

Step-by-Step: Manage MFA Settings in Microsoft 365

Step 1: Go to the Security Info Page

1. Open your web browser.
 2. Visit: <https://mysignins.microsoft.com/security-info>
 3. Sign in with your Microsoft 365 **email and password**.
-

Step 2: Review Current Sign-In Methods

1. After logging in, you'll see the **“Security Info”** page.
 2. This lists all your current MFA methods (e.g., phone number, email, Authenticator app, etc.).
-

Step 3: Add a New Sign-In Method

1. Click **“+ Add sign-in method”**.
 2. Choose a method:
 - **Authenticator App** (e.g., Microsoft Authenticator)
 - **Phone Number**
 - **Email** (if allowed by admin)
 - **Security Key**
 - **App Password** (for legacy applications)
 3. Follow the prompts to complete the setup for the method you chose.
-

Step 4: Change or Remove an Existing Method

1. To **change** a method (like a phone number), click **“Change”** next to that method.
2. To **remove**, click the **trash can icon** next to the method you want to delete.

 You must have **at least one active method** on your account at all times.

★ Step 5: Set a Default Sign-In Method

1. Click the dropdown beside “**Default sign-in method**” at the top.
 2. Select your preferred method (e.g., “Microsoft Authenticator – notification”).
-

Optional: Set Up Microsoft Authenticator App

1. If you select **Authenticator App**, download **Microsoft Authenticator** on your mobile device from:
 - Google Play Store
 - Apple App Store
 2. Scan the QR code shown on your screen.
 3. Approve the test notification to finish setup.
-

✅ Step 6: Sign Out and Test Your MFA

1. Sign out of your Microsoft 365 account.
 2. Sign back in to test the new MFA method.
 3. Approve the request or enter the code as prompted.
-

Troubleshooting Tips

- **Can’t access old MFA device?** Contact your IT administrator for a reset.
 - **“More information required” prompt?** You'll be redirected to set up MFA before continuing.
 - **No access to manage MFA?** Your admin may have restricted changes. Use your organization's helpdesk.
-

Let me know if you want a printable PDF or visual version of this guide.