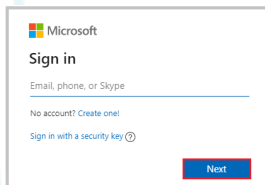
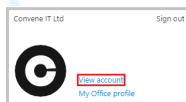


Adding an alternative phone number for 2 Factor Authentication on Microsoft 365

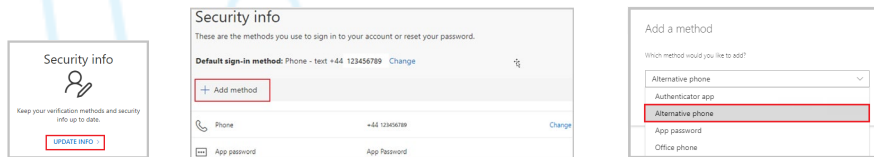
1. Open a browser and go to <https://portal.office.com> and sign into your account.



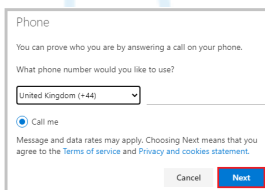
2. After signing into your account click on your initials in the top right-hand corner (in the example it is the Convene IT logo). Click on this and select **View account**.



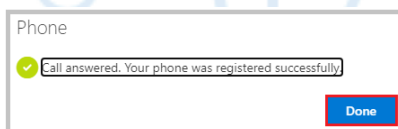
3. Select **Security info** and click **UPDATE INFO >**. On the next page click **Add method**, select **Alternative phone** from the drop down menu. Click **Add**.



4. Enter a phone number, either a mobile or landline (different to the one you have already provided) Click **Next**.



5. Microsoft will call the given number. Listen to the message and **Press #** when prompted. You be notified that the phone number has been registered successfully. **Press Done**.



6. Your **Alternative phone** number will now appear on the Security info screen.

