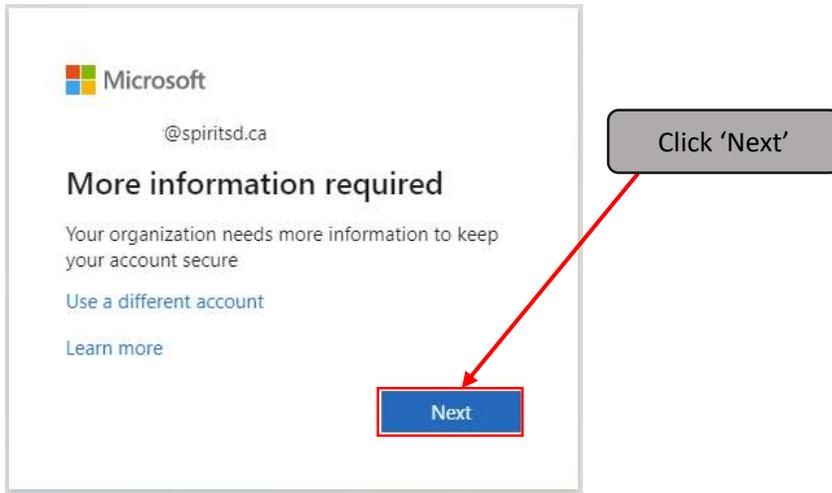
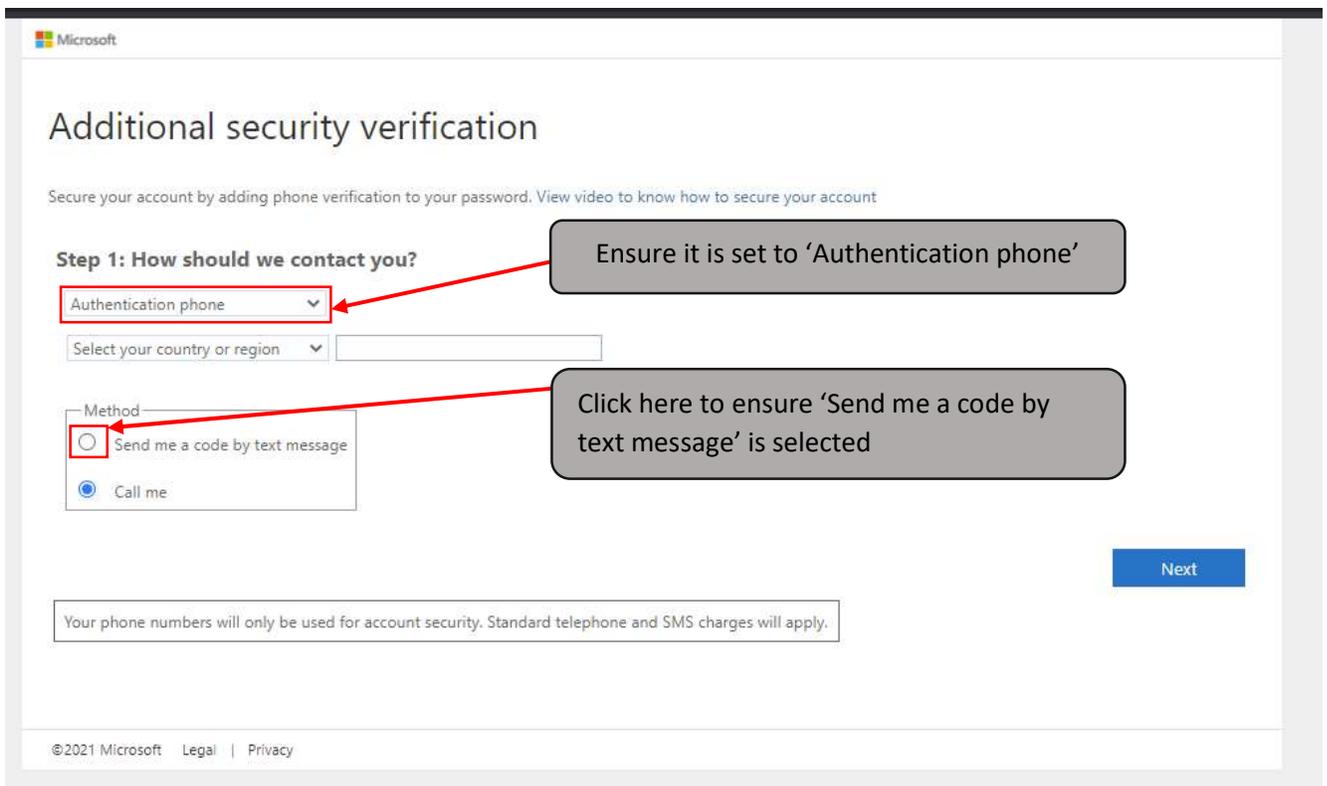


Cell Phone Multi-Factor Authentication Setup – Office 365

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

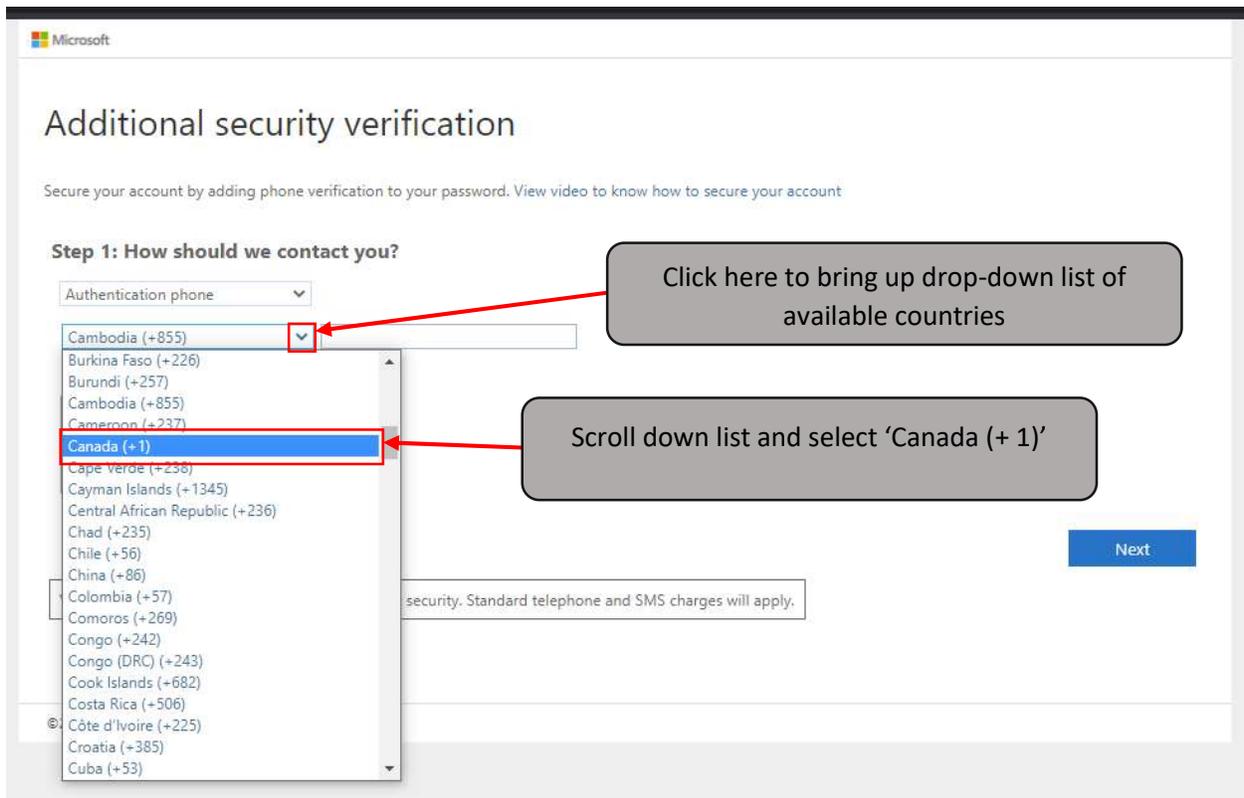


3. Modify the following on the 'Additional security verification' page:
 - Ensure 'Authentication phone' is selected (it may be set to Authentication phone by default)
 - Change method to 'Send me a code by text message'



4. Change country or region to Canada:

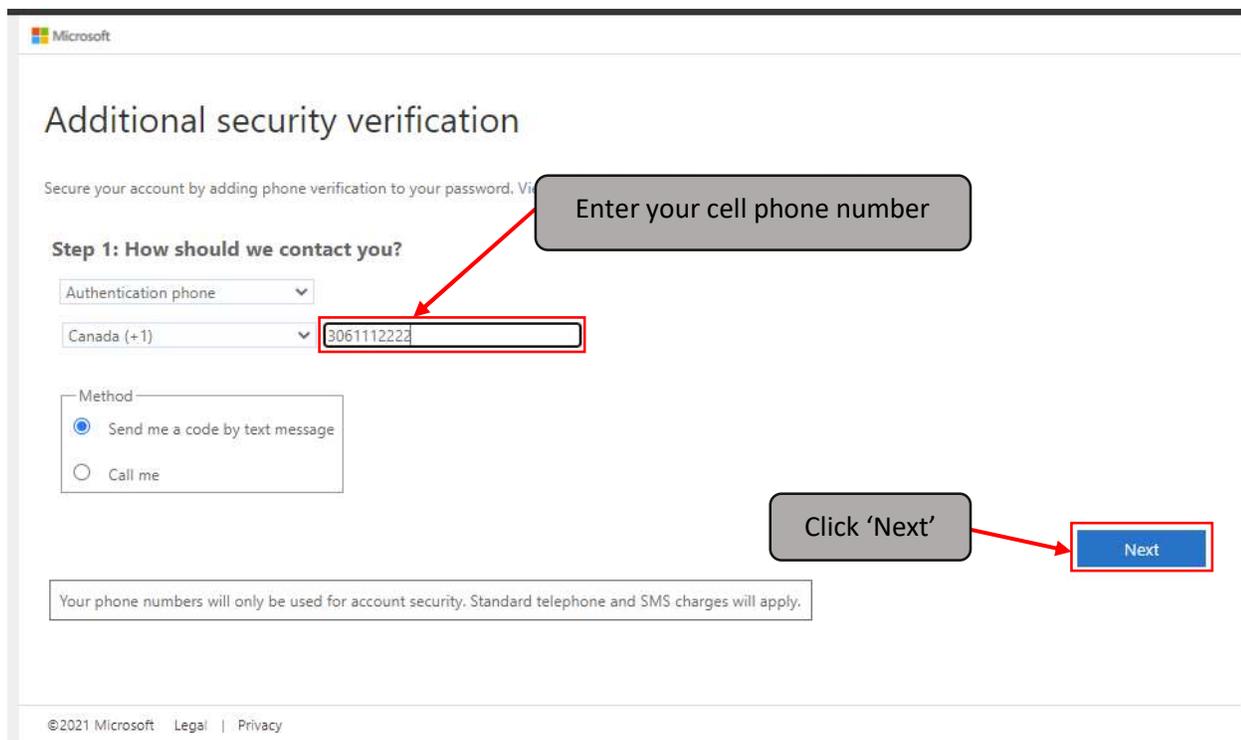
- Click on drop-down box of 'Select your country or region'
- Scroll down until you find 'Canada (+ 1)' and select it



5. Enter your **cell phone** number (do not use a land line number)

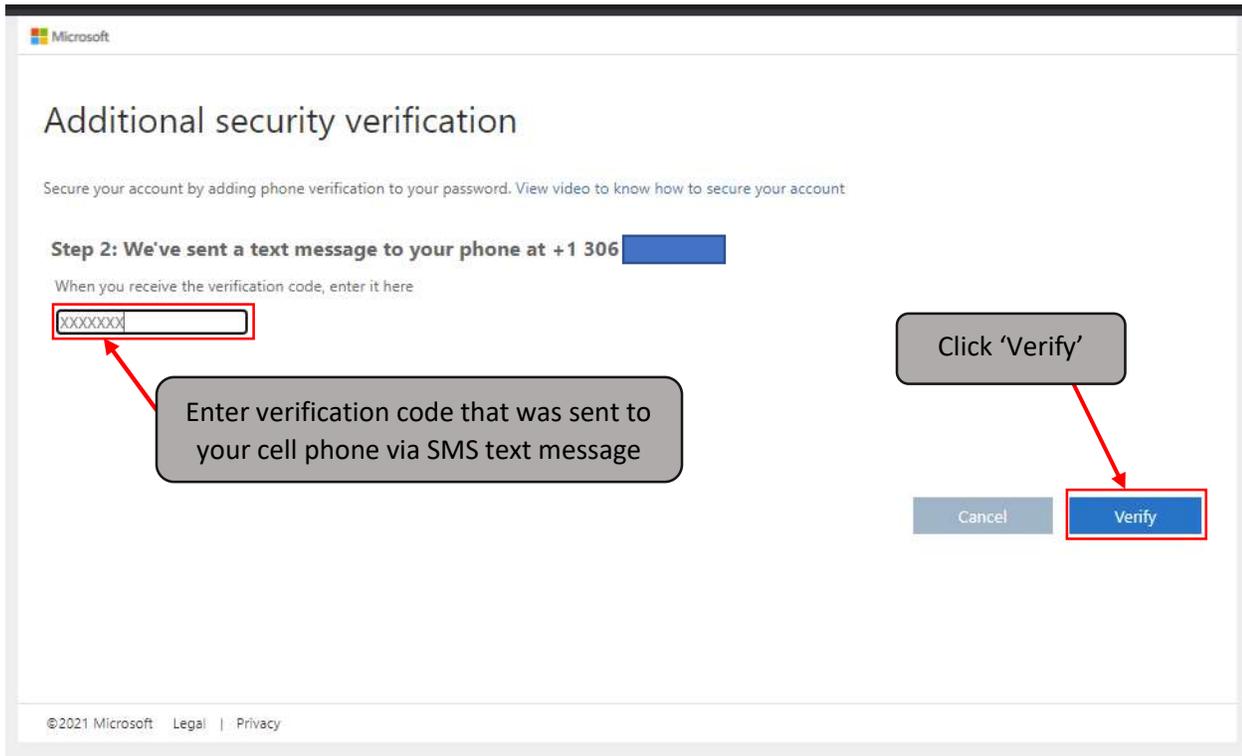
- Format can be either: 306 XXX XXXX or 306XXXXXXX (no spaces)

Click 'Next'



6. A verification code will be sent to your cell phone via SMS text message

- Retrieve verification code
- Enter verification code
- Click 'Verify'



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.

