## 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.

Default sign-in method: Phone - text +1 717 Change   + Add method +1 717 Change   Set Phone +1 717 Change	Security info hese are the methods you use to sign into your a	ccount or reset your password.		
+ Add method & Phone +1 717 Change Delete	Default sign-in method: Phone - text +1 717	Change		
S Phone +1 717 Change Delete	+ Add method			
-	& Phone	+1 717	Change	Delete
Email @gmail.com Change Delete	Email	@gmail.com	Change	Delete

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:

Change default method	
Which method would you like to use to sign in?	
Phone - text +1	$\sim$
Phone - call +1	
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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:

hich method would you like to use to sign in?	
Phone - text +1	~
Phone - call +1	
Phone - text +1	m