How to Set Up MFA with Text Messages for Your M365 Account
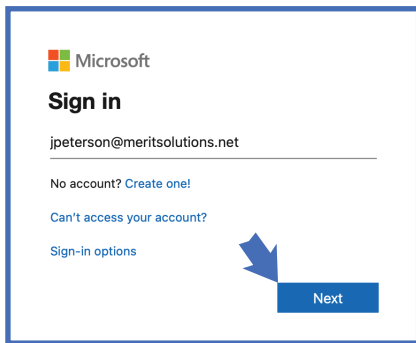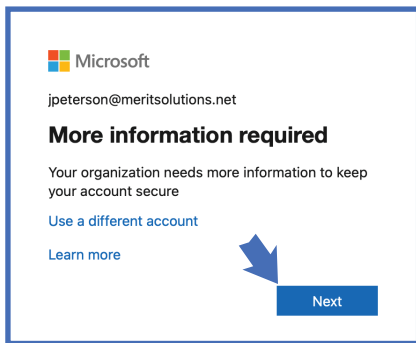
MERIT 2.0

The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.

Before you use this document, your Support Team at MERIT will need to prepare your M365 account for MFA configuration. Once that is done, follow the steps below:
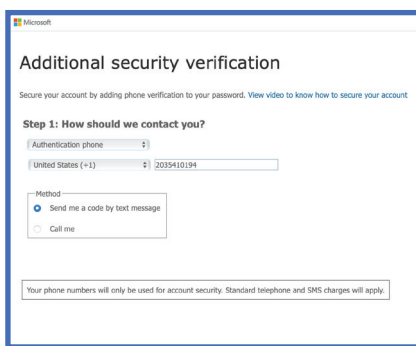
1 Go to portal.office.com on your computer.

Microsoft

Sign in

jpeterson@meritsolutions.net

No account? Create one!

Can't access your account?

Sign-in options

Next

2 Sign in with your M365 email address and password.

Microsoft

jpeterson@meritsolutions.net

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

3 Click **NEXT** on the prompt.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Authentication phone

United States (+1) 2035410194

Method
○ Send me a code by text message
○ Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

4 On the following screen, select **AUTHENTICATION PHONE**. Choose **UNITED STATES (+1)** as the country, then enter your phone number. Choose whether the system will call or text your phone when needed. We recommend that you receive a text message as it is usually easier than trying to listen to the automated voice.

About MERIT 2.0
MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*
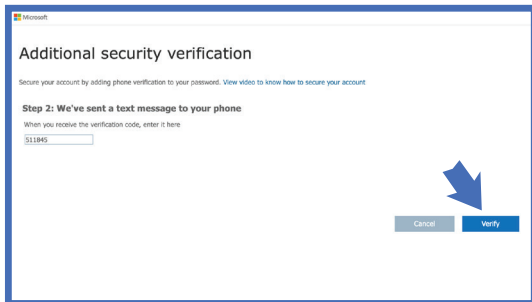
How to Contact MERIT 2.0
SERVICE/REPAIRS/HELPDESK:
service@meritsolutions.net
or call 757-420-5150

www.meritsolutions.net

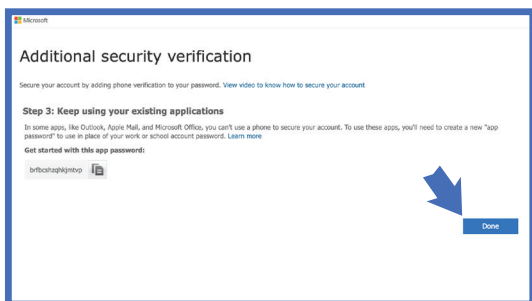**MARKETING:**
marketing@meritsolutions.net
or call 757-420-5150 x7007

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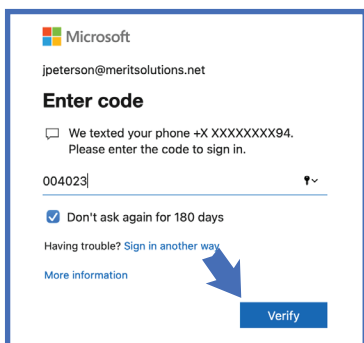

5 Click **NEXT**, then wait for a code to be sent to your phone. Enter the code in the provided field and click **VERIFY**.

6 Next, write down the App Password that appears on the following screen before selecting "Done" (try copying this password and email it to yourself for safe keeping). You will only use this password with certain apps that aren't compatible with MFA.

7 Now, after you enter your M365 password when signing into applications, you will be met with the screen below:

8 Enter the code that was sent to your phone to complete signing in.

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