

Microsoft 365 2FA Setup

Set up 2-step verification for Office 365

Office for business Office 365 Admin

Once your admin [enables](#) your organization with 2-step verification (also called multi-factor authentication), you have to set up your account to use it.

By setting up 2-step verification, you add an extra layer of security to your Office 365 account. You sign in with your password (step 1) and a code sent to your phone (step 2).

1. Check whether your Office 365 [admin has turned on multi-factor authentication](#) for your account. If they haven't, when you try to do these steps you won't see the options in Office 365.
2. Sign in to Office 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll see this page:

First Sign in screen
This page should show you unknown

3. Choose **Set it up now**.
4. Select your authentication method and then follow the prompts on the page. Or, watch the video to learn more.
5. After you verify your alternate contact method, choose **Next**.
6. Once you complete the instructions to specify how you want to receive your verification code, the next time you sign in to Office 365, you'll be prompted to enter the code that is sent to you by text message, phone call, etc.

To have a new code sent to you, press F5.

When you sign in with 2-step verification, you'll be prompted for a code.

We strongly recommend setting up more than one verification method. For example, if you travel a lot, consider [setting up Microsoft Authenticator](#) for your verification method. It's the easiest verification method to use, and a way to avoid text or call charges.

Revision #5

Created 2 December 2019 22:48:48 by Kolin Gage

Updated 27 September 2024 15:05:43 by Paul Nus