

Multi-factor Authentication Setup

Use a browser and go to www.office.com and select “Sign in”

The screenshot shows a web browser window with the address bar containing <https://www.office.com>, which is highlighted with a red box. The page header includes the Microsoft logo, "Microsoft 365", and navigation links for "Products", "Resources", "Templates", "Support", and "My account". A "Buy now" button is also present. On the right side of the header, there is a "Sign in" button with a user icon, also highlighted with a red box. Below the header is a blue banner with the text "Introducing Microsoft Copilot: Meet your everyday AI companion for work and life. Learn more >". The main content area features the Microsoft 365 logo, the headline "Office is now Microsoft 365", and the subtext "The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps". At the bottom of this section are two buttons: "Sign in" and "Get Microsoft 365". Below these buttons is a link: "Sign up for the free version of Microsoft 365 >".

Enter your Southern email address as your account and select next to enter your password.

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. The email address "southernstudent@southernwv.edu" is entered into a text field. Below the field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main content area are two buttons: a grey "Back" button and a blue "Next" button. Below the main content area is a white box containing a key icon and the text "Sign-in options".

The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. The email address "southernstudent@southernwv.edu" is shown with a back arrow to its left. Below the email address is a password field represented by a series of black dots. Below the password field is a link that says "Forgot my password". At the bottom right of the page is a blue "Sign in" button.

Once you have logged in you should receive this message needing more information.



southernstudent@southernwv.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

You will be prompted to install the Microsoft Authenticator app at this point.

Keep your account secure

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](#)

Next

[I want to set up a different method](#)

Keep your account secure

Microsoft Authenticator



Set up your account

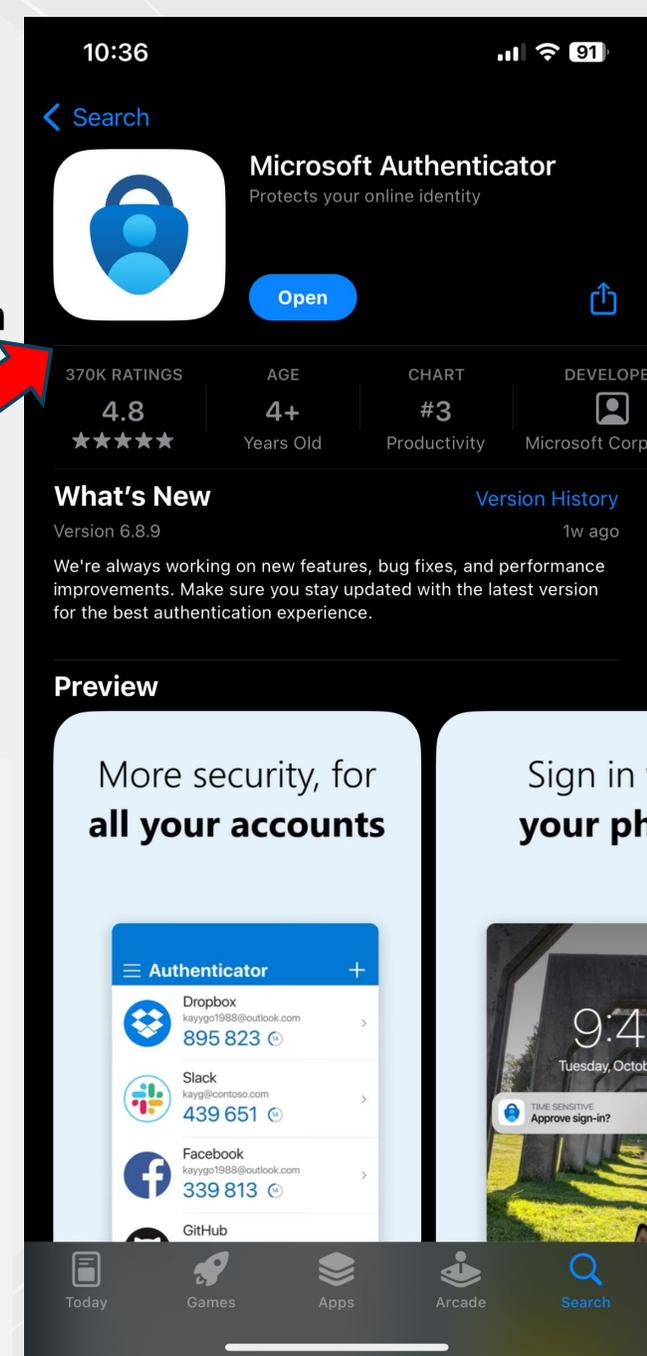
If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

[I want to set up a different method](#)

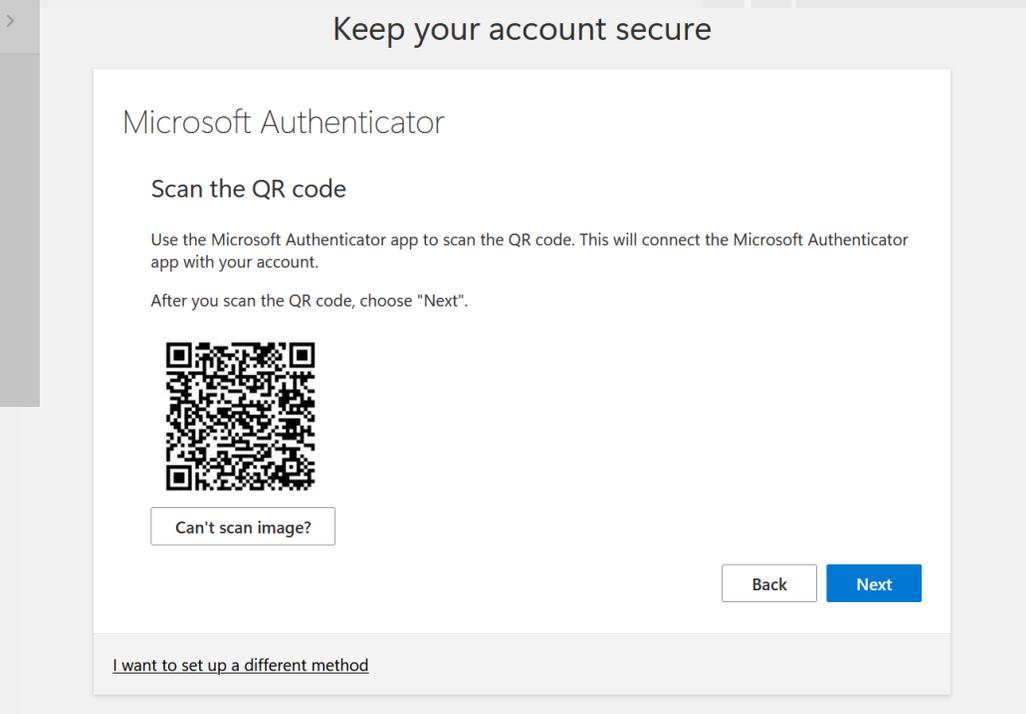
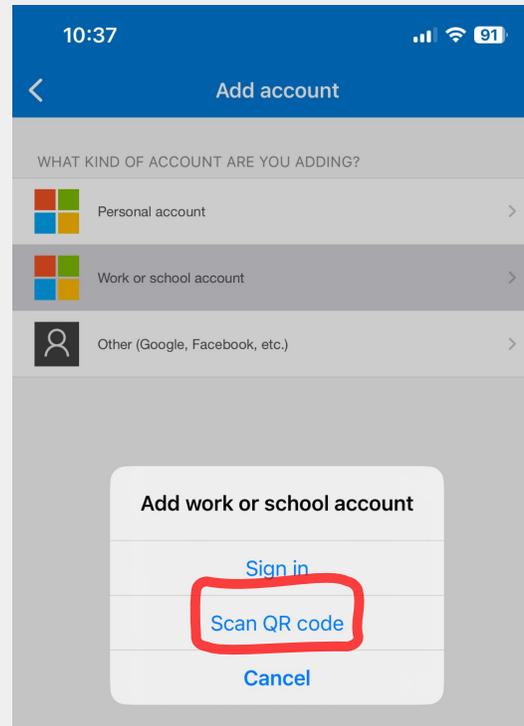
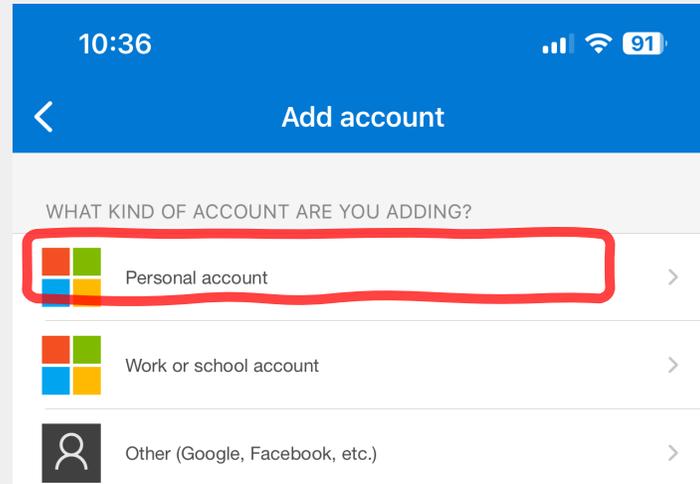
Look for this App in the App Store on your phone and install it



On the Authenticator App, select the + to add an account and then select “Work or school account”



Select “Scan QR code” and scan the code that appears on your computer.



Keep your account secure

Microsoft Authenticator

Scan the QR code

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

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



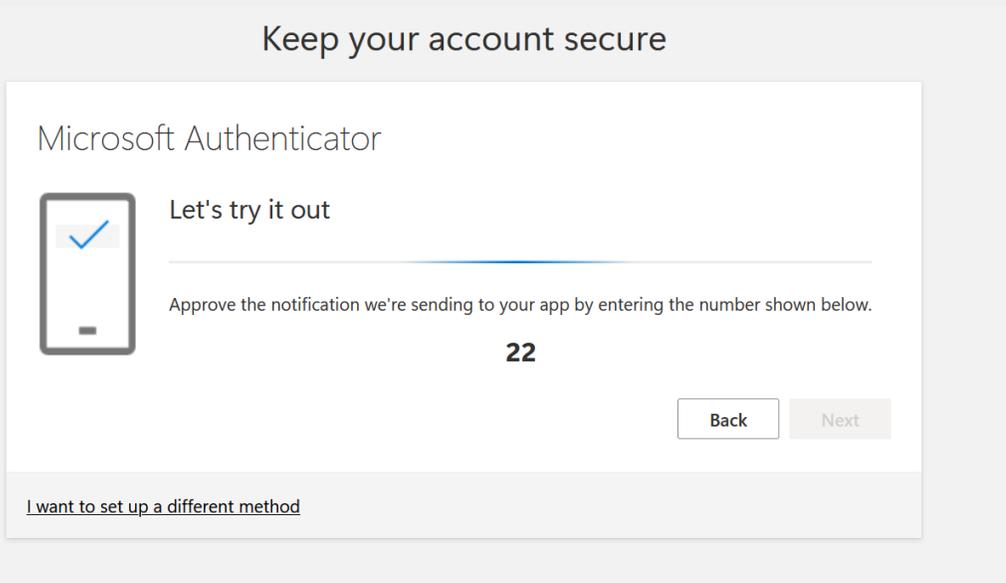
Can't scan image?

Back

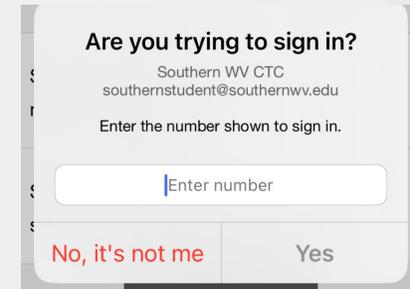
Next

[I want to set up a different method](#)

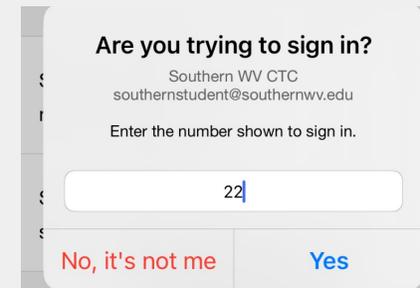
On your computer screen it should display something similar to this:



On your Authenticator App you should See something similar to this:



Type the number in and select "Yes"



**Your computer should then display something similar to this.
Letting you know you've successfully set up Multi-Factor Authentication.**

Keep your account secure

Microsoft Authenticator



✔ Notification approved

Back

Next

[I want to set up a different method](#)

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Microsoft Authenticator

Done