Set up Multi-Factor Authentication for Office 365

Office 365 now requires you to set up addition information for Multi-Factor Authentication (MFA). Once you log in to Office 365, you’ll see the message, “Don’t lose access to your account.

Add information to your account so you don’t lose access if you ever forget your password.” Click “Set it up now” and follow the instructions on your screen. You will need to provide two of three available authentication measures: 1) a phone number 2) an alternate email address and 3) security questions.

First, access https://portal.office.com/ and sign in. Click “Set it up now”.

With each option you choose, click the following link to set it up.
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Enter a cell phone number and click “text me” or any available number for “call me”. Click “back”.

Enter an alternate email address for authentication and click “email me”.

Enter your password and continue.
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Answer 5 security questions if one of your chosen methods, or click back.

Click finish when done.