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.

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- Enter your password as seen below.

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← comeaded wheeler the comean of the comean	ord
Forgot my password	
	Sign in

- 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.

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Metho	ba T of 2: App
App	2 Phone
 On your phone, install the Microso After you install the Microsoft Aut I want to use a different authentic	oft Authenticator app. Download now henticator app on your device, choose "Next". ator app



- 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.

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≡ Au	thenticate	or	÷
Re Any N	"Authenticator Access th May be needed t add a ne	" Would Like to the Camera o scan QR code to w account	nt? count
	Don't Allow	ОК	
	Add a	ccount	
	Already hav Restore yo	ve a backup? iur account.	
	Begin r	ecovery	
Authenticator	Passwords	() Addresses	Verified IDs

- 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.

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Dormers Wells High School WAHMED@dwhs.co.uk	>	
Authenticator Passwords O	Verified IDs	
Keep y Your organization requires you t	OUL ACCOUN	ESECUTE methods of proving who you are.
Ø	Method 1 of 2: App	2
App		Phone
Scan the QR code)[
Use the Microsoft Authenticator app to app with your account.	o scan the QR code. Th	s will connect the Microsoft Authenticator
After you scan the QR code. choose "N	lext".	
Can't scan image?		
		Back Nelm:
I want to set up a different method		

- 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.

	Method 1 of 2	2: Арр
		2
	Арр	Phone
\checkmark	Let's try it out	
-	Let's try it out	your app by entering the number shown belo



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

Method 1 o	of 2: App
	2 Phone
/icrosoft Authenticator	
-	Back

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

	М	lethod 2 of 2: Phone
	Арр	Phone
Phone		
You can prove wh	10 you are by answering a ca	Il on your phone or texting a code to your phone.
You can prove wh What phone num	no you are by answering a ca uber would you like to use?	all on your phone or texting a code to your phone.
You can prove wh What phone num United States (+1	no you are by answering a ca uber would you like to use?)	all on your phone or texting a code to your phone.
You can prove wh What phone num United States (+1	no you are by answering a ca uber would you like to use?)	ell on your phone or texting a code to your phone.
You can prove wh What phone num United States (+1	no you are by answering a ca uber would you like to use?) de	ell on your phone or texting a code to your phone.
You can prove wh What phone num United States (+1 Text me a coo Call me Massano and dat	no you are by answering a ca ober would you like to use?) de	Enter phone number
You can prove wh What phone num United States (+1 Text me a coo Call me Message and dat and cookies state	no you are by answering a ca her would you like to use?) de a rates may apply. Choosing ment.	Enter phone number Next means that you agree to the Terms of service and Priva

- 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.

	Method 2 of 2: Phone
Арр	rione
Dhana	
Phone	
Phone	
Phone Ve just sent a 6 digit code to	-44 7307346408. Enter the code below.
Phone Ne just sent a 6 digit code to 780325	-44 7307346408. Enter the code below.
Phone We just sent a 6 digit code to 780325 Resend code	-44 7307346408. Enter the code below.
Phone <u>We just sent a 6 digit code to</u> 780325 Resend code	-44 7307346408. Enter the code below.
Phone Ne just sent a 6 digit code to 780325 Resend code	-44 7307346408. Enter the code below. Back Next
Phone <u>Ve just sent a 6 digit code to</u> 780325 Resend code	-44 7307346408. Enter the code below. Back Next

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

Keep your ac Your organization requires you to set up th	ccount secure e following methods of proving who you are.
Method 2	of 2: Phone
Арр	Phone
Phone	
SMS verified. Your phone was registered successf	ully.
	Next

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

Keep your ac	count secure
Your organization requires you to set up the Method 2 d	following methods of proving who you are.
Арр	Phone
Success!	
Great job! You have successfully set up your security inf Default sign-in method:	io. Choose "Done" to continue signing in.
Phone +44 7307346408	
Microsoft Authenticator	
	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.



Are you trying Dormers Wells H WAHMED@dv Enter the number sh	to sign in? High School vhs.co.uk nown to sign in.
Enter nur	mber
No, it's not me	Yes
Authenticate	or locked

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7 pqrs	8 TUV	9 wxyz
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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	5 JKL	6 MNO
7 PQRS	8 TUV	9 wxyz

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