

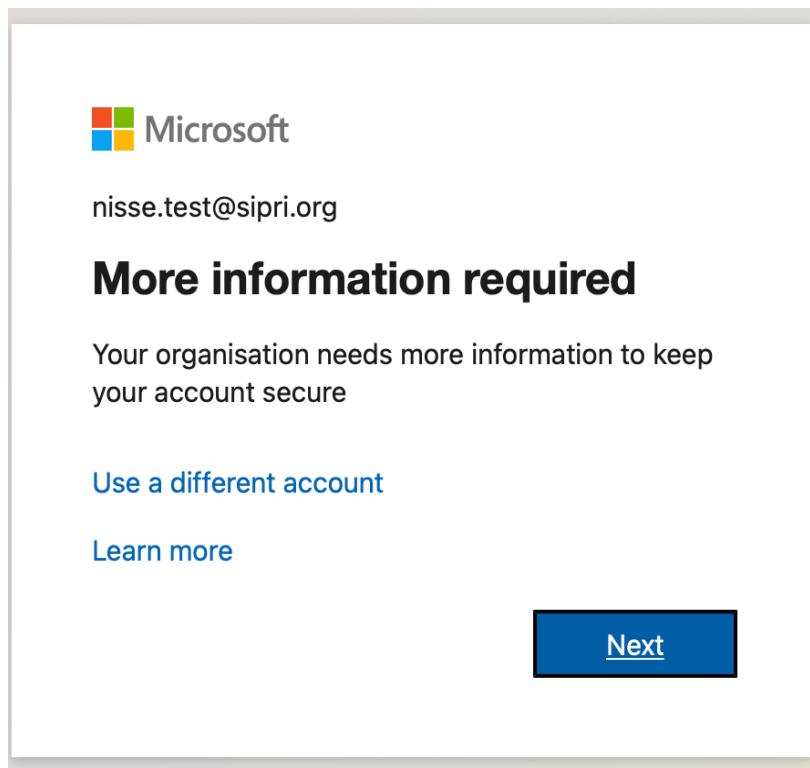
Microsoft 365 multifactor authentication (MFA): verification via SMS

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.**

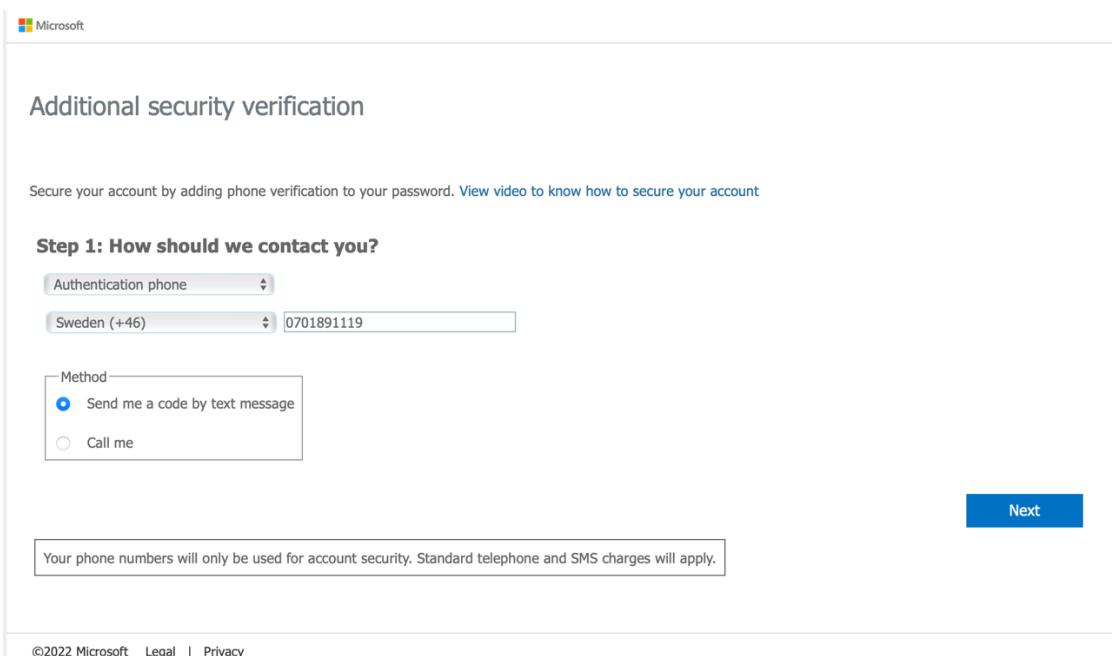
Pls note: for this exercise you will need to use a smartphone, work- or private does not matter.

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 you 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.



The screenshot shows the Microsoft 'Additional security verification' page. At the top, it says 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. Below this, the heading 'Step 1: How should we contact you?' is displayed. A dropdown menu for 'Authentication phone' is open, showing 'Sweden (+46)' with the phone number '0701891119' entered. Under the 'Method' section, the radio button for 'Send me a code by text message' is selected. At the bottom right, a blue 'Next' button is visible, and a note below it states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

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

[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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