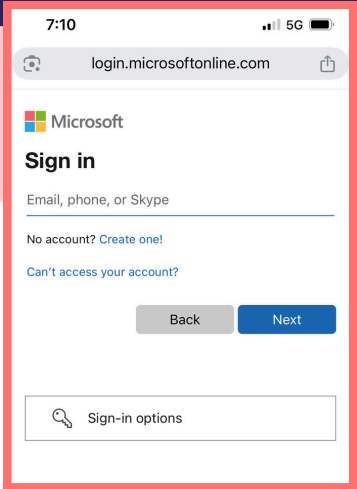


STEPS FOR Setting up Multi-Factor Authentication (MFA) for Outlook

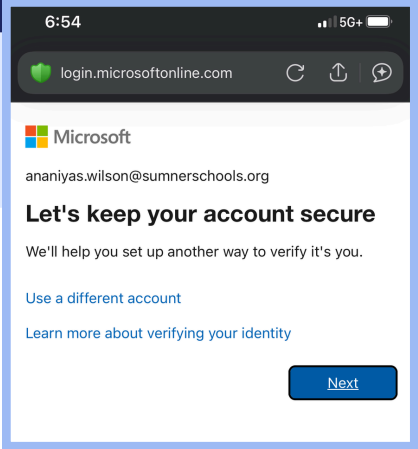
These steps are for accounts that have been enabled for MFA by our Systems Administrators due to their account being compromised.
User must not be connected to Sumner County School's Wi-Fi

- ## 1 Outlook.office.com

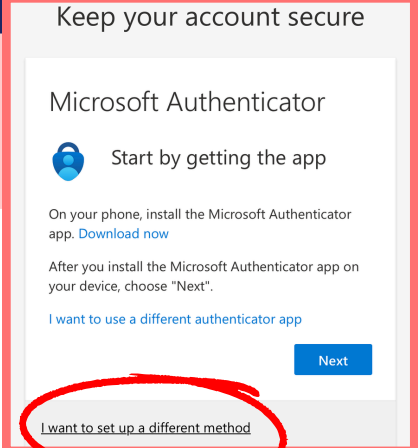
Go to outlook.office.com and enter your email and password at the prompts.

A screenshot of the Outlook login page on a mobile device. The address bar shows 'login.microsoftonline.com'. The page has the Microsoft logo and a 'Sign in' heading. Below it is a text input field for 'Email, phone, or Skype'. There are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom, there are 'Back' and 'Next' buttons, and a 'Sign-in options' link.
- ## 2 Secure Account

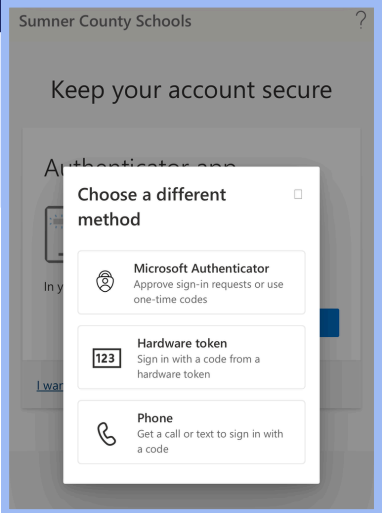
You'll get the following message: Let's keep your account secure. Hit "Next."

A screenshot of a security message on a mobile device. The address bar shows 'login.microsoftonline.com'. The page has the Microsoft logo and the email 'ananiyas.wilson@sumnerschools.org'. The heading is 'Let's keep your account secure'. Below it is the text 'We'll help you set up another way to verify it's you.' There are links for 'Use a different account' and 'Learn more about verifying your identity'. At the bottom right is a 'Next' button.
- ## 3 Different Method

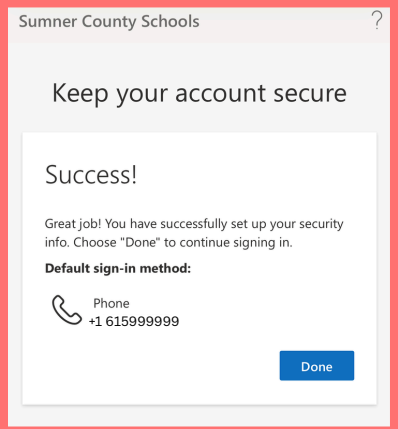
Now you're asked to get the Microsoft Authenticator - don't. Click the link at the bottom that says "I want to set up a different method." Do this on the next screen, as well.

A screenshot of the 'Keep your account secure' screen on a mobile device. The heading is 'Keep your account secure'. Below it is 'Microsoft Authenticator' and 'Start by getting the app'. There is text about installing the app and a 'Download now' link. Below that is text about choosing 'Next' after installation and a link 'I want to use a different authenticator app'. At the bottom right is a 'Next' button. At the bottom left, the link 'I want to set up a different method' is circled in red.
- ## 4 Choose Method

Select the phone option, then follow all the prompts to enter your phone number and receive a texted code.

A screenshot of a 'Choose a different method' dialog box on a mobile device. The dialog box has three options: 'Microsoft Authenticator' (Approve sign-in requests or use one-time codes), 'Hardware token' (Sign in with a code from a hardware token), and 'Phone' (Get a call or text to sign in with a code). The 'Phone' option is selected.
- ## 5 Success!

Once complete, you will get a success screen. If you are not connected to SCS WiFi, you will receive a text message with a code that must be entered before accessing your email.

A screenshot of a 'Success!' screen on a mobile device. The heading is 'Keep your account secure'. Below it is 'Success!'. There is text: 'Great job! You have successfully set up your security info. Choose "Done" to continue signing in.' Below that is 'Default sign-in method:' and 'Phone +1 615999999'. At the bottom right is a 'Done' button.