

HOW TO OPT-IN TO MULTI-FACTOR AUTHENTICATION (MFA) FOR OUTLOOK

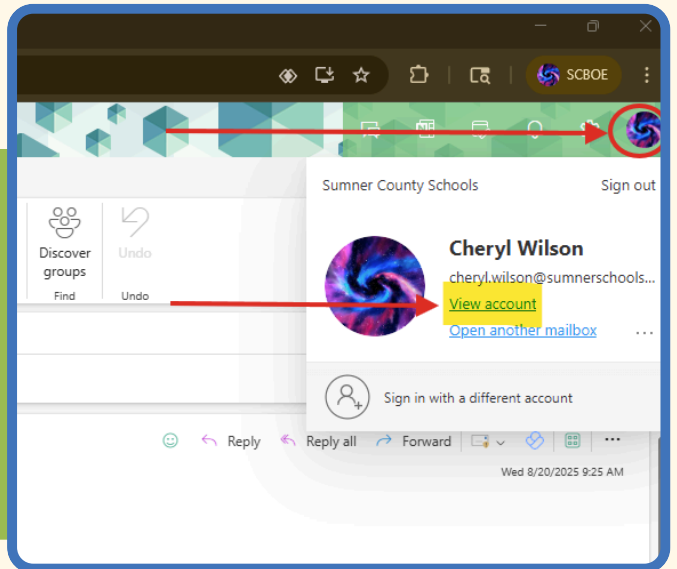
Follow these steps to secure your account!

Once setup is complete, Multi-Factor Authentication (MFA) will activate whenever you're not connected to Sumner County Schools' Wi-Fi.

This adds an extra layer of protection to help prevent unauthorized access to your account

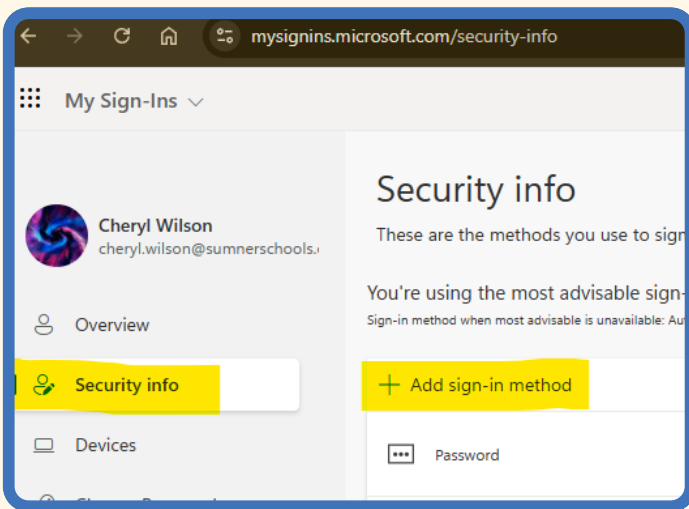
01

Go to your email and sign in (outlook.office.com). Click on your Profile icon, and then "View Account"



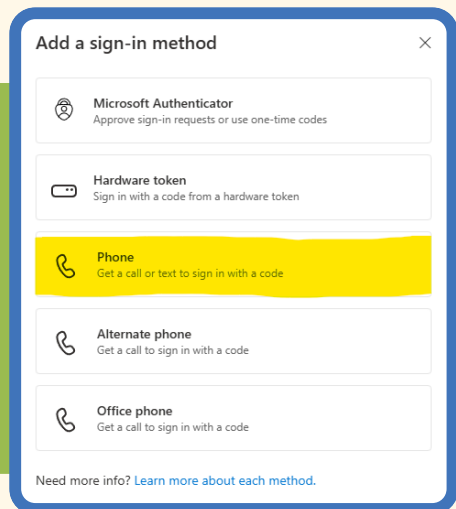
02

Click on Security Info and then 'Add sign-in method'



03

Select 'Phone' as your sign-in method and then enter your phone number.



04

Enter your phone number, check the 'Receive a code box', and then click 'Next.'



05

You should have received a code via text. Enter the code and then hit Next. You should then receive a pop-up stating your 'Verification is Complete!'

