Setting up MFA – Step-by-step guide for Outlook web verification to call your phone

Setting up MFA to call your phone for verification

Log in to outlook.office.com as usual to access your email via the web:Machine generated alternative text:
outlook.office.com 

   Enter your username:

Outlook 
Microsoft 
Sign in 
to continue to Outlook 
Sample.User@gcccd.edu 
Can't access ßur account? 
Sign in with a security key O 
Back 
Next 

  Enter your password:

GCCCD Single Sign on 
Service 
Sign in with your organizational account 
sample.user@gcccd.edu 
Sign in 

 If you get the prompt to stay signed in you can click on “Yes” and check the box “Don’t show this again” if this is your regular computer. If you are signing in from a computer you do not normally use, select ‘No”.

Outlook 
Microsoft 
sample.user@gcccd.edu 
Stay signed in? 
Do this to reduce the number of times you are asked 
to sign in. 
Don't show this again 
No 

 In order to set up MFA, you will get this message asking for more information. Click Next:

Outlook 
Microsoft 
sample.user@gcccd.edu 
More information required 
Your organization needs more information to keep 
your account secure 
Use a different account 
Learn more 
Next 

Here you will need to enter information to add your phone for multi-factor verification.

From the drop-down, select “Authentication phone”

Select the country code from the drop-down, then enter your phone number, including the area code

Select the Method “Call me” to receive a phone call

Click “Next” when done

Machine generated alternative text:
Additional security verification 
Secure your account by adding phone verification to your password. View video to know how to secure par account 
Step 1: How should we contact you? 
Authentication phone 
United States (+ I) 
Method 
619-555-5555 
O Send me a code by text message 
@ Call me 
Next 
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply. 
"021 Microsoft 
Legal 
Privacy 

Machine generated alternative text:
Additional security verification 
Secure your account by adding phone verification to your password. View video to know how to secure par account 
Step 2: We're calling your phone at +1 619-555-5555 
• Answer it to continue... 
"021 Microsoft 
Legal 
Privacy 

You will receive an automated phone call from Microsoft to the number you provided. To complete the verification process, answer the call and press the # key when prompted. That's all there is to it and the verification process is complete. You should now be signed in and see your email as you normally do.