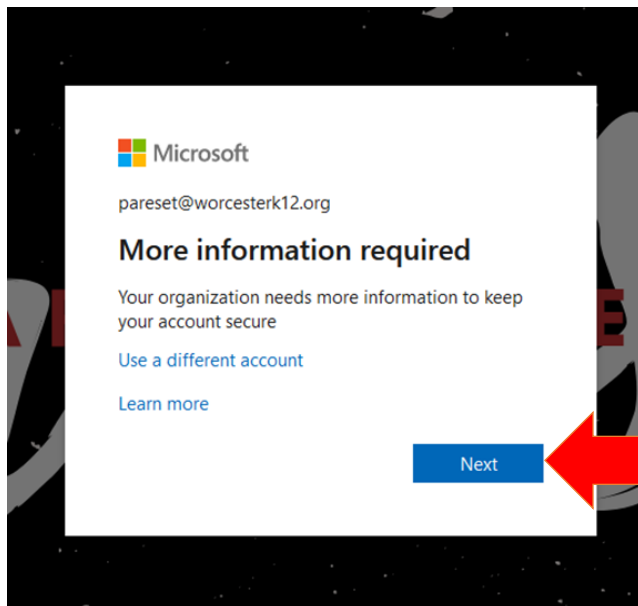


## Microsoft 365 Accounts Password Changed & 2 Factor Authentication

What to expect when two factor authentication is activated. This will setup your 2 factor authentication BUT will not be activated until we are sure every has changed their password and are not having any difficulties accessing their account.

When turned on on your next log on you will be see this screen below.  
Click next.



You will then come to this screen.  
Here you will need to fill out both of the options it asks for.

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

This is the screen you will see when asking about authentication phone number. You will need to put in a number you have access to at all times and can accept text messages.

## don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1) ▼

Enter your authentication phone number

text me

call me

back

Enter the code you are texted and hit verify.

## don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1) ▼

██████████

text me

call me

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

|||

verify

try again

back

Next select the Security questions section.

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)



finish

cancel

**Fill out all 4 questions and hit save answers.**  
don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 4 questions, and answers must be at least 3 characters long.**

Security question 1



Security question 2



Security question 3



Security question 4



save answers

back

Once completed your screen should look like this.

## don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to [REDACTED] [Change](#)

✓ 4 Security Questions are configured. [Change](#)

finish

cancel

Hit finish and you are done.