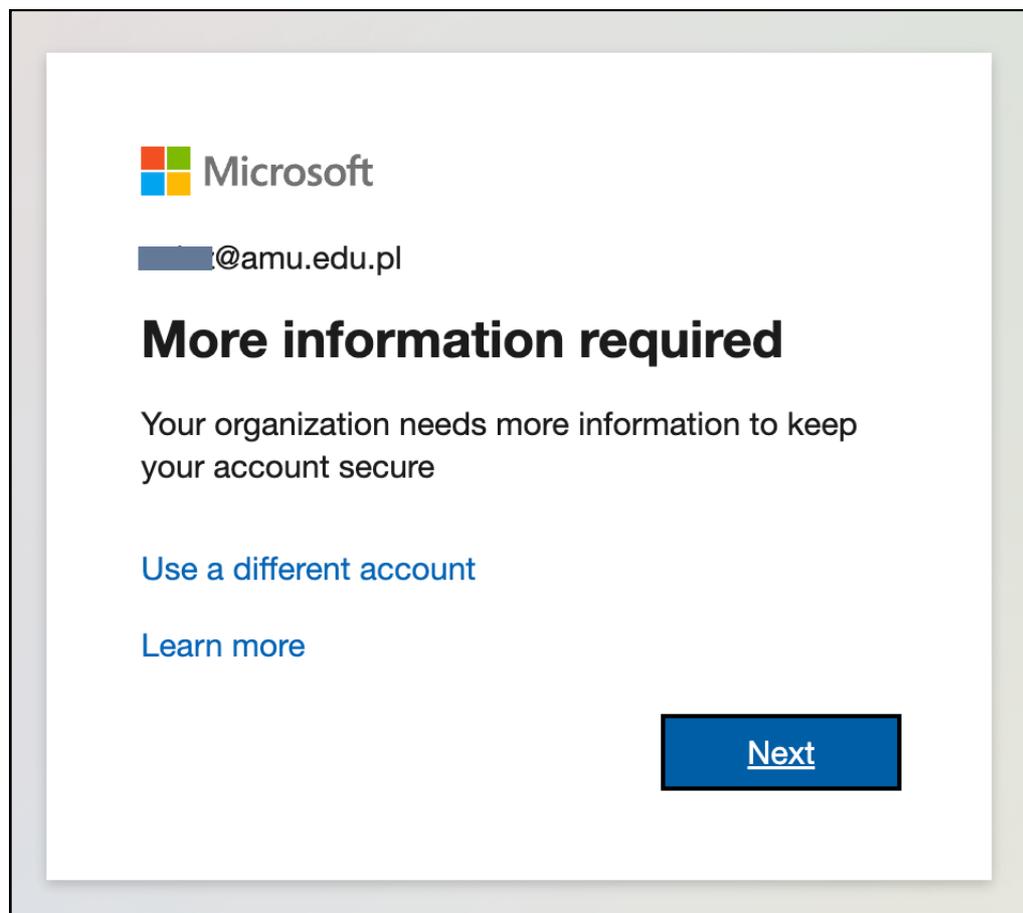


# MULTI-FACTOR AUTHENTICATION

Once you enable multi-factor authentication, you'll need to set up a user account to take full advantage of it. By setting up multi-factor authentication, you can add an additional layer of security to your Microsoft 365 account sign-in. For example, you enter your password first, and when prompted, you also enter a dynamically generated verification code provided by the authenticator app or sent to your phone.

We sign in to Microsoft 365 as usual - with a work or school account and password. After selecting Login, you will be prompted for additional information.

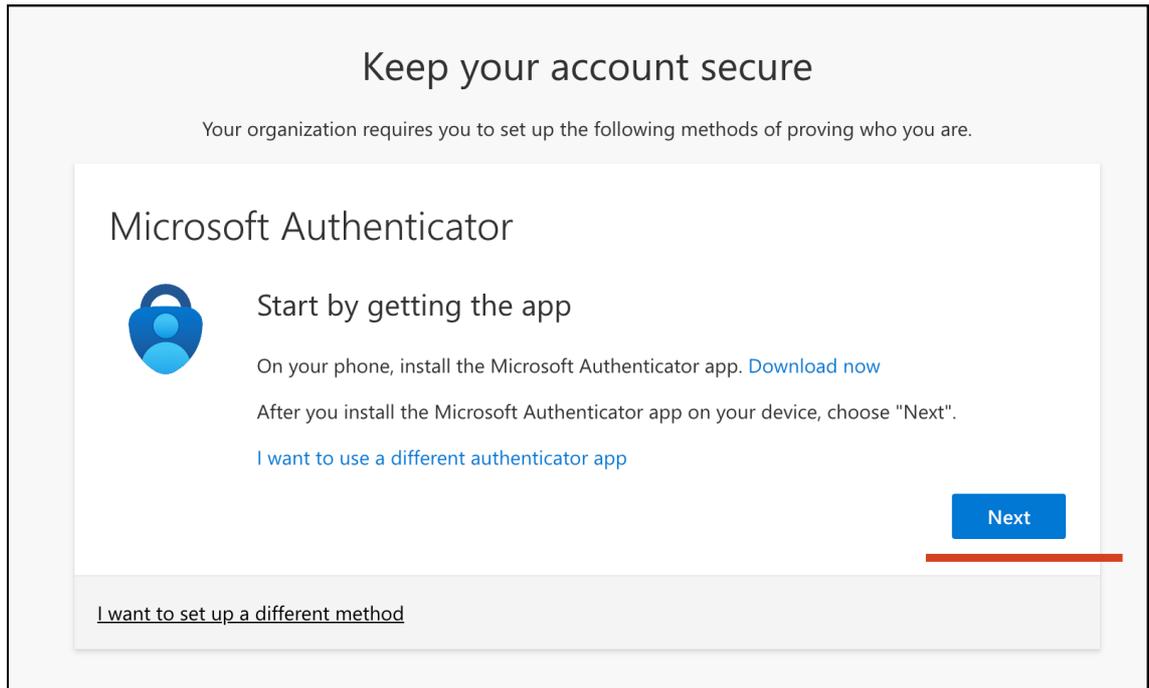
We confirm with the "Next" button.



# MULTI-FACTOR AUTHENTICATION

We can download the authentication application to our mobile phone or choose another configuration method - SMS to the phone.

**OPTION 1** - configuration of the Microsoft Authenticator application.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

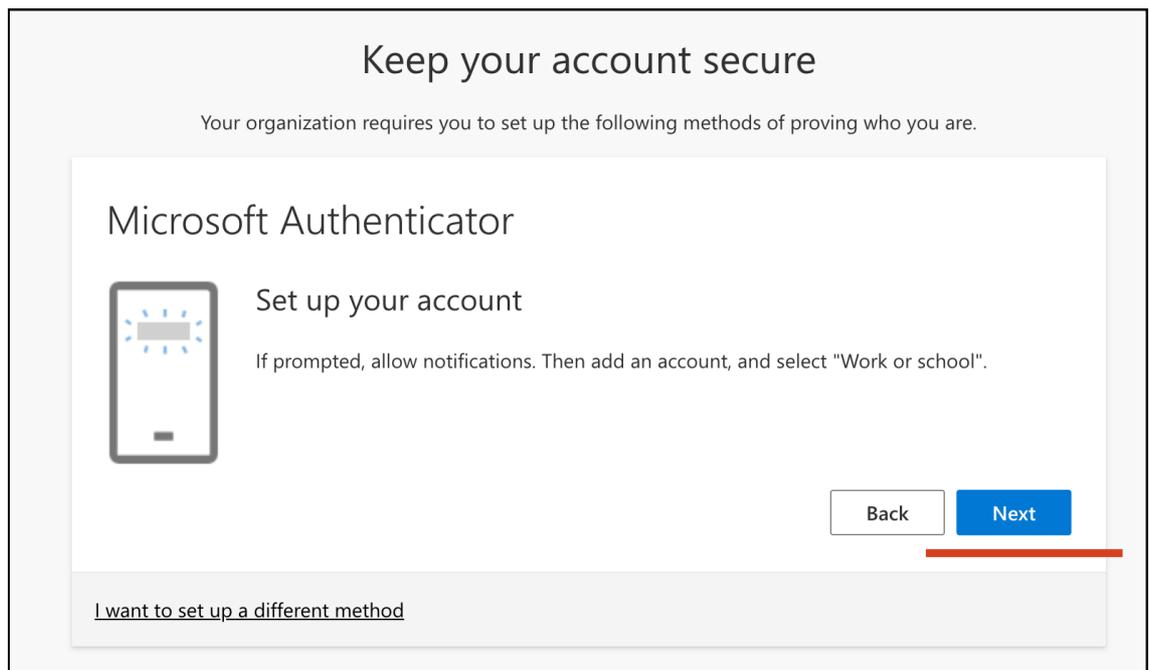
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

We follow the messages on the screen.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

[I want to set up a different method](#)



# MULTI-FACTOR AUTHENTICATION

We scan the QR code with our phone and follow the messages on the screen and phone.

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

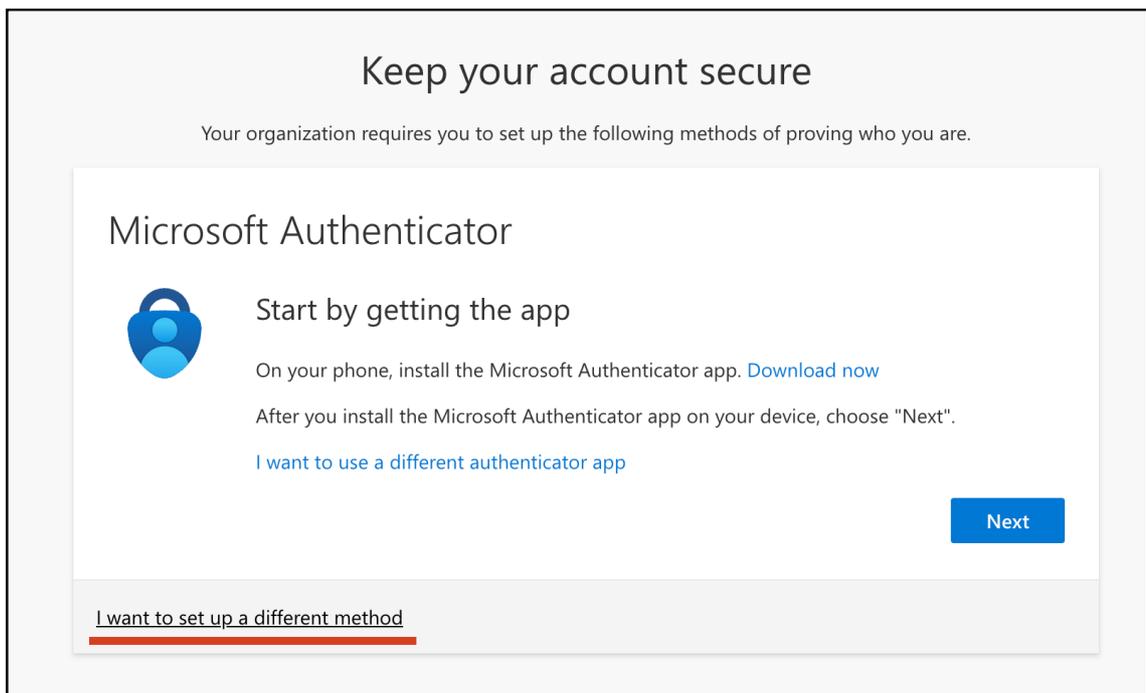
[Back](#) [Next](#)

[I want to set up a different method](#)

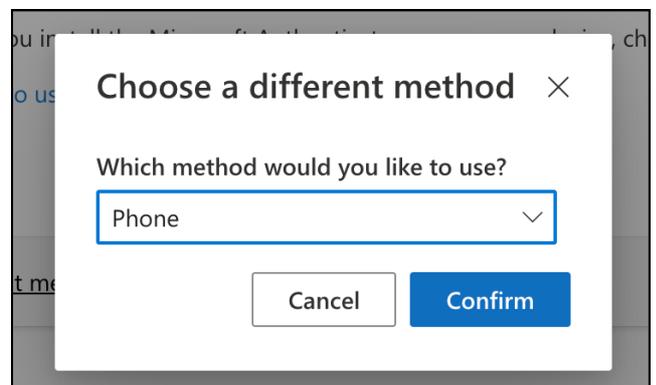
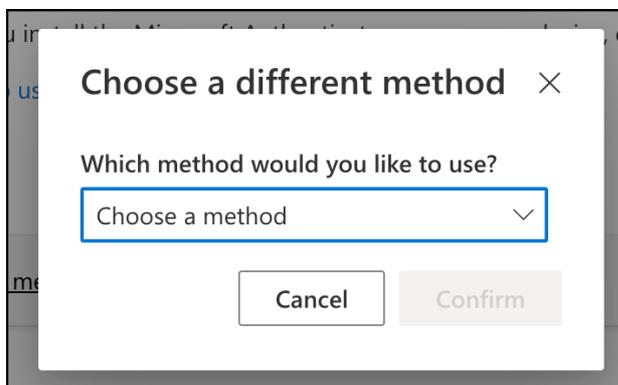


# MULTI-FACTOR AUTHENTICATION

**OPTION 2** - text message to the phone.

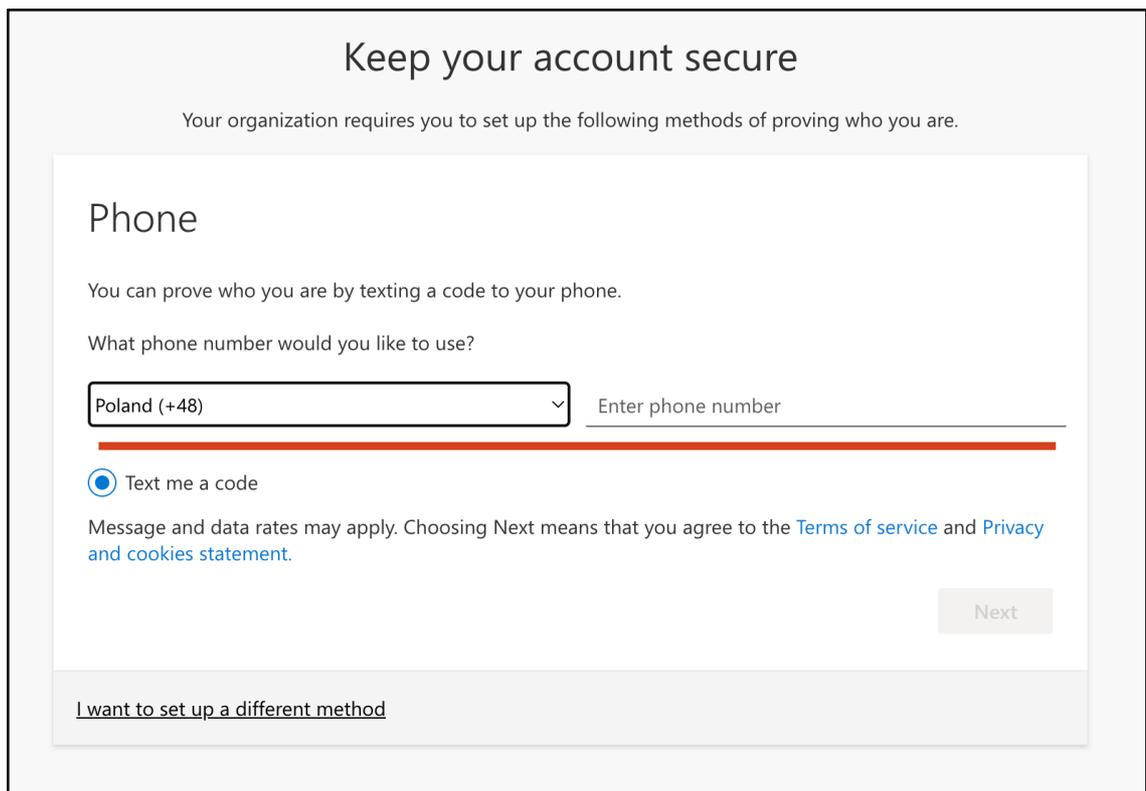


After selecting "I want to set up a different method", we select another method from the drop-down list in the new window. We accept the selection by clicking the "Confirm" button.



# MULTI-FACTOR AUTHENTICATION

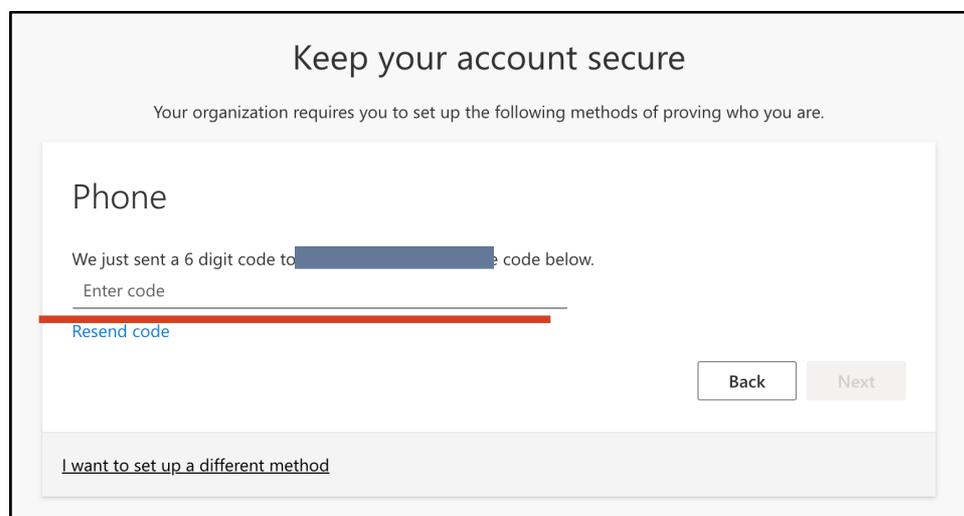
We select the country code "Poland" and enter the phone number to which the verification code is to be sent.



The screenshot shows a web interface titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below it, the text reads: "You can prove who you are by texting a code to your phone." The question "What phone number would you like to use?" is followed by a dropdown menu showing "Poland (+48)" and a text input field labeled "Enter phone number". A red horizontal line is drawn below the input fields. Below the line, there is a radio button selected for "Text me a code". Underneath, it says "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A "Next" button is visible on the right. At the bottom left, there is a link: "I want to set up a different method".

Confirm with the "Next" button.

In the new window, enter the code received in the text message.

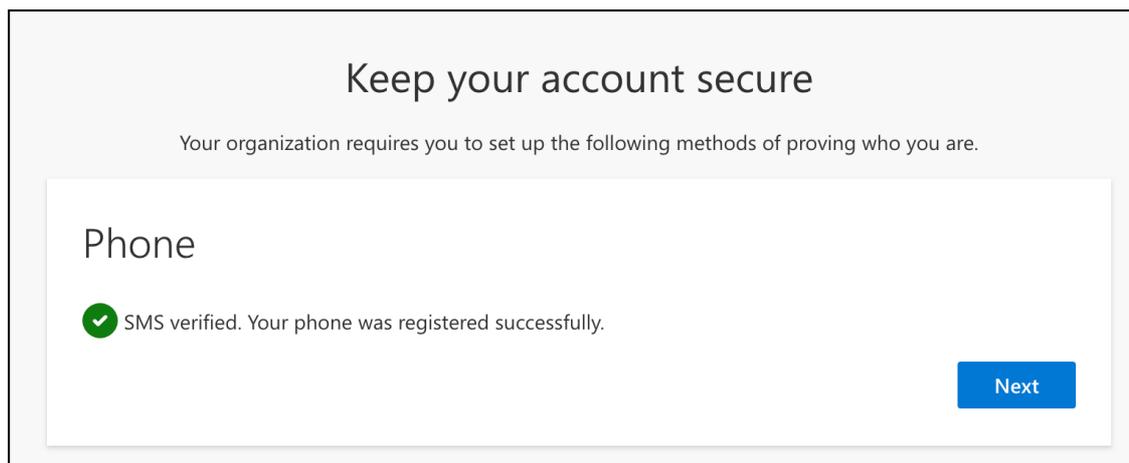


The screenshot shows the same "Keep your account secure" interface. The main heading is "Phone". The text reads: "We just sent a 6 digit code to [redacted] code below." Below this is a text input field labeled "Enter code" with a red horizontal line underneath. A link "Resend code" is positioned below the input field. On the right, there are "Back" and "Next" buttons. At the bottom left, there is a link: "I want to set up a different method".



# MULTI-FACTOR AUTHENTICATION

After correct configuration, we receive success messages.



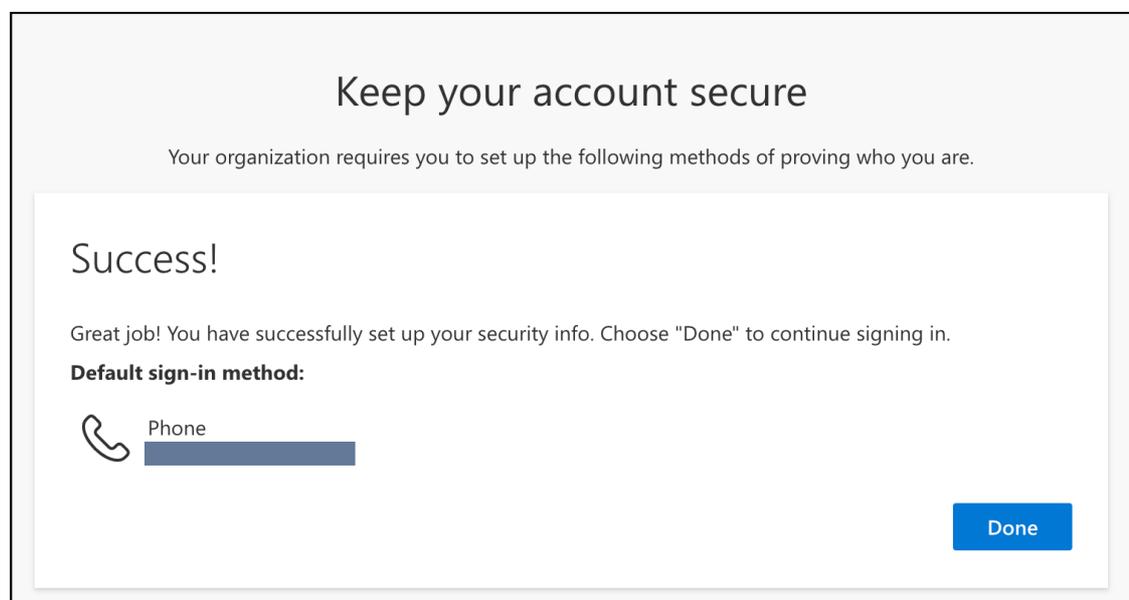
**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Phone**

 SMS verified. Your phone was registered successfully.

[Next](#)



**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Success!**

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

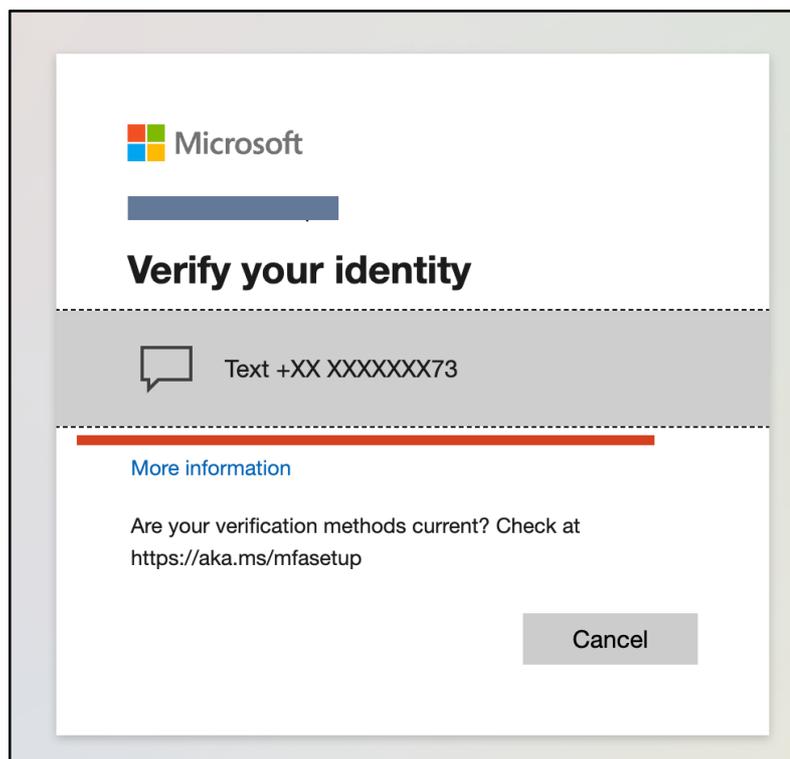
 Phone

[Done](#)



# MULTI-FACTOR AUTHENTICATION

Login must be confirmed by entering the code received in the text message.



Microsoft

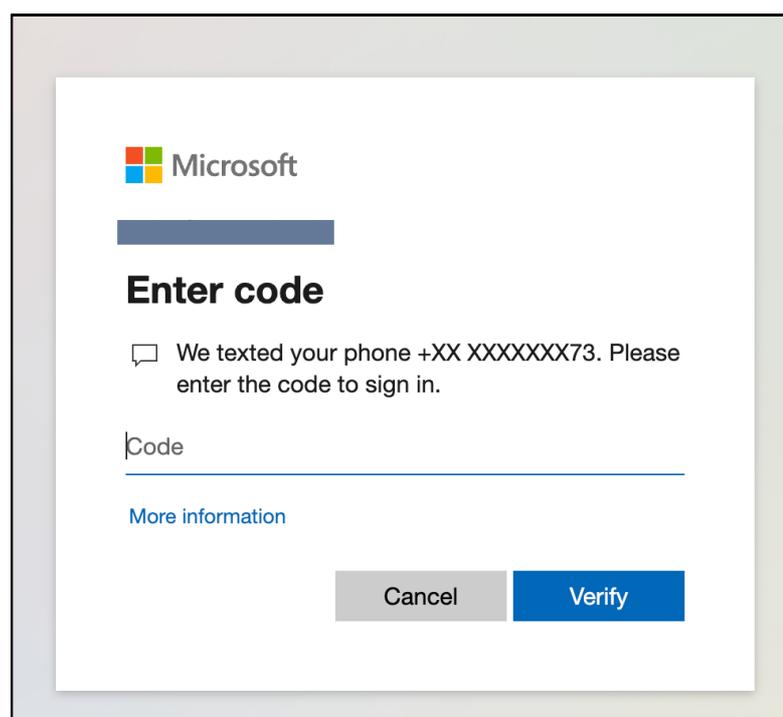
Verify your identity

Text +XX XXXXXXX73

[More information](#)

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

Cancel



Microsoft

Enter code

We texted your phone +XX XXXXXXX73. Please enter the code to sign in.

Code

[More information](#)

Cancel Verify

