

Adding an alternate MFA method to your Microsoft 365 sign-in

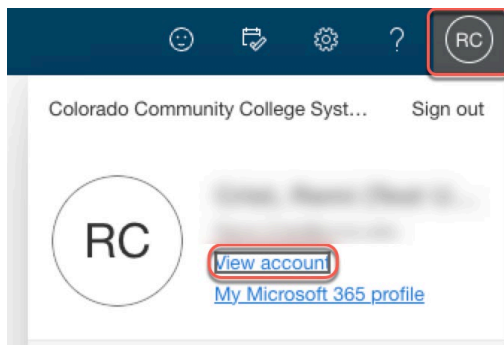
Adding an alternate MFA method can help ensure you are never locked out of your Microsoft 365 account if you are ever without your phone. It can also assist when setting up a new device.

Follow these steps to add an alternate MFA method to your account.

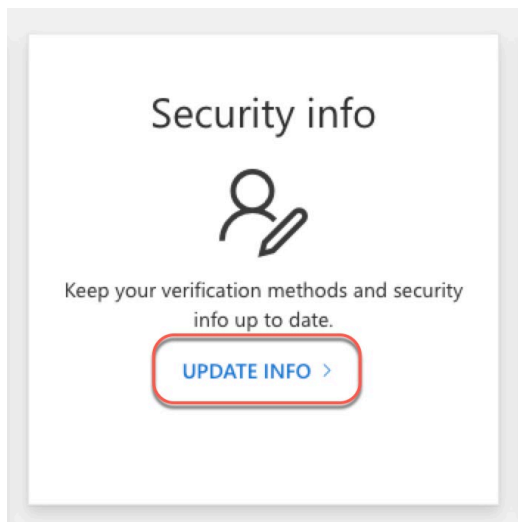
You will need both a computer and your phone, and any alternate device to complete this process.

From a computer, or mobile device.

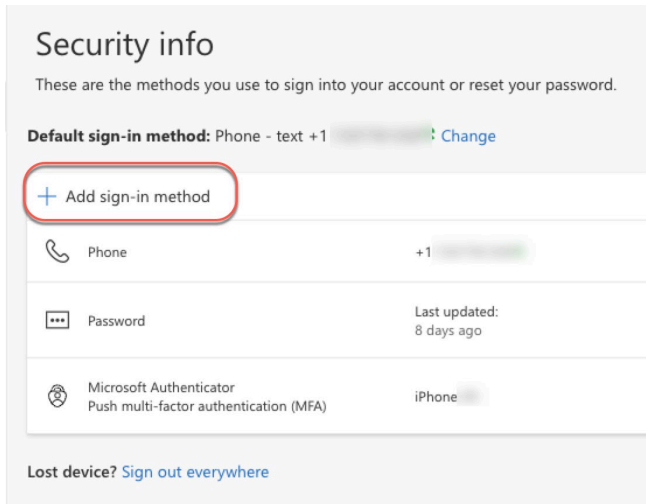
1. Sign into your student Microsoft 365 account.
2. Once signed in, click or tap on your account icon in the upper right corner of the screen.
3. Click or tap on View Account



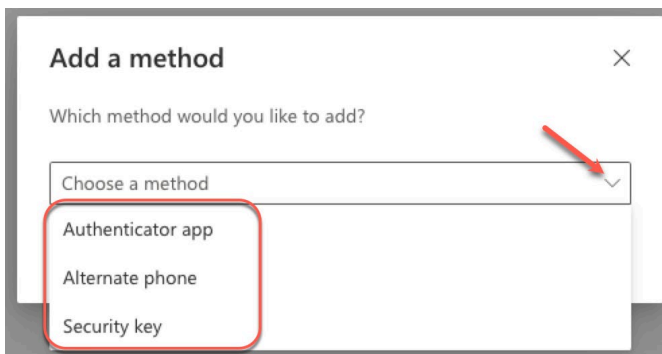
4. Click or tap on Security Info



5. Click or tap on Add sign-in method



6. Choose the method you would like to add from the drop-down menu.



- a. Choose **Authenticator app** to add a tablet or another phone with the Microsoft Authenticator app installed.
- b. Choose **Alternate phone** to add a phone number to call or text.
 - Please Note:
 1. If you already have a phone number setup to receive text messages, you will only be able to add an additional phone number to receive voice calls.
 2. If you already have a phone number setup to receive voice calls, you will only be able to add an additional phone number to receive text messages.
- c. Choose **Security key** to add a USB or NFC security key connected to **your** computer.
 - To learn more about security keys and how they can be used for verification to sign into your account, visit this page:
[Sign into your account with a security key](#)

Changing the default sign in method

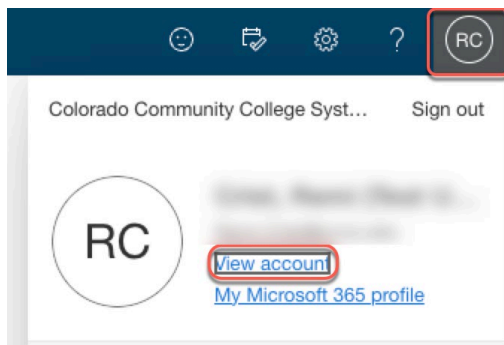
You may change the default sign-in method used to verify your identity each time you sign into your account. This method will be displayed at the top of all verification screens when signing into your account.

If you have multiple sign-in methods configured for your account, all of them will be made available for you to choose from during the verification step while signing into your account.

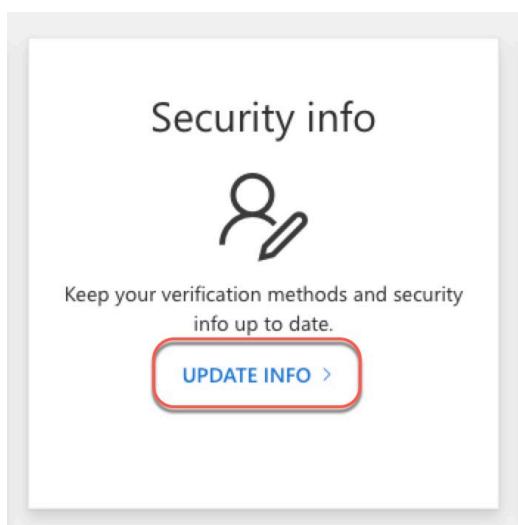
Follow these steps to change your default sign-in method.

From a computer, or mobile device.

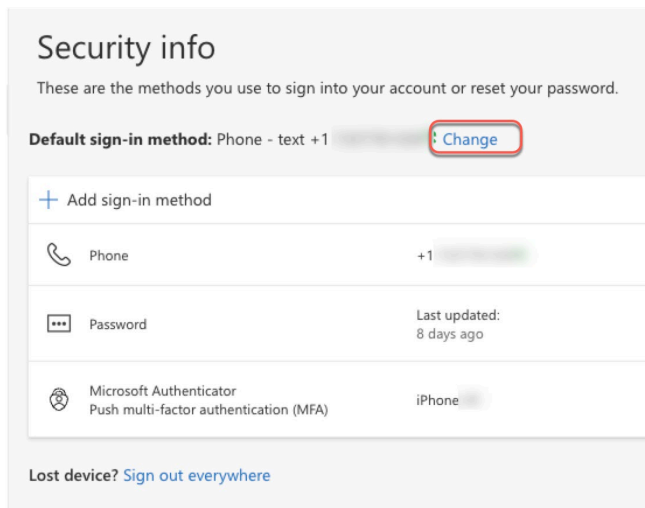
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2. Click or tap on your account icon in the upper right corner of the screen.
3. Click or tap on View Account



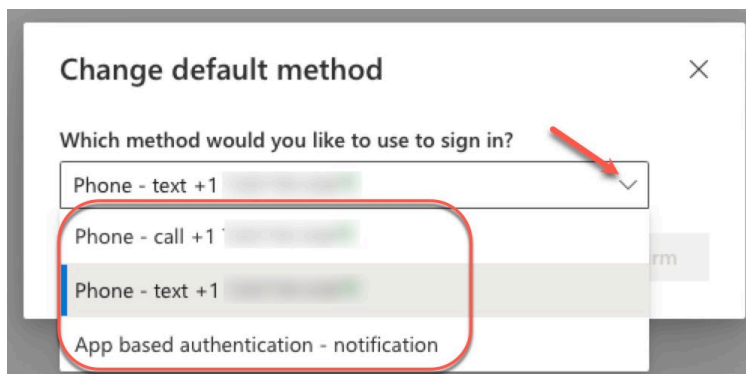
4. Click or tap on Security Info



1. Click or tap on “Change” next to the Default sign-in method shown at the top of the window.



2. Choose the new sign-in method, then click or tap on Confirm



- Choose Phone – call to receive a voice call.
- Choose Phone – text to have a code texted to your phone.
- Choose App based authentication – notification to receive a push notification on your phone using the Microsoft Authenticator app.