ACCESSING EMAIL AND SETTING UP MFA with TEXT

1. Open Chrome (or any web browser) and navigate to outlook.office365.com
2. Type in your email address.
3. Click **Next.**
4. Type in your password, click **Sign In.**
5. At the screen that says "**More Information is Required**", click **Next.**
6. In the Microsoft Authenticator window, choose "**I want to setup a different method**" in the bottom left hand corner.
7. In the drop down menu, choose **Phone**, then click **Confirm.**
8. Enter in **your** cell phone #. Make sure "**text me a code**" is selected, click **next**.
9. You'll get a code texted to your phone.
10. Type in the code into your browser, click **next.**
11. Click **Next**, click **Done.**
12. You may be prompted to change your password.