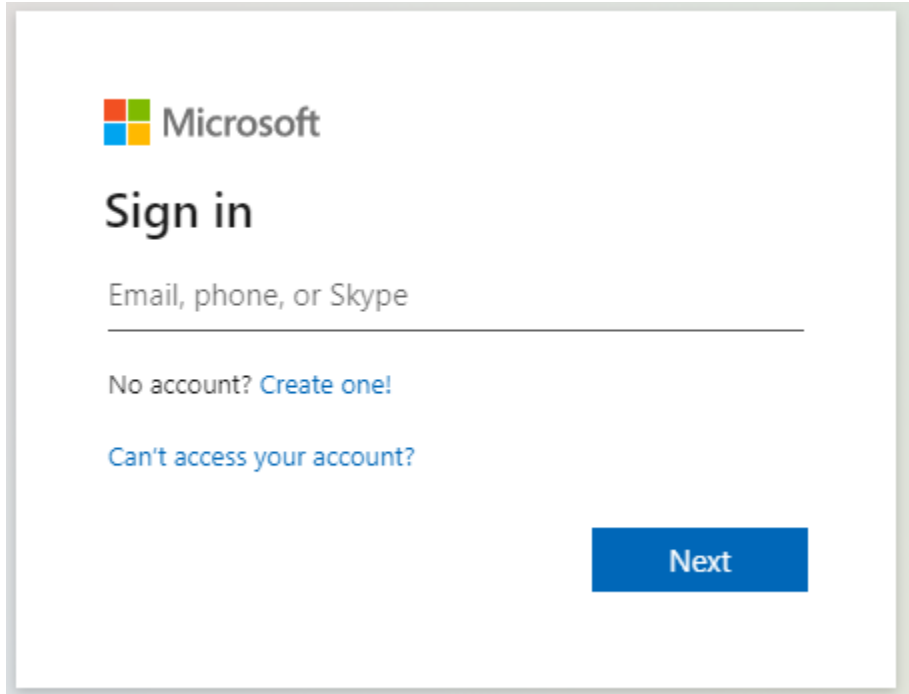


Instructions for Multi Factor Authentication Setup

1. Open a browser and go to <https://portal.office.com>
2. Log in using your email and password on the next two screens. Enter the requested information and click “next”

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo (four colored squares: red, green, blue, yellow) followed by the word "Microsoft". Below the logo is the text "Sign in" in a large, bold, black font. Underneath "Sign in" is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page is a blue rectangular button with the word "Next" in white text.

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

You will now see a message looking like this, click “next”



admin@shore-solutions.net

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

3. You are asked for more information, click on “set up now” for phone and email.
4. Enter a phone number you can receive a text message on and enter an email address that is outside of your organization such as a personal email.
5. In the event you re-set your password you will receive a 6-digit security code via text or email to be able to complete the password reset function.

Microsoft admin@shore-solutions.net | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

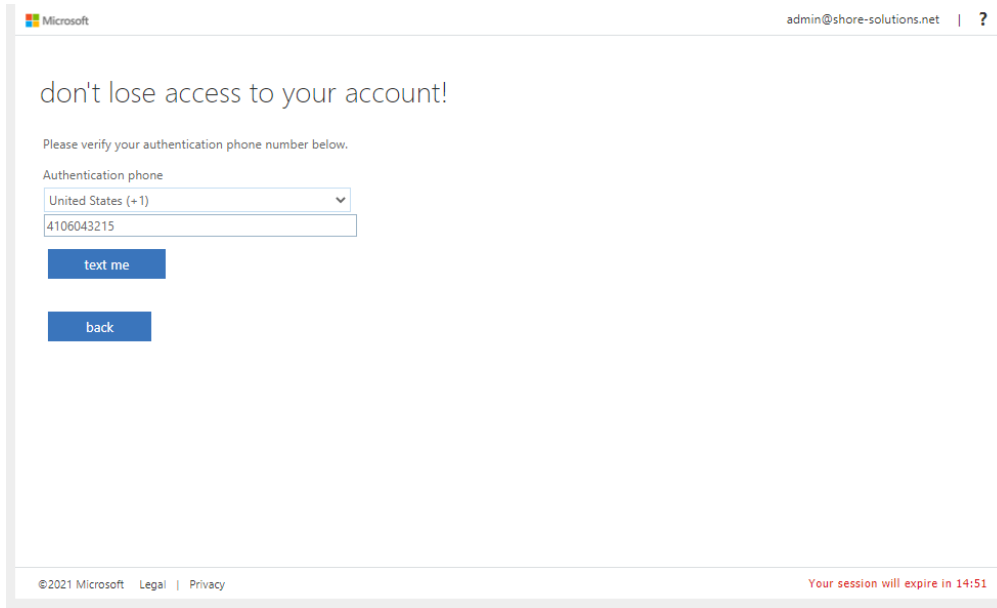
- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)

[finish](#) [cancel](#)

©2021 Microsoft Legal | Privacy Your session will expire in 14:45

6. Fill in the information and click “text me”.
7. Repeat this step for email.
 - a. You will immediately receive a code which needs to be entered in the code field.
8. Click finish.

9. Repeat for email, if applicable.
10. Once both options are complete, click finish.



The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo, and at the top right is the email address 'admin@shore-solutions.net' with a help icon. The main heading is 'don't lose access to your account!'. Below this, it says 'Please verify your authentication phone number below.' There is a section for 'Authentication phone' with a dropdown menu set to 'United States (+1)' and a text input field containing '4106043215'. There are two buttons: 'text me' and 'back'. At the bottom left, it says '©2021 Microsoft Legal | Privacy', and at the bottom right, it says 'Your session will expire in 14:51'.



don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +1 443 555-1212 . [Change](#)
- ✓ Authentication Email is set to [your email@gmail.com](#). [Change](#)

[finish](#) [cancel](#)

11. You are now setup for O365 Password self-service