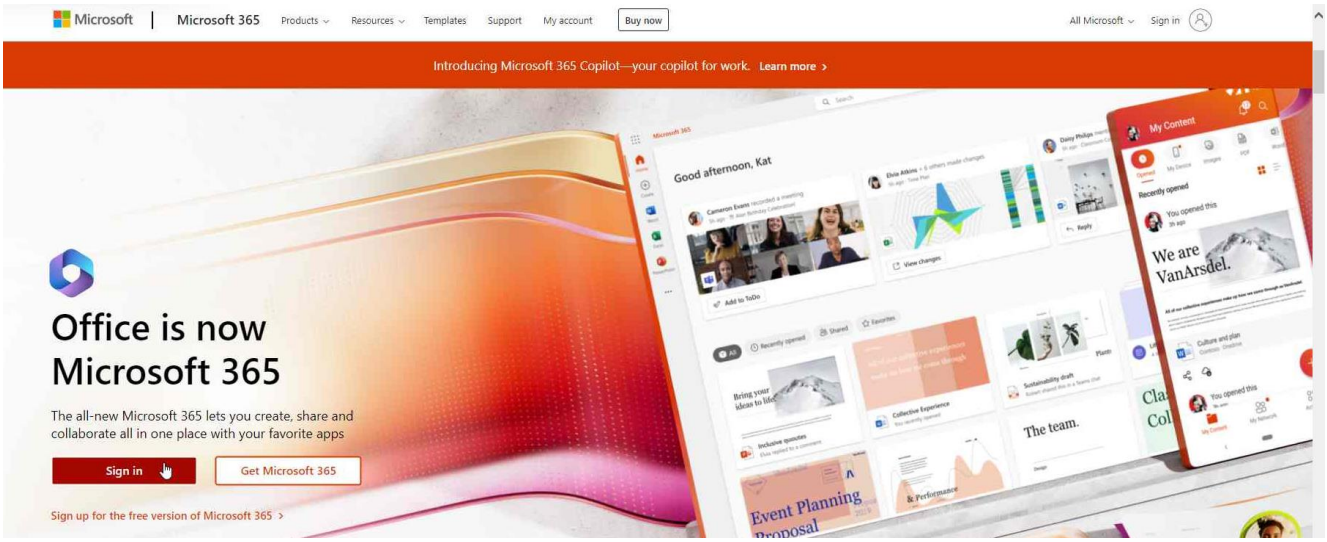
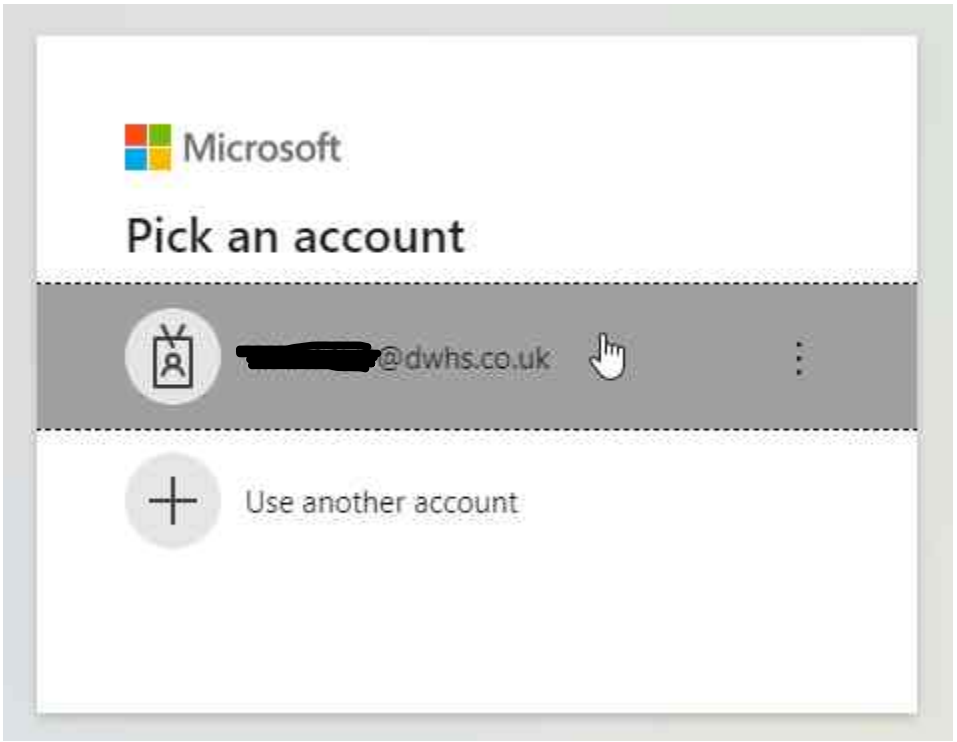
How to Sign into Office 365 through Multi-Factor Authentication

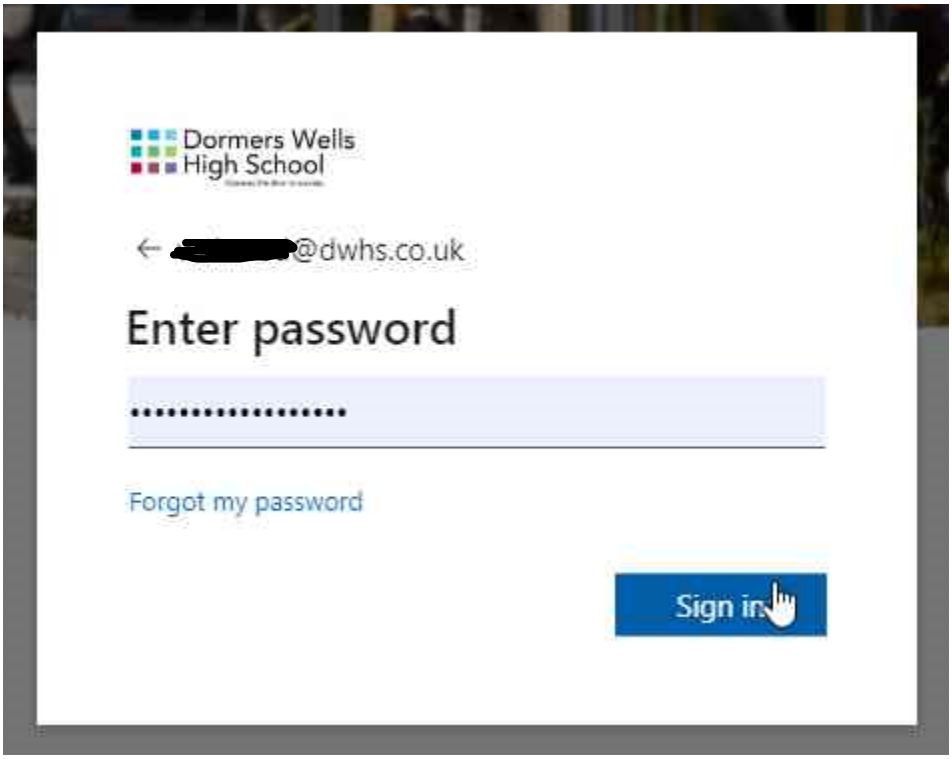
- Load up the Office 365 sign in page and click sign in.



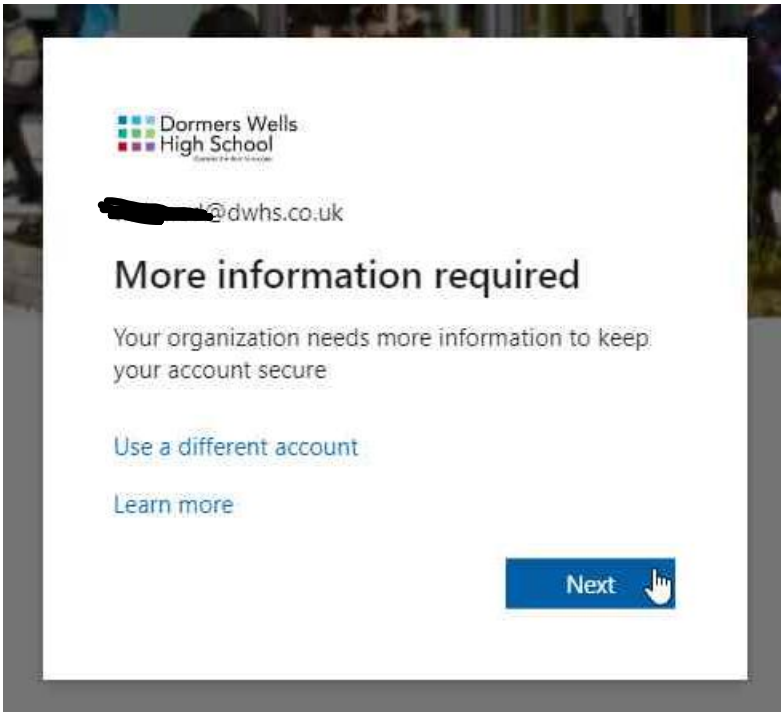
- Select your account as seen below.



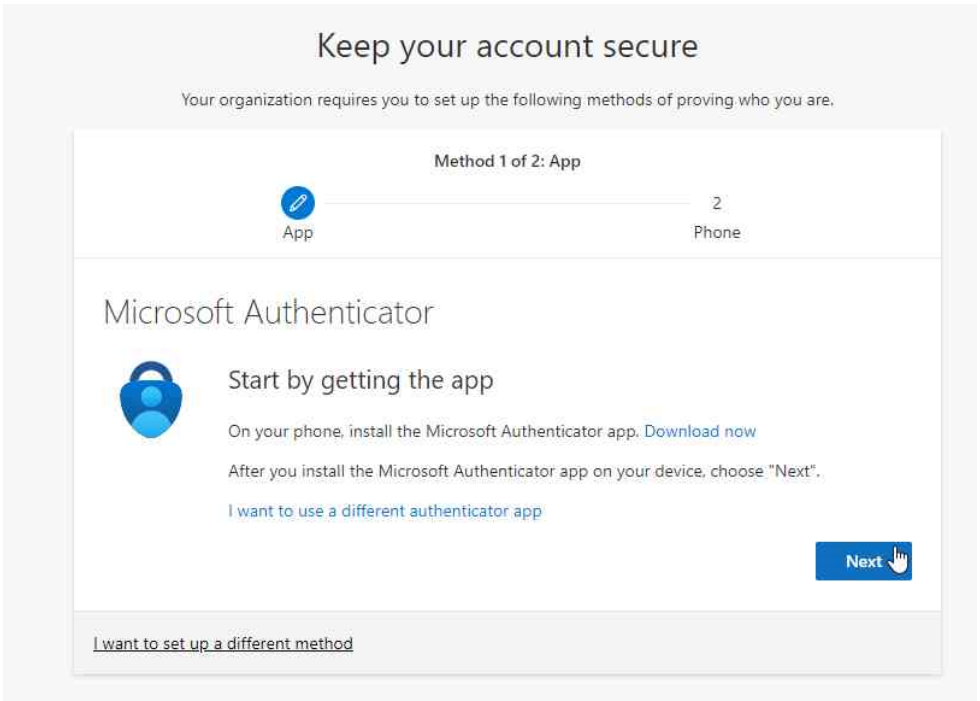
- Enter your password as seen below.

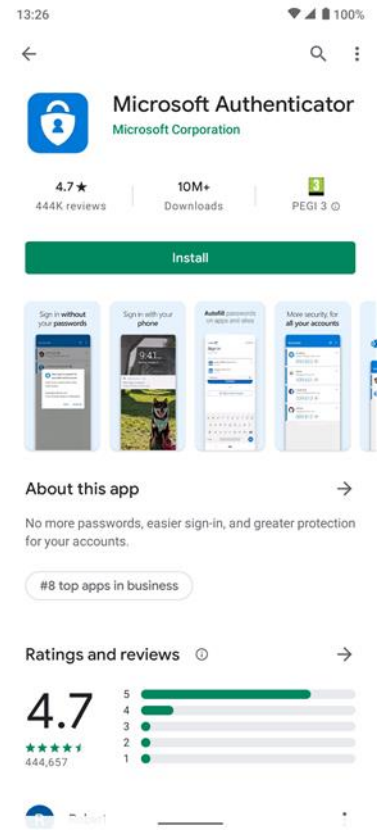


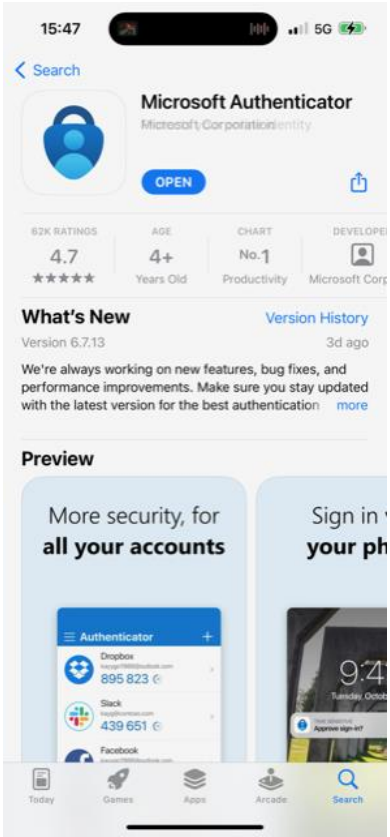
- You will be prompted with the below box to set up multi-factor authentication on your account. Select next.



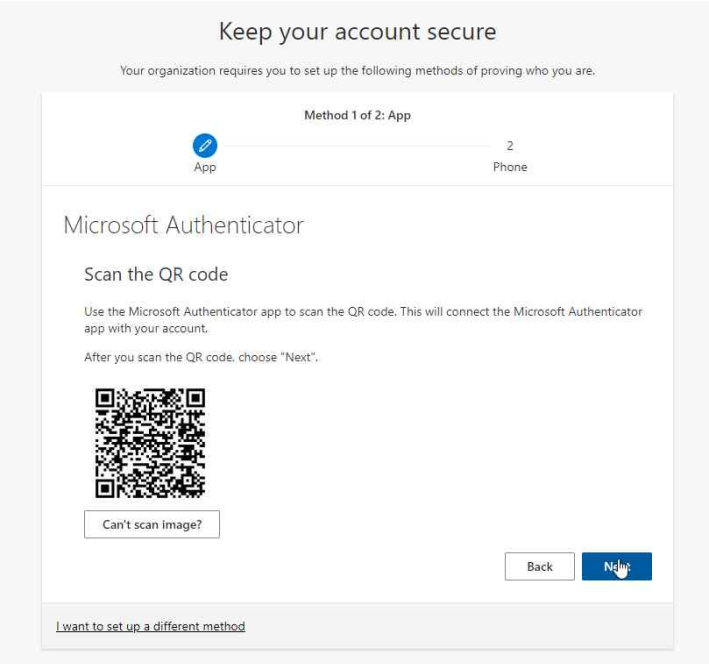
- You will then be redirected to another page found below, where you will need to set up two methods in order for you to log into Office 365. The first method is logging in through an app called Microsoft Authenticator. You would have to download this app on your phone. How the app looks like on the different app stores can be found below. After you have downloaded the app, click next on the redirected page.



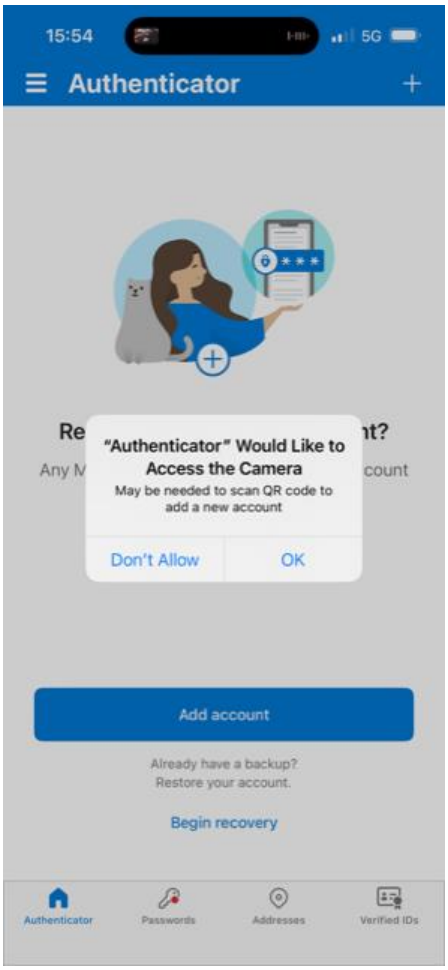

13:26
100%
Microsoft Authenticator
Microsoft Corporation
4.7 ★
444K reviews
10M+
Downloads
PEGI 3
Install
About this app
No more passwords, easier sign-in, and greater protection for your accounts.
#8 top apps in business
Ratings and reviews
4.7
444,657


15:47
5G
Search
Microsoft Authenticator
OPEN
62K RATINGS
4.7
AGE
4+
Years Old
CHART
No.1
Productivity
What's New
Version History
Version 6.7.13
3d ago
We're always working on new features, bug fixes, and performance improvements. Make sure you stay updated with the latest version for the best authentication
more
Preview
More security, for
all your accounts
Authenticator
Dropbox
895 823
Slack
439 651
Facebook
Today
Games
Apps
Arcade
Search

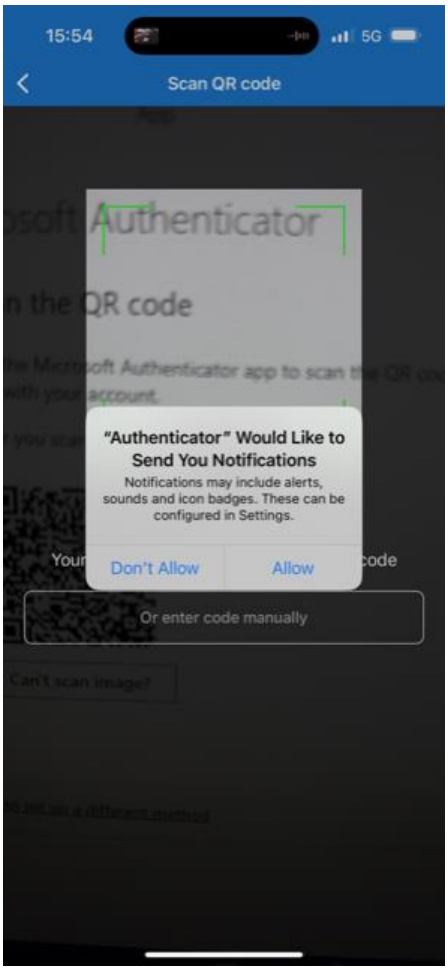
- Once the application is downloaded, open it and this page should come up. Click on Scan a QR code on the app. And scan the QR code found on the redirected page on your web browser, like the one below.



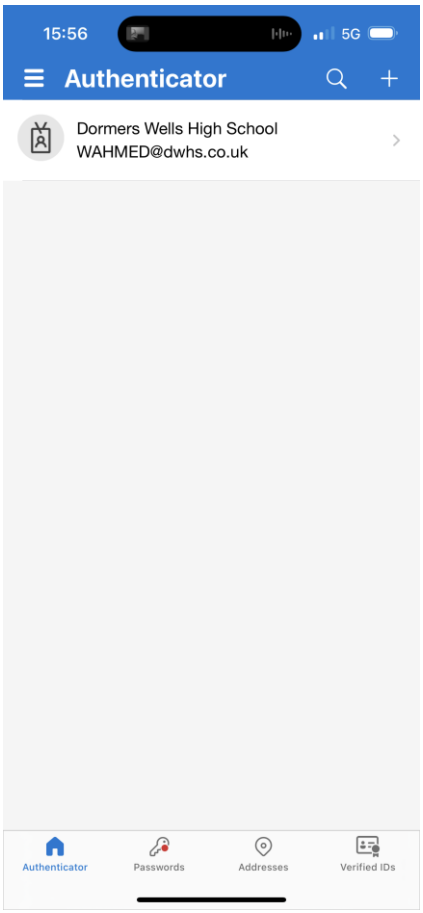
- Once you have clicked on Scan a QR Code, the app will ask permission to use your phone's camera, press OK.

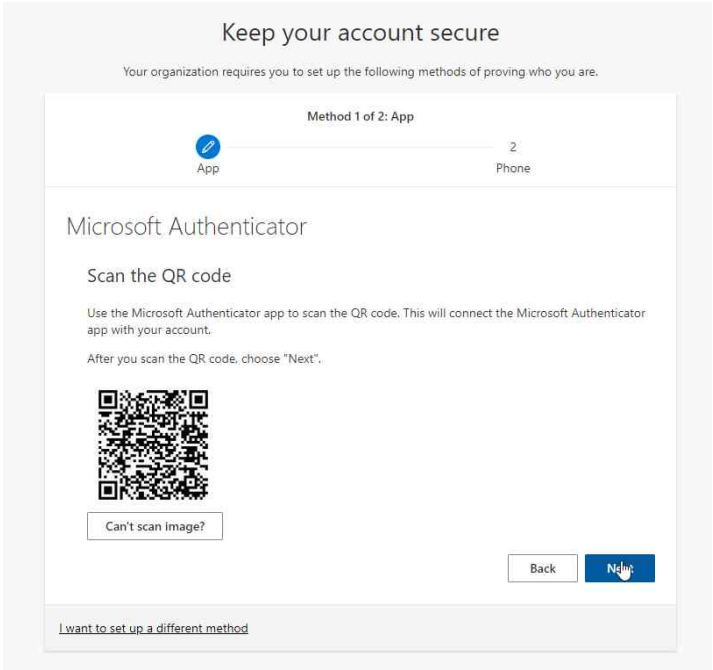


- Then, line up your camera with the QR code found on your browser. After the app has scanned it, it will ask you if it could send you notifications. Press Allow.

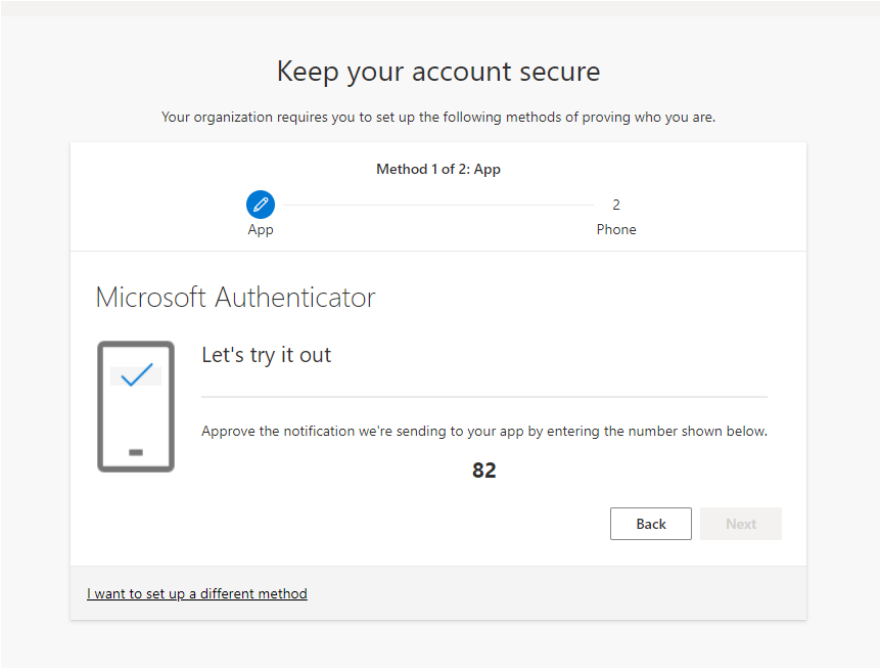


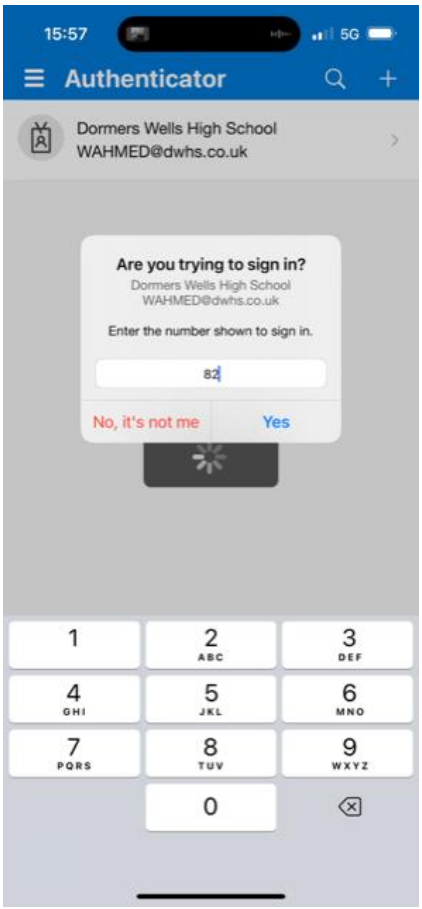
- This page should come up on your phone. It should have your Office 365 account on the top of the screen. Once this page comes up, click next on your web browser like below.



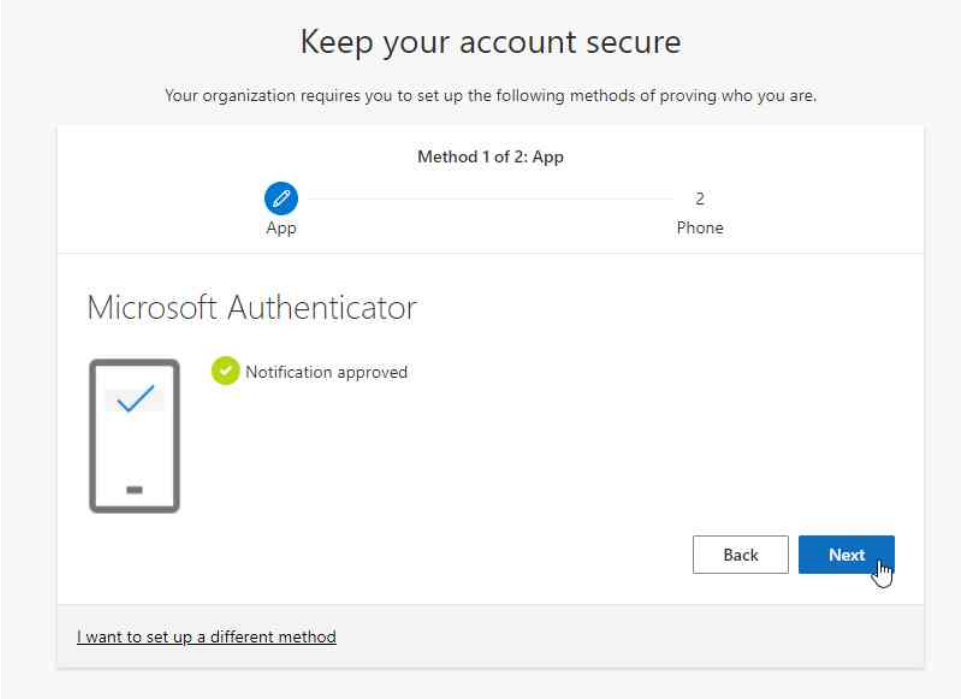


- Then it will send you a notification on your app where it will ask you to enter the number that will be shown on your web browser. Enter the number on your app and click Yes.

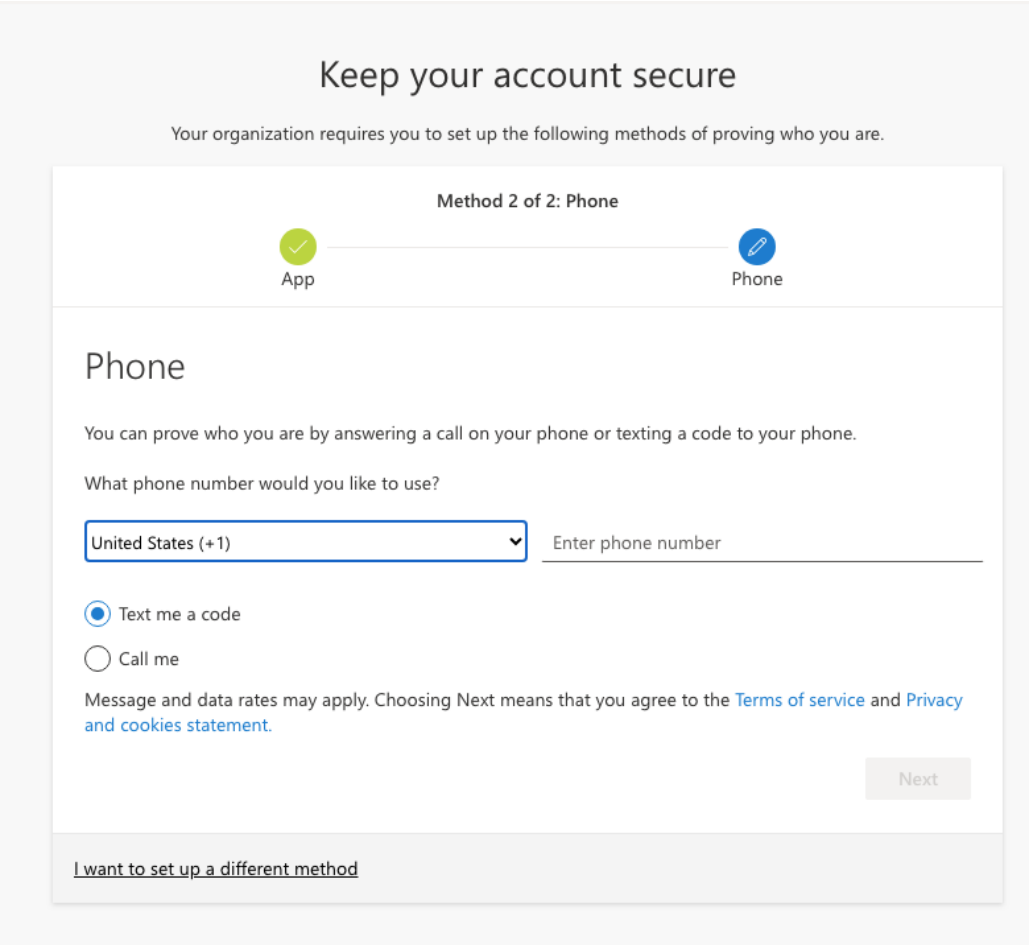




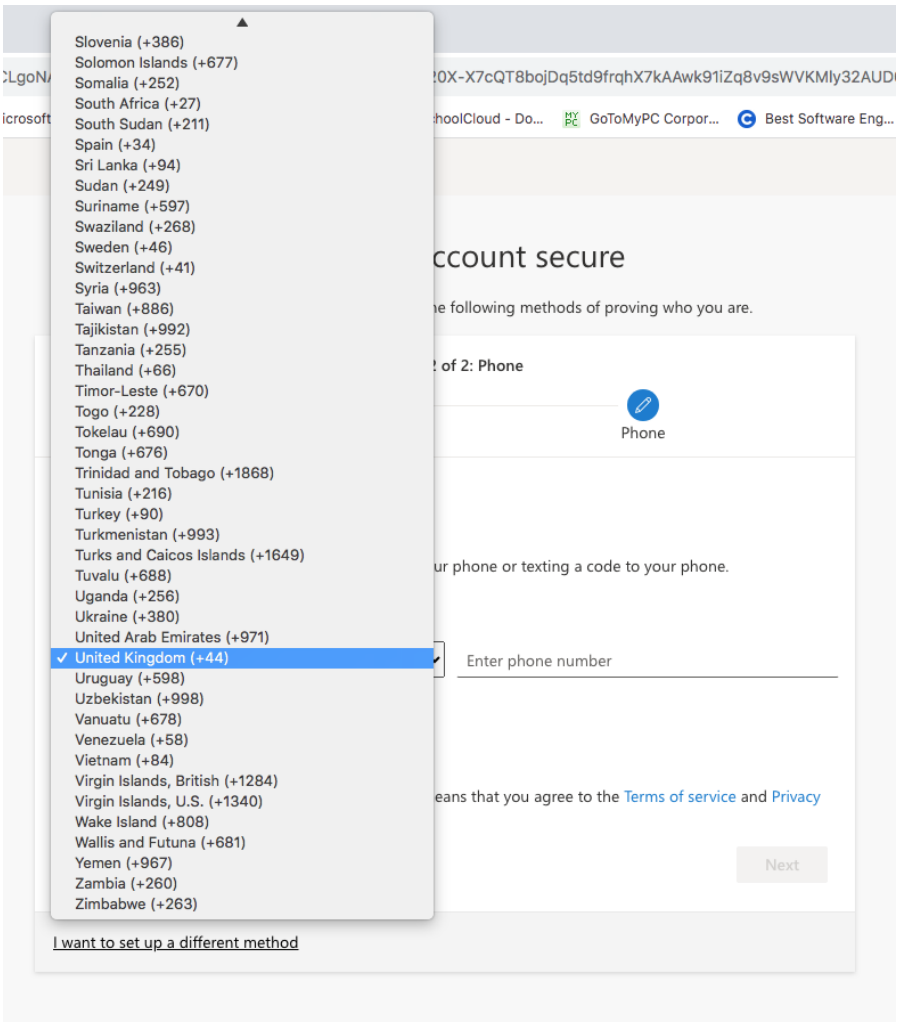
- After you click Yes, you will now see the below page on your web browser, click Next.



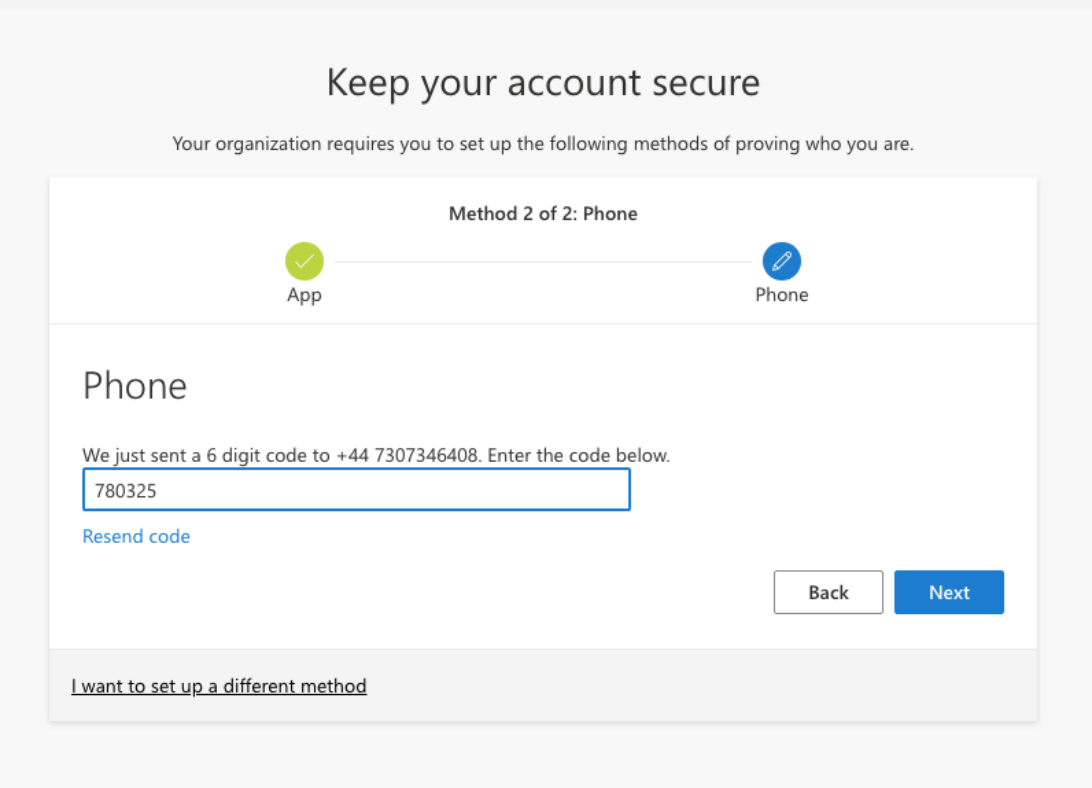
- Once you have clicked on Next, your page should look like the screenshot below.



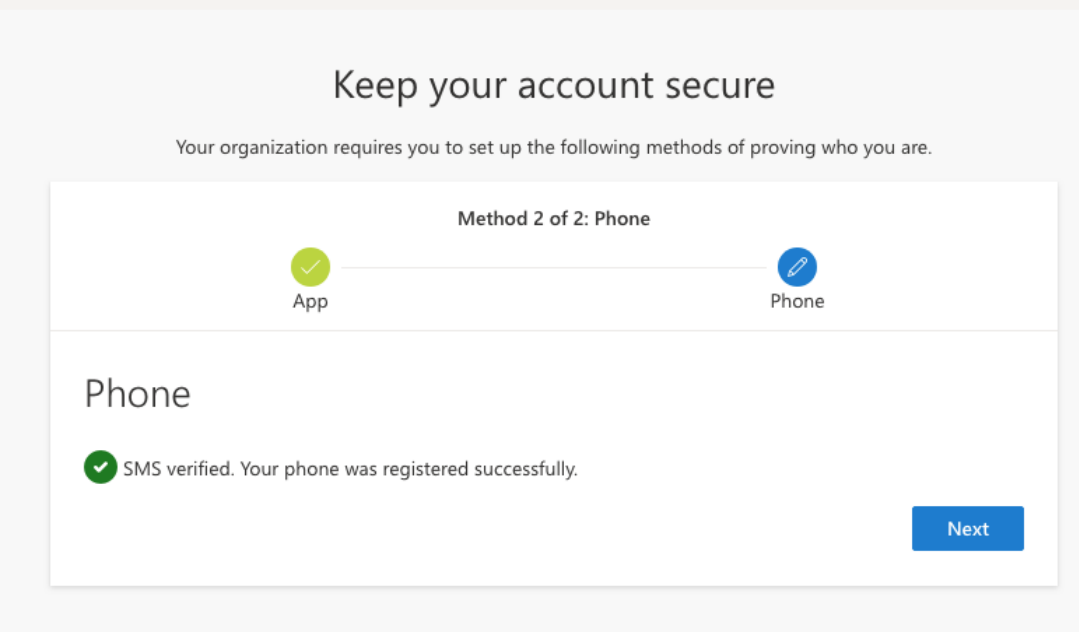
- Next, click on the drop-down menu, where it says United States (+1) and scroll down and select United Kingdom (+44). Then on the right, enter your phone number and select Next.



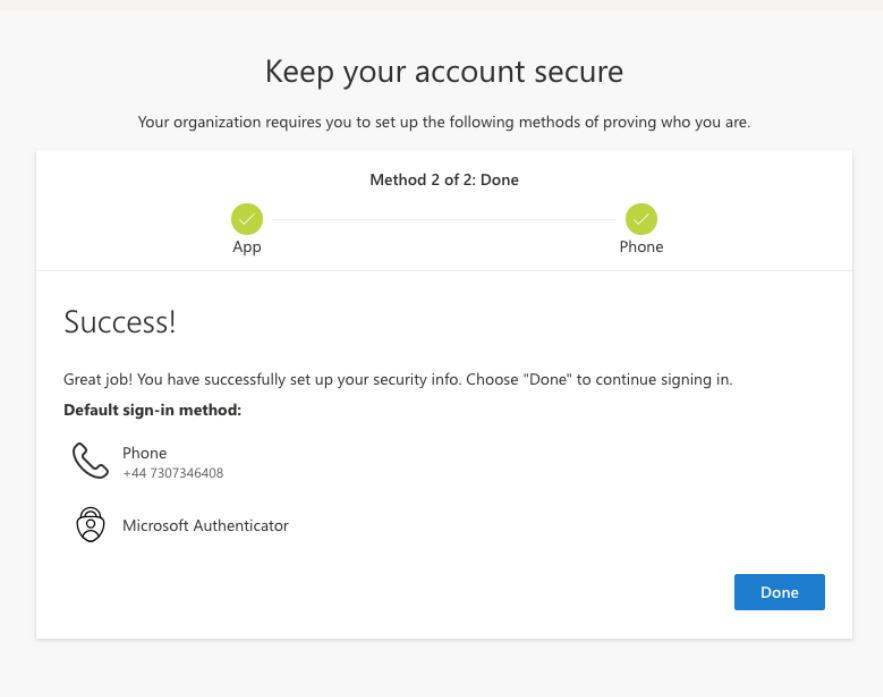
- Then, you should have received a 6-digit code. Type the code as seen below and select Next.



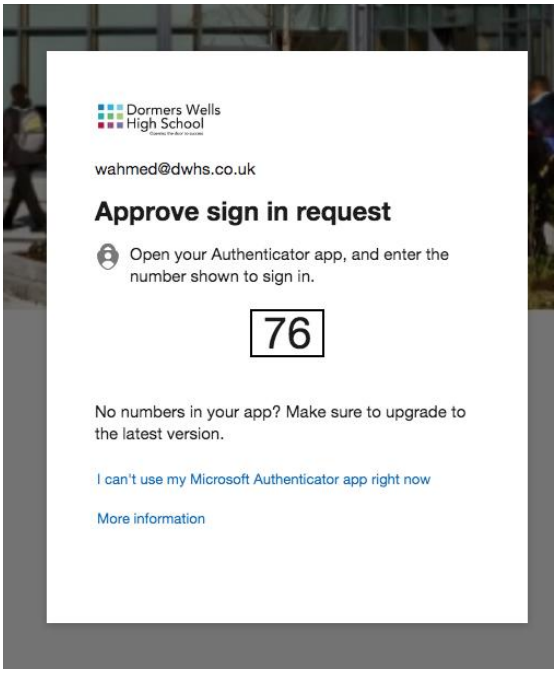
- Once you have selected Next, your page should look like the screenshot below. Press Next again.

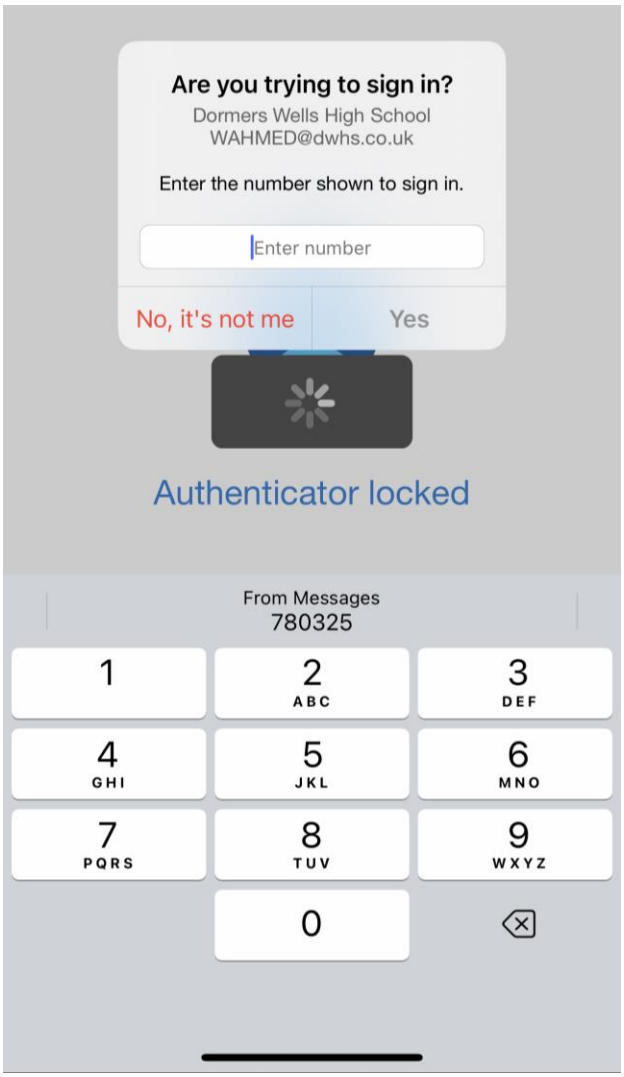


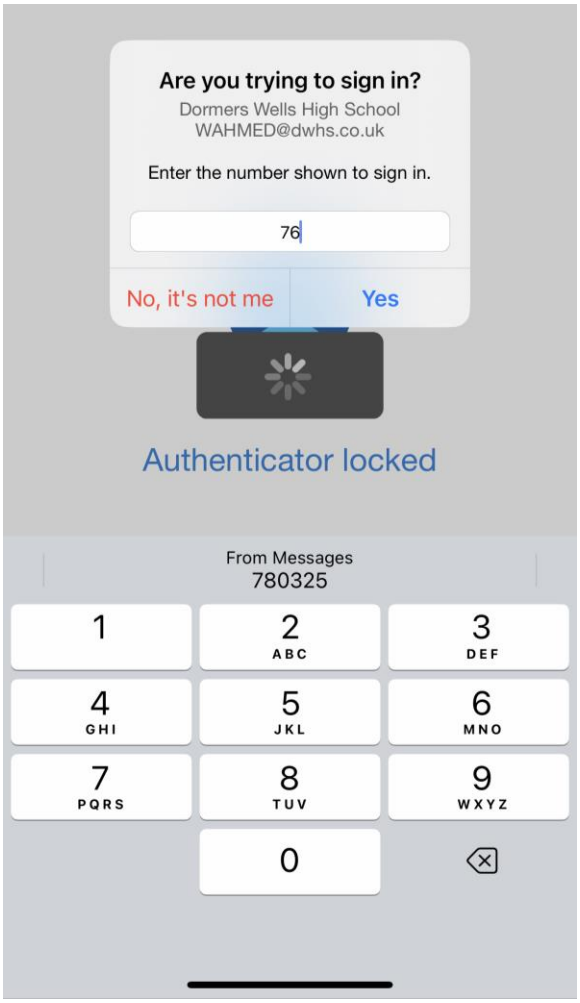
- Your page should now look like this. Press Done.



- It will now redirect you back to Office 365, where it will ask you to approve the sign in request through the Microsoft Authenticator app. You should have received a notification from the app on your phone, where it will ask you to enter the code found on your web browser as seen in the screenshot below. After entering the code, you should now be signed into Office 365.


Dormers Wells
High School
wahmed@dwhs.co.uk
Approve sign in request
Open your Authenticator app, and enter the number shown to sign in.
76
No numbers in your app? Make sure to upgrade to the latest version.
I can't use my Microsoft Authenticator app right now
More information


Are you trying to sign in?
Dormers Wells High School
WAHMED@dwhs.co.uk
Enter the number shown to sign in.
Enter number
No, it's not me
Yes
Authenticator locked
From Messages
780325
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
0


Are you trying to sign in?
Dormers Wells High School
WAHMED@dwhs.co.uk
Enter the number shown to sign in.
76
No, it's not me
Yes
Authenticator locked
From Messages
780325
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
0