

# How to Change Two-Factor Authentication Settings



SO YOU CAN AUTHENTICATE ON A MOBILE DEVICE OR REMOTE NUMBER

Many Associated employees have two-factor authentication configured to the desk phones. While this makes it easy from the office, it prohibits your ability to access work files, Outlook, and other programs from anywhere else.

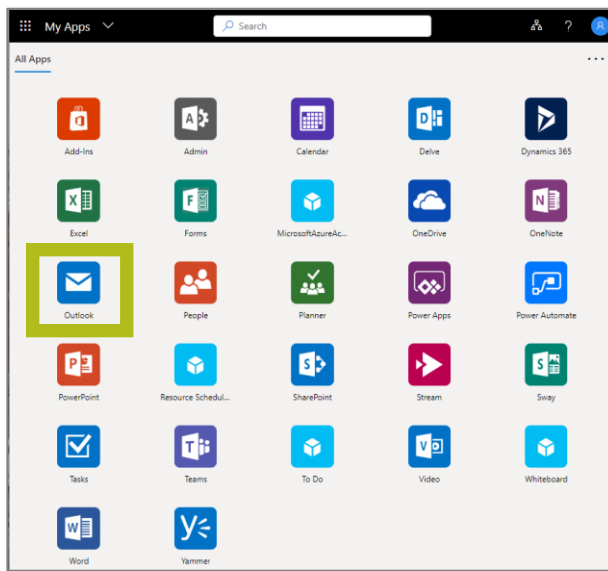
Follow the directions below to update your two-factor authentication to your smartphone or another device.

## Part 1: Access Outlook Online

1. From your desktop computer or laptop, open an internet browser (ex., Chrome)
2. Go to [apps.associated.org](https://apps.associated.org)
3. Authenticate with your current two-factor process

The Associated **MS365 Apps** page opens: this is the landing page with icons for each of the applications (software programs) we subscribe to

4. Click the **Outlook** icon to open Email

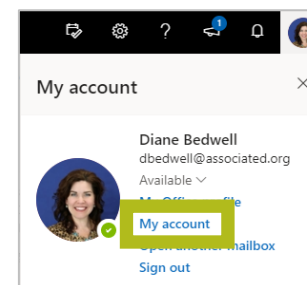


## Part 2: Update Authenticator Settings

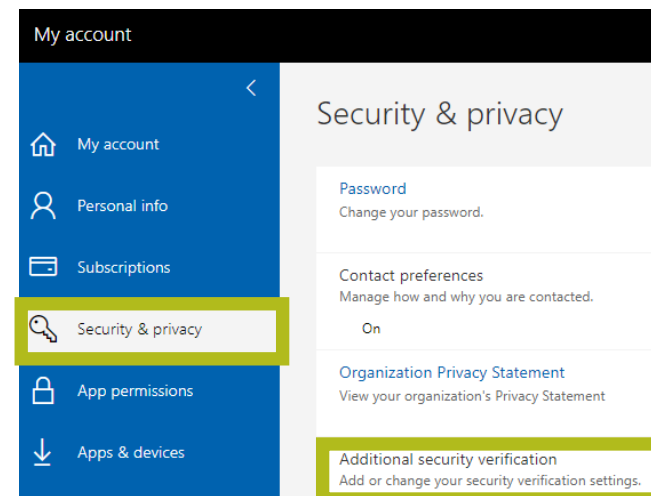
1. From your inbox view, click your **thumbnail** image at the far right of the screen



2. Click **My account**



3. Click **Security & privacy**
4. Click **Additional security verification**



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Additional information appears

## 5. Click **Update your phone numbers**

### Additional security verification

Your admin has turned on additional security verification to better secure your account.

To sign in to Office 365, you need to enter a password and reply back to the security message that is sent to your phone.

[Update your phone numbers used for account security.](#)

To sign into some apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

[Create and manage app passwords](#)

Your contact information appears

## 6. Review the information to be sure it is correct

## 7. Click **Change** to change your **Default sign-in method**

The screenshot shows the 'My Sign-Ins' page with a blue header. Below the header is the 'Security info' section, which includes a sub-header 'Security info' and a note: 'These are the methods you use to sign into your account or reset your password.' A yellow box highlights the text 'Default sign-in method: Microsoft Authenticator - notification Change'. Below this is a table of authentication methods:

+ Add method			
Alternate phone	+1 4103699241	Change	Delete
Phone	+1 4109178656	Change	Delete
Office phone	4103699241	Enable two-step verification	
App password	Initial app password20190709121643	Delete	
Microsoft Authenticator	Diane's iPhone	Delete	

## 8. A popup window appears: click the **dropdown arrow**

## 9. Select a new **default method**

## 10. Click **Confirm**

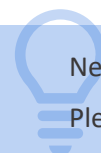
The screenshot shows a 'Change default method' popup window. It asks 'Which method would you like to use to sign in?' and lists several options: 'Microsoft Authenticator - notification', 'Phone - call 4103699241', 'Phone - call +1 4103699241', 'Phone - call +1 4109178656', 'Phone - text +1 4109178656', 'Microsoft Authenticator - notification', and 'Authenticator app or hardware token - code'. A yellow box highlights the dropdown arrow on the first option.

## Part 3: Add new authentication methods

1. To add a new authentication method such as email, click **+Add method**
2. Follow the prompts

The screenshot shows the 'My Sign-Ins' page with a blue header. Below the header is the 'Security info' section, which includes a sub-header 'Security info' and a note: 'These are the methods you use to sign into your account or reset your password.' A yellow box highlights the '+ Add method' button. Below this is a table of authentication methods:

+ Add method			
Alternate phone	+1 4103699241		



Need help?

Please email [helpdesk@associated.org](mailto:helpdesk@associated.org) or call 410-369-9225.