

Set up your Microsoft 365 sign-in for multi-factor authentication

08/14/2025 1:21 pm EDT

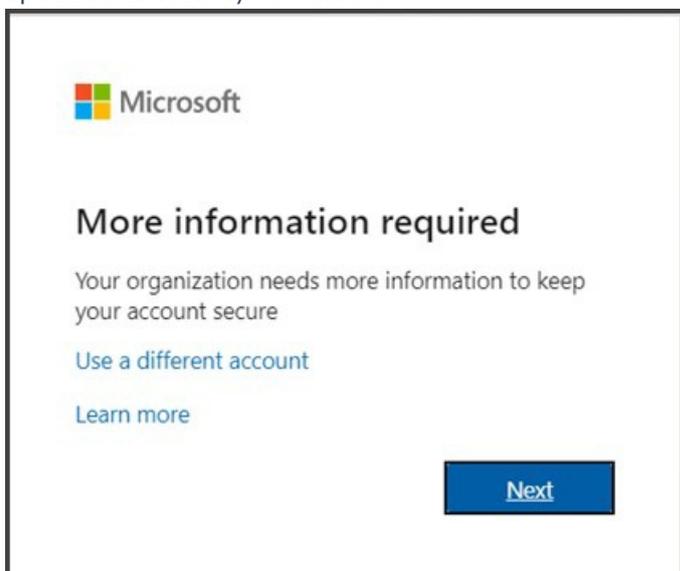
To set up multi-factor authentication (MFA) for Microsoft 365, follow these steps:

Here is a quick video on how to setup MFA on your device:

Your browser does not support HTML5 video.

Basic Steps:

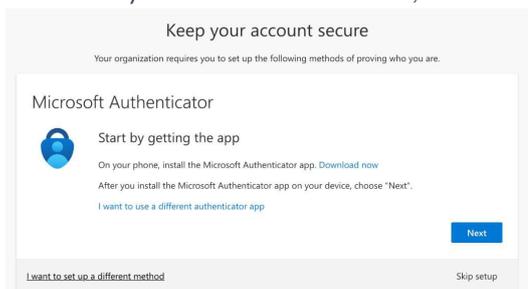
1. **Sign In** – Use your work account and enter your password as usual. After signing in, you'll be prompted to set up additional security verification.



2. **Follow the Setup Prompts** – Click **Next** to begin the MFA setup process.

3. Choose an Authentication Method:

- **Microsoft Authenticator App (Recommended)** – The default method is the free Microsoft Authenticator app. If installed on your mobile device, select **Next** and follow the prompts to link your account. If you don't have it installed, a link will be provided to download it.



- **SMS Verification (Alternative)** – If you prefer, select "I want to set up a different method." Enter your

mobile phone number, and Microsoft 365 will send you a 6-digit verification code via SMS to confirm your device.

4. **Complete the Setup** – Once your chosen authentication method is verified, MFA is activated on your account.
5. **Future Sign-Ins** – The next time you sign in to Microsoft 365, you'll be required to complete the additional verification step (such as entering a code from the authenticator app or an SMS). However, this is usually only needed when signing into a new device, app, or after a password reset—unless your organization enforces MFA for every login.

Tip: Using an authenticator app is recommended for better security and a faster login experience compared to SMS verification.

Need More Help? [Contact Support](#)