



Information Technology Services

Support Phone: (201) 360-4310

Support Email: itshelp@hccc.edu

Website: <https://www.hccc.edu/administration/its/index.html>

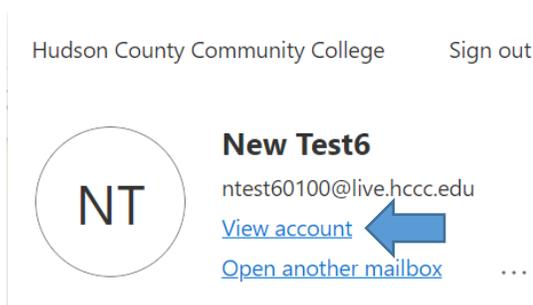
Twitter: @HCCC_ITS

Add additional Sign-in Method to Office 365

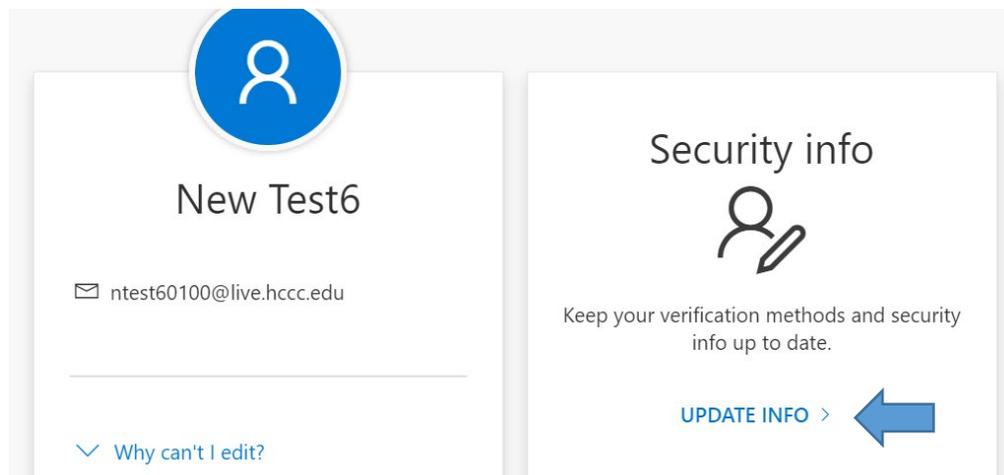
1. Log in to your Microsoft Office 365 email on the web at <https://portal.office.com>
2. On the top right, click on your initials



3. Click on View Account



4. Under Security Info, click on Update Info





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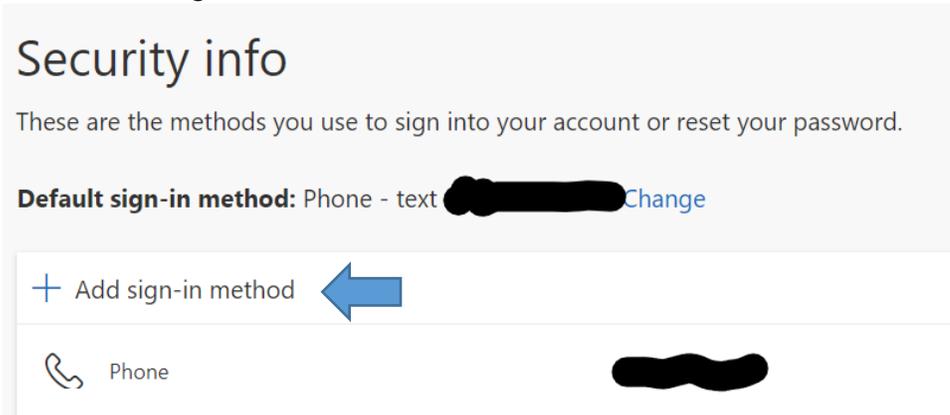
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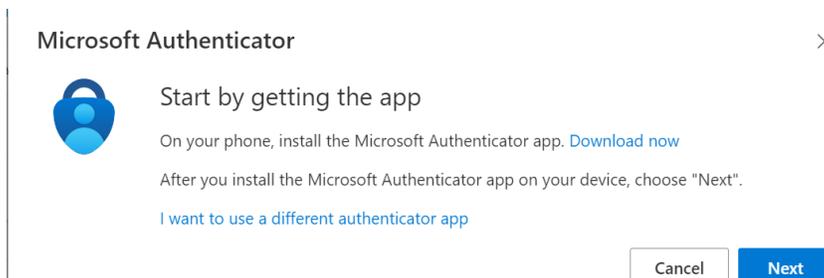
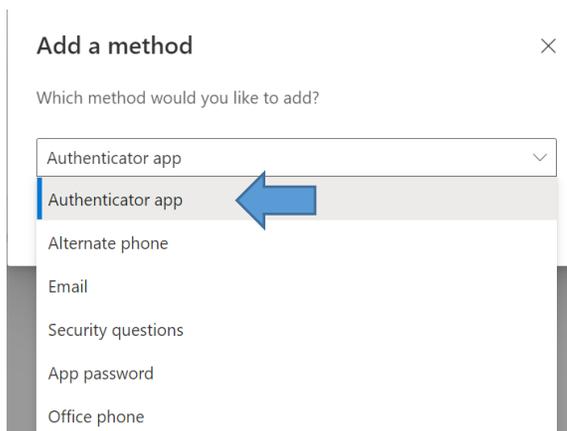
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5. Click on Add Sign-in Method



6. Under Add a method, select Authenticator App and then Click Add



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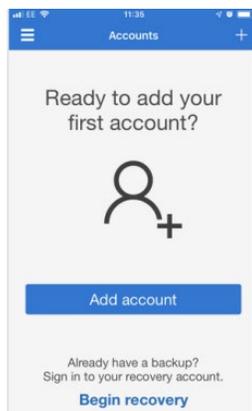
7. You will be brought onto a screen telling you to download the Microsoft Authenticator. On your phone's App Store, search for Microsoft Authenticator app and download it.



8. On your phone, you will now see the authenticator app



9. Skip any Intro screens the app may present until you get to the Ready to add your first account? Screen.





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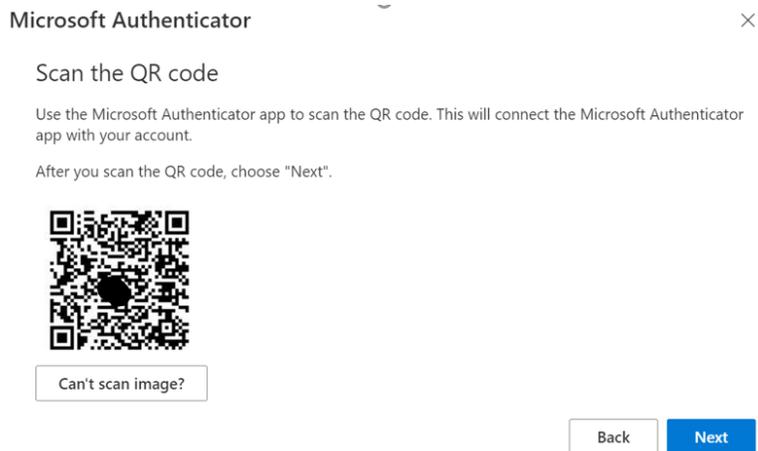
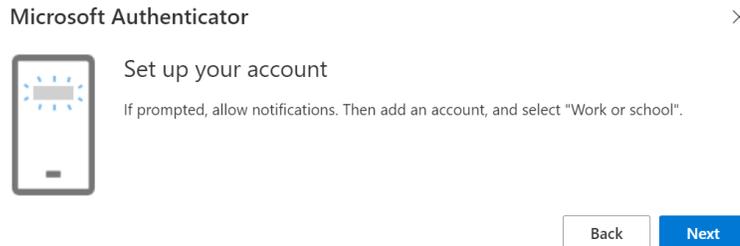
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10. On your browser, click on Next until you get the screen of the QR code.



11. On your phone, click on Add Account and then select **Work or school account**





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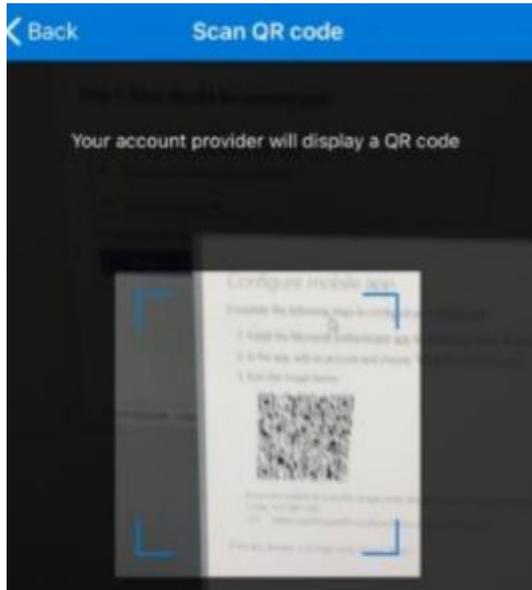
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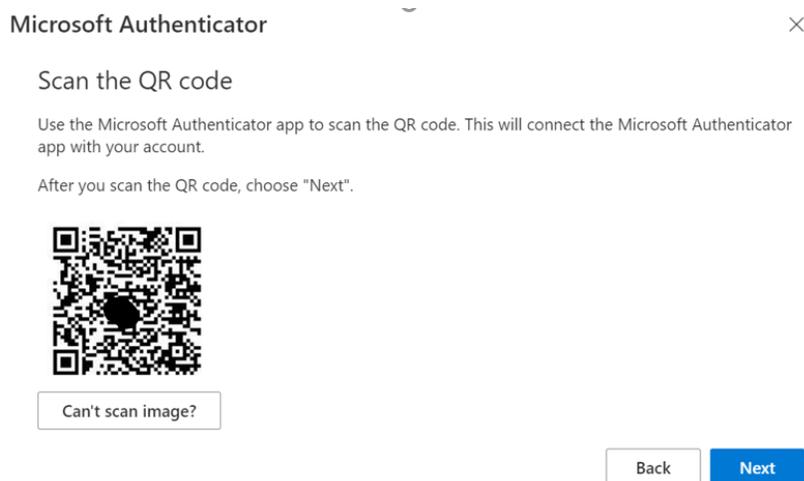
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12. Your phone will prompt to allow the use of the camera. Click Allow, and then point your camera at the QR code on your screen



13. Click Next after scanning the QR code.





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14. On the screen, you will see a number. On the phone, type in the number on the screen.

Microsoft Authenticator



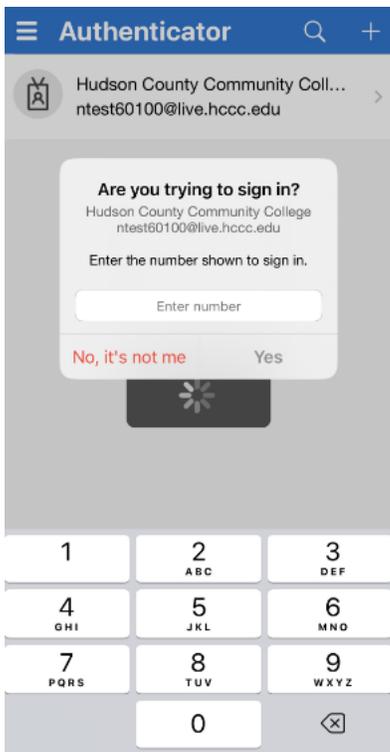
Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

20

Back

Next



15. You will see that the notification has been approved and click Next.

Microsoft Authenticator



Notification approved

Back

Next



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16. You will now see Microsoft Authenticator in the sign-in method

+ Add sign-in method

 Phone

 App password

 Microsoft Authenticator
Push multi-factor authentication (MFA)
