Setting up a 2 Factor Authentication for Microsoft 365

1. **Open** a browser and go to http://portal.office.com and **sign into** your account.
   Click **Next** on the **More Information required** screen.
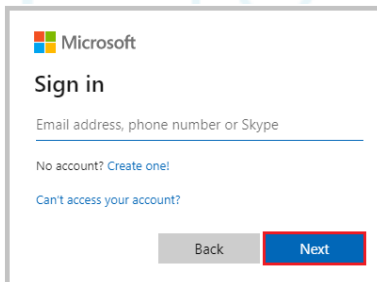

2. Select your authentication method and then follow the prompts on the page.
   Change country to **United Kingdom**
   Enter your **mobile number**
   Select **Text me a code**
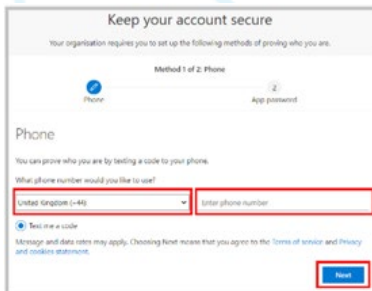
3. A text message with a 6-digit code will be sent to your mobile phone. **Enter this code** when prompted and click **Next**. SMS verfication should have succeeded. Click **Next**.
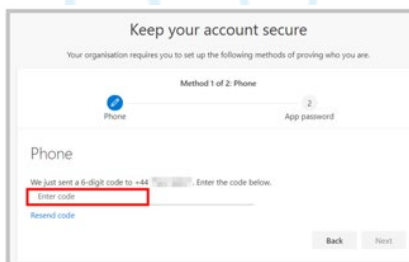

4. You will then be prompted to create an **App password** that you can use with older versions of outlook, Apple mail etc.

5. Create a name for the **App password** in this field before clicking **Next**.

6. Choose the copy icon (highlighted) to copy the password and save it somewhere secure.
   Keep this safe as you may need to enter this in Outlook or on an older device.
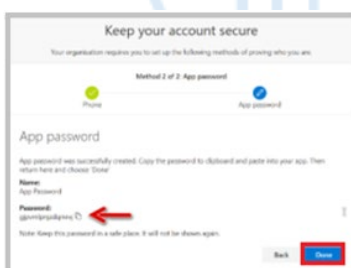
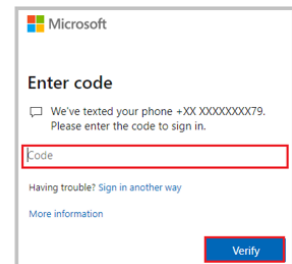**Before you continue, please make sure you have saved this App password.**
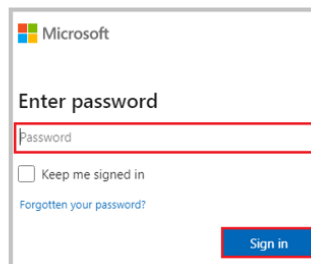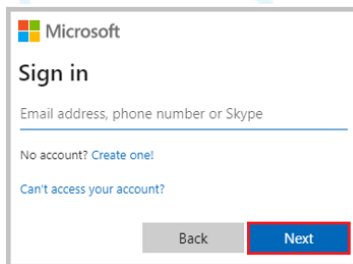
7. Click **Done** and **Done** again.
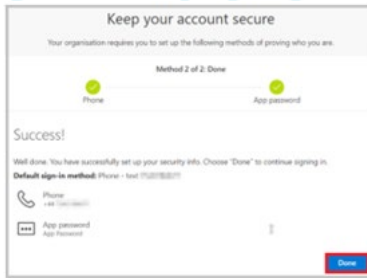
8. Open **Outlook** on your computer.

9. You should be prompted to **sign in**. After entering your **password**, a text will be sent for verification, type the **Code** in the following window before clicking verify.

10. Untick **Allow my organisation to manage my device** and then click **No, sign into this app only**. Outlook should connect and display up to date messages.
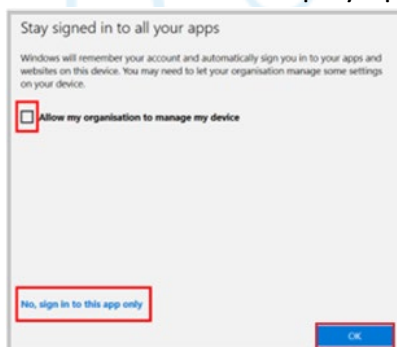
Please note

A similar verification will be needed on any other devices you access work emails on, such as mobile phones or tablets. On these devices it can take up to 30 minutes before you receive the prompt for your password and verification code. Your App password may be required for older devices that do not display a Microsoft sign in screen.