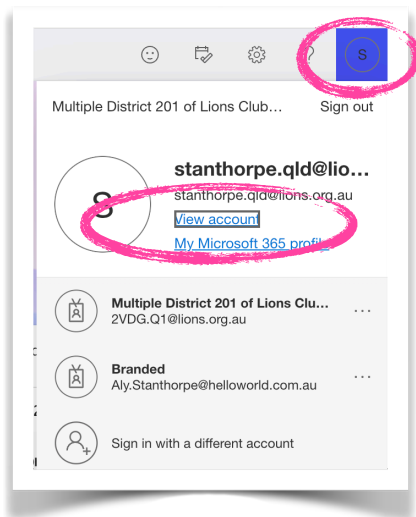




OFFICE 2ND OR OTHER AUTHENTICATION

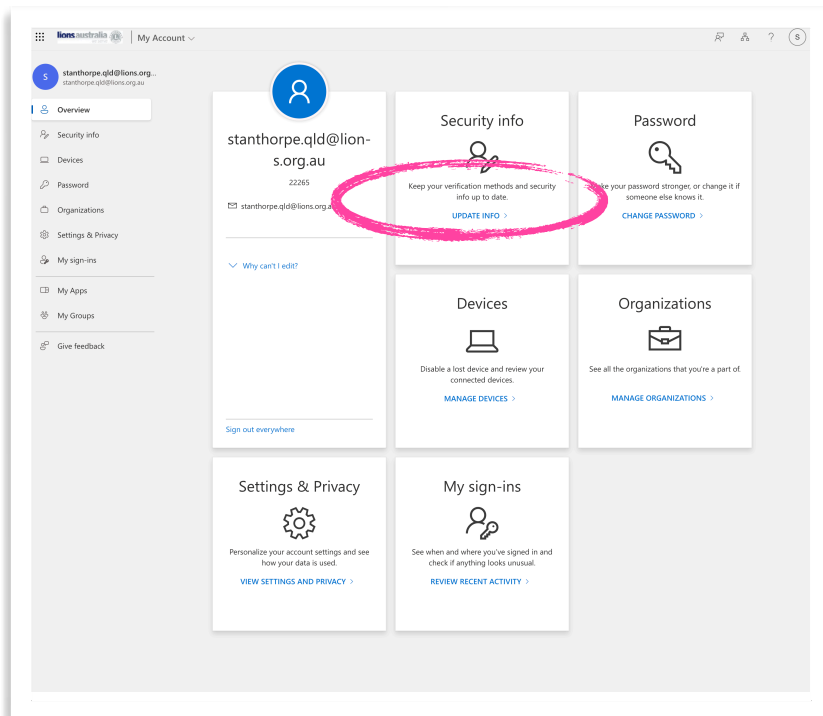
LOGIN @ = Office.com



Once Logged in look for the Circle Very Top Right of Browser, will have the letter of your account.

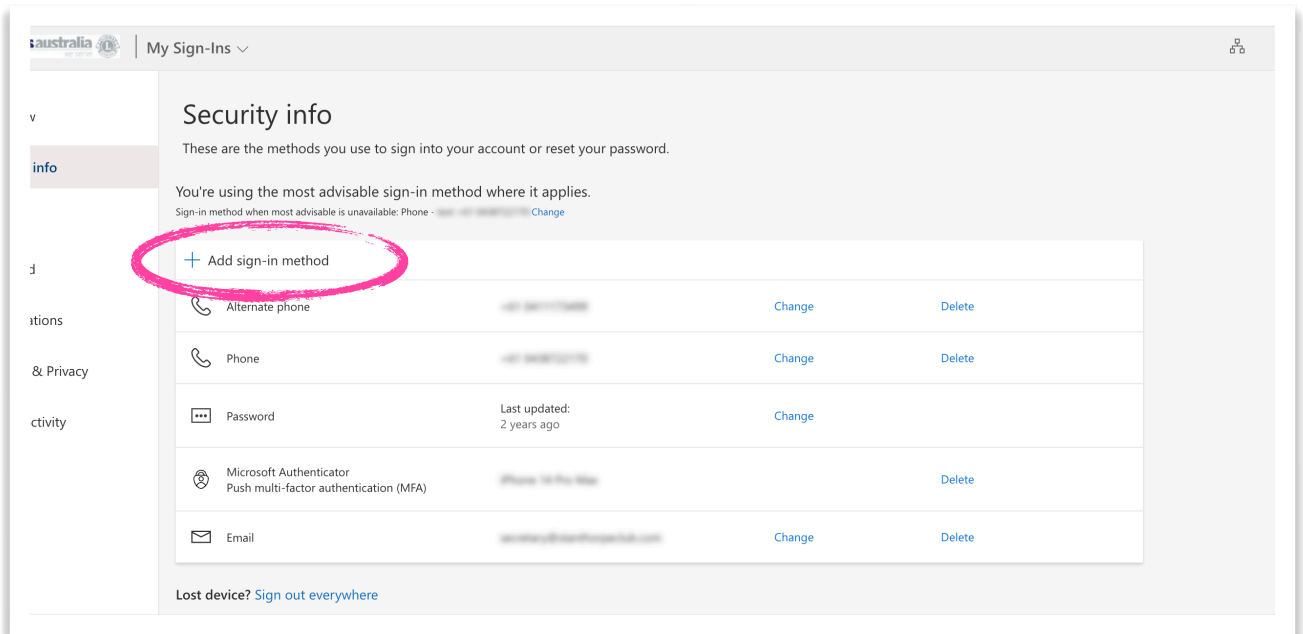
Eg B for Brisbane, S for Stanthorpe

Click on View Account
You will be asked to log in again.



Once in you will see
Security Info

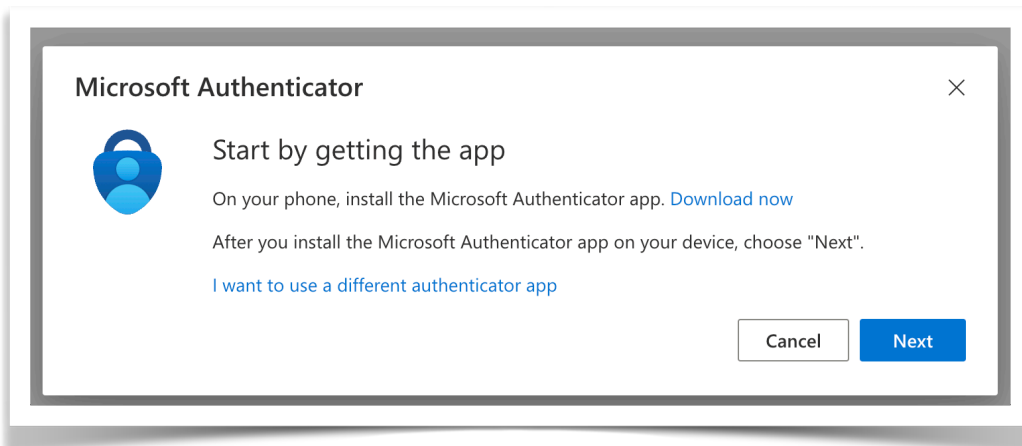
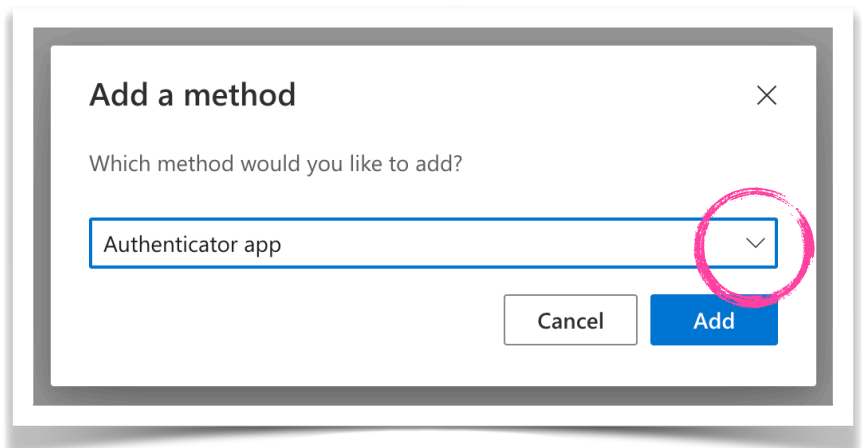
Click Update Info



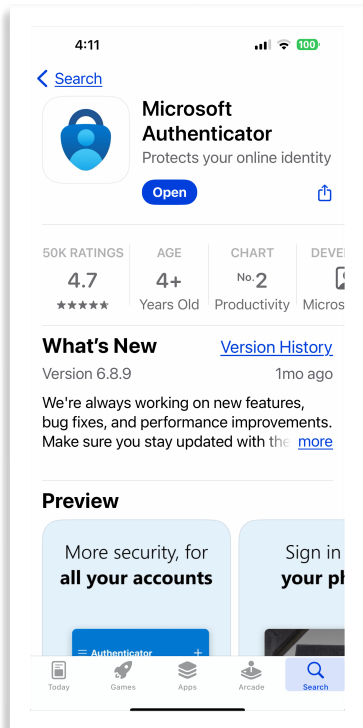
Add a sign-in Method

Select the method you wish to add

The example is to add the Authentication App on a Mobile Phone



Follow the instructions as shown in window

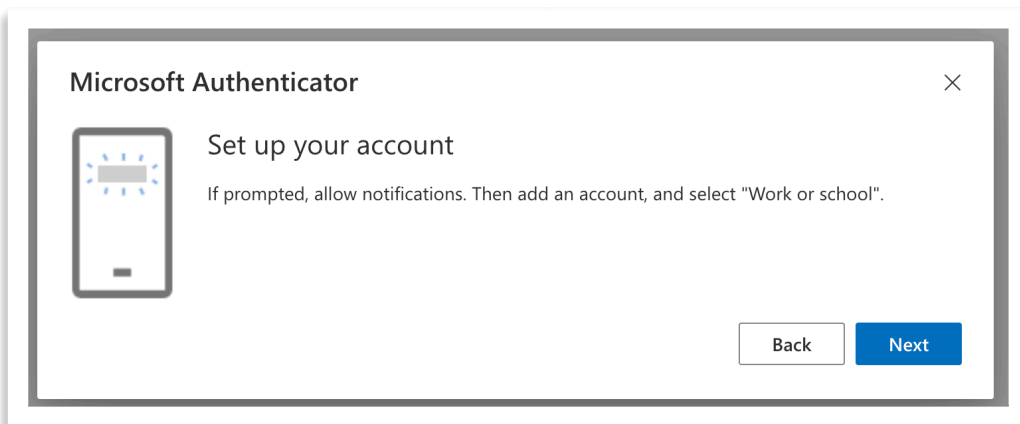


Search for Microsoft Authenticator in the app store

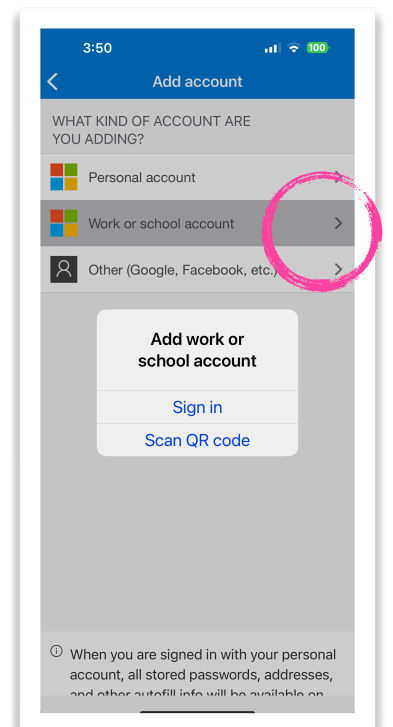
When you open hit the **PLUS** sign top right

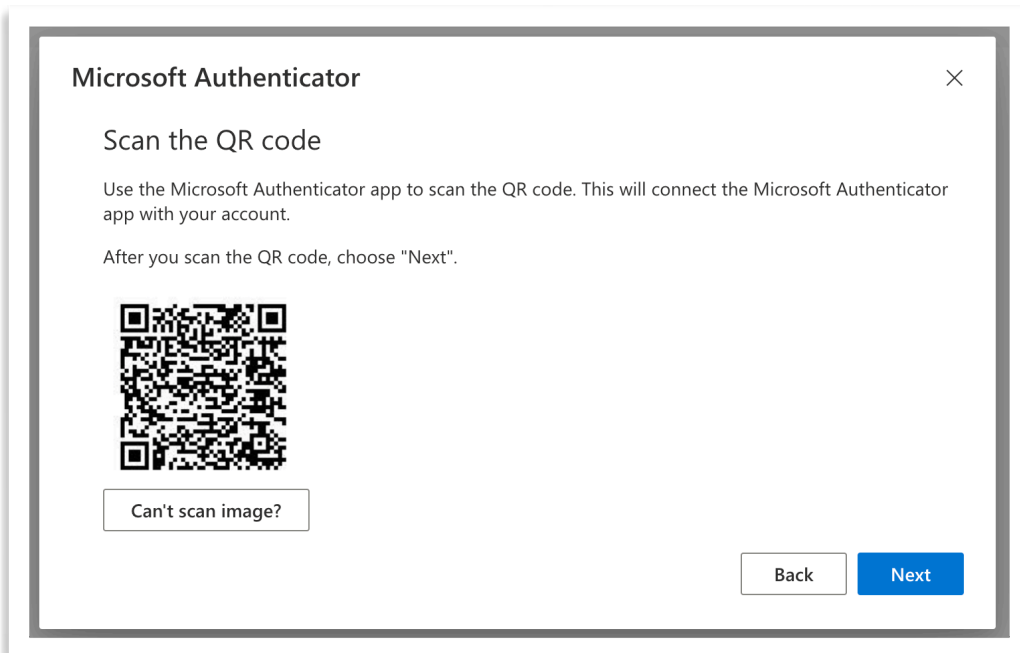
On the computer hit **NEXT**

As it states select **“Work Or School”**

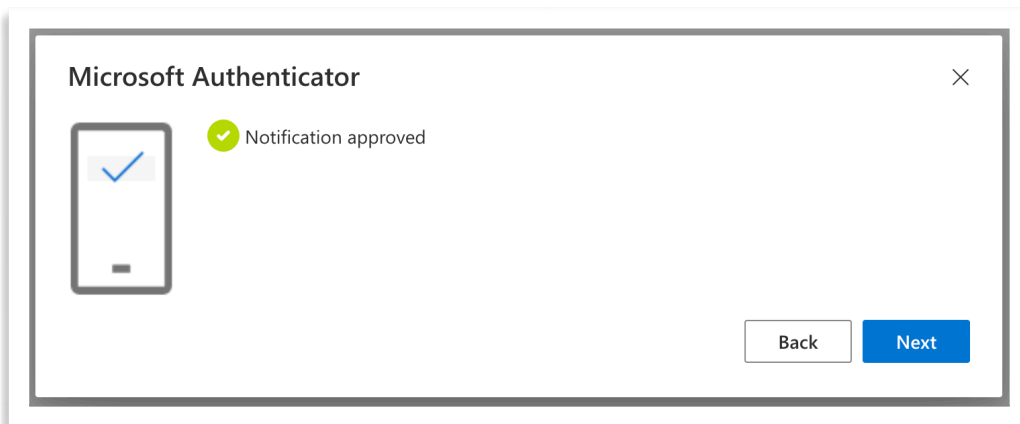


On the computer hit **NEXT** Again and you will get a QR code to scan on your mobile





Once Scanned you will get Green Tick



Now when you log in to **office.com** you we get a number displayed on your computer that you can now entry in to **the Authenticator App**.

