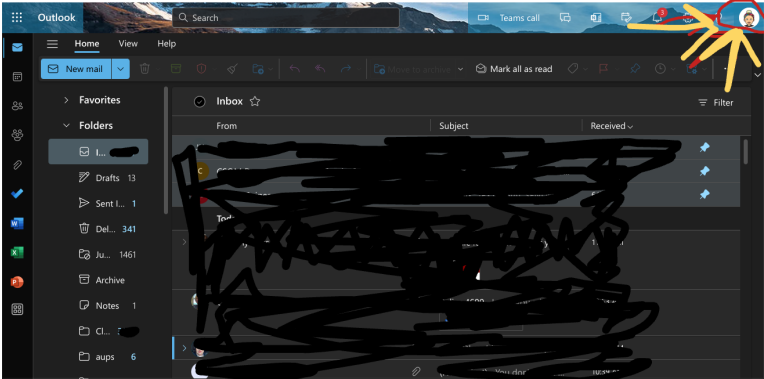
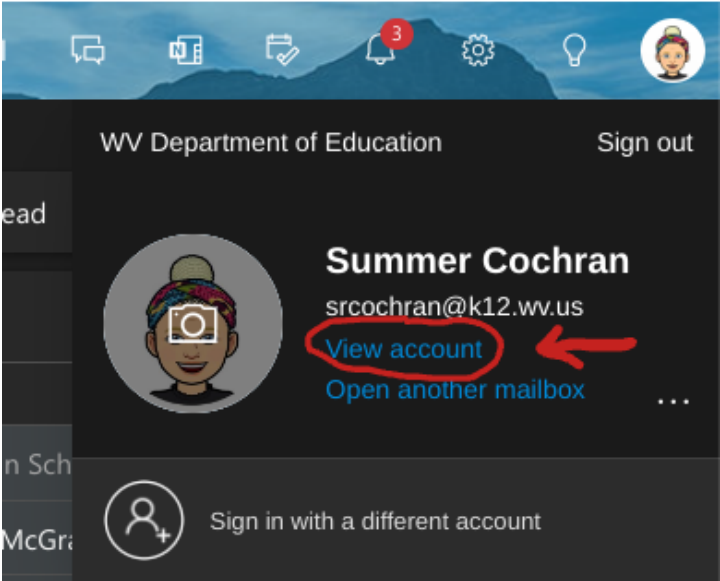
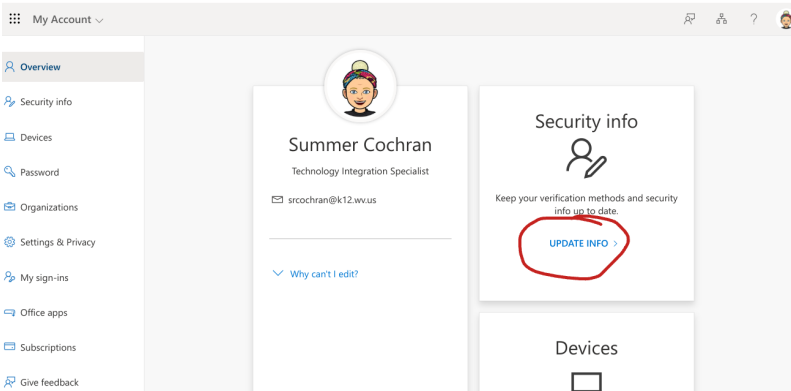
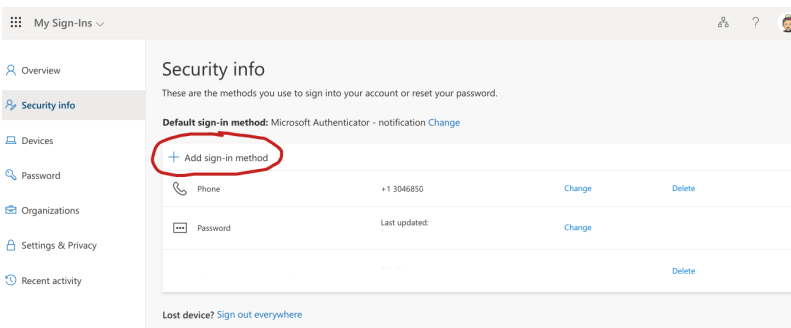
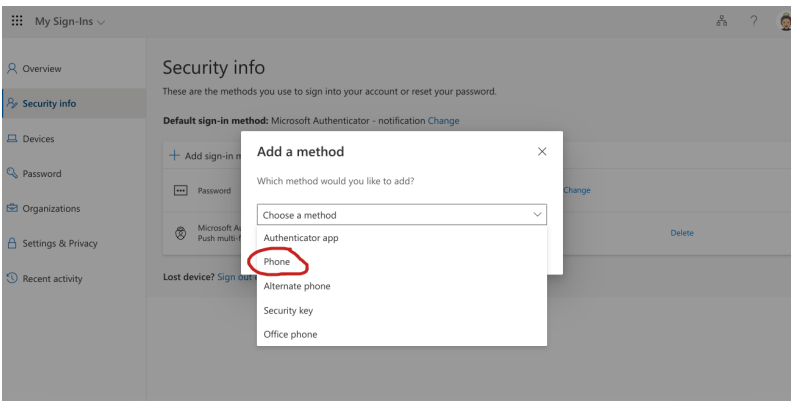


Multi Factor Authentication Instructions

This process must be completed before November 1st, 2023 if you want to be able to access your k12 Outlook email from off campus.

Note: You can still add the authentication after Nov. 1, but you will be locked out of your email off campus until you do add it.

Step	Instructions	Images
1	Log into your Microsoft Office Outlook k12 email on a computer or chromebook Do not use a cell phone. Click on your profile pic or icon at top right	
2	Click on View Account	

3	Go to Security Info and click Update Info Note: The Security Info box might be located below your profile as opposed to the right, or it might be closer to the bottom of the page, but you should have that same box available to you on the Overview	
4	Click “Add Sign-in Method”	
5	It is recommended that you choose “phone”. It will give you the option for call or text. You will also enter your phone number here. IT WILL IMMEDIATELY TEXT OR CALL YOU TO VERIFY	

So, what happens now?

Upon signing into Outlook while at home, a code will be texted or sent via voice call, depending on your chosen setting, to your phone that you have to enter into your device, and then your login will push through to your email account.

If you have any questions, please email your Ed Tech.