Microsoft365
Multi-Factor Authentication (MFA)

How to set up
when MFA is already in operation

Situations where authentication is required

- When signing in for the first time
- When signing in from a new device for the first time
- When signing in after signing out from Microsoft365
- When using email software
- When you have not signed in for more than 90 days
- When signing in from different browsers (e.g. newly signed in using Firefox instead of Edge you have been using)

※ Authentication will not be required every time if you didn't sign out.

Initial authentication method – mobile phone 1/3

When signing in, "**More information required**" will be displayed.
① Select "**Next**" and "**Start by getting the app**" window will be displayed.
② Select "**I want to set up a different method**".
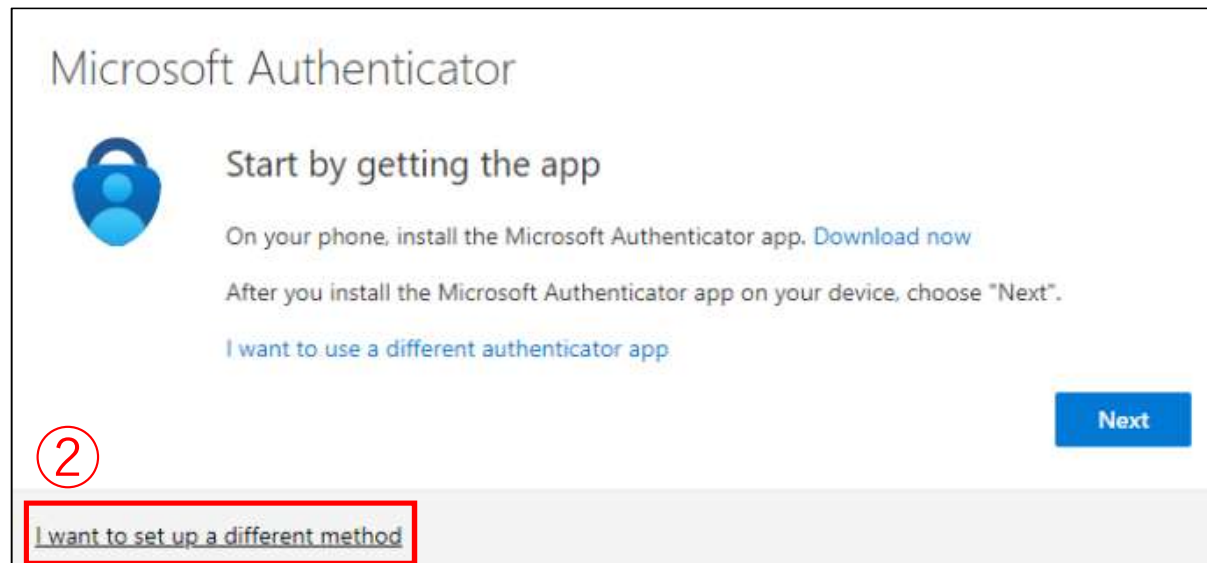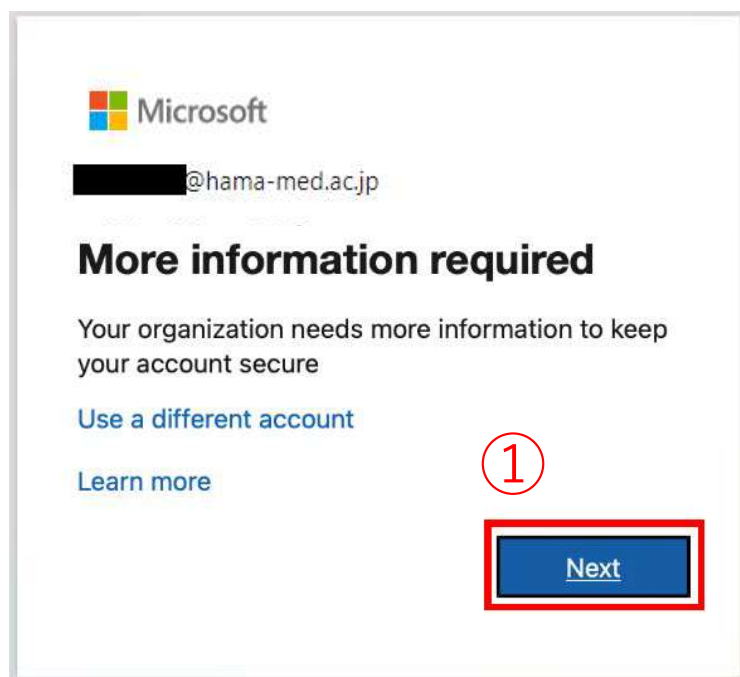
Initial authentication method – mobile phone 2/3
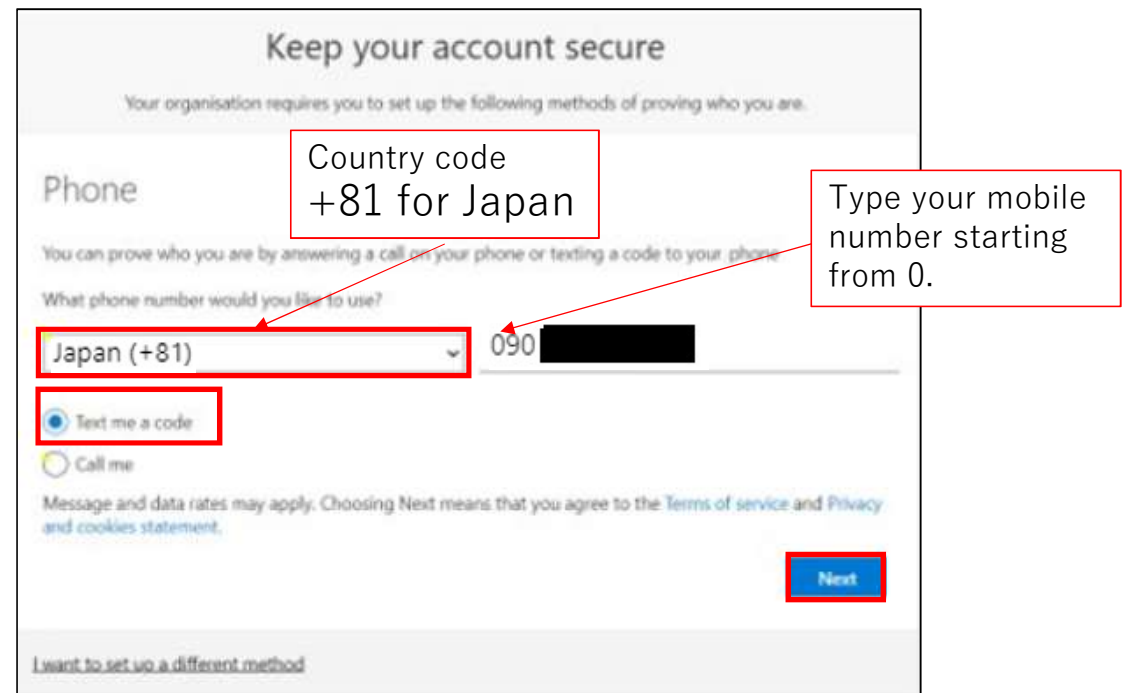
- Select "phone" from the drop-down list and Select "**Confirm**".
- Enter your mobile number and select "**Text me a code**".
- Select "**Next**".

Initial authentication method – mobile phone 3/3

- A text message with a code will be sent to your mobile phone.
- Enter the code and then select "**Next**".

＜Mobile phone image＞

Phone

We just sent a 6-digit code to +31 ... 8934. Enter the code below.

445047

Enter 6 digit code

Resend code

If you didn't receive a code, click here to resend.

Back | **Next**

08:25

Microsoft >

445047
Use this code for Microsoft verification

Today 08:19

6 digit code
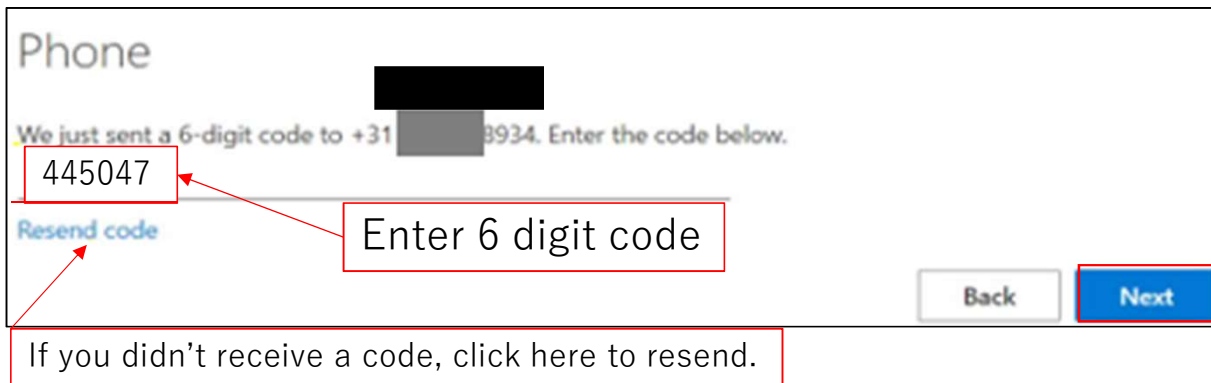
· Once the setup is complete, the following window will be displayed.
  Select "**Next**" on the first window, and when the success window is displayed, select "**Done**".

Phone

✔ SMS verified. Your phone was registered successfully.

Next

Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

☎ Phone

Done