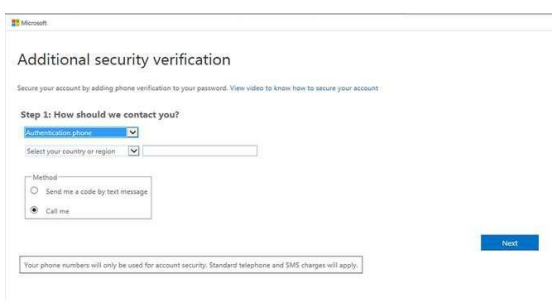


How to setup 2-step verification

1. Go to portal.office365.com
2. Enter your email address and password then choose next for more information required
3. To use a mobile app please [click here](#).
For landline and mobiles, enter region - United Kingdom, enter your phone number (+44 = 0) Select Call me/Text me. Listen/Read instructions provided. Then select next.
4. You'll then get an app password that you can use with Outlook, Apple Mail, skype etc. Choose the copy icon to copy the password to your clipboard. If you need to create additional app passwords, please [click here](#).



Microsoft
Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Authentication phone:

Select your country or region:

Method:
 Send me a code by text message
 Call me

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



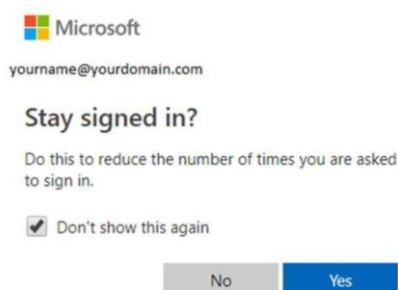
Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 3: Keep using your existing applications
In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone password to use in place of your work or school account password. Learn more

Get started with this app password:

yqkmpvmtmsfayb

5. If you are using your own machine you can now select 'do not show again and yes' this will keep you signed in. If you are using a shared computer, please select 'NO'



Microsoft
yourname@yourdomain.com

Stay signed in?
Do this to reduce the number of times you are asked to sign in.

Don't show this again

If you are unsure which office applications, you will need to sign into with an app password please [click here](#).

6. *You will now need to reconfigure your devices.*

Windows and Mac –

You will need to enter your app password for all office applications when you receive a password prompt. (this can take up to one hour)

Android –

When you next open any office application, you will need to verify the sign in with your chosen method.

iPhone –

You will receive a password prompt for all office applications, you will need to verify the sign in with your chosen method. For mail application you will need to remove your email account then re-add the account. For a guide to delete and re-add your iPhone email account [Click Here](#)