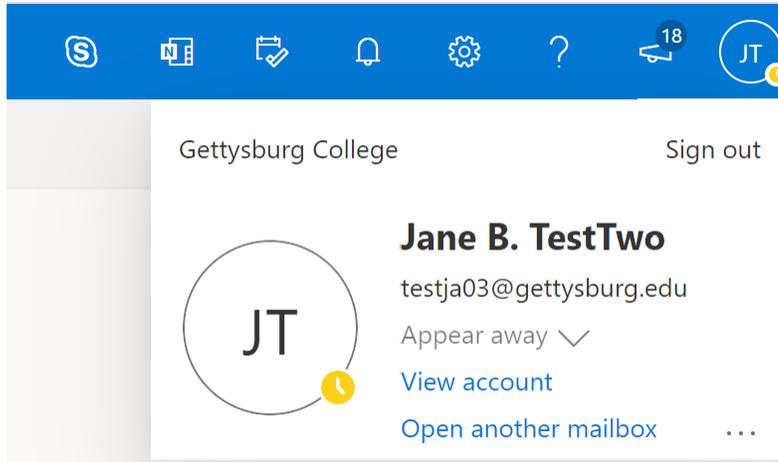
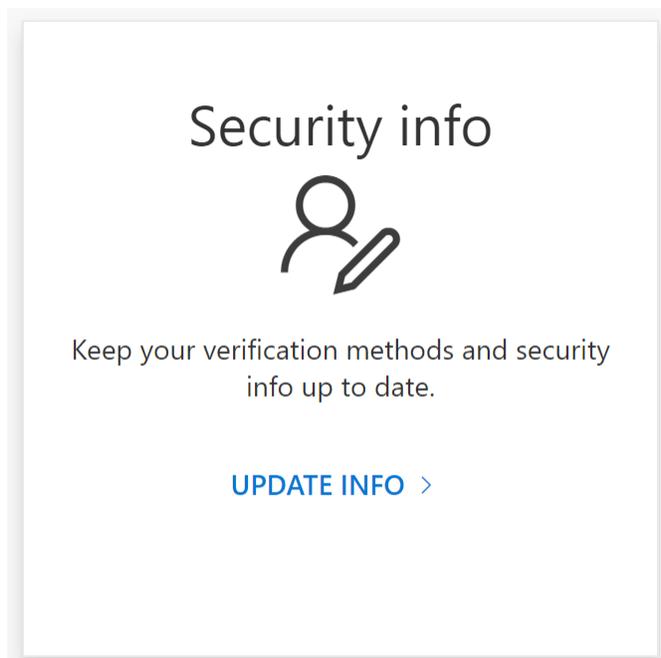


## Instructions for Updating your Student MFA Authentication Methods Manually

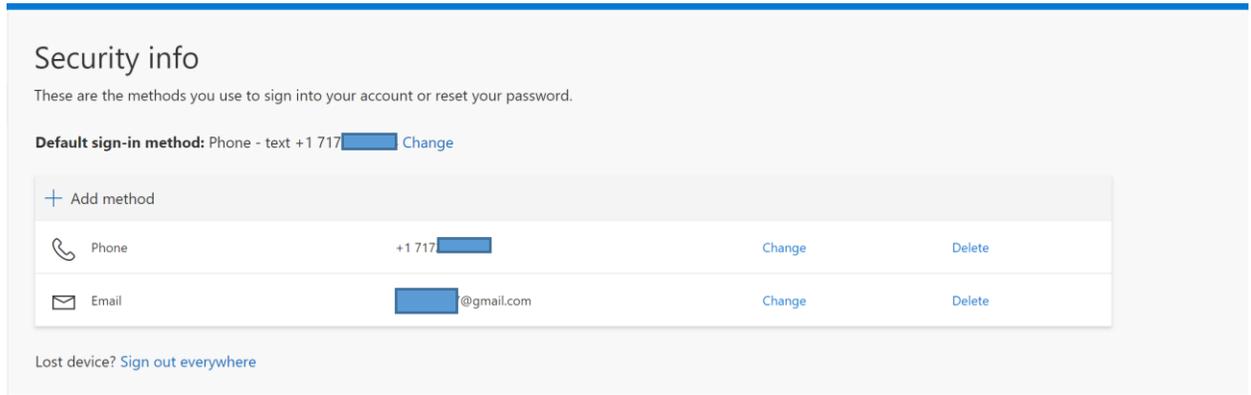
1. Login to your Student email account (Outlook)
2. Navigate to the upper right corner of outlook and click your accounts initials (initials in a circle). Then click **View Account**.



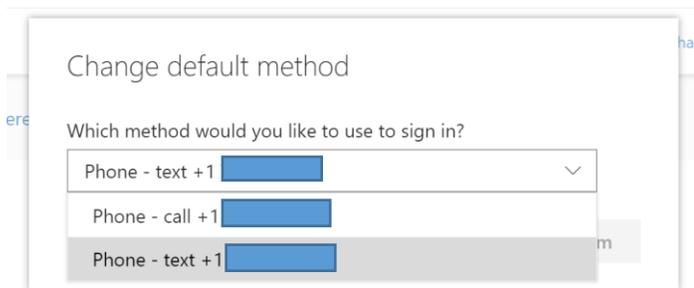
3. Select **“UPDATE INFO”** located under Security info:



4. After clicking Update info, you should see the following:
- Here is where you can change your current authentication methods and your default sign-in method. Simply click **Change** and update your information.



5. To change your primary authentication method, hit change next to **“Default sign-in method”** As you will see, Email cannot be used as a default authentication method. So if your 2 authentication methods are by phone and email, your primary default method will either be a text or call to your phone:



If you have downloaded the Microsoft Authenticator App, you will have the option to use that as a default sign-in method, or can use your phone. Shown below:

