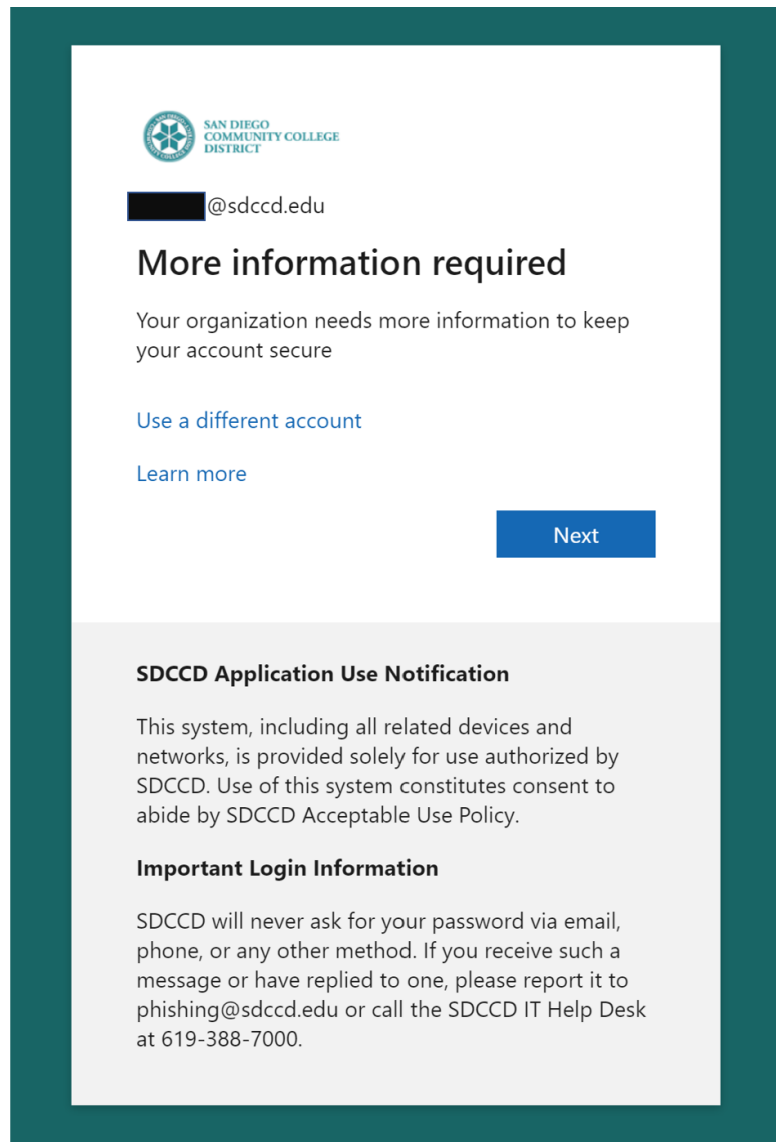



Multi-Factor Authentication (MFA) set up

1. Go to <https://www.office.com/> and click '**Sign in**'
2. You will be prompted to enter your email address (*example: lastname@sdccd.edu*).
3. You will now be prompted to **enter your password**. This will be the same password that you have been using for employee email and network access.
4. When your password is entered successfully, you will be asked for more information, click '**Next**'.



The screenshot shows a login page for the San Diego Community College District. At the top left is the SDCCD logo. Below it, the email address [redacted]@sdccd.edu is entered. The main heading is 'More information required', followed by the text 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is positioned to the right. Below this is a grey section with the heading 'SDCCD Application Use Notification' and a paragraph of text. Underneath is another heading 'Important Login Information' and another paragraph of text.

 SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

[redacted]@sdccd.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

SDCCD Application Use Notification

This system, including all related devices and networks, is provided solely for use authorized by SDCCD. Use of this system constitutes consent to abide by SDCCD Acceptable Use Policy.

Important Login Information

SDCCD will never ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to phishing@sdccd.edu or call the SDCCD IT Help Desk at 619-388-7000.

5. You will be prompted to **select an authentication method**. There are three options available for you to set up Multi-Factor Authentication (MFA):
- 'Authentication phone' (mobile phone)
 - 'Office phone'
 - 'Mobile app'

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

Select your country or region

Method

Send me a code by text message

Call me


Next

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

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6. If you are using **Authentication phone** (mobile phone) as an authentication method:
- Select your country or region from the drop-down.**
 - Enter your phone number.**
 - Choose to receive a code by text or a phone call.**
 - The application will then send the mobile phone number you provided a text message with a 6-digit code to enter when prompted, or a phone call with instructions.

7. If you are using an **Office phone**:
 - a. **Select your country or region from the drop-down.**
 - b. **Enter your phone number and extension.**
 - c. You will then receive a phone call with instructions.

8. If you are using the **Mobile app**, **download** [Microsoft Authenticator](#) from the [Google Play Store](#) or [Apple Store](#).
 For instructions on setting up Microsoft Authenticator, **please visit:** [Set up an authenticator app as a two-step verification method](#)

9. Once complete, you will receive a message informing you that your authentication method has been verified.

You are now logged into office.com!

To access your email, **click on Outlook.**