Office 365 Add Additional Authentication Methods for Security

I would suggest printing this and follow step by step

Office 365 Add Additional Authentication Methods for Security

Please add additional methods to your Office 365 account to keep it secure, please add the following

- Mobile No
- Alternative Email
- Microsoft Authenticator

NOTE REMOVE OLD AUTHENTICATOR PHONE once you have at least two the above

How to Add Additional Authentication Methods

Step 1 — Go to the Security Info page

- On a computer browser, open: **https://mysignins.microsoft.com/security-info** *(or go to aka.ms/mfasetup)*
- Sign in with your Microsoft 365 email and password
- Complete your current MFA Microsoft Authenticator Prompt (approve on your existing device or use your backup code)

Step 2 — Add another method

- Click **+ Add sign-in method**
- Choose from the list (e.g., **Phone** for SMS/call, **Email**, or **Security questions** — options depend on your organisation)
- Follow the prompts:
    - **Phone**: Enter your number → choose Text or Call → enter the code you receive → click **Next** → confirm success
    - Repeat to add more methods if you want (e.g., a second phone number)
- You'll now see all your registered methods listed

✅ **Best practice**: Keep at least 2–3 active methods so you never get locked out

Part 2 — Add Microsoft Authenticator on a Second Phone

Step 1 — Install the app on the new phone

- On the **second phone**, download **Microsoft Authenticator**:
    - iPhone: Apple App Store → search "Microsoft Authenticator"
    - Android: Google Play → search "Microsoft Authenticator"

Step 2 — Start adding the new device

- Back on your computer at **Security Info** page → click **+ Add sign-in method**
- Select **Authenticator app** from the dropdown → click **Add**
- Click **Next** (you've already installed the app)

Step 3 — Link the app to your account

- You'll see a **QR code** on your computer screen
- On the **second phone**:
    - Open Authenticator → tap the **+** (top-right)
    - Choose **Work or school account**
    - Tap **Scan QR code** and point the camera at the code on your computer
- The account will appear in the app on the second phone

Step 4 — Verify it works

- Microsoft will send a **test notification** to the new phone
- Open the notification → tap **Approve**
- If number matching is enabled, enter the number shown on your screen
- You'll see "Authenticator app configured successfully" → click **Next** → **Finish**

Step 5 — Confirm both devices work

- You'll now see **two** Authenticator entries listed (or labelled differently)
- **Test sign in** once more — notifications will go to **both phones**; you can approve from either one

Step 6 — Clean up (optional)

- If you were replacing an old device and want to remove it:
    - On the Security Info page, find the old Authenticator entry → click **Delete**
    - Confirm when prompted
- Keep both if you want two working devices

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