

2. Click "Next".

## Office 365: Multi-Factor Authentication (MFA)

Once your IT Administration enables your organization with 2-step verification (also called multi-factor authentication), you must 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).

## How to set up 2-Step Verification for Office 365:

 Sign into Office 365 at <u>https://outlook.office.com</u> with your PSD account (yourname@psdschools.org) and click "**Next**". You will then enter your District password, then click on "**Sign In**".

	Outlook		
Mice	Microsoft		
Sign i	Sign in to continue to Outlook		
Email or	phone		
Can't acce	ss your account?		
Sign in wit	h a security key 🕥		
	Next		
	poudre school district		
	@psdschools.org		
	More information required		
	Your organization needs more information to keep your account secure		
	Use a different account		
	Learn more		
	Next		
	Use your PSD network username and password to login. If you have problems signing in, please call the IT Support Center at x3456 or 970-490-3456. Unauthorized access is prohibited and may result in disciplinary actions and/or legal proceedings.		



3. Select your authentication method and then follow the prompts on the page. Microsoft will either text or call you with a verification code, depending on your preference.

Microsoft		
Additional se	curity verification	
ecure your account by adding	phone verification to your password. View video to know how to secure your account	
Step 1: How should v	ve contact you?	
Authentication phone		
United States (+1)	<ul> <li>2063219483</li> </ul>	
Method		
Send me a code by te	it message	
© Calline		
		Next
Your phone numbers will on apply.	y be used for account security. Standard trilephone and SMS charges will	

- 4. After you verify your alternate contact method, choose Next.
- Microsoft will send you a code by phone call or text (depending on your preference settings in step 3). Enter the code and click "Verify". Microsoft will then verify your phone number, then when finished, click "Done".
- 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 or phone call.



## TIPS:

- To have a new code sent to you, press F5 to refresh the page.
- We strongly recommend setting up more than one verification method. For example, enter both a cell phone number and your office desk phone.
- To change your contact information used for verification, follow these steps:
  - Log into your PSD Email account at <u>mail.psdschools.org</u> or go directly to <u>mfasetup.psdschools.org</u>.
  - Click your profile picture upper right corner and click on it.
  - Click on "My Account".



- Click the "Security & privacy" tab.
- Click "Additional security verification" to expand the box.
- o Click "Update your phone numbers used for account security."

	My account			
ŵ	Ky account	Security & privacy		
8	Personal info	Password Change your password.		
	Subscriptions	Contact preferences Manage how and why you are contacted.	Your settings aren't available right now. Please try again later.	
9	Security & privacy	Organization Privacy Statement View your organization's Privacy Statement		
A	App permissions	Additional security verification		
±	Install status	To sign in to Office 365, you need to enter a password and reply back to the security message that is sent to your phone. Update your phone numbers used for account security.		

If you have any questions about these directions please contact the PSD IT Support Center at 970-490-3456