

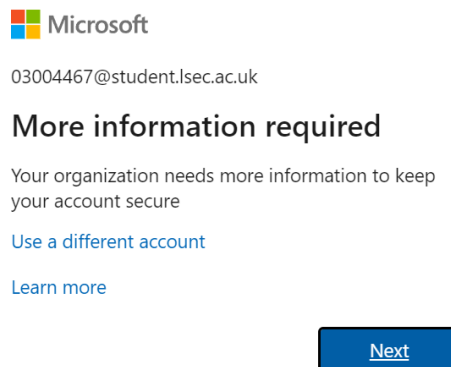
How To: Setup MFA with SMS or Call

When we setup MFA (Multi Factor Authentication) on your account, you will be required to add a second factor of authentication before you can access your Office 365 applications externally. There are multiple methods of second factor, which can include the following–

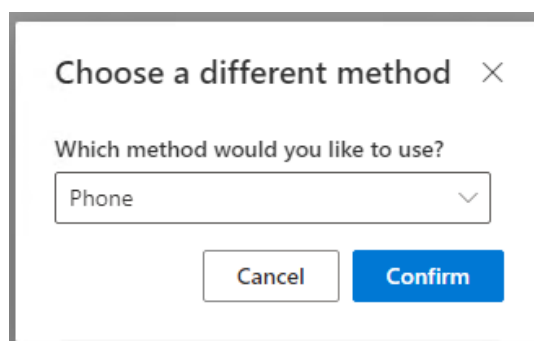
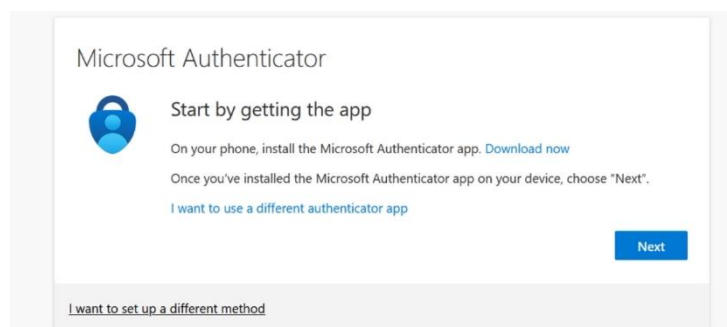
- An authenticator app that can generate a notification
 - SMS Text messages to your phone number
 - A call to your phone number

This document will be covering 'SMS Text Messages to your phone number' and 'A call to your phone number'. For other methods or more information please visit - [Setting Up Multi-Factor Authentication \(lsec.ac.uk\)](https://lsec.ac.uk/Setting-Up-Multi-Factor-Authentication)

- 1) After you next login to your college email address you will be greeted with a 'More Information Required' notification page. Select the 'next' option.



- 2) You will be greeted with a setup page. As we are not using the authenticator app, select "I want to setup a different method". A pop up will appear asking you to choose your different method. Select "Phone".



- 3) You can now either select 'Send me a code by text message' or 'Call me', find your country code, type in your phone number and then click Next.
- 'Send me a code by text message' will send you a 6 digit code.
 - 'Call me will phone you and play instructions that you can listen to. From our experience you will need to answer the call and then press the # on your phone to the login.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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

- 4) You will now be prompted to type in the code you received via text, if you chose 'Call me' it will wait for you to answer the call and complete the instructions stated to you in the phone call. Type in the code and select next. If you typed in the correct details, will be greeted with a success message. You will now have added an MFA method to your account.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +44 7903042902. Enter the code below.

Enter code

[Resend code](#)

Back Next

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

Please note, once you have completed the MFA Sign-Up process will also be eligible to use the Password Reset tool supplied by Microsoft - [Microsoft Online Password Reset](#)

For any issues please do not hesitate to contact the service desk - [Login \(topdesk.net\)](#)