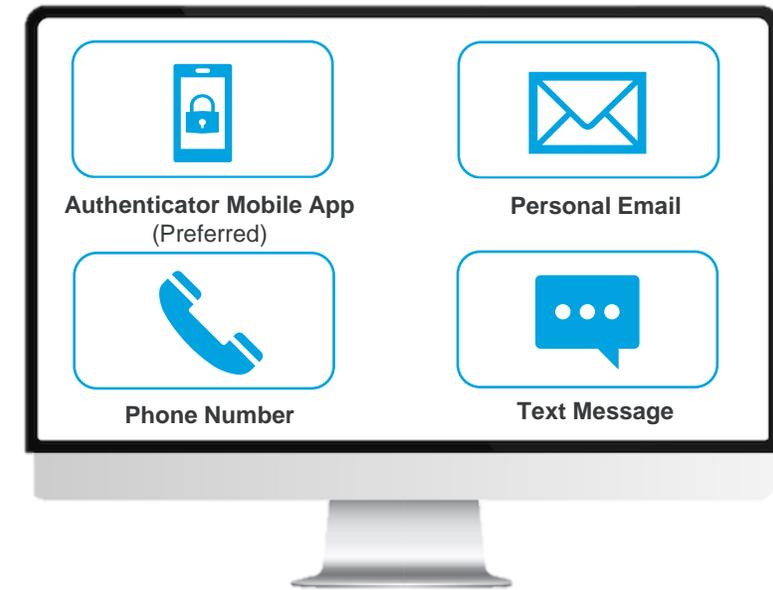
Click **'+ Add sign-in method'**



3

Add as many methods of authentication as possible.

We recommend the options below:



GO

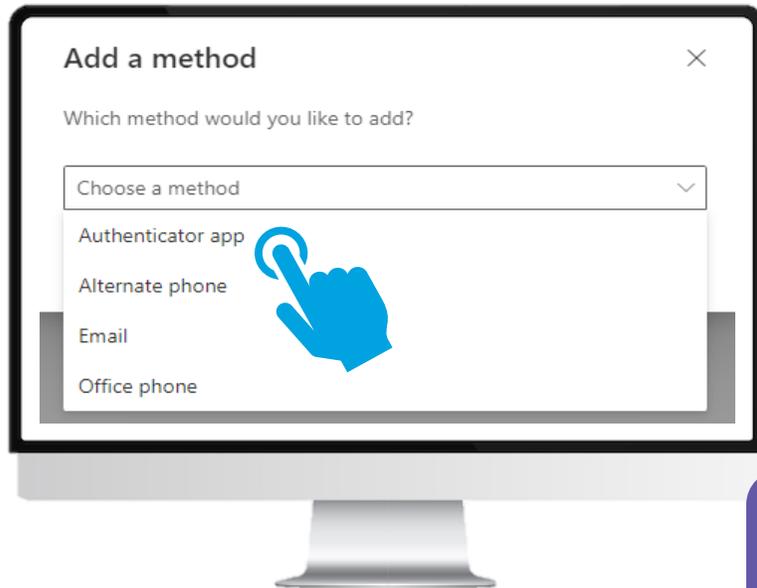




# Authenticator Mobile App

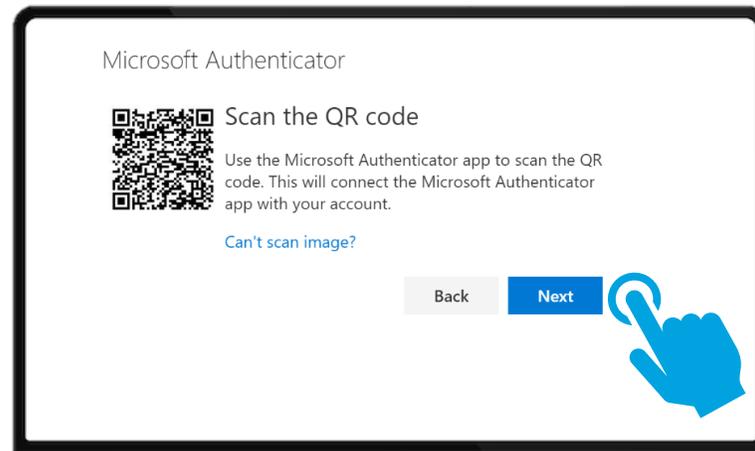
1

Select '**Authenticator App**' once the app is installed on your mobile device



2

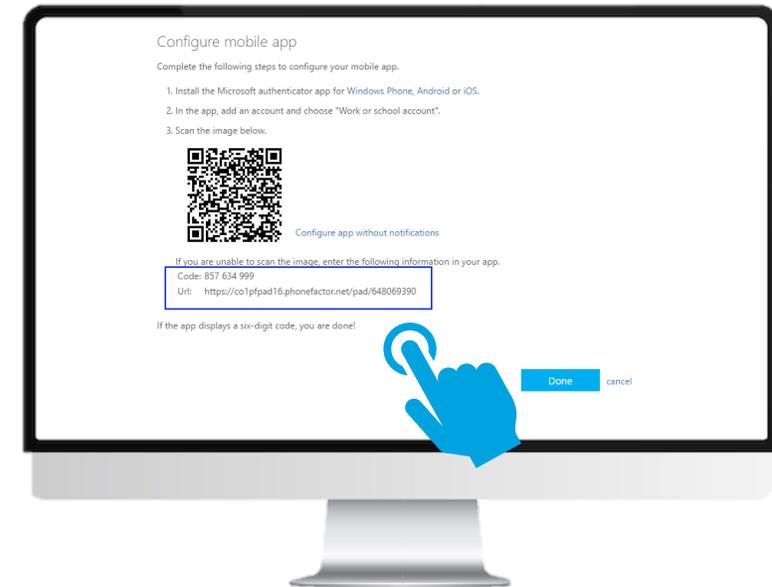
After you set up your account in the Authenticator App, scan the QR code with QR code reader in App.



Scanning the QR code connects the Microsoft Authenticator app with your work account!

3

If QR code reader does not work, select '**Can't scan image?**' And manually enter code



GO

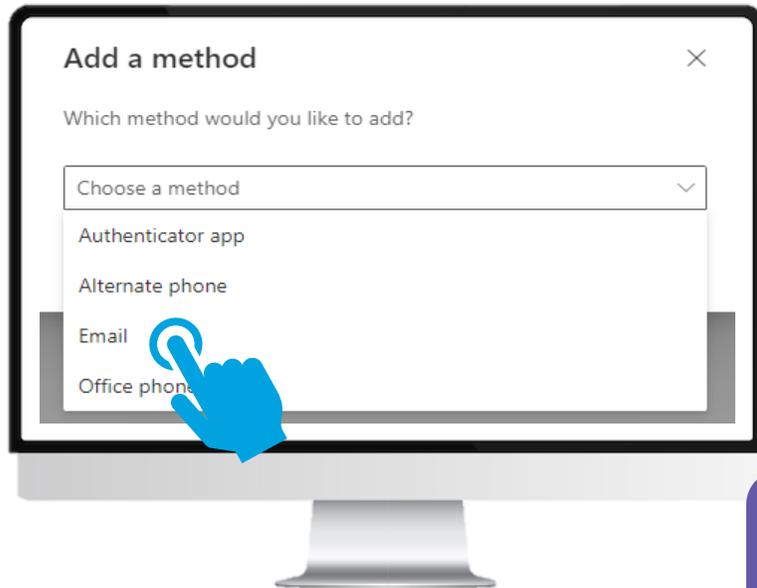




# Personal Email

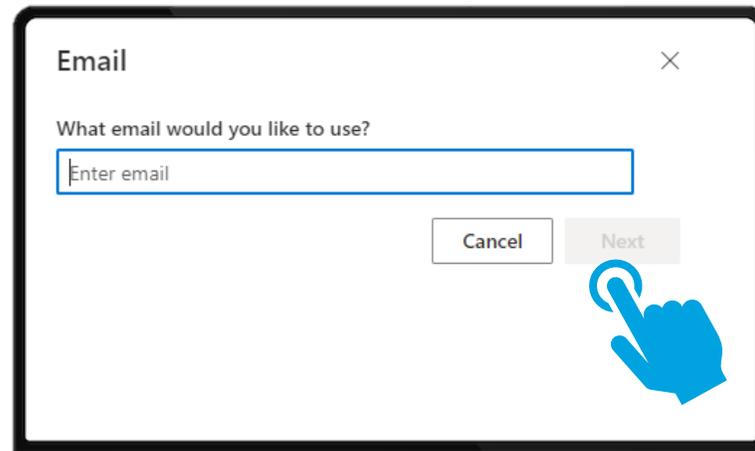
1

Select 'Email'



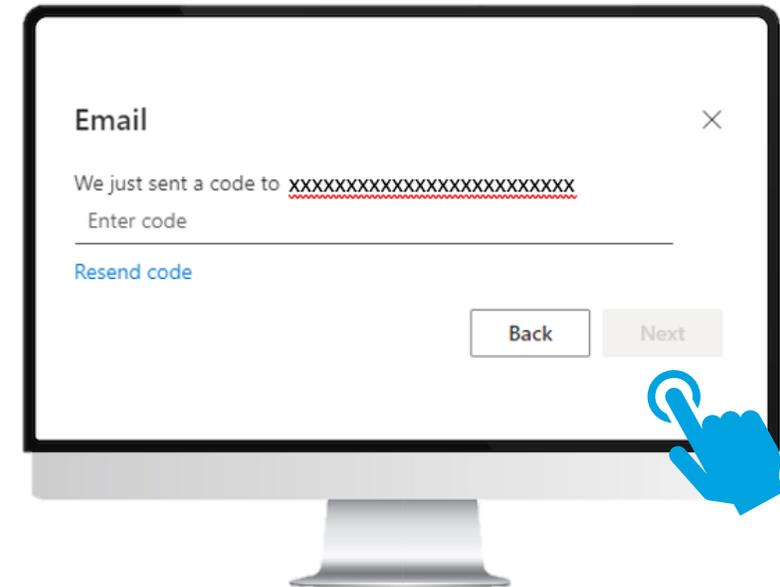
2

Enter your email and click 'Next'



3

A test will be sent to your email. Enter the information provided and select 'Next' to complete verification



Use a personal email as you won't have access to your work email if you are locked out of your account!

GO





# Phone Call or SMS

1

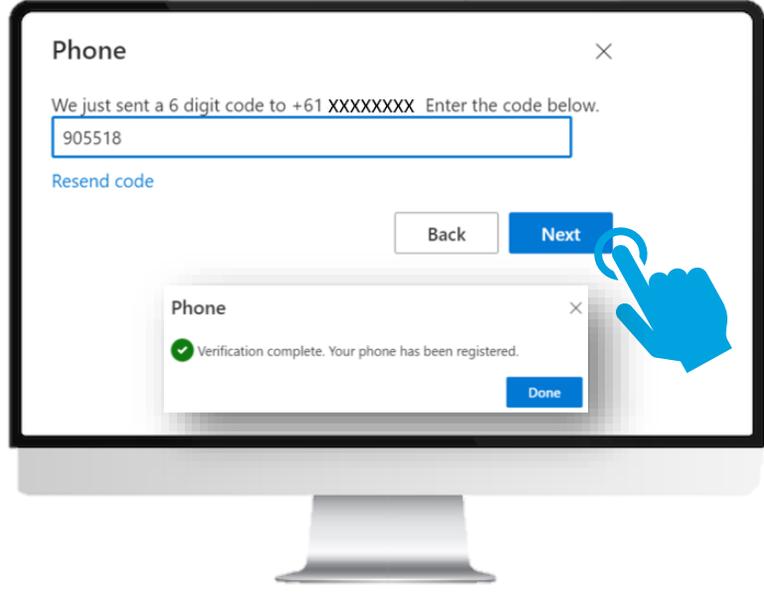
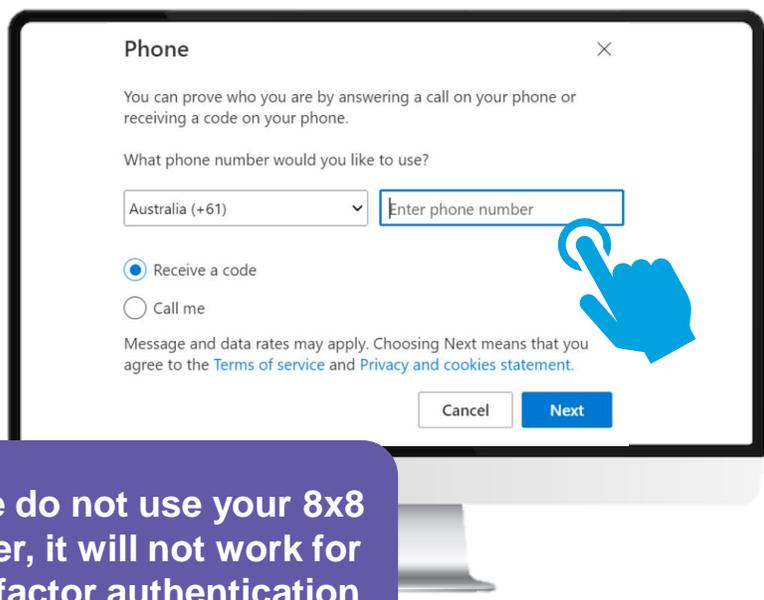
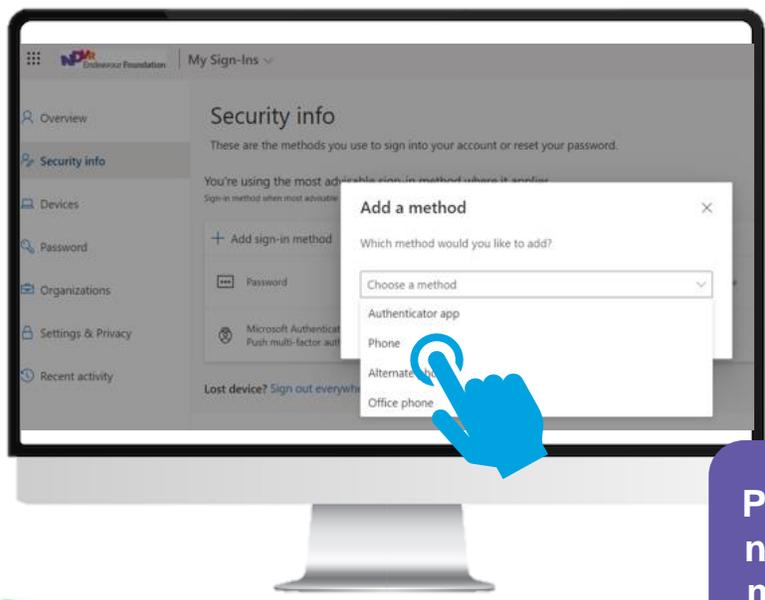
Select 'Phone'

2

Enter your phone number and method (code via SMS or call) and click 'Next'

3

A test will be sent to your phone. Enter the information provided and select 'Next' to complete verification



Please do not use your 8x8 number, it will not work for multi-factor authentication

