

# Office 365 Multi-Factor Authentication

## Self-Enrollment Instructions – Text Message Verification Option

### Overview

Office 365 Multi-Factor Authentication (MFA) requires you to verify your login to Office 365 by using an additional trusted device that is in your possession. For Office 365, trusted devices are either a cellular phone or desk phone.

Enrolling in Office 365 MFA with text message verification is the easiest option to set up. All it requires is a cellular phone with text messaging capabilities. This does not have to be a smart phone, as the device will only need to receive a text message with a 6-digit code.

When you sign in on a new computer, or after two months have elapsed since the last time you verified on a trusted computer, you will need to re-verify by receiving a text message with a 6-digit code. You will then enter this code when prompted in order to sign in to your Office 365 account again.

### How to Set Up the Text Message Verification Option

To set your account up for text message verification, you will need to sign in to Office 365, set up MFA, and then enter a test verification code that will be sent to your phone. The steps are:

1. Sign in to Office 365 at <https://www.office.com>
2. Go to <https://aka.ms/MFASetup>
3. You will be prompted to set your account up for additional security verification. Click “Set it up now”
4. Ensure that “Authentication Phone” is selected under “How should we contact you?”
5. Select “United States (+1)” from the “select your country or region” drop down box
6. Enter your phone number, including area code, to the right of the country or region dialog box
7. Select “Send me a code by text message” under “Method”
8. Select “Next.”
9. A text message with verification code will be sent to your phone. Once you receive it, enter it into the text box and click “Verify”
10. Most users will not need the “App Password” that is generated as part of the last step. If you use an older application that stops working after you enable MFA, you may need to enter the app password into this application to allow it to work again.
11. Click “Done” and you will be signed in to your account.

### Deferring Verification for 60 Days

On your trusted devices, such as your work computer or personal laptop, you can elect to only verify your sign-ins every 60 days. This option is available when signing in at the MFA verification prompt.

Check the “Don’t ask again for 60 days” checkbox to enable this option prior to entering your text message verification code. **This is only for devices that are secure and regularly used by you!** If you are logging in on a shared computer, such as a computer lab or another person’s computer, do not check this box.