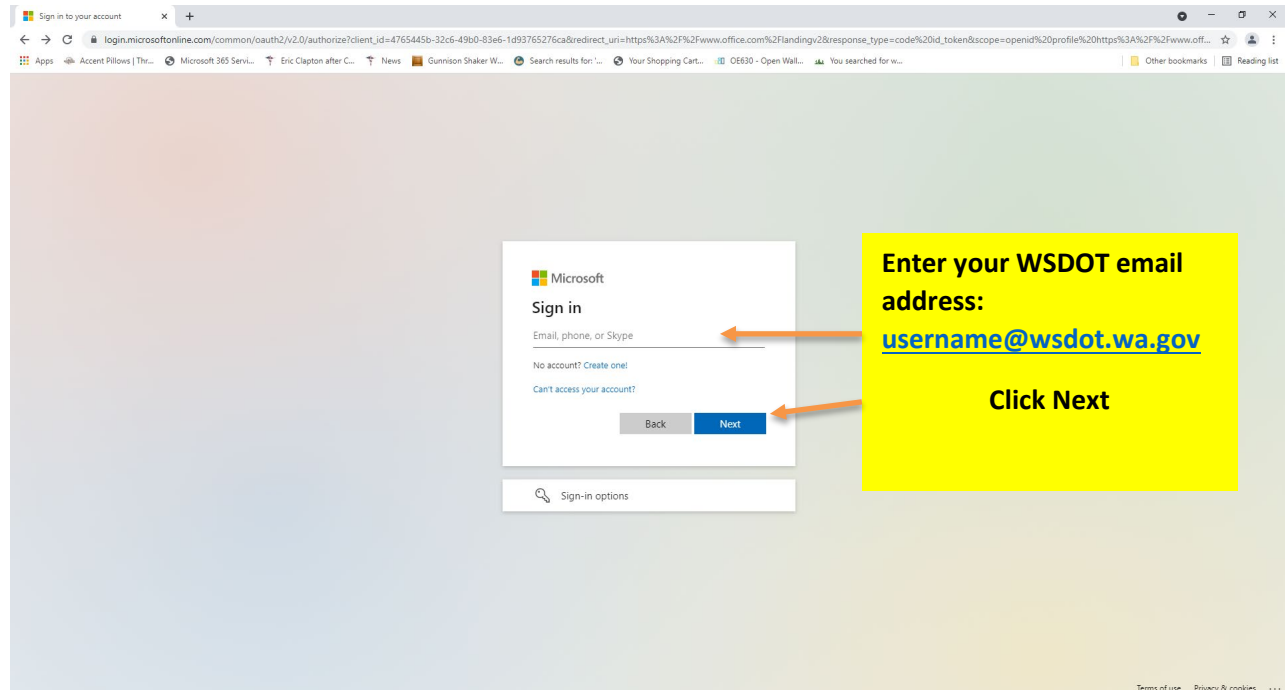
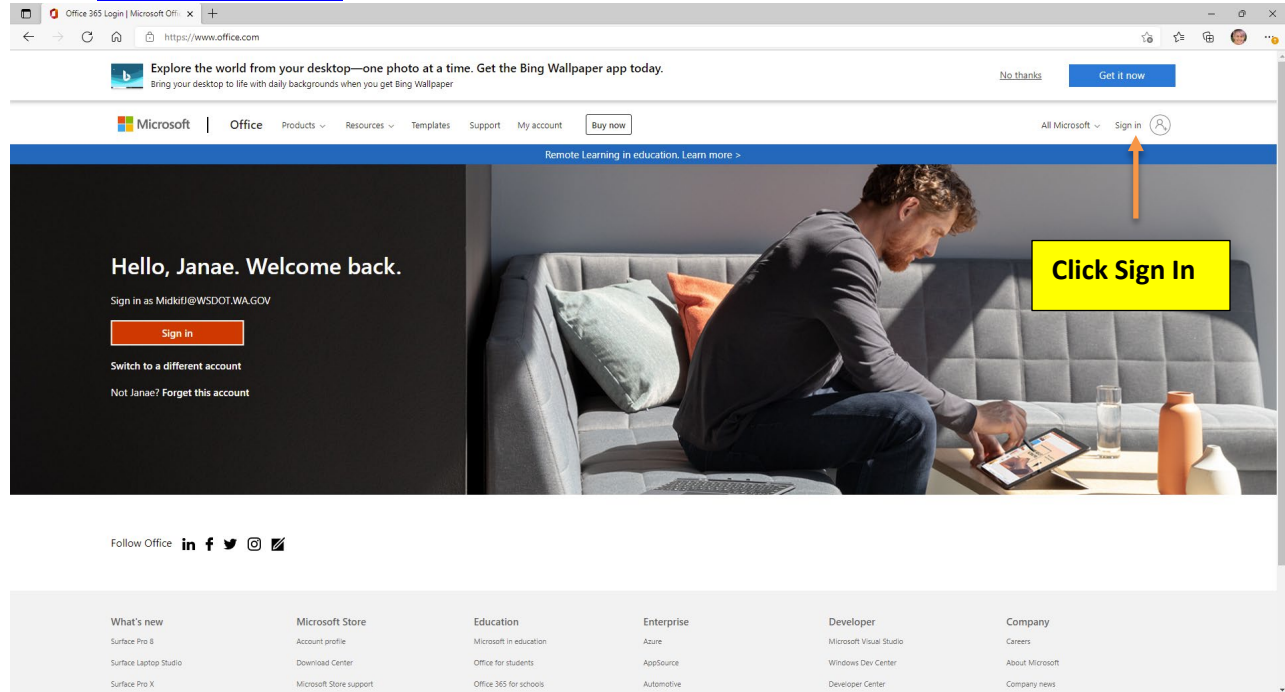
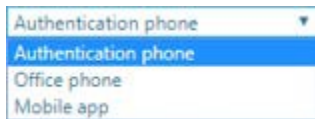
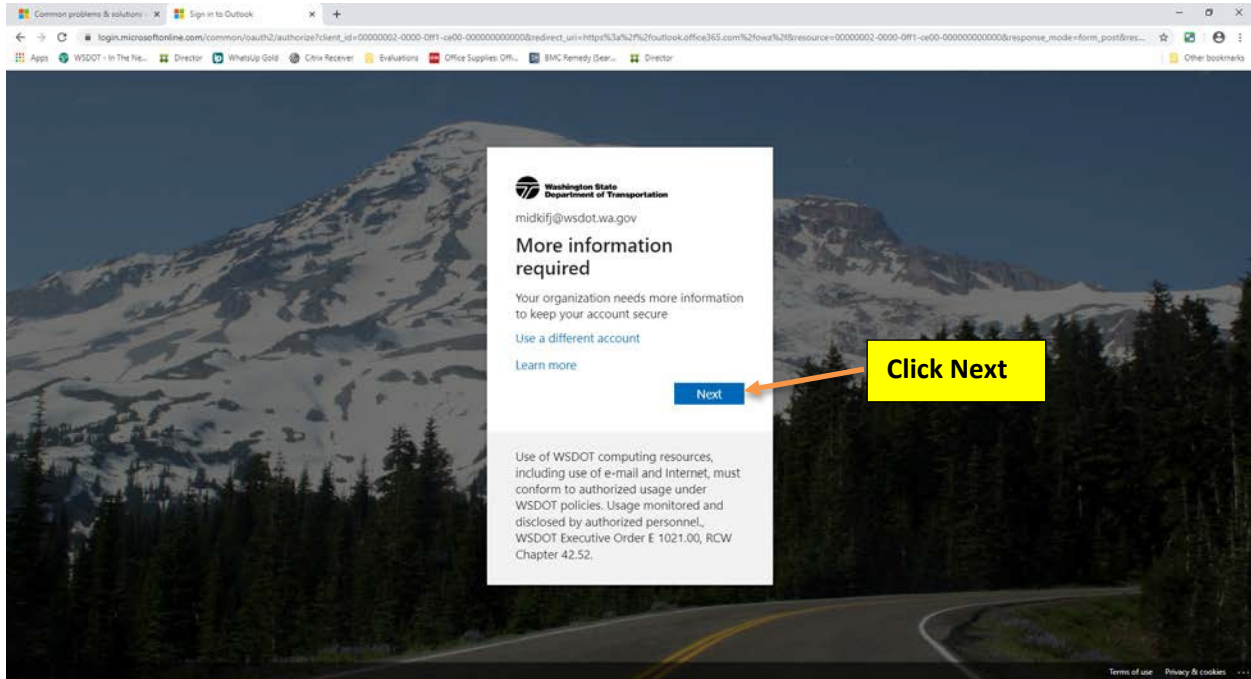
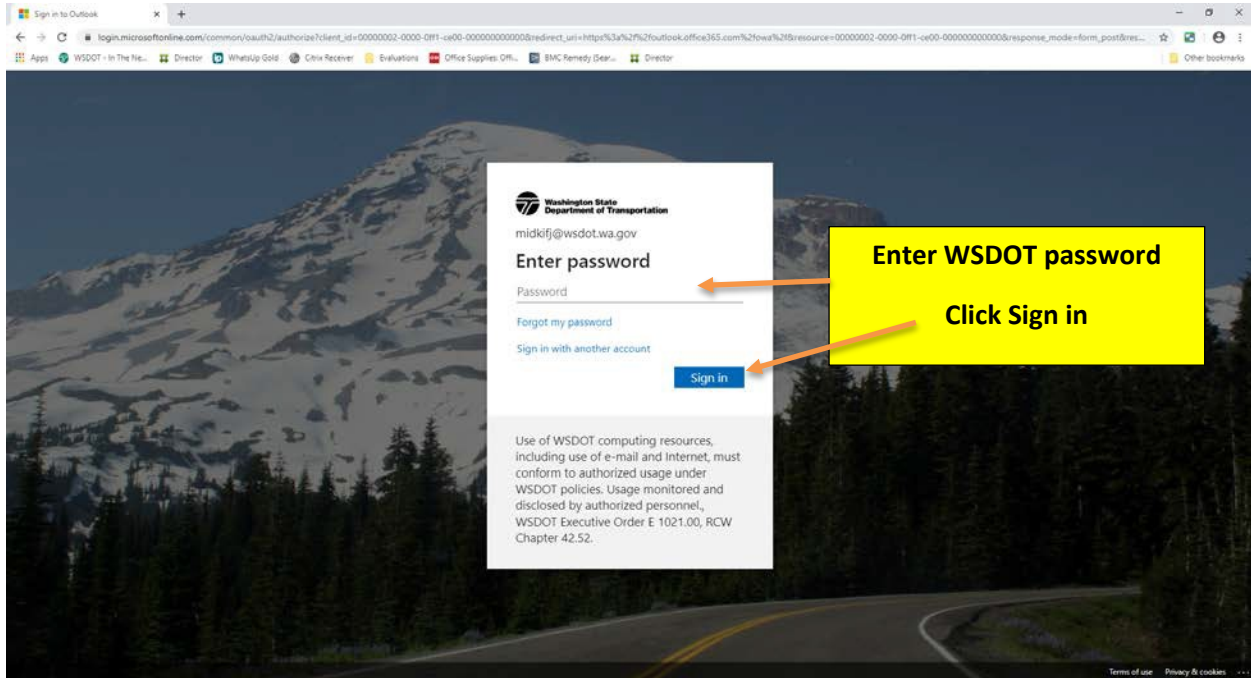


Multi-Factor Authentication (MFA) for Microsoft 365 (M365)

Go to: <https://office.com>



12/14/2021



Verifying...

From your options, you will see:

- Authentication phone
- Office phone
- Mobile App

Authentication phone option

Washington State
Department of Transportation

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

United States (+1) **3601234567**

Invalid phone number. Please provide a phone number in following format: 999 999 9999

Method

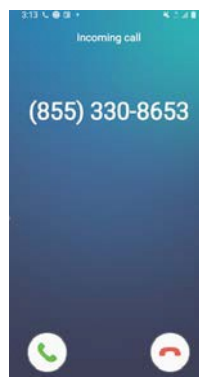
Send me a code by text message
OR
 Call me

Next

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

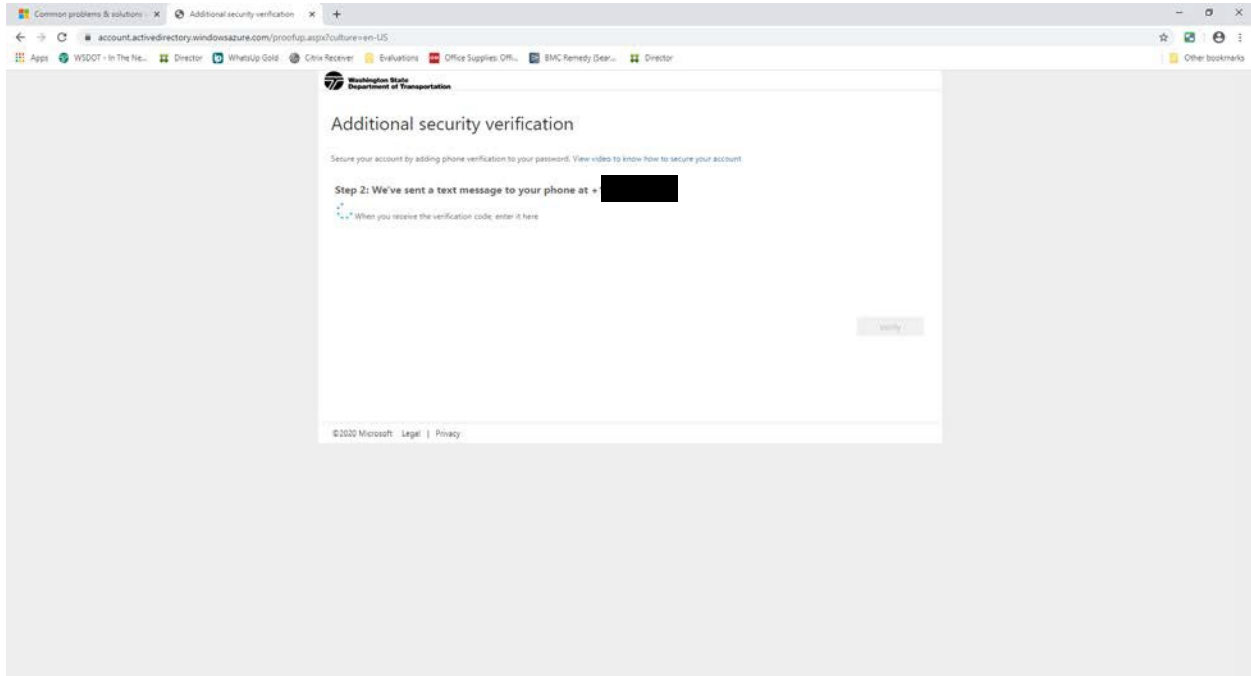
©2020 Microsoft | Legal | Privacy

Note: If you select call me, you will receive a call from the following number.

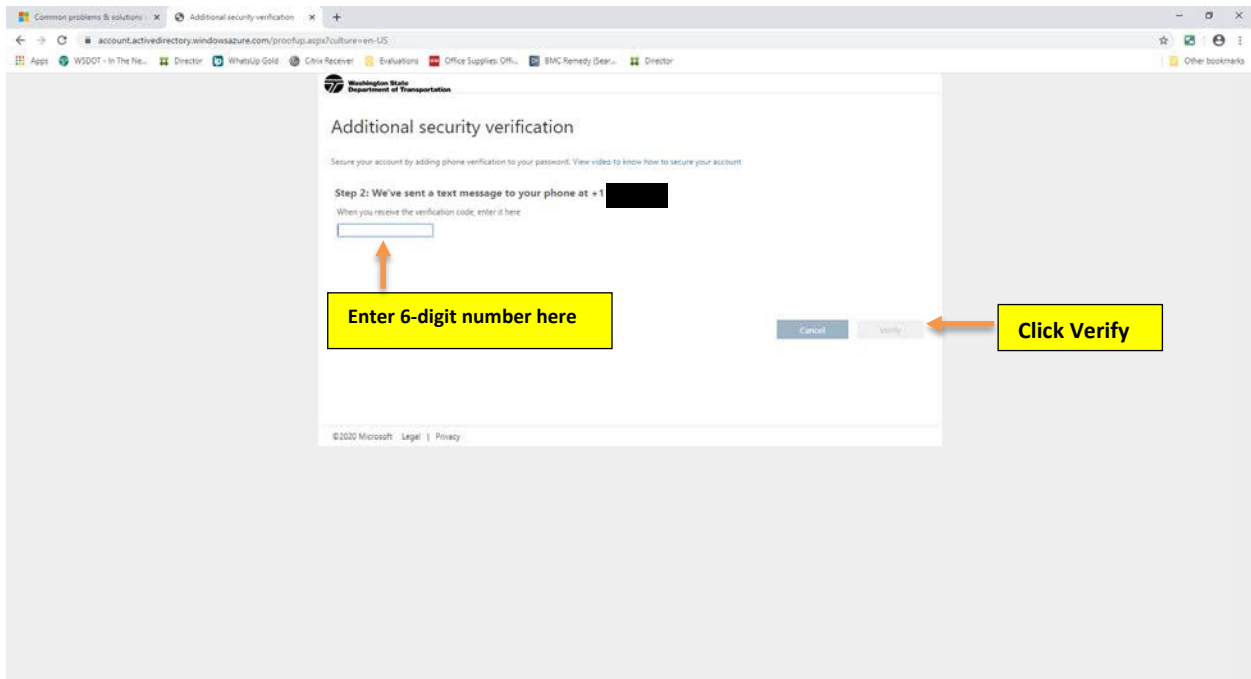


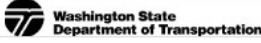
If you want to receive a text message, make that choice and you will see the following screen.

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You will receive a 6-digit number. Enter that number into the box and select verify.



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Additional security verification

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Step 2: We've sent a text message to your phone at +1 [REDACTED]


Verification successful!

Click on Done

Done

You will now be logged into M365

Mobile App option

 Washington State
Department of Transportation

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?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next

At this point, you will need to download the mobile app on your cell phone.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 287 358 678

Url: <https://cys01napad09.na.phonefactor.net/pad/801832954>

If the app displays a six-digit code, choose "Next".



After your cell phone has been configured, go back to where you left off on the computer. Click Next



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?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

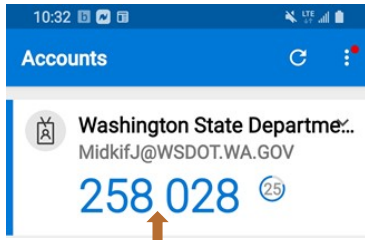
Mobile app has been configured for notifications and verification codes.

Select "Use verification code"
Click Next

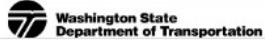
Next

Go to your cell phone, launch the Authenticator app. You will receive a 6-digit code that you will have 30 seconds to use. If the countdown expires, it will generate a new 6-digit code.

12/14/2021



Do not add a space.



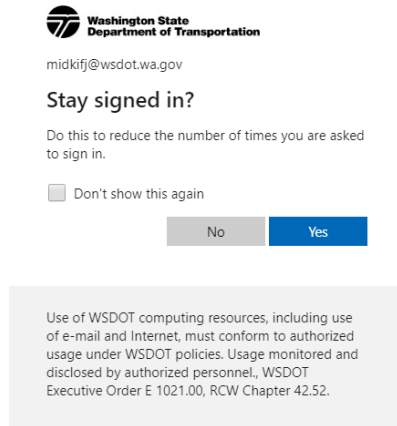
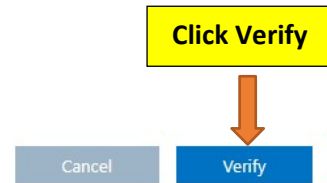
Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

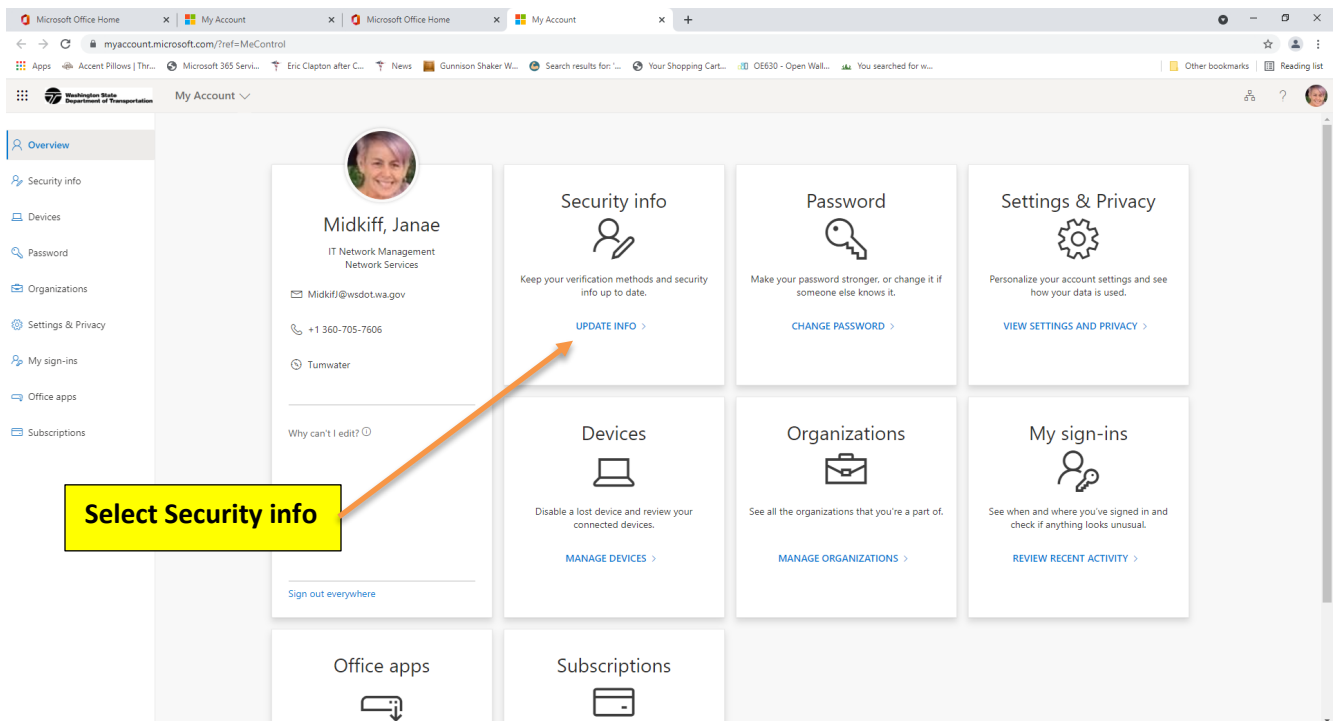
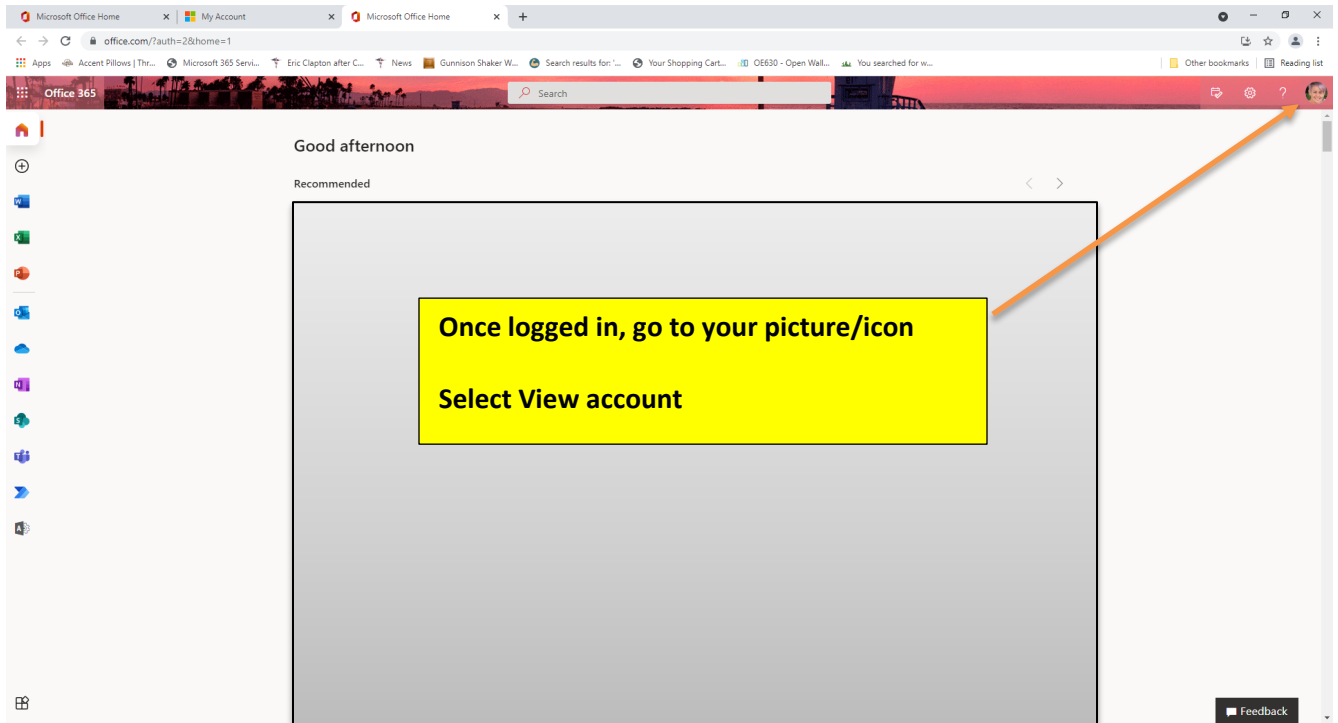
258028



You are now logged into M365

Important Information:

Please be sure to set up an alternate method to authenticate if your primary method should fail. Note: Your secondary method should be separate from your primary option. See following screen prints.



Washington State Department of Transportation

My Sign-Ins

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 [redacted] [Change](#)

+ Add method

Phone	+1 [redacted]	Change	Delete
-------	---------------	------------------------	------------------------

Lost device? [Sign out everywhere](#)

Click on Add method

Add a method

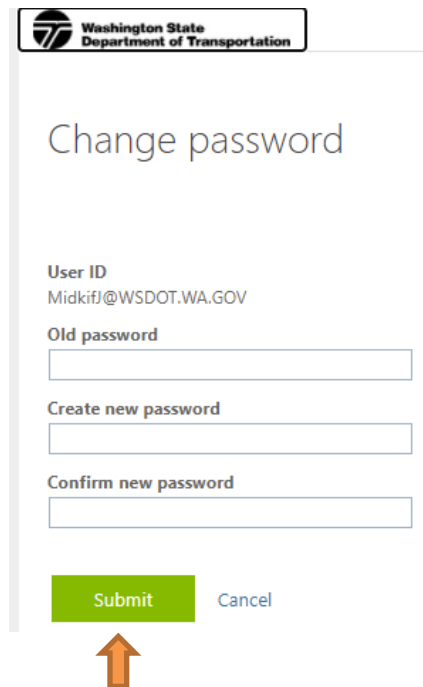
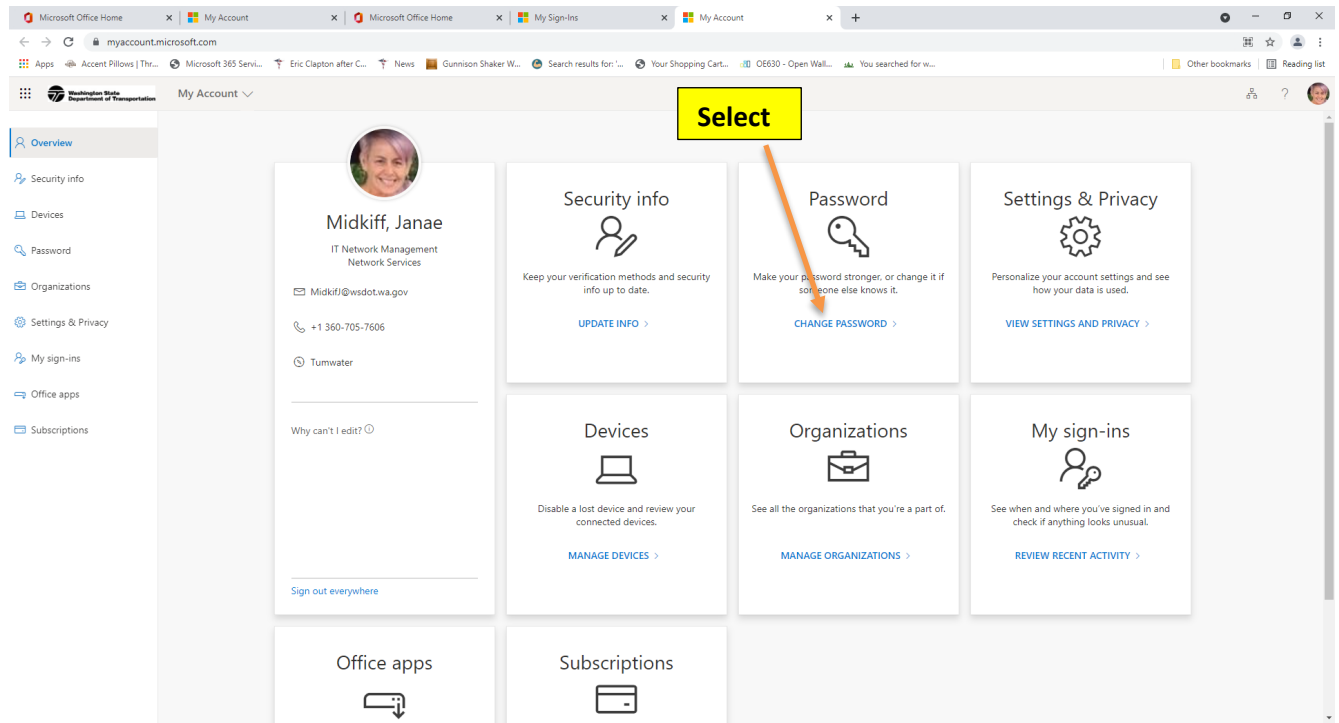
Which method would you like to add?

Choose a method

- Authenticator app
- Alternate phone
- Email
- Office phone

Select an alternate option to authenticate then click on [Add](#) and go through the process.

How to change your password in M365



How to reset your password in M365 if you have forgotten your current password or the password has expired.

Go to <https://passwordreset.microsoftonline.com>

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio. *

Next Cancel

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Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone
- Call my office phone
- Approve a notification on my authenticator app
- Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete mobile phone number (*****41) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

Cancel

Select your preferred method for verification. You will then receive a 6-digit passcode to enter.



Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone
- Call my office phone
- Approve a notification on my authenticator app
- Enter a code from my authenticator app

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next Try again Contact your administrator

Enter 6-digit code and click on Next.

[Cancel](#)



Get back into your account

verification step 1 ✓ > verification step 2 > choose a new password

Please choose the second contact method we should use for verification:

- Call my office phone
- Approve a notification on my authenticator app
- Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete office phone number (*****06) below. Omit the extension. You will then receive a call. Please answer it to continue.

Enter your phone number

Call

Select one of the authentication methods available

[Cancel](#)



Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

* Enter new password:

* Confirm new password:

Finish

Cancel

