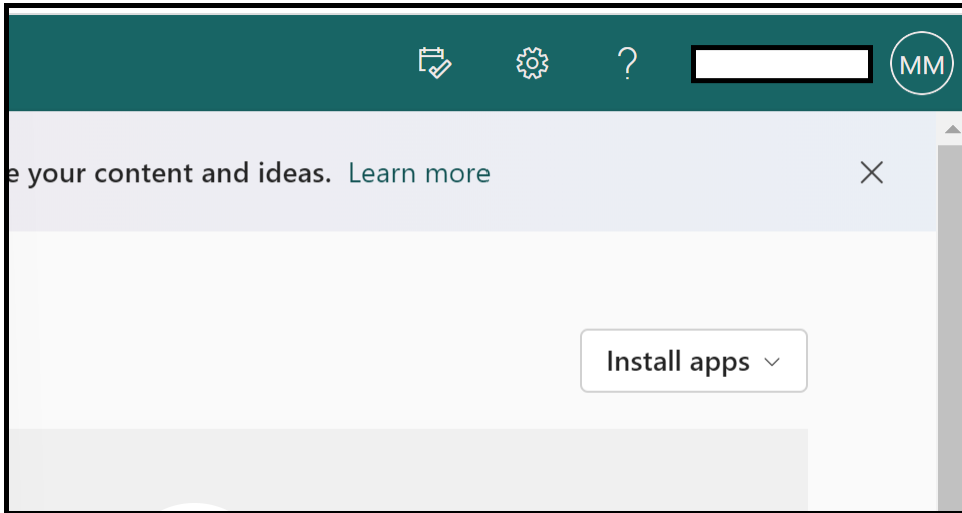
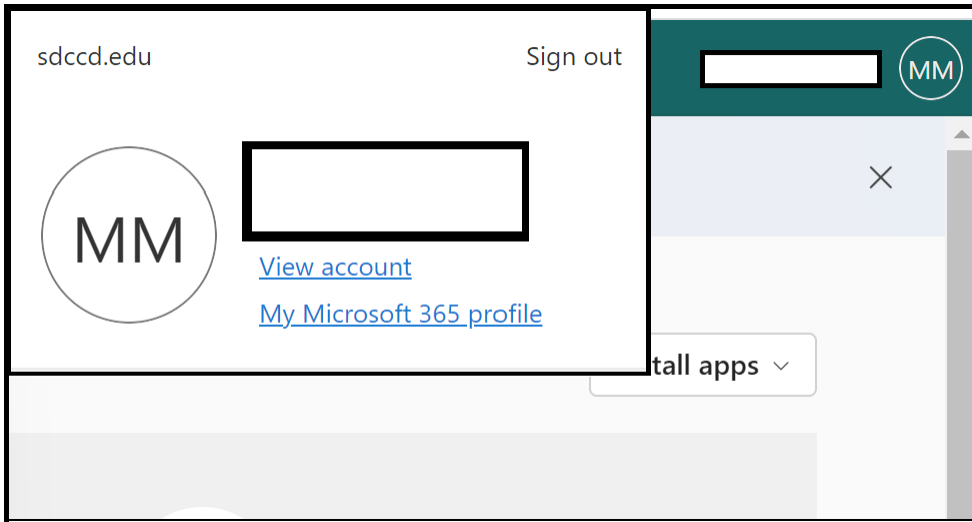


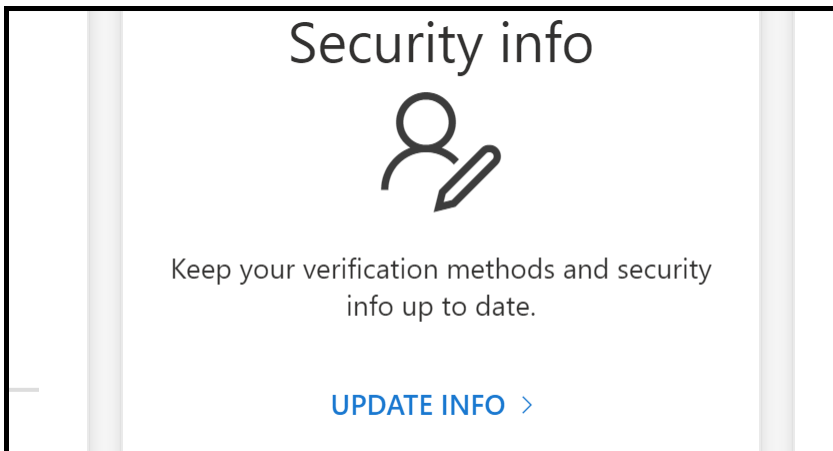
Click on your name or initials in the upper right of your office 365 window (below)



Choose 'View account' (below)



Click 'UPDATE INFO' (below)



## Security info

These are the methods you use to sign into your account or reset your password.

**Default sign-in method:** Authenticator app or hardware token - code

+ Add sign-in method


### Add a method

Which method would you like to add?

Authenticator app

Cancel Add

### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)


After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel Next

\*Click 'I want to use a different authenticator app' (above)

Authenticator app ×



### Set up your account

In your app, add a new account.


Back Next

Authenticator app ×

### Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.


After you scan the QR code, choose "Next".



Can't scan image?

Back Next

Authenticator app ×



### Enter code

Enter the 6-digit code shown in the Authenticator app.

Enter code

Back Next