



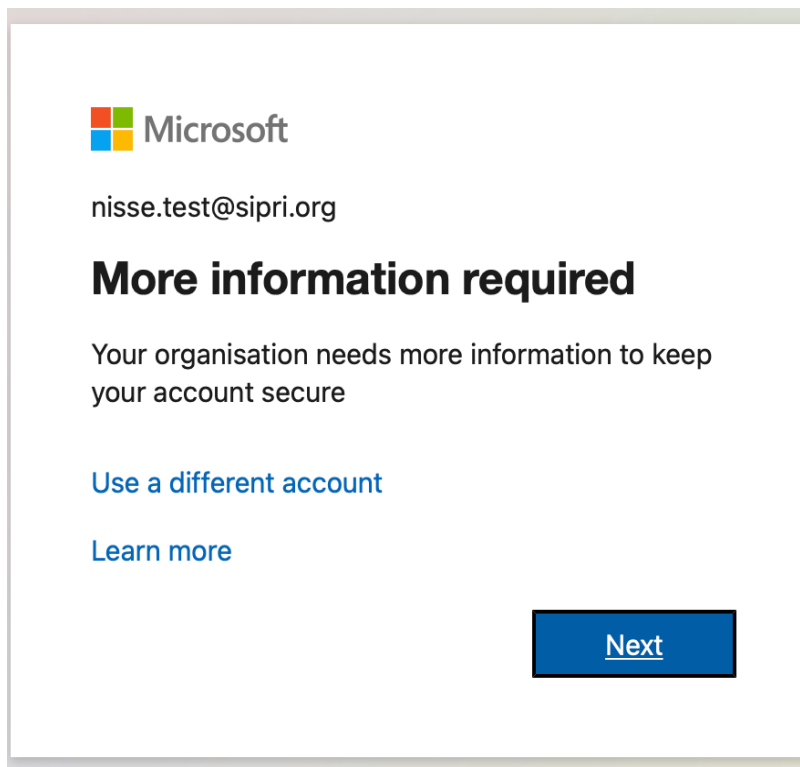
## Microsoft 365 multifactor authentication (MFA): verification via SMS

By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically generated verification code provided by an authenticator app or sent to your phone as sms. **In this quick guide you will set up verification via sms.**

Pls note: for this exercise you will need to use a smartphone, work- or private does not matter.

### Quick guide – verification via sms

1. Go to <https://login.microsoftonline.com/> and log in with email and password like you normally do.
2. A new window should appear: “More information required”. Click Next. IF your run in to problems with this step (Microsoft error) please just try another browser).





3. Add a phone number and choose your method (we recommend “send me a code by text message”). Click Next to verify.

A screenshot of the Microsoft account security verification page. The page has a white background with a light gray border. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a subheading "Secure your account by adding phone verification to your password. View video to know how to secure your account". The section is titled "Step 1: How should we contact you?". There are two dropdown menus: "Authentication phone" and "Sweden (+46)". The phone number "0701891119" is entered in the adjacent text field. Below these is a "Method" section with two radio buttons: "Send me a code by text message" (selected) and "Call me". A blue "Next" button is on the right. At the bottom, a small box contains the text: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." The footer shows "©2022 Microsoft Legal Privacy".

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## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Authentication phone

Sweden (+46) 0701891119

Method

☒ Send me a code by text message

☐ Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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4. Check your phone for a text message from Microsoft. Enter the verification code in the box and click Verify.



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### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone on +46 0701891119**

When you receive the verification code, enter it here

[View video to know how to secure your account](#)

Cancel Verify

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5. Ignore the below page and click Finished. And you are all set!

Microsoft



### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 3: Keep using your existing applications**

In some apps, such as Outlook, Apple Mail and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

**Get started with this app password:**

Finished

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