

Microsoft Office 365 Multi-Factor Authentication

How to Manage 2-Step Verification Settings

Created 2/19/2019

You can manage your verification settings by following the steps outlined below.

1. Open any web browser and go to: <https://aka.ms/setupsecurityinfo>.
2. Sign in with your Salve email address and password. (*Please note that Microsoft will challenge you for verification. Type in the code that was sent to your device in order to continue*).
3. You should now see your current verification options.



Keep your account secure

Phone +1 401 [REDACTED]



[Add security info](#)

[Change default \(Mobile phone SMS\)](#)

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From this page, you can update any existing verification options that are set. You also have the option of adding additional verification and changing the default verification method.

Edit/Updating Verification Options:

To make changes to any of the verification settings you have set, click on the **Pencil** icon  located on the right hand side. This will bring up another dialog box and walk you through updating that particular verification option. The only exception to this is the Authenticator app. You will delete it from your profile by pressing the “x” and configure it from the beginning.

Deleting Verification Options:

If you wish to no longer have a verification option in place, simply press the “**X**” icon located to the right of it. This will remove the verification option from your account. Keep in mind that if the option removed was set as your default verification method; you will need to change the default verification to another method that is currently set it up. This can be done by clicking on “**Change default**” on the bottom of the page.

Add Additional Verification Options:

Microsoft gives you the ability to configure multiple verification options on your account. You do not need to configure all of them. However, it is recommended to setup at least two options. To add another form of verification, click on “**Add security info**” on the bottom of the page. A dialog box will appear with following verification options:

[Authenticator app](#)

[Alternate Phone](#)

[Email](#)

[Security questions](#)

Each one of the security options has been outlined below. If you wish to add any of these options, please scroll down to the appropriate section and follow the steps.

Adding an Alternate Phone:

To add an additional phone, select “**Alternate phone**” from the list of security options. This will now bring up another dialog box to fill out.

1. To setup your phone, you will need to select your Country/region and specify your phone number. Once done, select the radio button to either have Microsoft call you or text you the verification code. When you are done, click “**Next**”.

Set up your phone

What phone number do you want to use?

1. United States (+1)
2. 401 [redacted]
3. Call me
 Text me a code

Cancel Next ← 4.

2. Type in the verification code that was sent to you and click “**Done**”.

Verify your phone

Enter the code we sent to +1 401 [redacted]

1. Enter code

[Resend code](#)

Back Done ← 2.

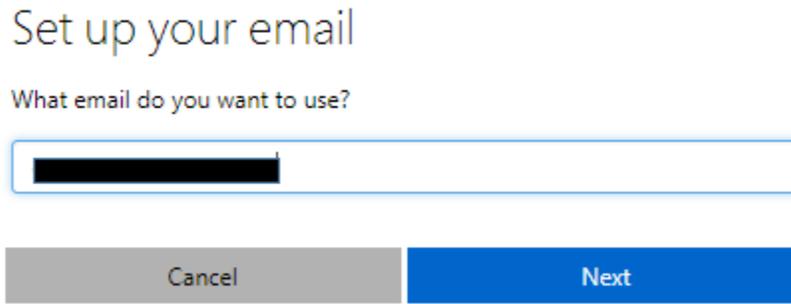
*note: If you have an issue with the code Microsoft sent you, click on “Resend code” and another code will be sent to you.

3. Your additional phone number has now been configured for Multi-Factor Authentication.

Adding an Email Account:

If you would like to configure an email account for verification, select “**Email**” from the list of security options.

1. Enter the email address you would like to add to your account and click “Next”.



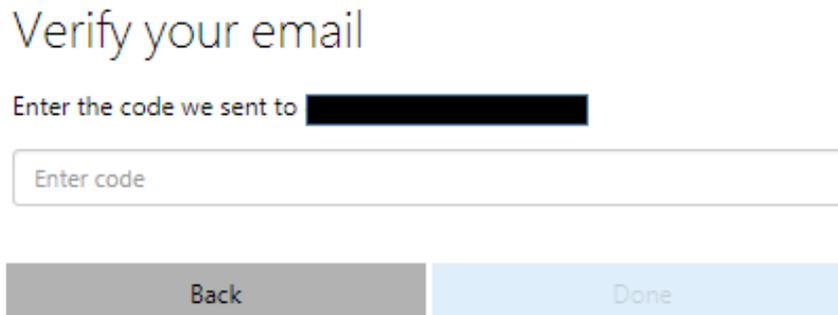
Set up your email

What email do you want to use?

[Redacted email address]

Cancel Next

2. Microsoft will now send you a verification code to the email address you specified. Once the code has been received, type it into the “**Enter code**” field and press “**Done**”



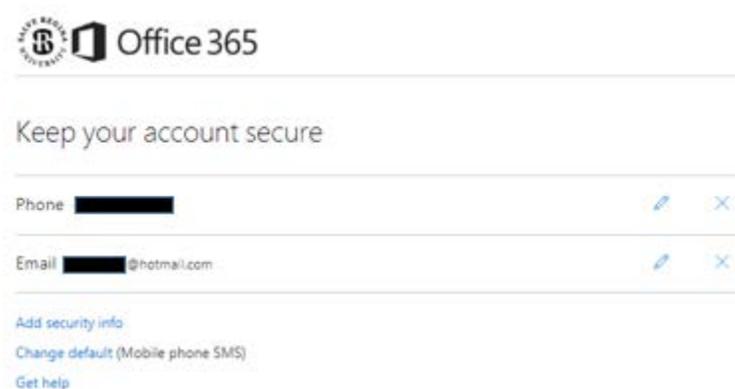
Verify your email

Enter the code we sent to [Redacted email address]

Enter code

Back Done

Your Email address is now configured. You should see it in the list of your security options when returned to the main menu.



Office 365

Keep your account secure

Phone [Redacted] [Edit] [Delete]

Email [Redacted]@hotmail.com [Edit] [Delete]

[Add security info](#)
[Change default \(Mobile phone SMS\)](#)
[Get help](#)

Adding the Microsoft Authenticator app:

Adding and configuring the Microsoft Authenticator app is a multi step process. A smart phone with a data plan or wifi access will be required to setup the app. The steps have been broken out to assist you with the setup.

Download and install the Microsoft Authenticator App:

1. On your smart phone, access the **App Store** (If you have an Apple iPhone) or the **Google Play Store** (If you have an Android based phone) and search for “**Microsoft Authenticator**”. The app icon will look like this:

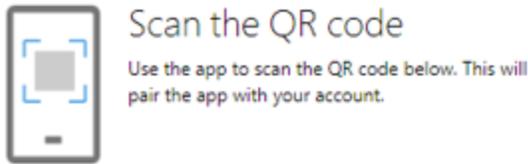


2. Download and Install the app to your device.
3. Launch the app and click on the plus symbol “+” in the upper right hand corner to add an account.
4. Choose “**Work or School account**” from the list.
5. Your phone will now be at a screen that wants you to scan a QR code. Set your phone aside and return to your computer.

Configure the Microsoft Authenticator app under your security settings:

You may need to log back into <https://aka.ms/setupsecurityinfo>. Once logged in, click on “**Add security info**” from the bottom of the page. Select “**Authenticator app**” from the list.

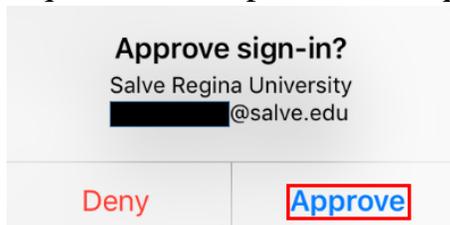
1. A dialog box will popup advising you to install the Microsoft Authenticator app onto your smart phone. This was done in the steps above. Click “**Next**”
2. Choose “**Next**” again on the “**Set up your account**” dialog box.
3. You are now prompted to scan a QR code. Wake up your smart phone if the screen has fallen asleep and select the Microsoft Authenticator app. It should be on a screen where it’s prompting you to scan a QR code. Raise your phone to your computer screen as if your taking a picture. Scan the QR code on your computer screen with your phone.



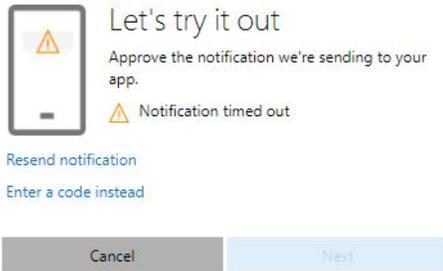
4. After scanning the QR code, you should now see your Salve email address listed under the Accounts in the app on your phone.



5. Click “**Next**” after scanning the code with your phone.
6. Microsoft will now attempt to send you a notification via the Microsoft Authenticator app. A dialog box should appear asking to **Accept** or **Deny** the request. To complete the setup, you must choose **Accept**.



*note: If you receive the following warning stating the request has timed out, try clicking on “**Resend Notification**”. Microsoft will attempt to send you another notification prompt like the one seen above.



7. Click **“Done”** after the Microsoft authenticator app has successfully been setup on your phone. You should now see the authenticator app listed as one of the verification security options on your profile.



Keep your account secure

Authenticator App [redacted] iPhone ×

Phone +1 401 [redacted] ✎ ×

Email [redacted]@hotmail.com ✎ ×

[Add security info](#)

[Change default \(Mobile phone SMS\)](#)

[Get help](#)

Setup and Configure Security Questions:

Microsoft has provided the option of using security questions to verify your Identity when attempting to log into your Office 365 account. As part of this setup, you will need to provide answers to five questions of your choosing. To add security questions as a verification option, please follow these steps.

1. Log into <https://aka.ms/setupsecurityinfo> with your Salve email address and password.
2. On the bottom of the page, choose ‘**Add Security info**’.
3. Select “**Security Questions**” from the list.
4. You will now be presented with the option of selecting five questions and specifying answers to them. Once you have completed choosing and answering the questions, select Done.

Set up your security questions

Which security questions do you want to use?

The screenshot shows the 'Set up your security questions' interface. It features five questions, each with a dropdown menu and a text input field. The first question, 'What school did you attend for sixth grade?', is selected and has a blue border. The other questions are: 'What is the last name of your favorite teacher in high school?', 'What were the last four digits of your childhood telephone number?', 'What was the name of the street of your first childhood home?', and 'What is the name of a college you applied to but didn't attend?'. At the bottom, there are two buttons: 'Cancel' (grey) and 'Done' (blue).

What school did you attend for sixth grade?	▼	
What is the last name of your favorite teacher in high school?	▼	██████████
What were the last four digits of your childhood telephone number?	▼	██████████
What was the name of the street of your first childhood home?	▼	██████████
What is the name of a college you applied to but didn't attend?	▼	██████████

Cancel Done