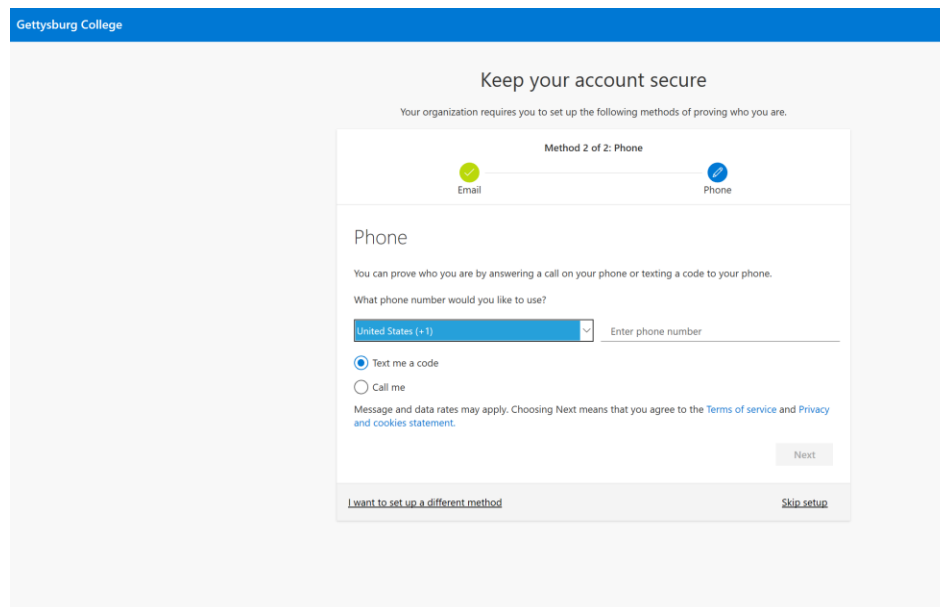# Instructions for setting up Office 365 Student MFA (phone)

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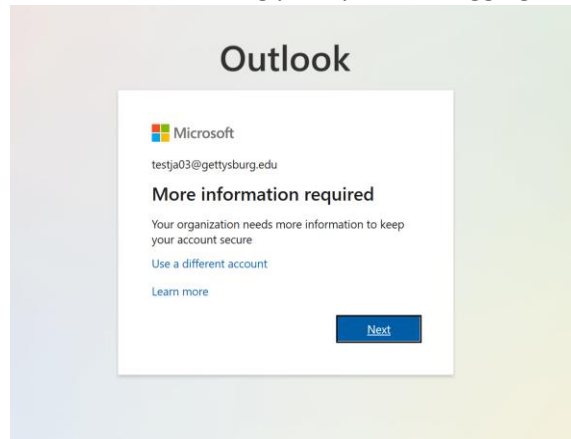
2. Put in the phone number where it says "**Enter Phone Number**". Select either "**Text me a code**" or "**Call Me**". A code will be sent to your phone via the method you choose and will be needed to authenticate your account. Once you've entered your phone number and selected a contact method, hit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

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".**

4. If successful, you should receive the following prompt, confirming SMS was verified. Click **"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**".
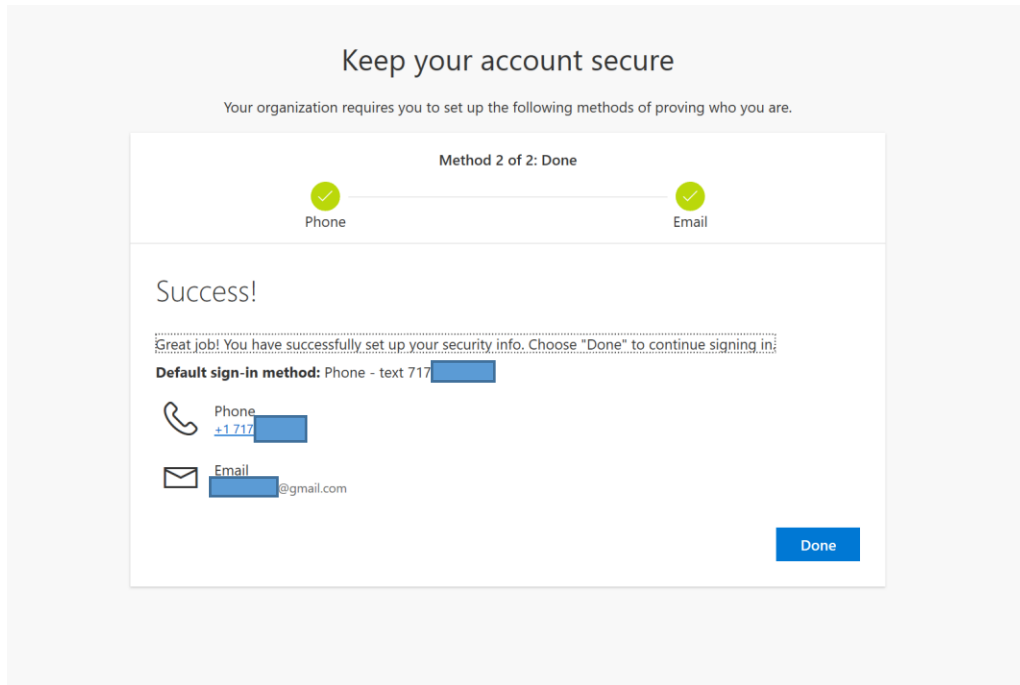
6. The next time you login to Outlook, you will receive the following prompt:
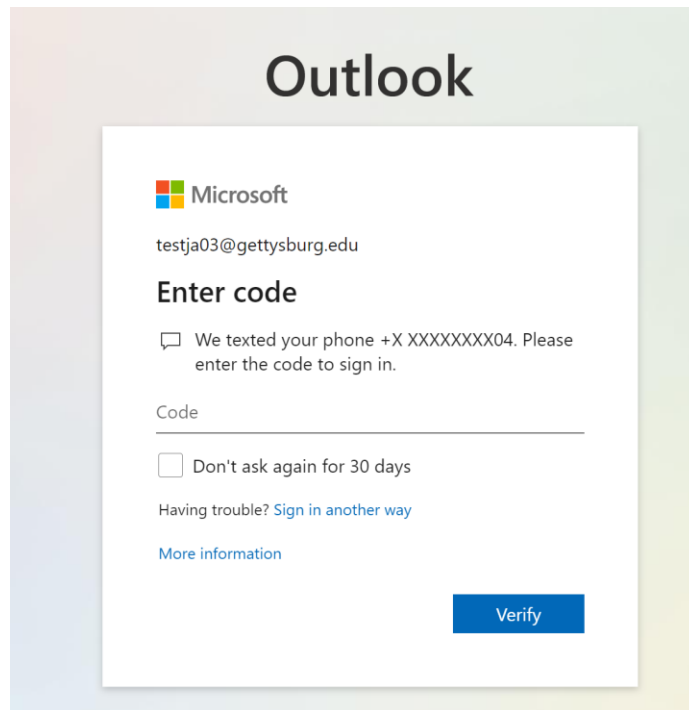
- A code should have been texted/called to your phone.
- Type in the code sent to your phone, and Click Verify.
- You will see an option to remember you for 30 days. (If you select this, you will not be prompted for MFA again on this browser for 30 days)
- After clicking Verify, Outlook will open.