

Support Phone: (201) 360-4310 Website: <u>https://www.hccc.edu/administration/its/index.html</u> Support Email: <u>itshelp@hccc.edu</u> 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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5. Click on Add Sign-in Method

Security info

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



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

Microsoft Authenticator			
Set u	p your account oted, allow notifications. Then add an account,	and select "Work or schoo	ol".
		Back	Next
Microsoft Authent	icator		×
Scan the QR co	de		
Use the Microsoft Auth app with your account.	enticator app to scan the QR code. This will co	onnect the Microsoft Auth	enticator
After you scan the QR c	ode, choose "Next".		
			l
Can't scan image?			
	~	Back	Next

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





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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.

Microsoft	Authenticator

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Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back Next



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

/licroso	ft Authenti	cator				×			
\checkmark	Let's try	/ it out							
	Approve th	Approve the notification we're sending to your app by entering the number shown below.							
-			20)					
					Back	Next			
	≡ Authe	nticator	Q +						
	Hudson ntest60	County Commu 100@live.hccc.e	unity Coll >						
	Are y Hudson	you trying to sig County Community est60100@live.hccc.e	n in? College du						
- 1	Enter tr	Enter number	sign in.						
- 1	No, it's	not me Y	es						
- 1	l	21/2	J						
- 1									
	1	2	3						
	<u>4</u> вні	5 JKL	6 MND						
	7 PORS	8 TUV	9 wxyz						

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





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

+ Add sign-in method				
S	Phone			
•••	App password			
٢	Microsoft Authenticator Push multi-factor authentication (MFA)			