## Cell Phone Multi-Factor Authentication Setup – Office 365

- 1. Log into Office 365 (<u>https://office.com</u>) as if you were going to check your Prairie Spirit email
- 2. You will be presented with the following, click 'Next'

@spiritsd.	ca	ĺ	Click 'Next'
More inform	ation required	d l	/
Your organization nee your account secure	eds more information	to keep	
Use a different accou	nt		
Learn more			
		Next	

- 3. Modify the following on the 'Additional security verification' page:
  - Ensure 'Authentication phone' is selected (it may be set to Authentication phone by default)
  - Change method to 'Send me a code by text message'

e your account by adding phone verification to your passi	
o 1: How should we contact you?	Ensure it is set to "Authentication phone"
thentication phone	
/lethod	Click here to ensure 'Send me a code by
Send me a code by text message	text message' is selected
Call me	
	Next

- 4. Change country or region to Canada:
  - Click on drop-down box of 'Select your country or region'
  - Scroll down until you find 'Canada (+ 1)' and select it

Microsoft	
Additional security Secure your account by adding phone verifice	verification ation to your password. View video to know how to secure your account
Step 1: How should we contact Authentication phone	Click here to bring up drop-down list of available countries
Cambodia (+855) Burkina Faso (+226) Burundi (+257) Cambodia (+855) Cameroon (+237) Canada (+1)	Scroll down list and select 'Canada (+ 1)'
Cape Verde (+238) Cayman Islands (+1345) Central African Republic (+236) Chad (+235) Chile (+56) China (+86)	Next
Colombia (+57) Comoros (+269) Congo (+242) Congo (DRC) (+243) Cook Islands (+682) Cook Islands (+682)	security. Standard telephone and SMS charges will apply.
© Côte d'Ivoire (+225) Croatia (+385) Cuba (+53)	,

- 5. Enter your **cell phone** number (do not use a land line number)
  - Format can be either: 306 XXX XXXX or 306XXXXXXX (no spaces)

Click 'Next'

Additional security verification
Step 1: How should we contact you?
Authentication phone
Canada (+1) V 306111222
Method Send me a code by text message Call me
Click 'Next'
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
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- 6. A verification code will be sent to your cell phone via SMS text message
  - Retrieve verification code
  - Enter verification code
  - Click 'Verify'

Microsoft	
Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account Step 2: We've sent a text message to your phone at +1 306 When you receive the verification code, enter it here	Click 'Verify' Cancel Verify
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7. Click on 'No' or 'Yes' if you want the device to try and keep you logged into this account. Regardless of the decision, it will proceed to log you into your Office 365 account.

Microsoft		
vmsteacher@spir	tsd.ca	
Stay signed	d in?	
Do this to reduce to sign in.	the number of times	you are asked
Don't show t	his again	
	No	Yes