To set up Multifactor Authentication (MFA) for the first time:

1. Go to [www.outlook.com](http://www.outlook.com) and click Sign in.
2. Enter your full email address for the username and click Next.
3. Choose Work or School Account and click Next (if prompted).
4. Complete 2 of 3 authentication options. **Note**: Cell phone is required to be one of your selected options.



1. If you have previously logged into the web interface, you will need to verify your credentials and select authentications options using the steps below: *To set up Multifactor Authentication (MFA) for the first time within Outlook Web Interface.*

To set up Multifactor Authentication (MFA) for the first time within Outlook Web Interface:

1. Click your picture (may be initials) in the upper right corner (to the right of the “**?**”) and choose View Account.





1. Click Update Info.



1. From this page enter any new or update your authentication information, or click Enable two-step verification for any of the methods.



**Note**: If you use a phone or tablet to access your email, you will also need to add the method **Authenticator App**. For instructions on Microsoft Authenticator, visit the following:

* Setup Authenticator for iPhone/iPad: <https://www.youtube.com/watch?v=3bTm05_Hqec>
* Setup Authenticator for Android device: <https://www.youtube.com/watch?v=LxTwiqnGbNg>