

Two-Step Verification Enrollment Instructions for Microsoft Office 365

CentraCare Health is requiring everyone to complete Two-Step Verification Enrollment to reduce the possibility of Bad Actors / Hackers impersonating you.

See Enrollment Instructions below. If you prefer enrollment instructions with screen shots click [here](#). If you prefer an enrollment instructional video click [here](#)

Enrollment Instructions:

- 1) It is best to be by your phone when completing this enrollment
- 2) Go to <https://aka.ms/setupsecurityinfo>
- 3) Enter your email address and click **Next** button
 - If you are not prompted to sign into Office 365, skip ahead to step 7
- 4) Enter your CentraCare Health Active Directory password (the password you use to logon to Outlook/Office365) and click **Sign in** button
- 5) Check 'Don't show this again'
- 6) Click 'No' or 'Yes' button, whichever meets your preference. If this device is shared with anyone it is recommended that you click 'No'
- 7) Click **Add security info** on 'Keep your account secure' window
- 8) Click **Phone**
- 9) Select 'United States (+1)' from country or region drop down
- 10) Enter your phone number
- 11) Select 'Call me' or 'Text me a code' radio button for the method you would like to use
- 12) Click **Next** button
 - Answer call and follow instructions given if 'Call me' was selected above and then click **Done** button
 - Enter code if 'Text me a code' was selected above and then click **Done** button
- 13) Click **Add security info** on 'Keep your account secure' window
- 14) Click **Security questions**
- 15) Select security questions from all 3 drop down list and provide answers, then click **Done** button
- 16) If you would prefer to switch to the [Microsoft Authenticator App](#) instead of a phone call or text message click [here](#) for an instructional video to configure this method, otherwise click the profile picture in the upper right corner and select **Sign out**
- 17) Enrollment completed - This Two-Step Verification will be required when logging into Microsoft Office 365 from any device that is not corporate owned.