Sign into Office 365 Online and setup Multifactor Authentication - Android

This guide will show you how to install the Microsoft Authenticator app on your mobile phone and add your Office 365 account for Multifactor Authentication (MFA).

After installing the Microsoft Authenticator App on your mobile, you'll need to sign into Office 365 online <u>https://portal.office.com</u> to complete the MFA setup for your account.

Install the Microsoft Authenticator App

Open the Google Play Store



Search for Microsoft Authenticator









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Scan a QR code

To get the QR code you'll need to sign into Office 365 online

Work or school account

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←	Add account	
What I	kind of account are you adding?	
	Personal account	i
	Work or school account	(j)
8	Other account (Google, Facebook, etc.)	i



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Sign into Office 365 online

https://portal.office.com

Enter your email address and password, then click Sign in

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Save password - click Never Note: you should only save your password if this is a private computer

More information required - Click Next

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Use a different account				
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How should we contact you?

Select - Mobile app and receive notifications for verification, then click set up

Additional security verification x +		-	×
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Additional security verification			
Secure your account by adding phone verification to your password. View video to know how to secure your account			
Step 1: How should we contact you?			
How do you want to use the mobile app? Receive notifications for verification Use unsetficitions code			
To use these verification methods, you must set up the Microsoft Authenticator app.			
3 Set up Mobile app has been configured.			
Next			
©2021 Microsoft Legal Privacy			





On your phone, open the Microsoft authenticator app and tap Scan a QR code

Allow





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Account added successfully









How should we contact you? Select Mobile app and receive notifications for verification, then click Next

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Step 1: How should we contact you?			
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To use these verification methods, you must set up the Microsoft Authenticator app.			
Set up Mobile app has been configured for notifications and verification codes.			
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Additional security verification					
Secure your account by adding phone verification to your password. View video to know how to	secure your account				
Step 2: Let's make sure that we can reach you on your Mobile App	device				
 Please respond to the notification on your device. 					
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Approve the notification that pops-up in the app on your phone





Enter your mobile number then click Next

Additional security w	rification x +			-	×
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	Step 3: In case you lose access to the mobile app United Kingdom (+44)				
	Done				
	Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.				
	©2021 Microsoft Legal Privacy				

Update your password

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Stay signed in - No

Note: you should only click stay signed in if this is a private computer

Sign in to your account x +
A type://ogin.microsoftonline.com/common/SAS/ProcessAuth
Microsoft philip@planetexpress.live Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again No Yes



Close the welcome to Office 365 wizard



Open Outlook on the web to access your emails



