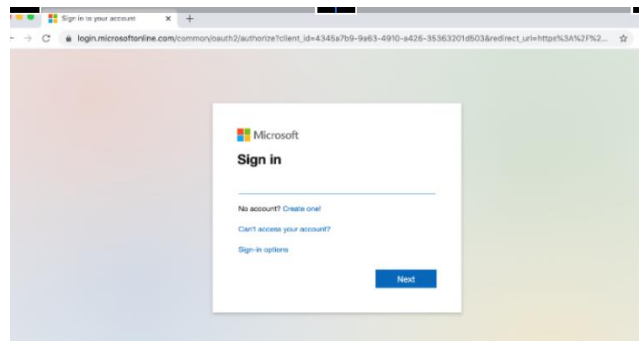
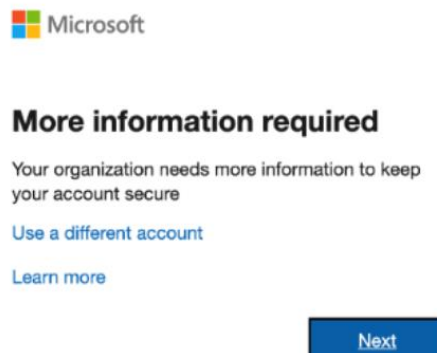


## **Setup Office365 MFA with Authenticator**

1. Click on the following link and login to your **Office365 portal** using your email & password: [portal.office.com](https://portal.office.com)



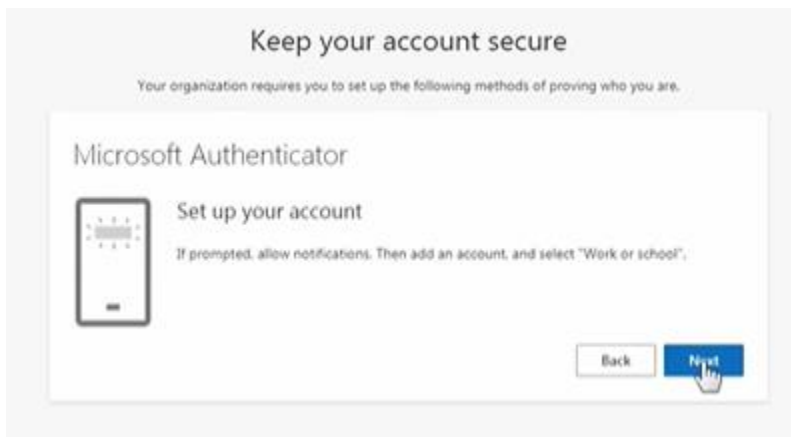
2. In the following screen click "**Next**" to update the Information for the MFA



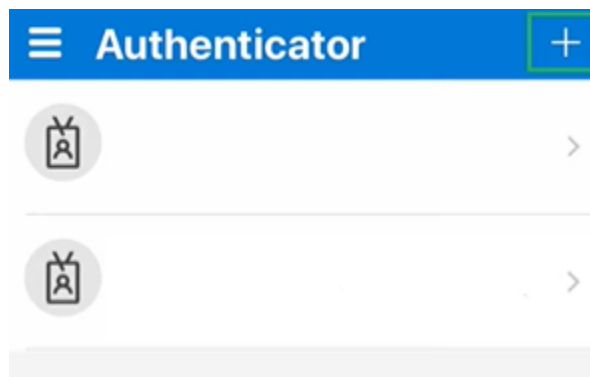
3. Open the app store/play store on your phone and download “**Microsoft Authenticator**”



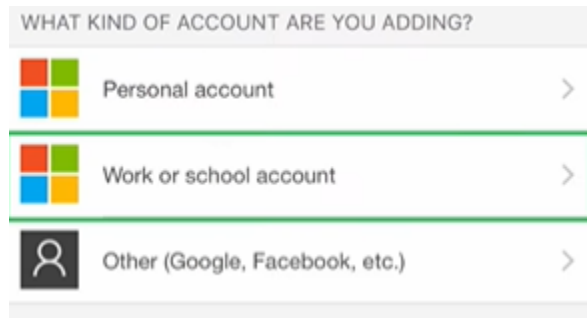
4. Click “**Next**” and open the app on your device



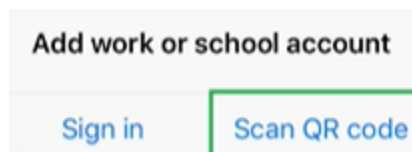
5. Click the Plus (+) icon on the top right of the screen



6. Select **“Work or school account”**



7. Select **“Scan QR code”**



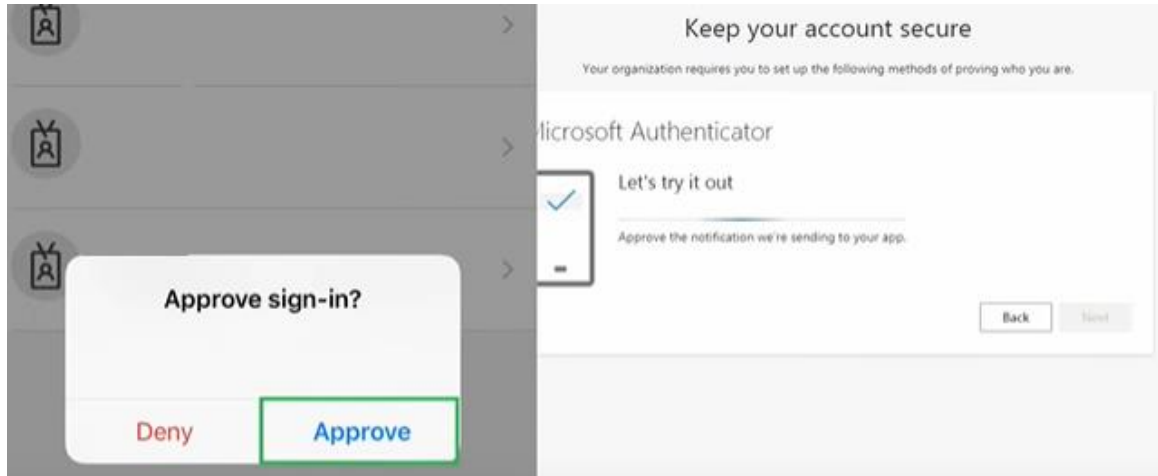
8. Now on your computer scan the QR code shown on your screen



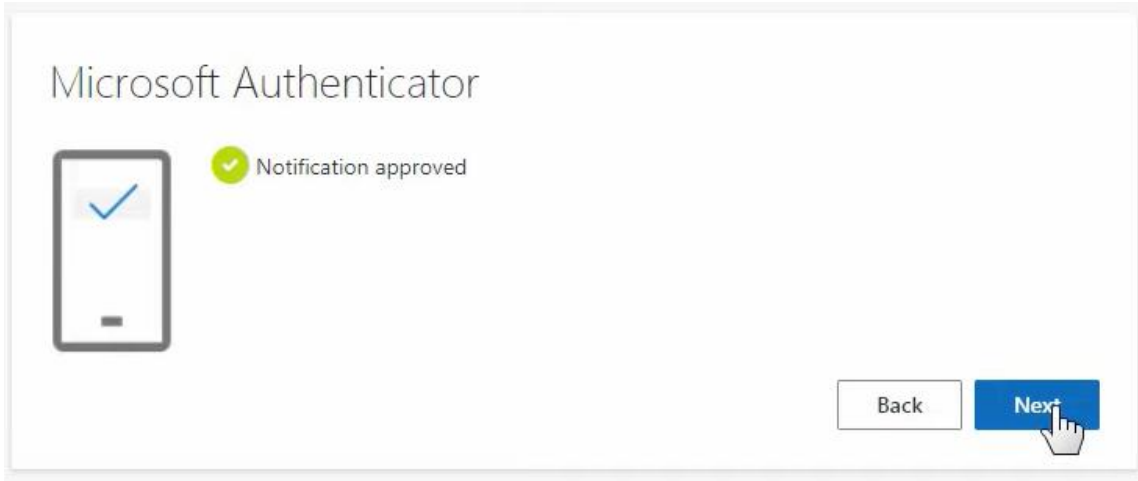
((notice the account has been added to the authenticator app))

9. Continue the setup process by selecting **“Next”** on your computer

10. Now you will have a pop-up, asking to approve the current sign-in. Press **"Approve"** on your phone to continue:



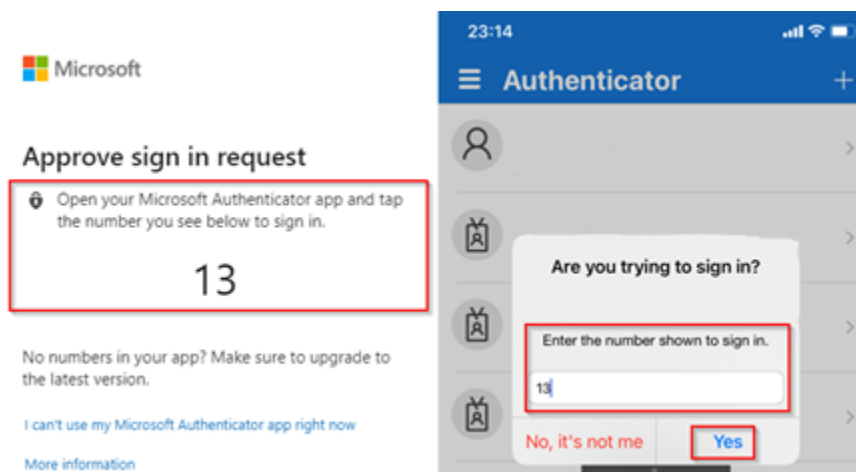
When the process is finished select **"Next"** on your computer then select **"Done"**



11. Select **"Yes"** and **"Don't show this again"** if you wish to be connected automatically from now on.



12. You'll be prompted to enter the number shown on your computer screen in your **authenticator** app:



13. Enter your phone number

Method 2 of 2: Phone

App Phone

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## 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?

Israel (+972)

☒ 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**

14. Lastly, enter the code sent to your phone, click "Next" and then click "Done"

Method 2 of 2: Phone

App Phone

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## Phone

We just sent a 6 digit code to +972 Enter the code below.

[Resend code](#)

**Back** **Next**

If you require further assistance, please contact us via email or mobile 054-6280236.

Eyal C. (ECIT)