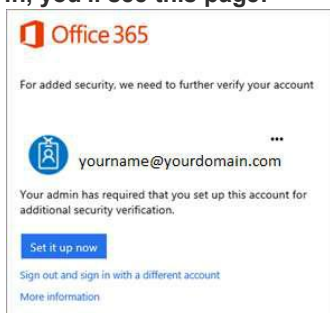


Set up 2-step verification for Office 365 with Microsoft Authenticator application

You will need to download the Microsoft authenticator app from the App store, Google Play or Microsoft store

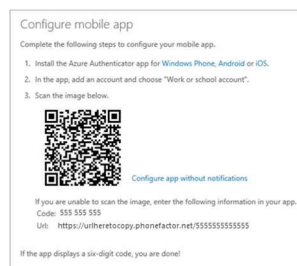
- 1. Sign in to Office with your password like you normally do. After you choose Sign in, you'll see this page:**



Choose Set it up now, select Mobile app from the dropdown menu.

Make sure 'receive notifications for verifications' is selected.

- 2. Wait for the configuration pop box.**

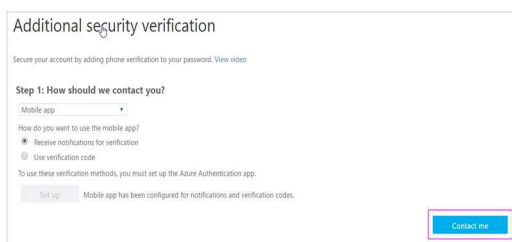


You will now need to open your Microsoft authenticator app. Select Add Account > Work or school

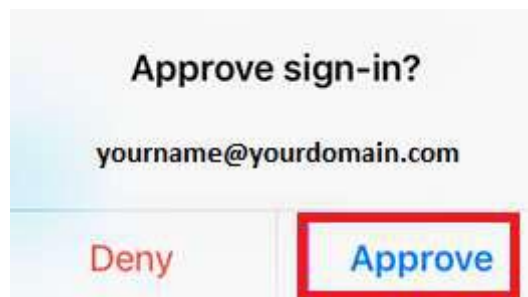
Use your phone to scan the QR Square on the computer screen

Your account will now be added automatically, a six-digit code will be displayed.

- 3. The computer screen will now be checking activation status once complete you can click contact me.**



- 4. Back on the phone you will see a notification for a new sign in, Tap Approve to allow it.**



- 5. You will then get an app password that you will need to use with Outlook, Apple Mail, etc. Choose the copy icon to copy the password to your clipboard. When outlook, Skype and other applications ask for a password, you will need to enter this.**

Additional security verification

Secure your account by adding phone verification to your password. V

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can password* to use in place of your work or school account password. I

Get started with this app password:

yqkmpvmtmsfayb 