



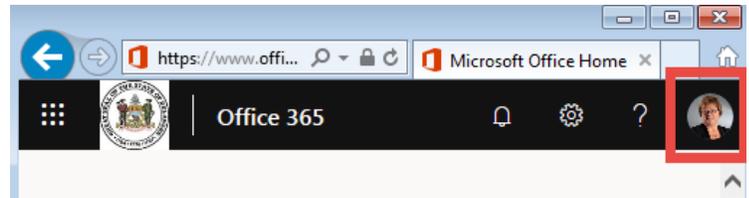
Change Your Multi-Factor Authentication

Office 365 users who enrolled in Multi-Factor Authentication (MFA) using an office desk phone will need to update/change that option. This document provides instructions for changing your MFA method when working from home or at an alternate location.

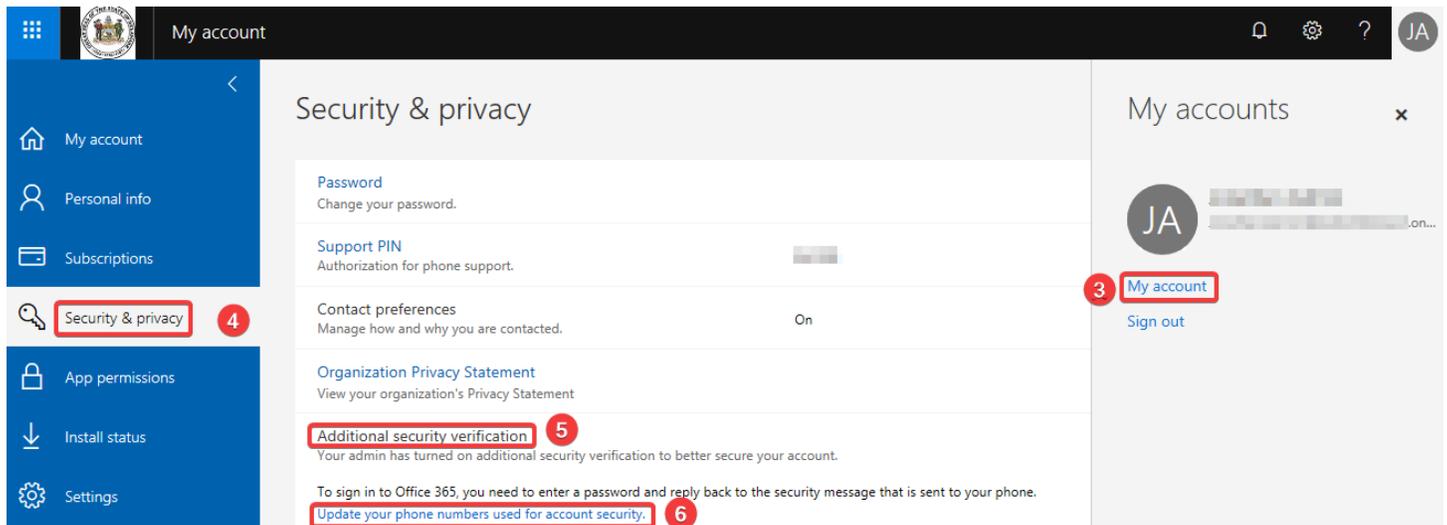
Changing or Setup Additional MFA Verification for Telework or Alternate Work Locations

We recommend setting up an secondary authentication method in addition to the default option. You can do so through your Office 365 security settings. Follow the instructions below.

1. Login to <https://portal.office.com>
2. In the upper right-hand corner of the screen, click on your user profile icon (this may be your picture or initials) in the upper right corner



3. From the drop-down menu under your user profile, Select **View Account**
4. From the left menu, select **Security & privacy**



5. Select the option **Additional security verification**
6. Then select **Update your phone numbers used for account security.**

7. The **Additional security verification** screen will appear:

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

A what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone United States (+1) 302-423-
 Office phone Select your country or region 739-9008
Extension
 Alternate authentication phone United States (+1) 302-739-
 Authenticator app or Token [Set up Authenticator app](#)

8 Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- A. **what's your preferred option?** shows the default MFA you initially selected.
- B. Under **how would you like to respond?** select alternative options for verification:
 - i. **Authentication phone:** This can be a mobile device or any office/landline phone.
 - ii. Office phone (**DO NOT USE this field.** If you choose to use your Office Phone, use **Authentication phone** or **Alternate Authentication phone** section to enter your office phone).
 - iii. **Alternate authentication phone** (Optional): This can be a mobile device.
 - iv. **Authenticator app:** This is where you can configure the Microsoft Authenticator app.
8. Click on **Save** when you are ready to save your changes.