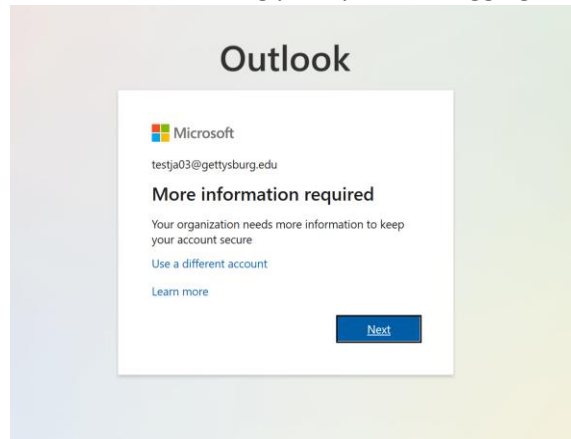


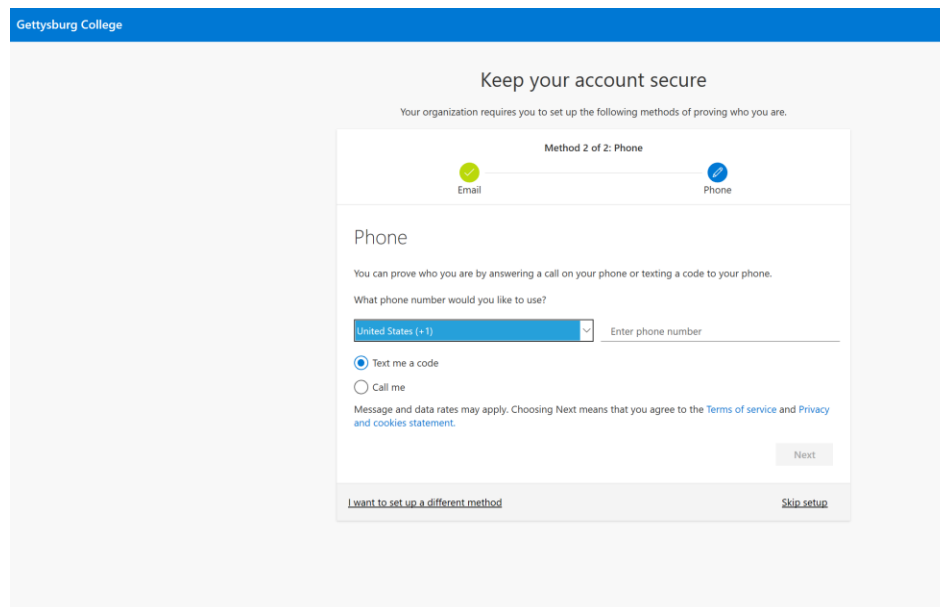
Instructions for setting up Office 365 Student MFA (phone)

After being added to the Multi-Factor Authentication group within Office 365, the next time you log-in to your Outlook Profile, you will be prompted to set up 2 authentication methods (phone, email or Microsoft Authenticator App). The following instructions are specifically for setting up your phone.

1. You will receive the following prompt when logging into Outlook, click **Next**.



2. Put in the phone number where it says **“Enter Phone Number”**. Select either **“Text me a code”** or **“Call Me”**. A code will be sent to your phone via the method you choose and will be needed to authenticate your account. Once you’ve entered your phone number and selected a contact method, hit **“Next”**. Shown below:

A screenshot of the "Keep your account secure" setup screen. At the top left, "Gettysburg College" is displayed. The main heading is "Keep your account secure", with a sub-message: "Your organization requires you to set up the following methods of proving who you are." Below this, there are two options: "Email" (with a green checkmark) and "Phone" (with a blue checkmark). The "Phone" option is selected. The section is titled "Phone" and contains the text: "You can prove who you are by answering a call on your phone or texting a code to your phone." Below this, it asks "What phone number would you like to use?". There is a dropdown menu for the country code, currently set to "United States (+1)", and a text input field for the "Enter phone number". Below the input field, there are two radio buttons: "Text me a code" (which is selected) and "Call me". A small note states: "Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement." At the bottom right, there is a "Next" button. At the bottom left, there is a link: "I want to set up a different method". At the bottom right, there is a link: "Skip setup".

3. After hitting next, you should have received a code via text or phone call. Enter that code at the following prompt, then click **“Next”**.

Keep your account secure

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

Method 1 of 2: Phone

Phone Email

Phone

We just sent a 6 digit code to +1 717 [redacted] the code below.

992994

[Resend code](#)

Back Next

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

4. If successful, you should receive the following prompt, confirming SMS was verified. Click **“Next”**.

Keep your account secure

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

Method 1 of 2: Phone

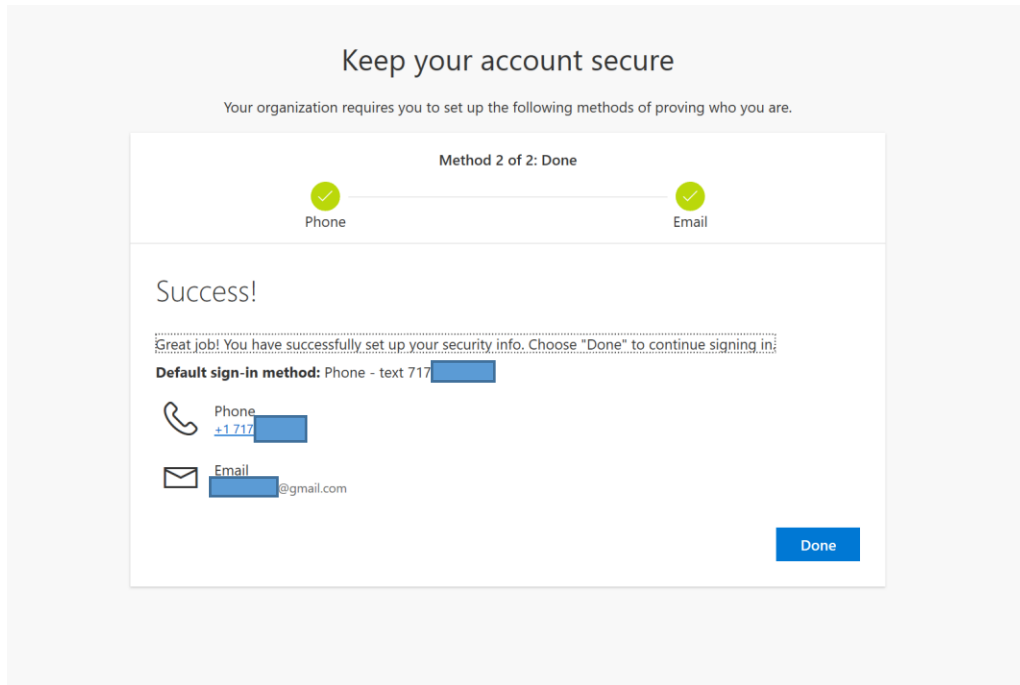
Phone Email

Phone

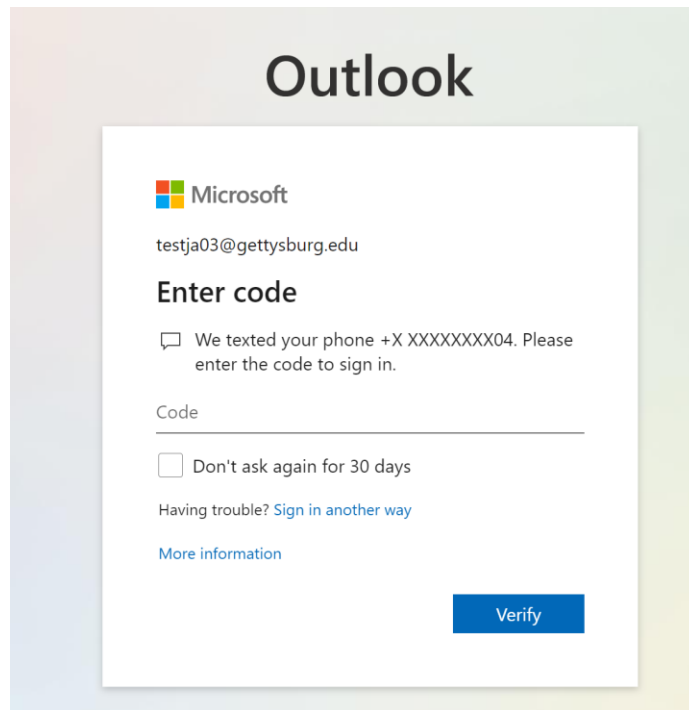
✓ SMS verified. Your phone was registered successfully.

Next

5. When properly set up, you should see the green checkbox for Phone and the words success. In this screenshot, I had already set up Email as the other authentication method, so it is showing both. Click **Done**.



6. The next time you login to Outlook, you will receive the following prompt:



- A code should have been texted/called to your phone.
- Type in the code sent to your phone, and Click Verify.
- You will see an option to remember you for 30 days. (If you select this, you will not be prompted for MFA again on this browser for 30 days)
- After clicking Verify, Outlook will open.