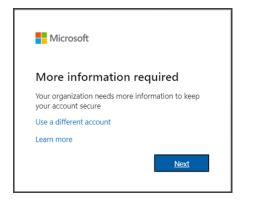
Setup MFA (Multi-factor Authentication)

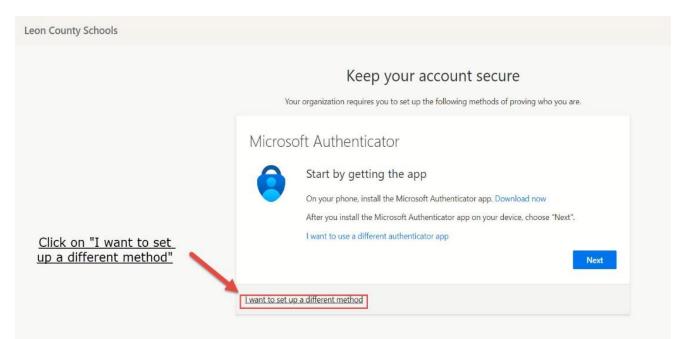
Sign in to Microsoft 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information:



Choose Next.

The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select "**I want to set up a different method**". Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.



Choose a different method $~ imes$	Choose a different method $~ imes$	Choose a different method $~ imes$
Which method would you like to use?	Which method would you like to use?	Which method would you like to use?
click arrow	Phone <u>Click "Phone"</u> Authenticator app	Click Confirm

Enter Cellphone number to receive SMS message containing a 6-digit code:

Leon County Schools		3
<u>Select "Text me a</u> <u>code"</u>	Begins of the provision of th	Must enter your personal Cell phone number
Leon County Schools		?
A text message with a 6 digit code will be sent to the cell number entered on the previous page.	Keep your account secure vour organization requires you to set up the following methods of proving who you are. Phone We just sent a 6 digit code to +1 8506513578. Enter the code below. Inter code Resend code Want to set up a different method	Then Click "Next"
		NEXT PAGE : Click "Done"

Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.