Using Multi-Factor Authentication (MFA) for Outlook E-Mail

Overview: When enabled on your account, MFA requires you to enter in an additional passcode to verify your login for increased security. This is what you may already be doing with other accounts, such as with a financial institution login.

Part 1: MFA Setup Process

You may receive the following prompt upon your next login: *More Information required*
Click on the *Next* button to proceed.
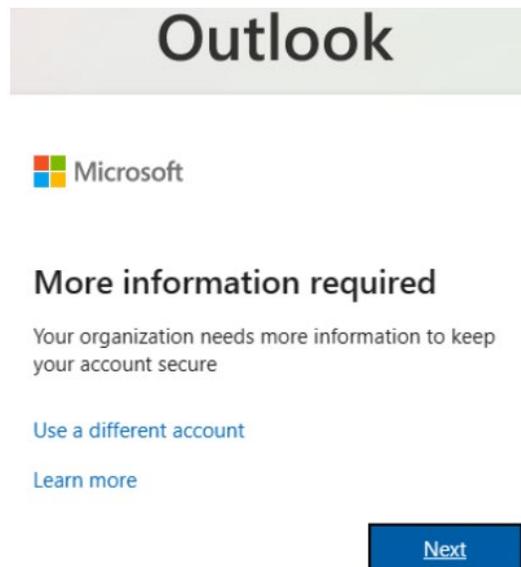
You will be presented with a prompt to choose the type of authenticator you wish to use to display/receive a PIN code. Please note that the use of the Microsoft Authenticator application is not required to proceed.
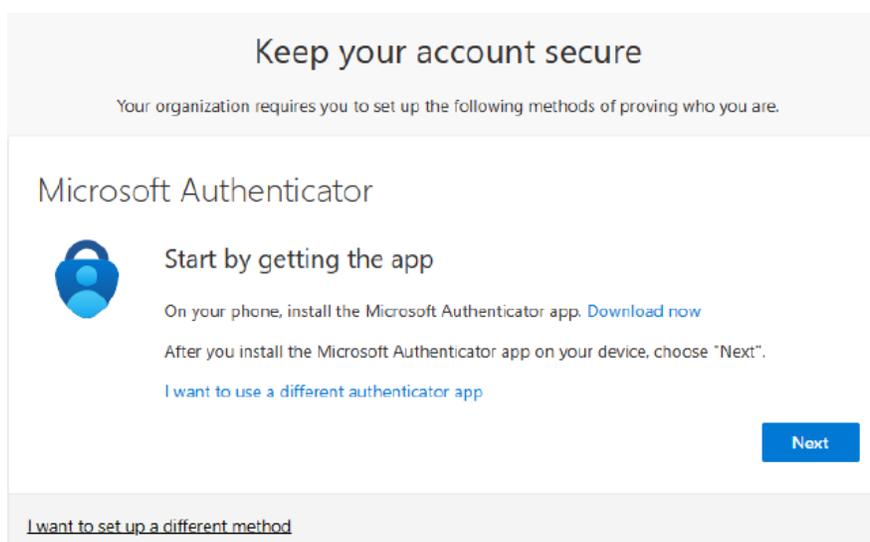
If you prefer to receive a text message with a PIN code to your mobile device, select: *I want set up a different method*.
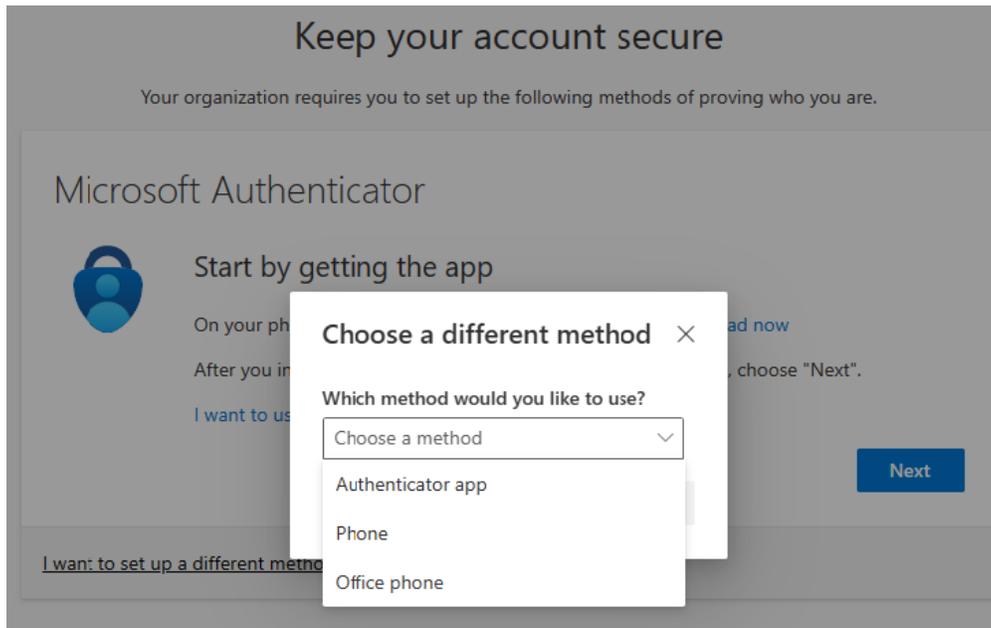
Select *Phone* to proceed with entering in your cell phone number information.

Enter in your cell phone number starting with the area code first. Do not use any dashes or other characters.

Once this information is entered correctly, select *Text me a code* or *Call me* to receive your 6 digit PIN to confirm the MFA setup with your account.

Check your cell phone for a text message or phone call containing the PIN code to enter in the screen below.

Additional security verification

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

Step 2: We've sent a text message to your phone at +1

When you receive the verification code, enter it here

Proceed by clicking on *Next* and *Done* when prompted. Your enrollment to use MFA is now complete.

Part 2: MFA Login Process

Upon your next login, you should be prompted to *Verify your identity*, indicating that MFA is correctly enabled.

Select how you would like to Verify your identity: with a text message or phone call to get your PIN code.

Microsoft

Verify your identity

Text +X XXXXXXXX00

Call +X XXXXXXXX00

More information

Are your verification methods current? Check at
https://aka.ms/mfasetup

Cancel

Once you retrieve your PIN using one of the two methods above, enter it when prompted.

Outlook

Microsoft

Enter code

We texted your phone +X XXXXXXXX00. Please
enter the code to sign in.

Code

Having trouble? Sign in another way

More information

Verify

Click on *Verify* after the PIN is entered to proceed with logging into your Outlook email account.

Your account is now secured with MFA as an additional layer of security.

Optional: Adding More Than One Verification Method

These steps are optional but recommended in case your mobile device is lost/stolen/unavailable for use.

First, sign into your account at Office.com and in the **upper right corner**, click on your profile photo/avatar to pull up a menu.

View account
My Microsoft 365 profile

Click on *View account* to proceed. In the left column, click on *Security info*.

Overview
Security info
Devices
Password
Organizations
Settings & Privacy
My sign-ins
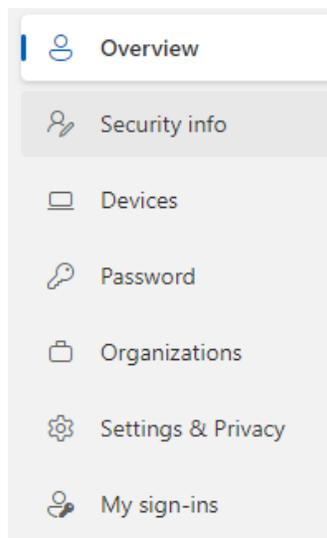
On the next screen, click on *+ Add sign-in method* and select what you would like to add.

Add a method   ✕

Which method would you like to add?

Choose a method

Authenticator app

Alternate phone

Email

App password
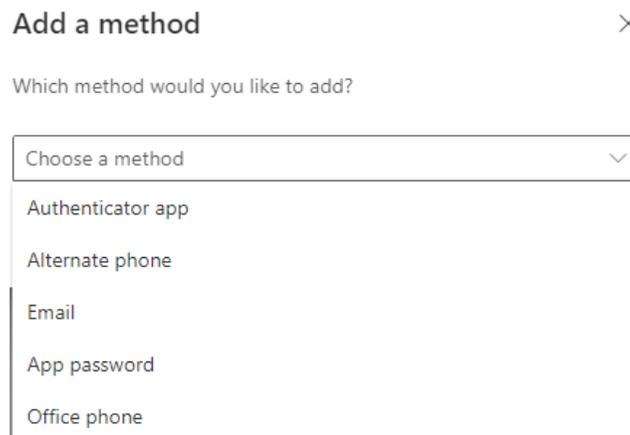
Office phone

For example, you can enter in your Office phone number in case you are at your desk trying to log in and you do not have your cell phone with you.

Adding an additional verification method can help you sign into your account in the event that your main MFA verified device is not available to use.