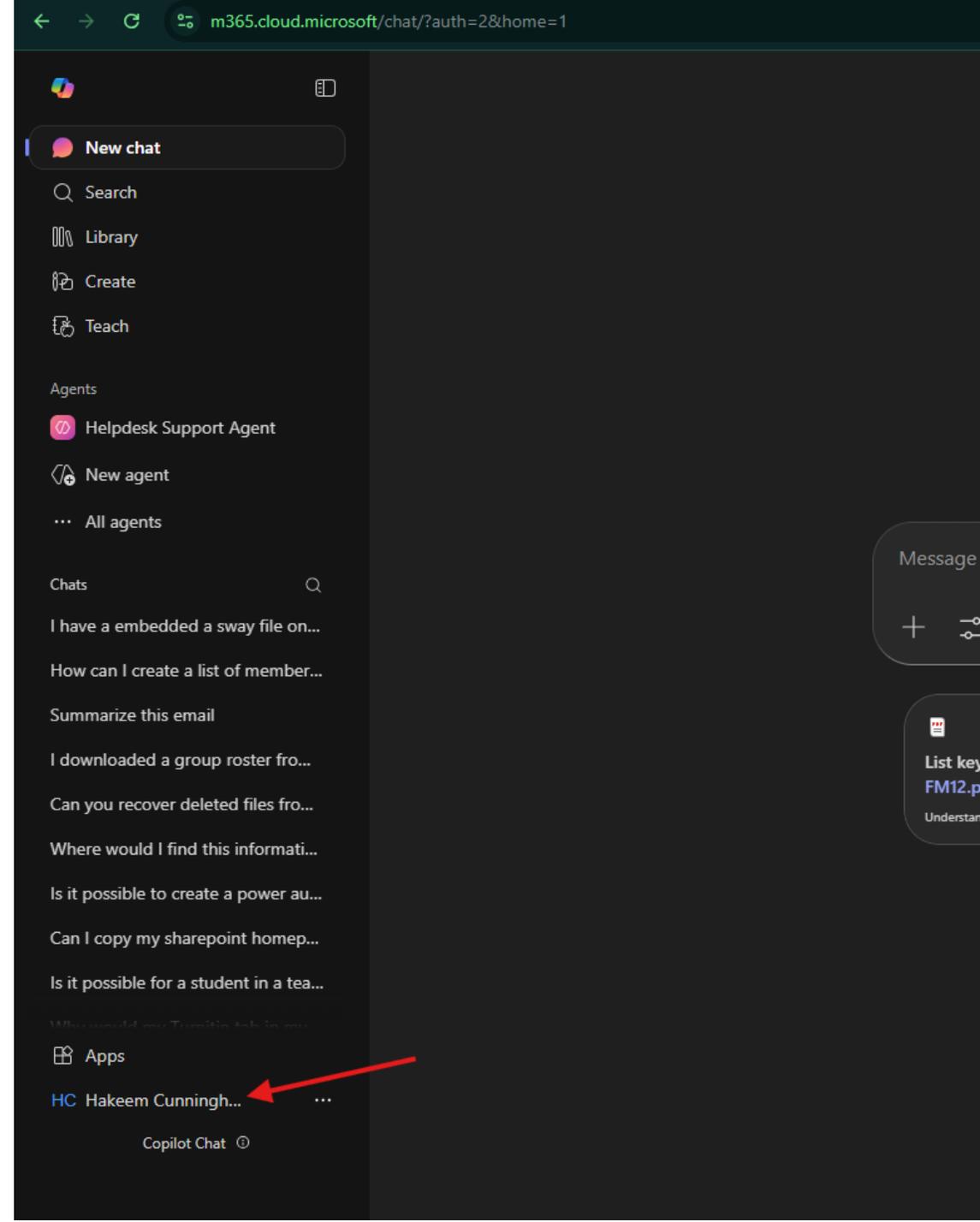


How to Setup Multiple Authentication Methods in MS 365

Step 1: Sign into MS 365 using your @jsou.edu account
(Link: <https://m365.cloud.microsoft/>)

Step 2: Click your name on the bottom left-hand corner of the page



Step 3: Click **View Account**

The screenshot shows the Microsoft 365 Copilot chat interface. The browser address bar at the top displays the URL: `m365.cloud.microsoft/chat/?auth=2&home=1`. The interface is dark-themed and includes a sidebar on the left with navigation options: "New chat", "Search", "Library", "Create", "Teach", "Agents", "Helpdesk Support Agent", "New agent", and "All agents". Below these are "Chats" with a search icon and a list of chat messages: "I have a embedded a sway file on...", "How can I create a list of member...", "Summarize this email", and "I downloaded a group roster fro...".

The main content area shows a user profile for "Hakeem Cunningh." with the email address `hakeem.cunningham@jsou.ei`. A red arrow points to the "View account" link. Other links in the profile section include "My Microsoft 365 profile" and "Third party notice". A "Sign out" link is visible in the top right of the profile card. Below the profile card is a "Sign in with a different account" button.

On the right side of the interface, there is a "Message Copilot" section with a "+" icon and a "Tools" button. Below that, a card titled "List key points from IM FM12.pdf" is visible, with the subtitle "Understand the main points".

Step 4: Click UPDATE INFO
in the "Security info" section

The screenshot shows a user's account page for Hakeem Cunningham. The page is divided into a left sidebar, a top navigation bar, and a main content area. The sidebar contains links for My Account, Overview, Security info, Devices, Change password, Organizations, Settings & Privacy, Recent activity, My Apps, My Staff, My Groups, My Access, and Give feedback. The top navigation bar features a 'My Account' dropdown and a notification: 'There's a new version of this homepage'. The main content area displays the user's profile, including their name, title (IT Business Analyst), organization (Educational Technology), email address (hakeem.cunningham@jsou.edu), and a phone number (MacDill AFB). Below the profile is a link for 'Why can't I edit?'. The 'Security info' section is highlighted with a red arrow pointing to the 'UPDATE INFO' link. Other sections include 'Change password', 'Devices', and 'Organizations', each with a corresponding icon and a link to manage the respective information.

My Account ▾

HC Hakeem Cunningham
hakeem.cunningham@jsou...

My Account ^

Overview

Security info

Devices

Change password

Organizations

Settings & Privacy

Recent activity

My Apps

My Staff

My Groups ▾

My Access ▾

Give feedback

There's a new version of this homepage

HC

Hakeem Cunningham
IT Business Analyst
Educational Technology

hakeem.cunningham@jsou.edu

MacDill AFB

Why can't I edit?

Sign out everywhere

Security info

Keep your verification methods and security info up to date.

UPDATE INFO >

Change password

Make your password stronger, or change it if someone else knows it.

CHANGE PASSWORD >

Devices

Disable a lost device and review your connected devices.

MANAGE DEVICES >

Organizations

See all the organizations that you're a part of.

MANAGE ORGANIZATIONS >

Step 5: Click "+ Add sign-in method"

The screenshot shows the 'My Sign-Ins' page for Hakeem Cunningham. The left sidebar contains navigation options: My Account, Overview, Security info (selected), Devices, Change Password, Organizations, Settings & Privacy, Recent activity, My Apps, My Staff, My Groups, and My Access. The main content area is titled 'Security info' and includes a sub-header 'These are the methods you use to sign into your account or reset your password.' Below this, it states 'You're using the most advisable sign-in method where it applies.' and provides a link to 'Change' the sign-in method. A table lists the current sign-in methods: Alternate phone, Phone, Password, and Microsoft Authenticator. A red arrow points to the '+ Add sign-in method' button at the top of the table.

Sign-in method	Details	Change	Delete
+ Add sign-in method			
Alternate phone	[Redacted]	Change	Delete
Phone	[Redacted]	Change	Delete
Password	[Redacted]	Change	
Microsoft Authenticator (in outlookMobile) Push multi-factor authentication (MFA)	iPhone 13 Pro Max		Delete

Lost device? [Sign out everywhere](#)

Step 6: Select Office phone

The screenshot shows the Microsoft account 'Security info' page. A modal dialog titled 'Add a sign-in method' is open, listing several options. A red arrow points to the 'Office phone' option, which is highlighted in grey. The background page shows the user's profile as Hakeem Cunningham and a list of current sign-in methods including an alternate phone, a primary phone, a password, and Microsoft Authenticator on an iPhone 13 Pro.

My Sign-Ins ▾

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.
Sign-in method when most advisable is unavailable: Phone - text [REDACTED] [Change](#)

Add sign-in method

- Alternate phone [REDACTED]
- Phone [REDACTED]
- Password [REDACTED]
- Microsoft Authenticator (in outlookMobile) Push multi-factor authentication (MFA) iPhone 13 Pro

[Lost device? Sign out everywhere](#)

Add a sign-in method ✕

- Microsoft Authenticator**
Approve sign-in requests or use one-time codes
- Hardware token**
Sign in with a code from a hardware token
- Office phone** ←
Get a call to sign in with a code
- Email**
Receive a code to reset your password

Learn more about each method [to help you choose.](#)

Step 7: Enter a valid phone number that you will have access to when prompted to use Multi-Factor Authentication (Ex. Desk or Office phone #) then click "**Next**"

Add a phone number ×



Verify it's you with a call to your phone.

Country code
United States (+1) ▾

Phone number
Enter phone number

Extension
Enter phone extension

Choose how to verify

Call

Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Back Next

Step 8: Answer the phone you set as an authentication method. You will be prompted to hit the "#" key. Once complete, you will be able to authenticate into your account using a password and the set MFA phone #

✔ Phone number added



You can now receive a code each time you sign in.

Done