



Information Technology Services

Support Phone: (201) 360-4310

Support Email: itshelp@hccc.edu

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

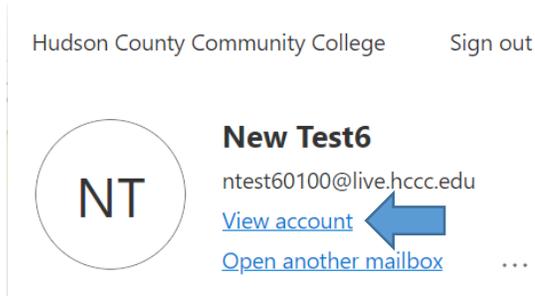
Twitter: @HCCC_ITS

Change Default Sign-in Method

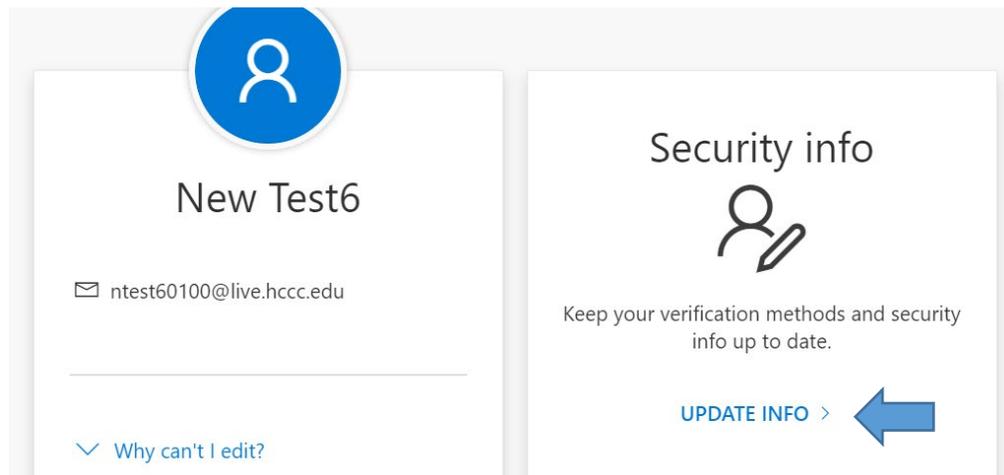
1. Log in to your office 365 email in the web
2. On the top right, click on your initials



3. Click on View Account



4. Under Security Info, click on Update Info





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5. Click on Change sign-in Method

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

+ Add sign-in method

	Phone	+1 [redacted]
	App password	password
	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 13

6. Click on App base authentication – notification and click confirm

Change default method ×

Which method would you like to use to sign in?

Phone - text +1 [redacted] 

Phone - call +1 [redacted]

Phone - text +1 [redacted]

App based authentication - notification

App based authentication or hardware token - code



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7. The default sign-in method has been changed

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method



Phone

+1



App password

password



Microsoft Authenticator
Push multi-factor authentication (MFA)

iPhone 13