Setting up MFA with Microsoft Texting Method for Windows Users

1. On your computer, go to **outlook.office365.com**
2. Type in your email address (or choose it from list), click **Next**
3. Enter in your password, click **Sign In**
4. At the screen that says "**More Information is Required**", click **Next**
5. At the bottom of the next window, choose "**I want to setup a different method**"
6. In the drop-down menu, choose **Phone**, confirm
7. Enter in your cell phone #. Make sure "**text me a code**" is selected, click **Next**.
8. You'll get a code texted to your phone
9. Type in the code into your browser, click **Next**
10. Click **Next**, then **Done**.
11. Launch Outlook
12. Type in your password.
13. Type in your password again, click **Sign In**
14. Will ask to text a code
15. Verify, Done.