

How to update your current MFA methods

This tutorial will show you how to update your current MFA methods

Note: When you sign in you'll go through Multi Factor Authentication, MFA, which is the extra security step of needing a second piece of information (factor) in addition to your password when logging into secure sites. Everyone should be familiar with MFA as it is becoming increasingly common across the web, especially with banking/financial websites. Usually the second factor in MFA will be a passcode sent to your phone as a text message or to an alternate email address. There are also authenticator apps that can be used as well. Microsoft and Google authenticator apps can be downloaded from app stores.

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From this screen you can select "Change" to decide which MFA method you would prefer to use	. 5
You can select "Add method" to add another MFA method such as an Authenticator app, Alternate Phone, Email, or Office phone	. 6

First login into your email via the web, click on your profile picture ,and then select "My account"



Select "Update Info" in the Security info box

Albers-Hardebeck, Christopher T ⊠ calber32@thomasmore.edu Why can't I edit? [©]	Security info Security info Security Keep your verification methods and security info up to date.	Password Q Make your password stronger, or change it if someone else knows it. CHANGE PASSWORD >	Settings & Privacy Example 2 Personalize your account settings and see how your data is used. VIEW SETTINGS AND PRIVACY >
Sign out everywhere	Devices Disable a lost device and review your connected devices. MANAGE DEVICES >	Organizations E See all the organizations that you're a part of. MANAGE ORGANIZATIONS >	My sign-ins

Select which of your current MFA methods you would like to use and then select "Verify"



From this screen you can select "Change" to decide which MFA method you would prefer to use

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CNIVERSITY MY	Sign-Ins ~			
2 Overview	Security info	a to sign light you'r gennunt o'r rasat you'r nassward		
Security info	mese are the methods you use	e to sign into your account of reset your password.		
Organizations	Default sign-in method: Phor	ne - text +1 8596522 Change		
Devices	+ Add method			
Privacy	R. Phone	+1 8596522196	Change	Delete
	Lost device? Sign out everywhe	ere		

You can select "Add method" to add another MFA method such as an Authenticator app, Alternate Phone, Email, or Office phone

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{ Overview	Security info				
 Security info 	These are the methods you use to sign	into your account or reset your password.			
a Organizations	Default sign-in method: Phone - text	+1 8596522196 Change			
u Organizations					
L Devices	+ Add method				
j Privacy	& Phone	+1 8596522196	Change	Delete	
	Lost device? Sign out evenwhere				
	Lost device. Sign out everywhere				