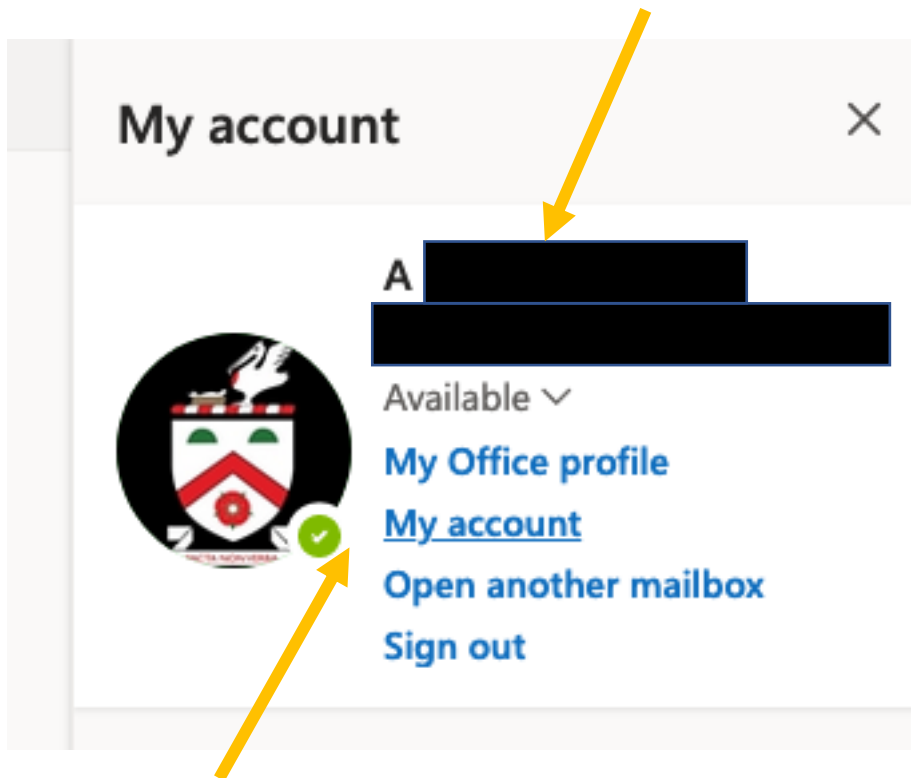
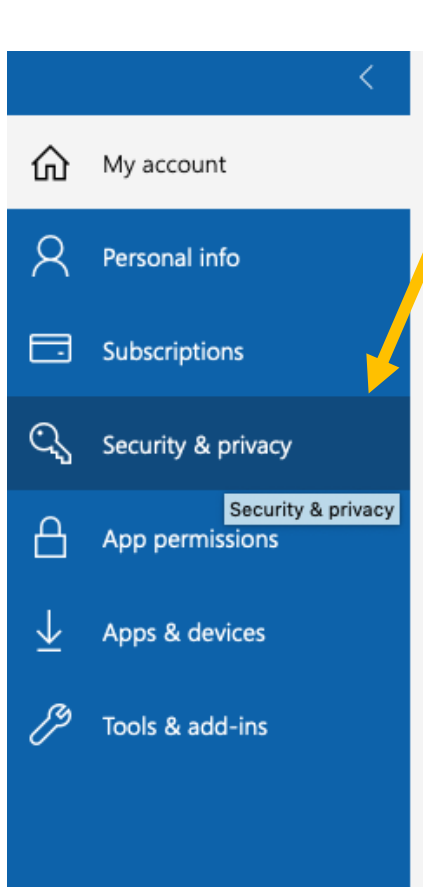


How to setup Two factor Authentication:

1) Log into your e-mails and click on your name in the top right hand corner:



2) Click on **My Account** and select **Security and Privacy**



3) Once logged in, click on **Set up authenticator app**, note you can delete previous connections you have setup, by clicking on **Delete** next to the appropriate device

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone

Office phone    
Extension

Alternative authentication phone

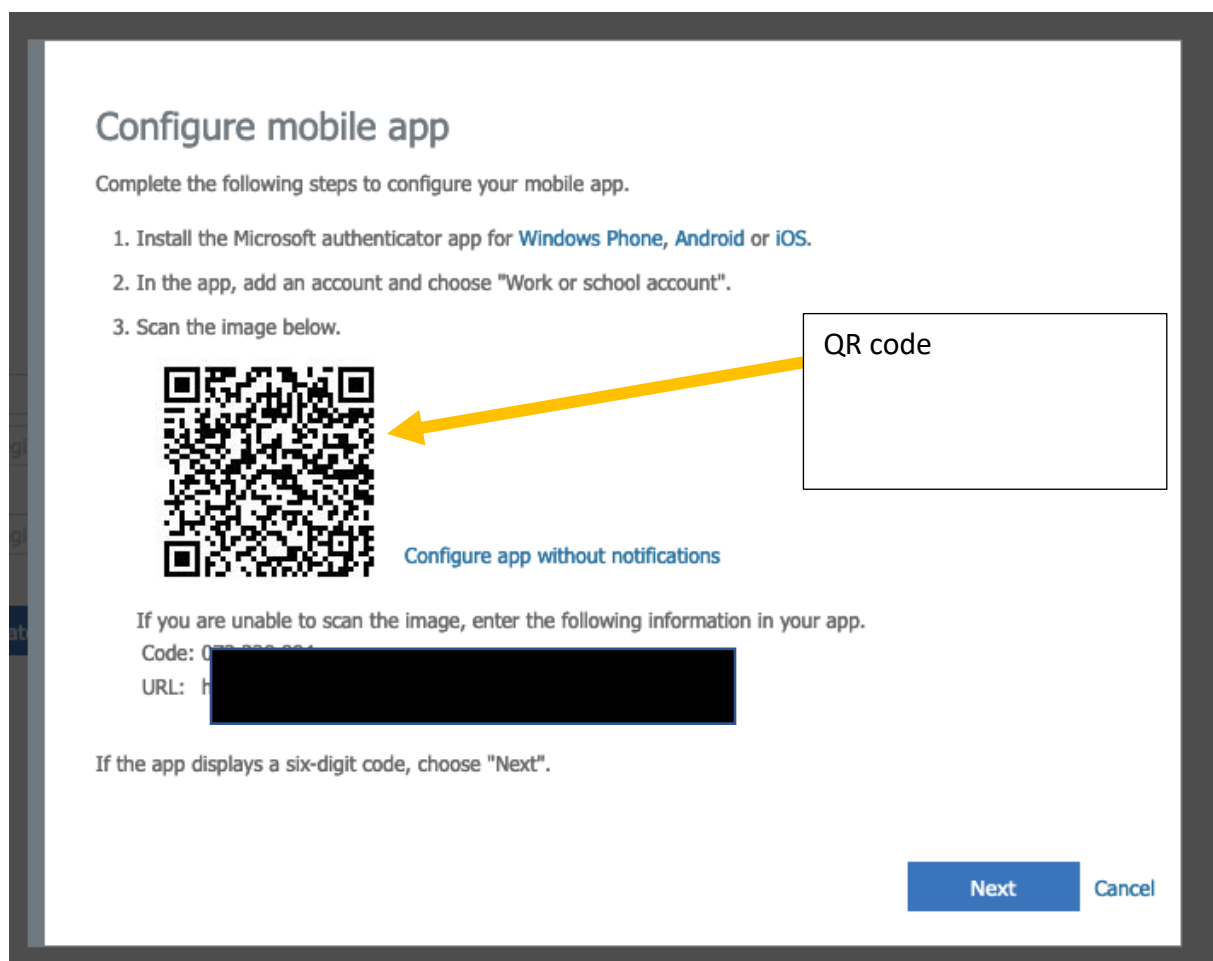
Authenticator app or Token

Authenticator app - GT-I9505

Authenticator app - ICT office ipad

4) You now need to download the **Microsoft authenticator** app to your mobile phone/tablet from your relevant app store.

Open up the app and choose **Add account**, and choose **Work or school account**, you need to scan the **QR code** on your screen, and click **Next**, you will be asked to **Approve** the login on your app



5) Now that you have added your phone as a trusted device to approve your authentication, you now need to choose your preferred verification option:

From the drop down list you can choose what method you prefer, in this instance you have chosen to be verified through the app, but you can also setup options as listed below:

what's your preferred option?

We'll use this verification option by default.

Available options for setting up two factor:

- Call my authentication phone number
- Text code to my authentication phone number
- Call my office phone number
- ✓ Notify me through app
- Use verification code from app or token