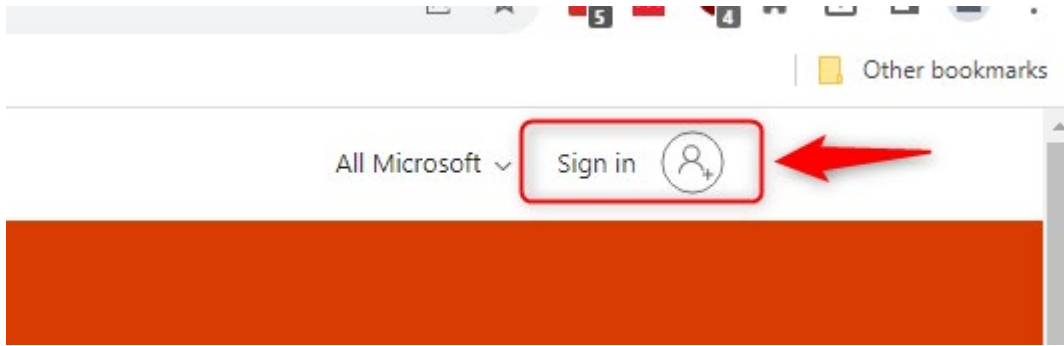


Adding an alternate sign-in option for Office 365

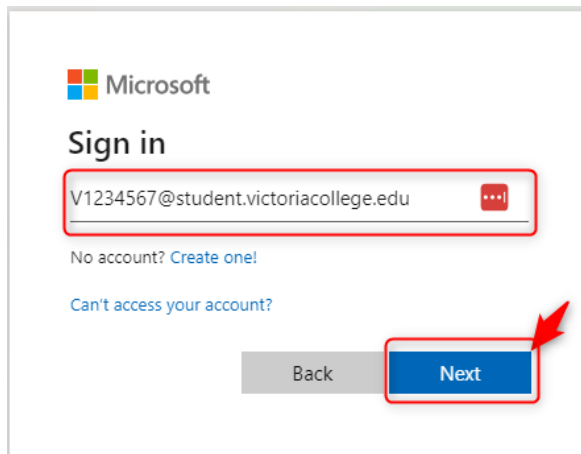
Follow these instructions to add in an alternate sign in option for Microsoft Office 365.

Computer

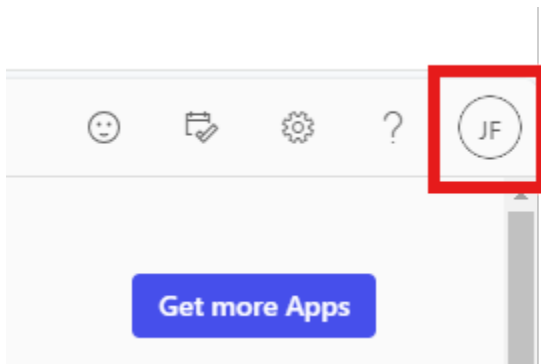
1. From a computer open a web browser and navigate to <https://www.office.com>.
2. Select the “Sign in” button at the top right of the webpage.



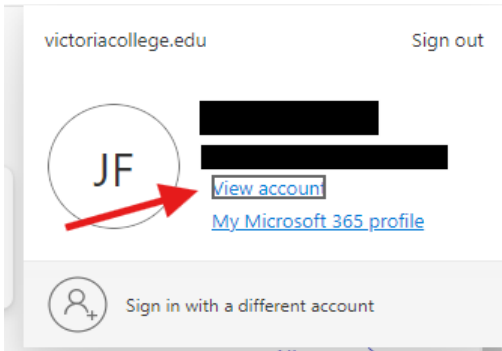
3. Sign into Office 365 using **Pirate portal username @student.victoriacollege.edu** [V#@student.victoriacollege.edu](#) or [PM123456student.victoriacollege.edu](#) then Select **Next**.



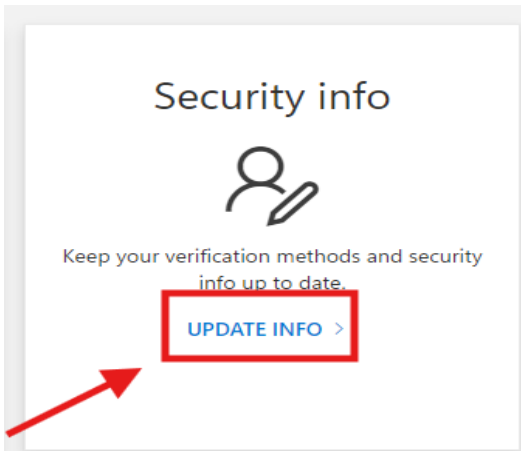
4. Type in your Pirate Portal password.
5. Select the circle that has your initials in the top-right corner.



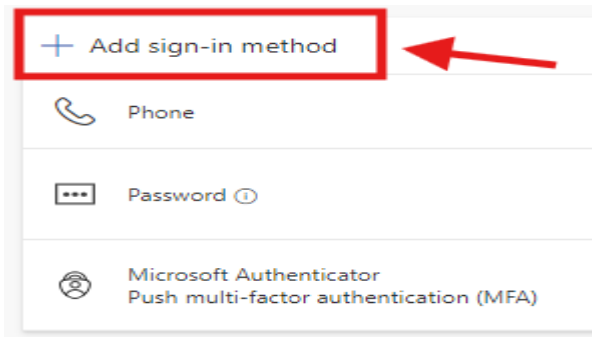
6. Select on **“View Account**



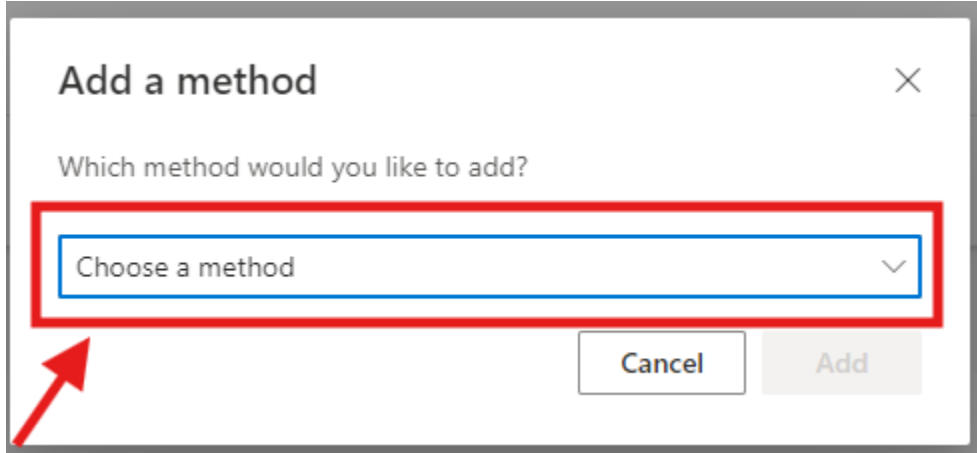
7. In the Security info section, Select **“Update Info”**



8. Select on + **“Add sign-in method”**

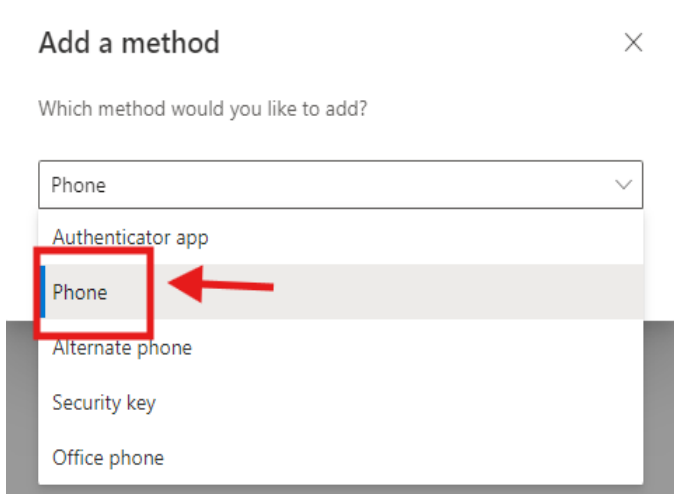


9. Select one of the method options listed.



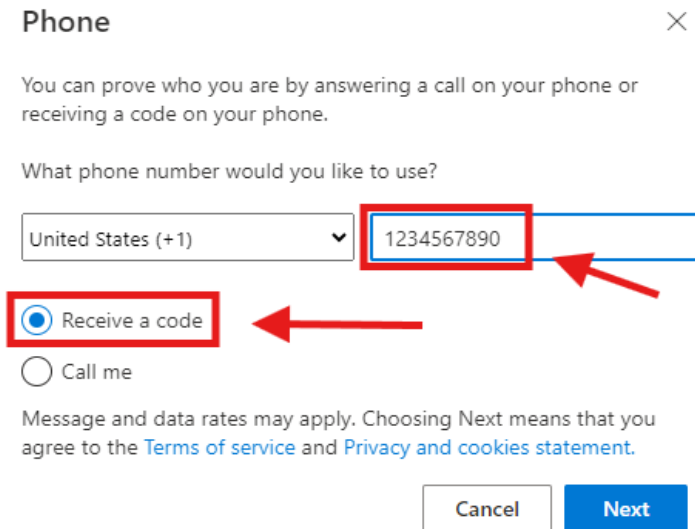
Example of adding in 2nd MFA Option (Phone)

10. In this example, the **phone** option was selected as the 2nd MFA option.



11. Select **Add**

12. Select the “**Enter phone number**” field, enter the phone number in the field. Then select one of the options available to receive a code by text, or the call me option. Then Select **next**.



Phone ×

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) ▼ 1234567890

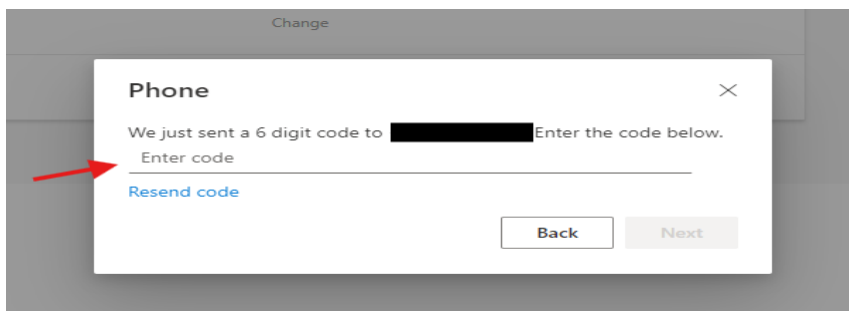
Receive a code Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

*In the example: the **receive a code** option was selected. A text message will be sent to your phone.*

13. You will receive a code either by text or phone call, enter the code, then Select **next**.



Change

Phone ×

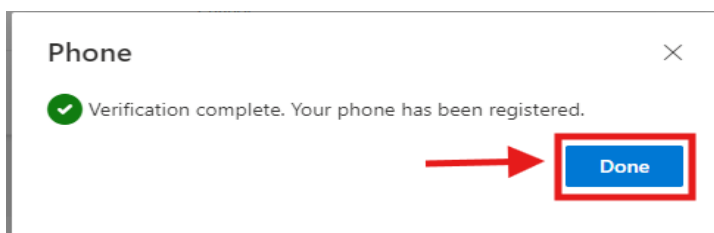
We just sent a 6 digit code to [REDACTED] Enter the code below.

Enter code


[Resend code](#)

Back Next

14. After Selecting **next**, a message should be displayed on the screen: Verification complete. Your phone has been registered. Select **Done**.



Phone ×

 Verification complete. Your phone has been registered.

Done