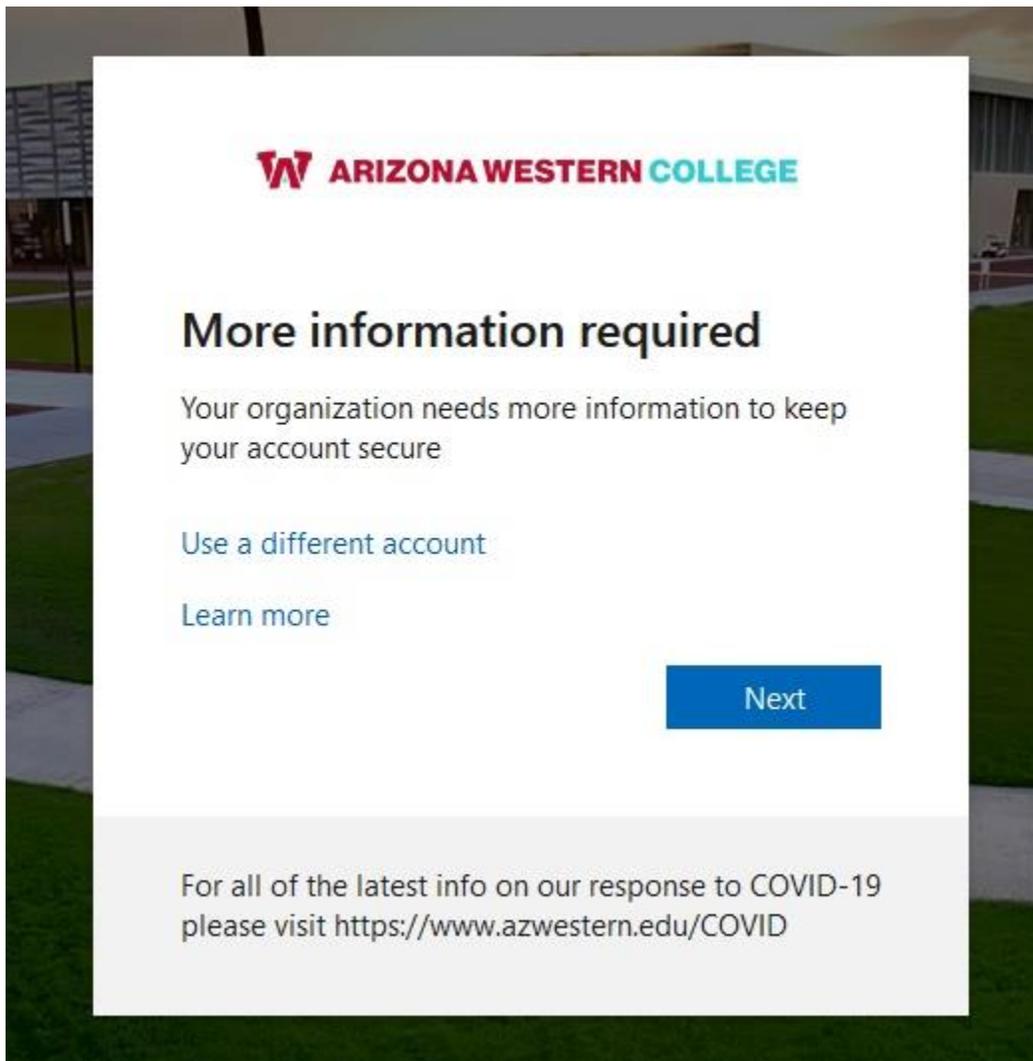


MFA Setup

If you see the “More information required” screen, you must set up Multi-Factor Authentication (2-step verification) to continue. You can use the Microsoft Authenticator app, or your phone number. Step 2 will guide you through the Microsoft Authenticator route. Step 3 will guide you through the Phone route.

- 1) Hit “Next”



- 2) To use the Microsoft Authenticator app, please hit “Next” and follow Step 2. To use your Phone number, please hit “I want to set up a different method” and skip to step 3.

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".

[Next](#)

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

- a. Download the Microsoft Authenticator app. After downloading, open the app, hit “Add an account” or the “+” button, select Work or School account on the app, then hit “Next.”

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](#)

- b. Scan the QR code given to you then hit “Next”

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.

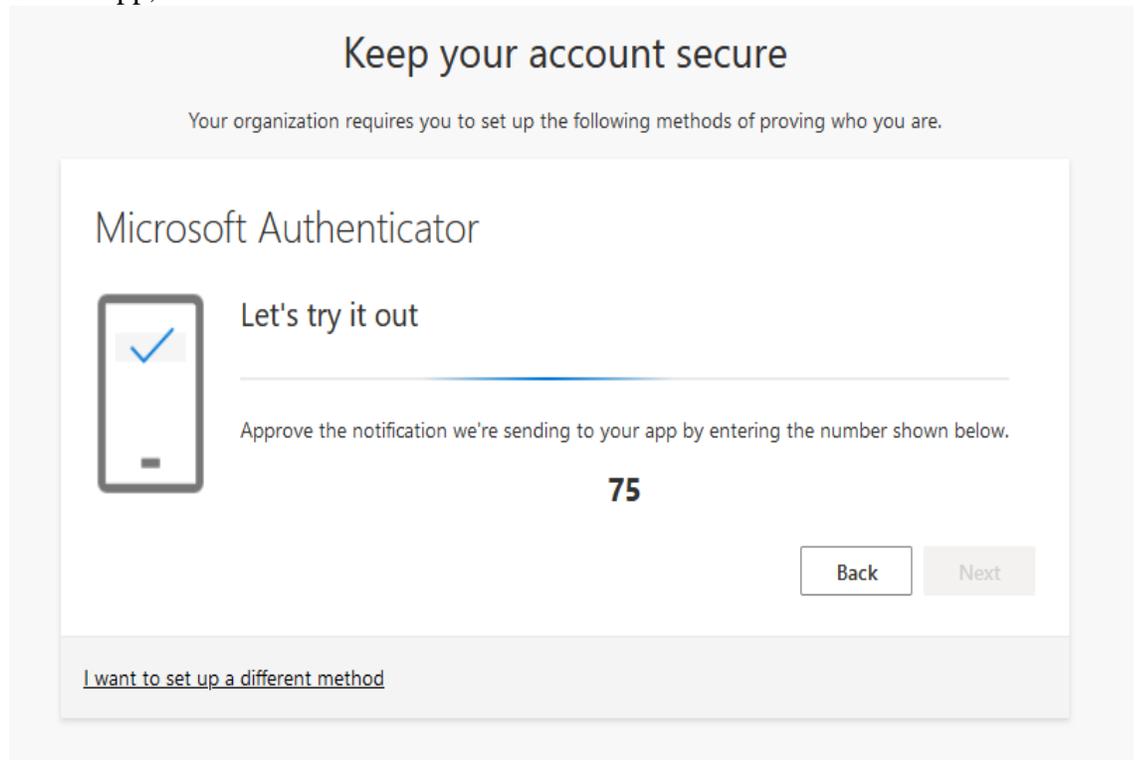
After you scan the QR code, choose "Next".

Can't scan image?

Back Next

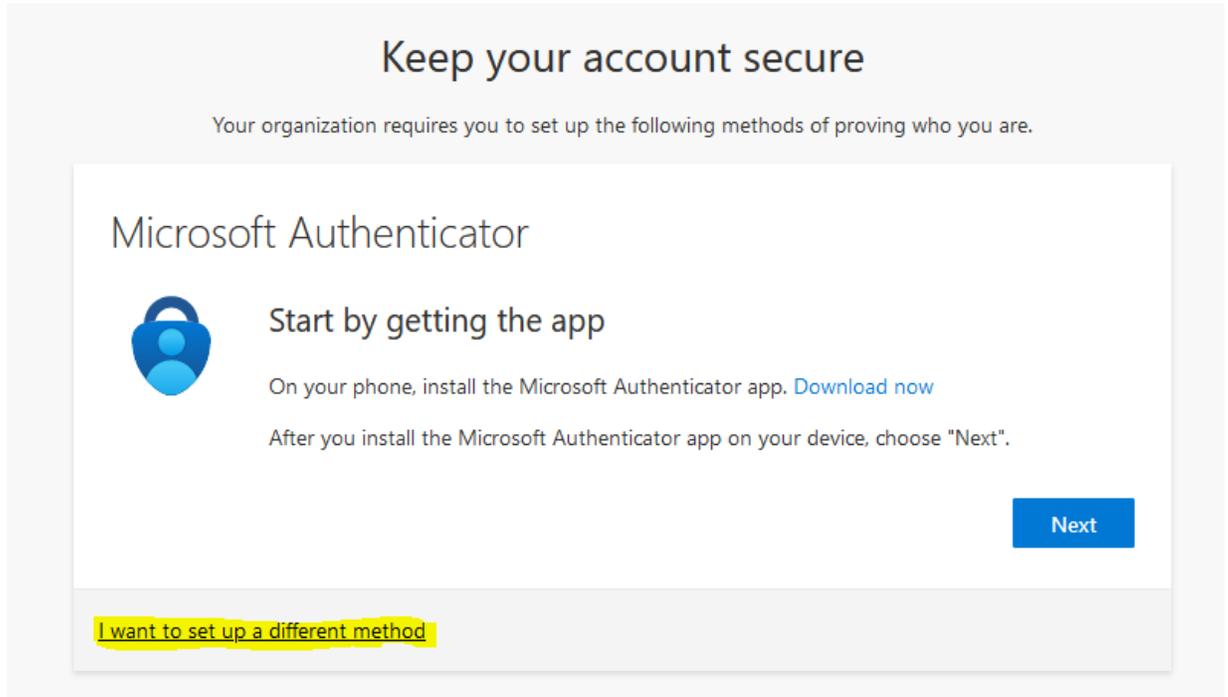
[I want to set up a different method](#)

- c. On the app, enter the code shown on the screen

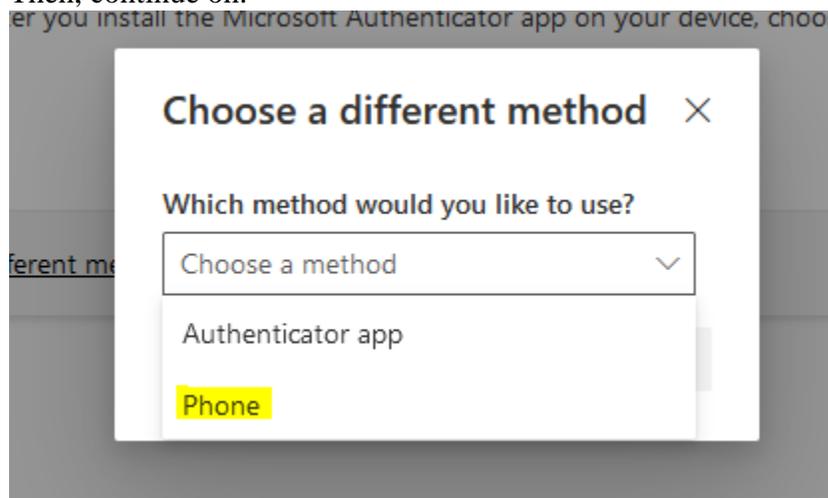


- d. Continue to hit “Next” and then “Done.” You should now be in your AWC Office 365 account. If not, please contact the Service Desk at (928) 317-5892 or submit a ticket.

- 3) To set up MFA with your Phone number, please select “I want to set up a different method”



- a. On the menu that pops up, please click on the empty box and select “Phone.” Then, continue on.



- b. Enter in your phone number with the area code included, choose to receive a text or call, then hit “Next”

Keep your account secure

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

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

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

- c. Enter the code you received then hit “Next”

Keep your account secure

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

Phone

We just sent a 6 digit code to [Redacted] Enter the code below.

[Resend code](#)

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

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

- d. Continue to hit “Next” and “Done.” You should now be in your AWC Office 365 account. If not, please contact the Service Desk at (928) 317-5892 or submit a ticket.