

## 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 10-digit phone number. You need to be by this phone now to answer the call or receive the text code to verify that the number was entered correctly. If you ever plan on accessing any of the Microsoft Office 365 applications from a non-CentraCare device, you would need to be by this 10-digit phone number to answer the phone or receive the text code to complete the Two-Step Verification.
- 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.