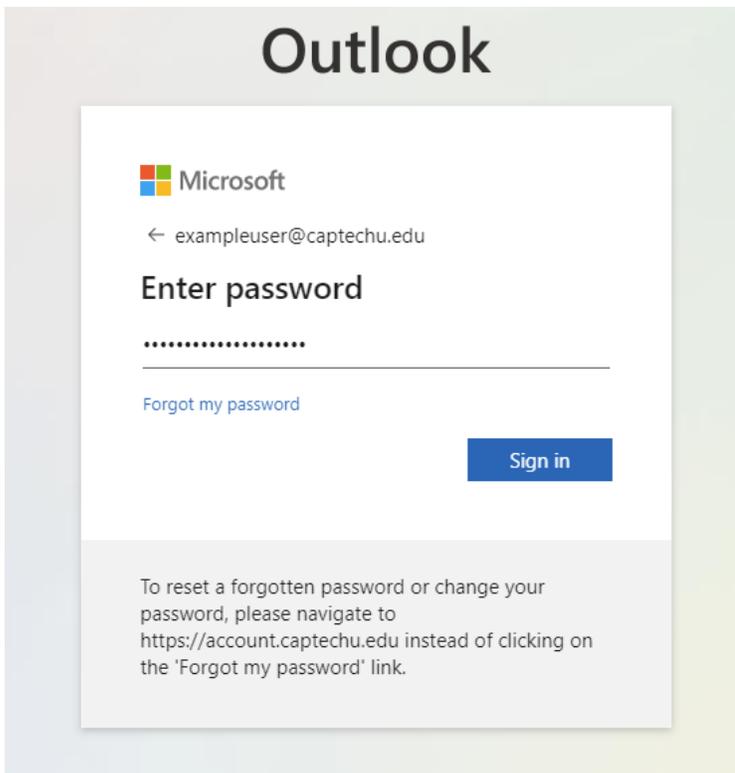
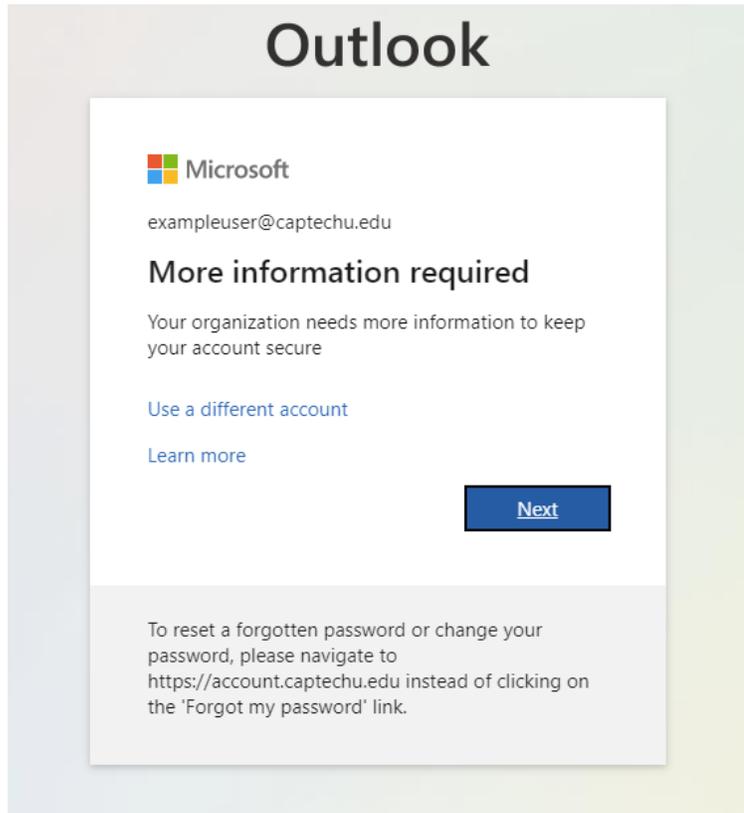


- Navigate to <https://outlook.office.com/>
- Enter your email/network credentials



If you have not set up multi-factor authentication (MFA), you will see this screen below after clicking Sign in.



- Click next and you will see the Additional security verification screen.

- Select the method you would like to use to receive your MFA code. Capitol Technology's IT Department recommends the Microsoft Authenticator mobile app for authentication, but you may also choose the authentication phone method to receive a code via text or call verification. Screenshots of each method are included. Follow the instructions on the screen to complete the setup.

 **Mobile app setup (recommended option):**

- Select "Mobile app" from the dropdown list.
- Select "Receive notifications for verification."
- Select "Set up" to configure the mobile app and you will be taken to Configure mobile app screen with instructions.
- Download the Microsoft Authenticator app for your mobile device if you haven't already. Then scan the QR code on your screen.

Step 1: How should we contact you?Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Please configure the mobile app.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

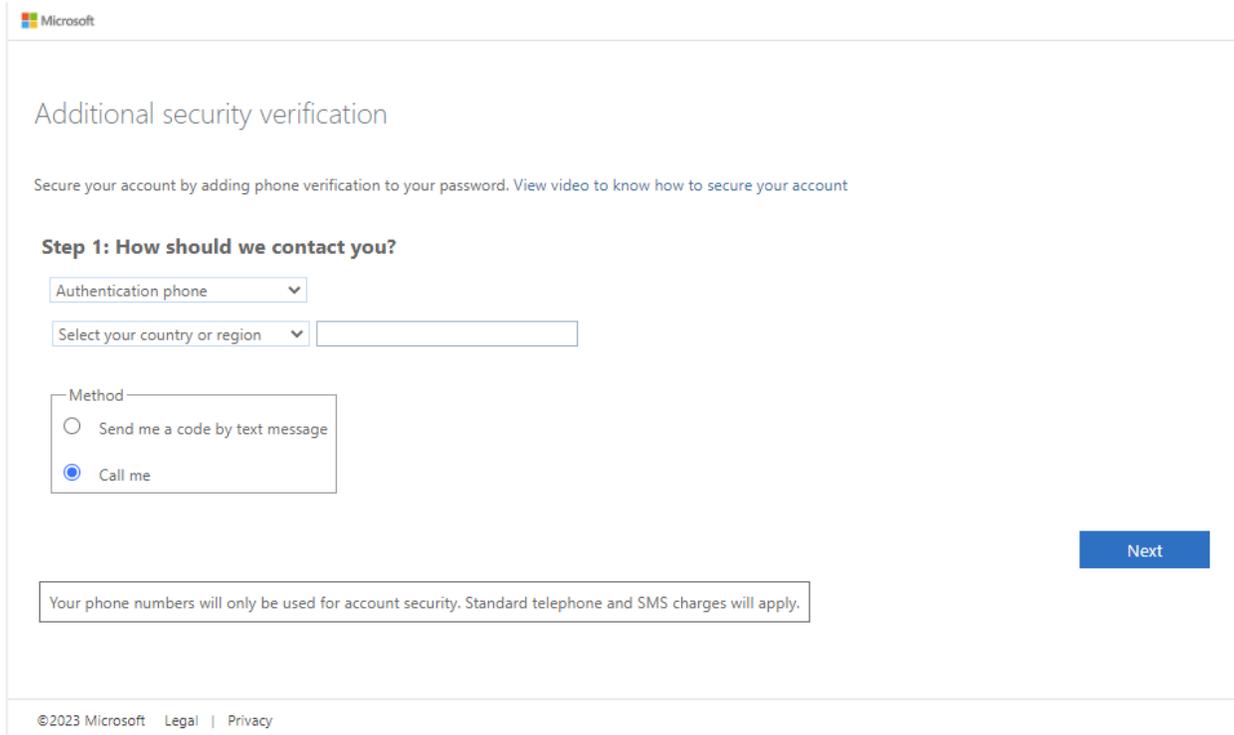


If you are unable to scan the image, enter the following information in your app.

Code: Uri:

If the app displays a six-digit code, choose "Next".

- 🗨️ Authentication phone setup (alternative option):
 - Select Authentication phone from the drop-down list
 - Select your country and enter your phone number
 - Choose text or call as method to receive code
 - Click next



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

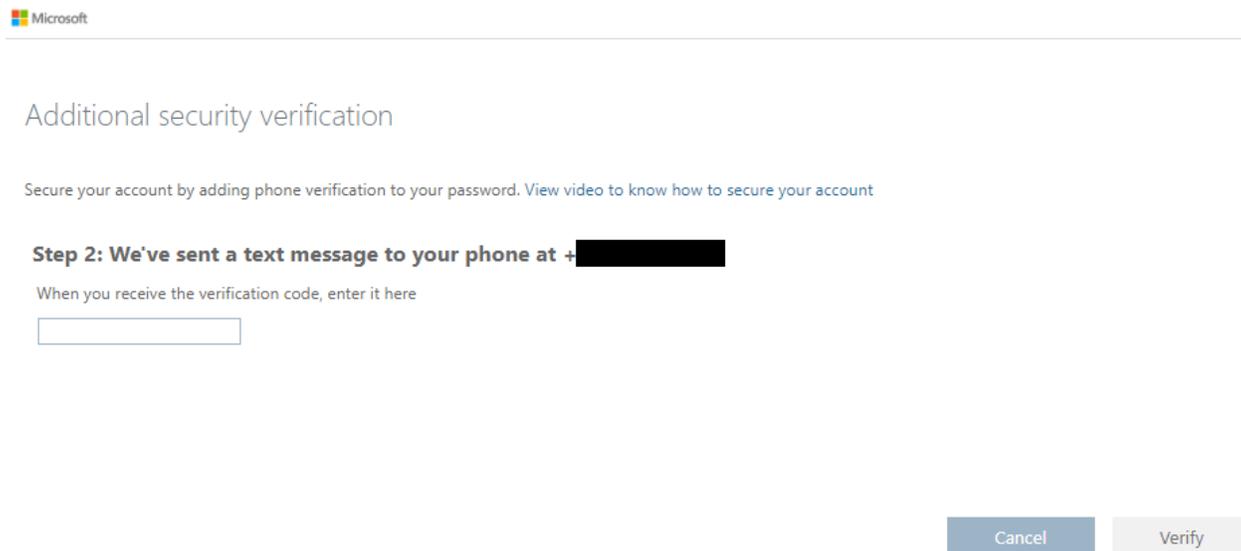
Send me a code by text message

Call me

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

©2023 Microsoft | [Legal](#) | [Privacy](#)

- You will receive a verification code based on the method you choose. For text, enter the code received into the field pictured in the screenshot below.



Microsoft

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 + [REDACTED]

When you receive the verification code, enter it here