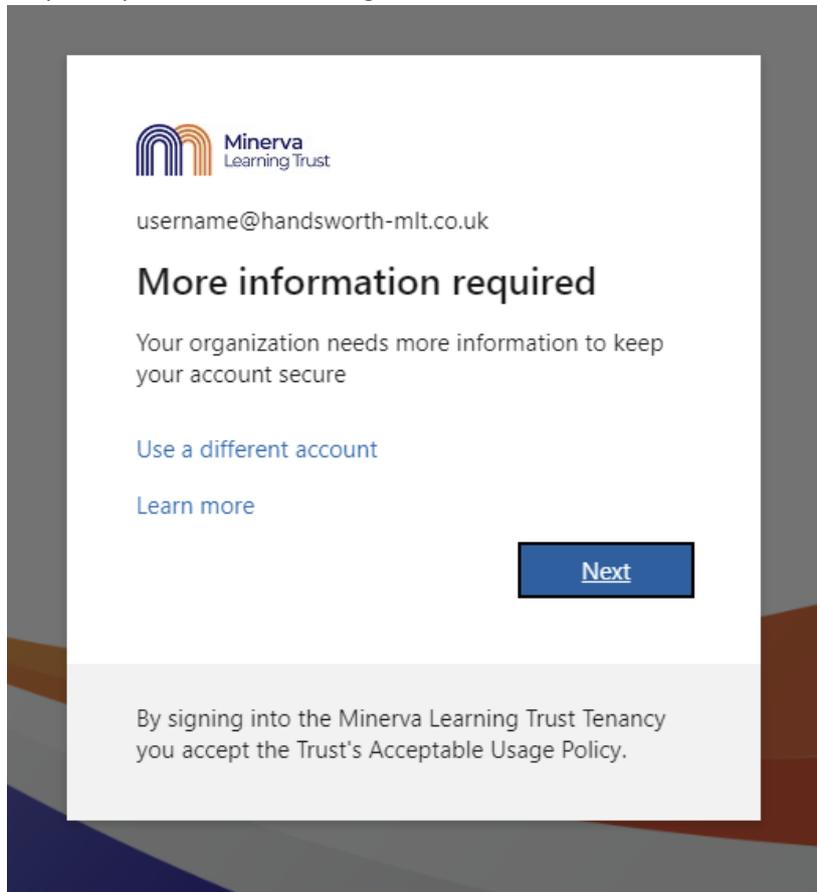


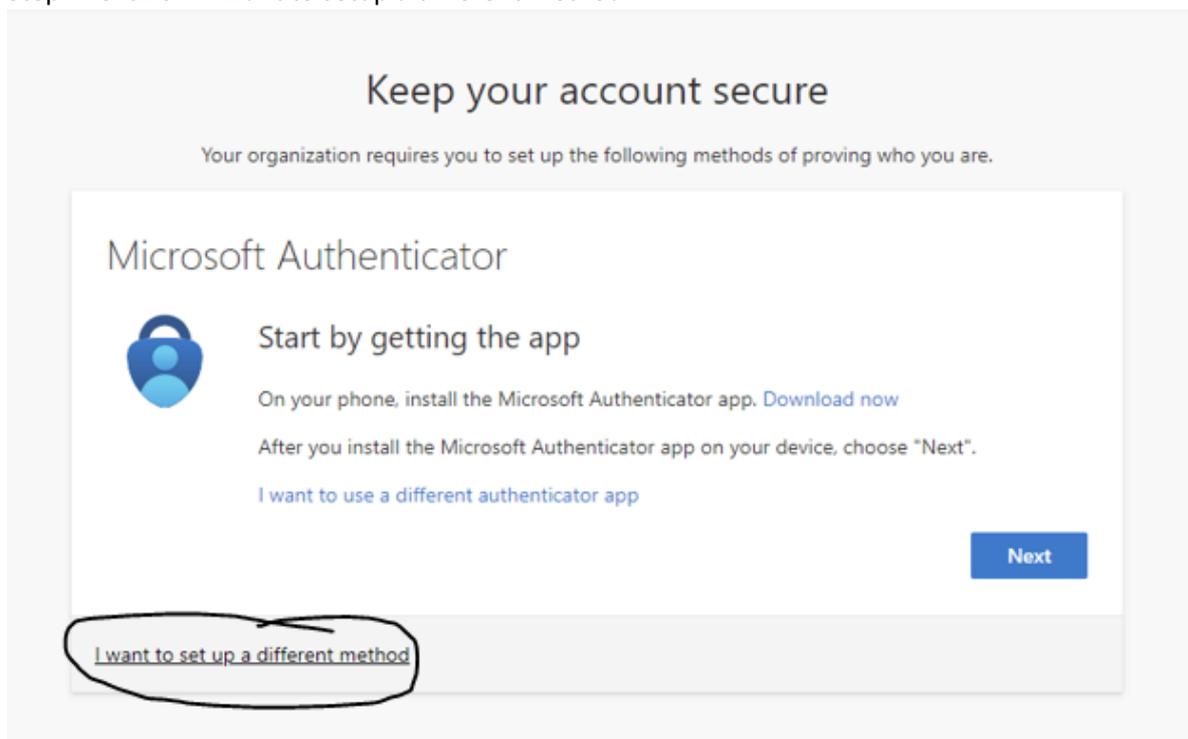
Step 1: Go to Office.com and click sign in

Step 2: Enter username and password

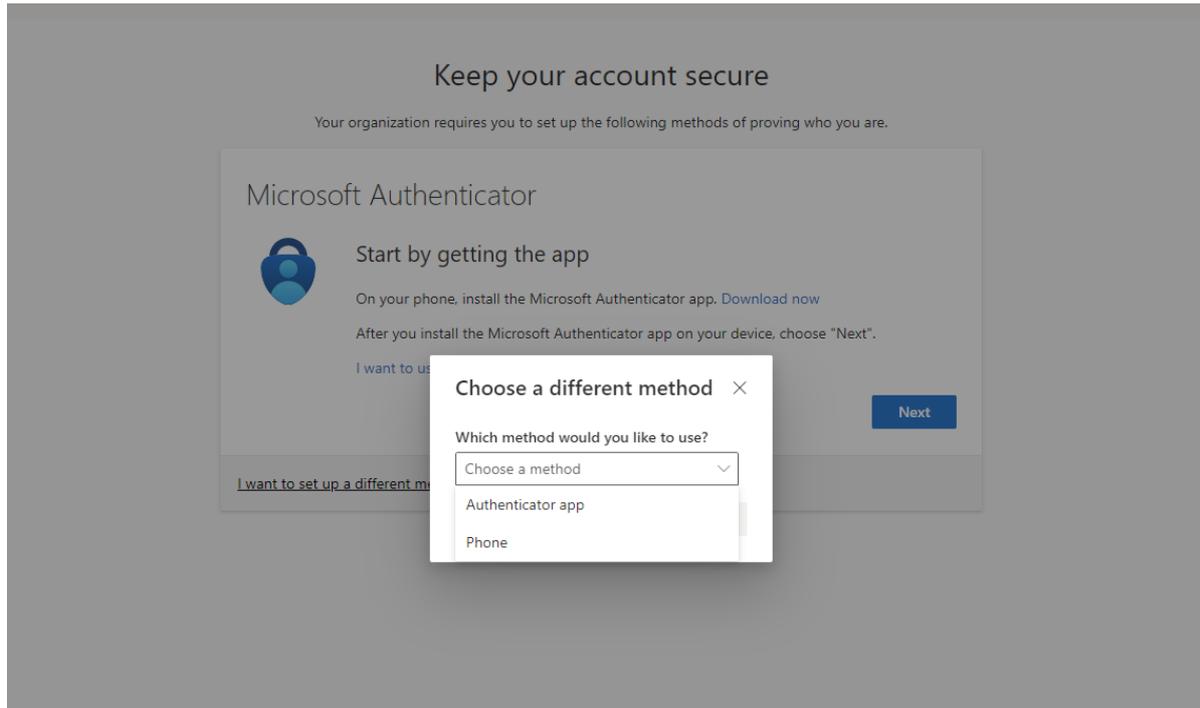
Step 3: If you see the following screen, Click next



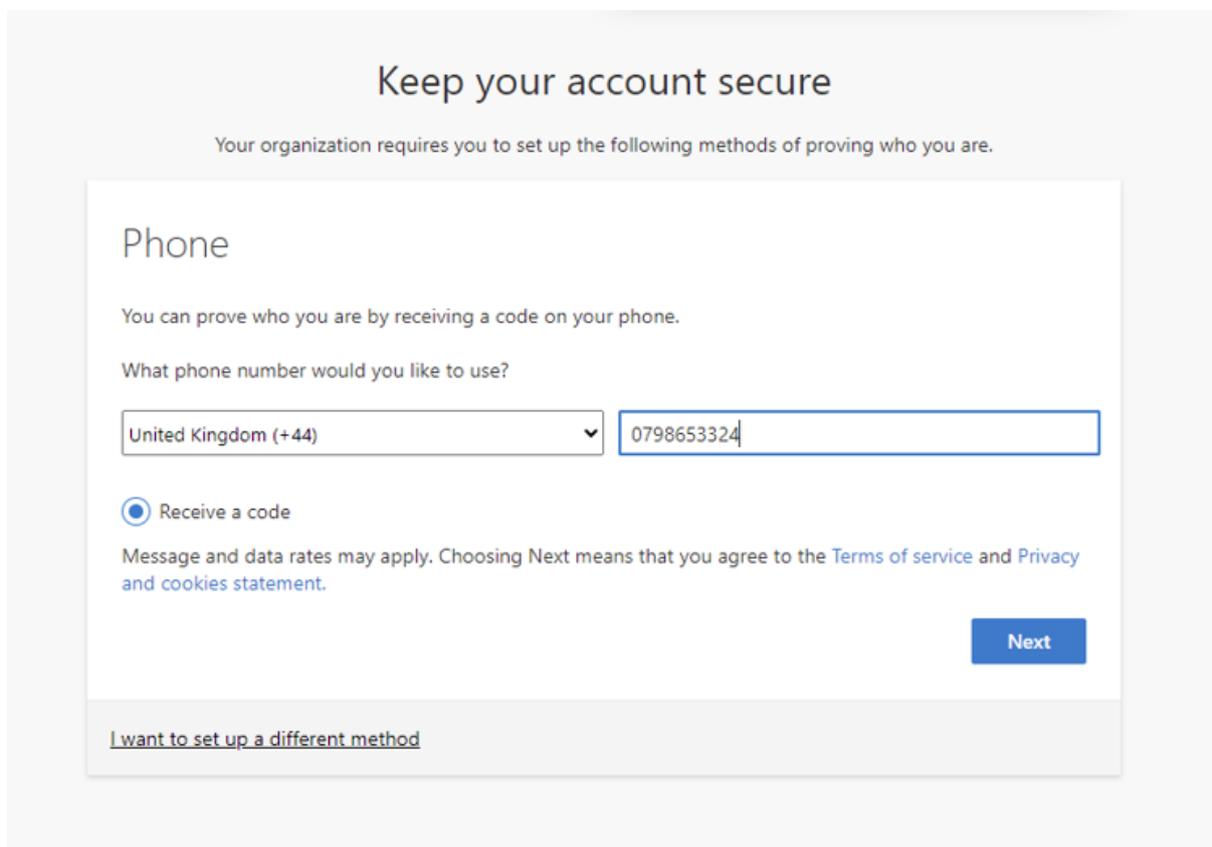
Step 4: Click on "I want to setup a different method"



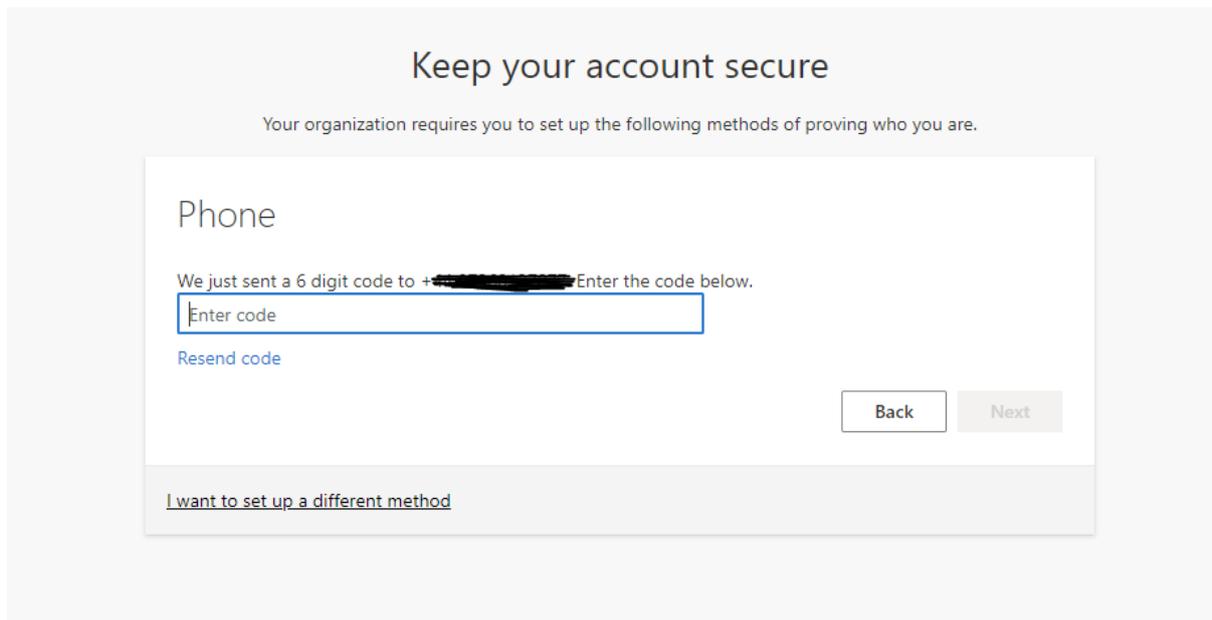
Step 5: Choose Phone as the method of authentication



Step 6: Select United Kingdom and enter your mobile number (this will send a text to the number entered)

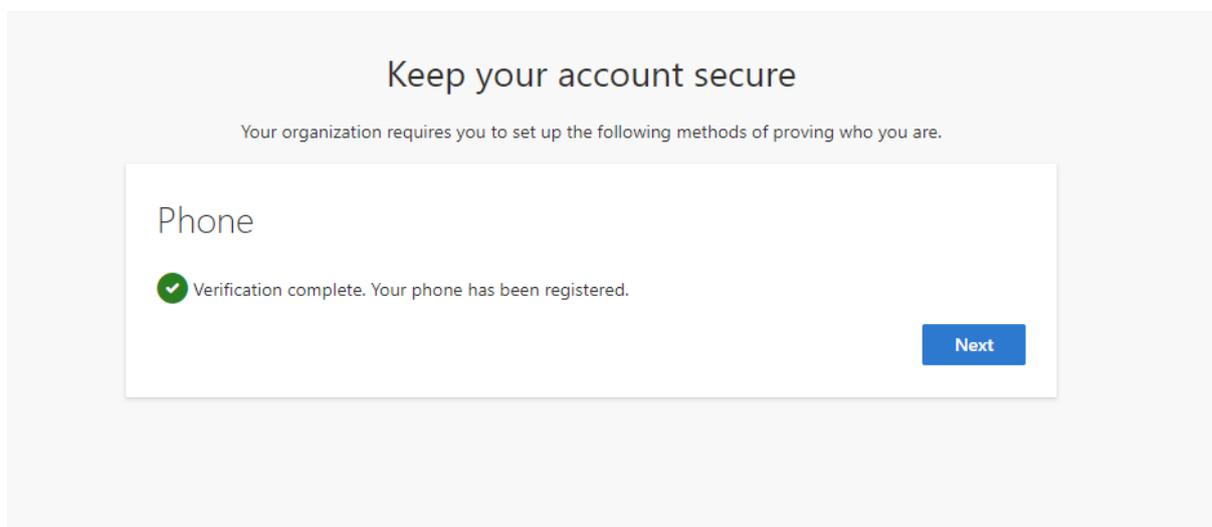


Step 7: Enter the code received via text and click next



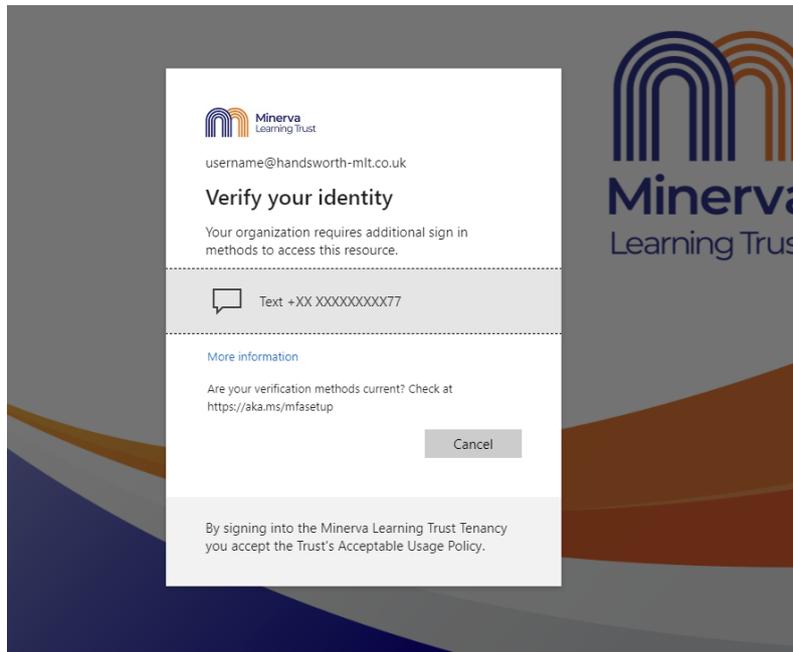
The screenshot shows a web interface with the heading "Keep your account secure" and a sub-heading "Your organization requires you to set up the following methods of proving who you are." Below this is a white box titled "Phone". Inside the box, it says "We just sent a 6 digit code to +[redacted] Enter the code below." There is a text input field with the placeholder "Enter code" and a "Resend code" link below it. At the bottom right of the box are "Back" and "Next" buttons. At the bottom left of the box is a link that says "I want to set up a different method".

You will this screen to verify you have registered your number successfully

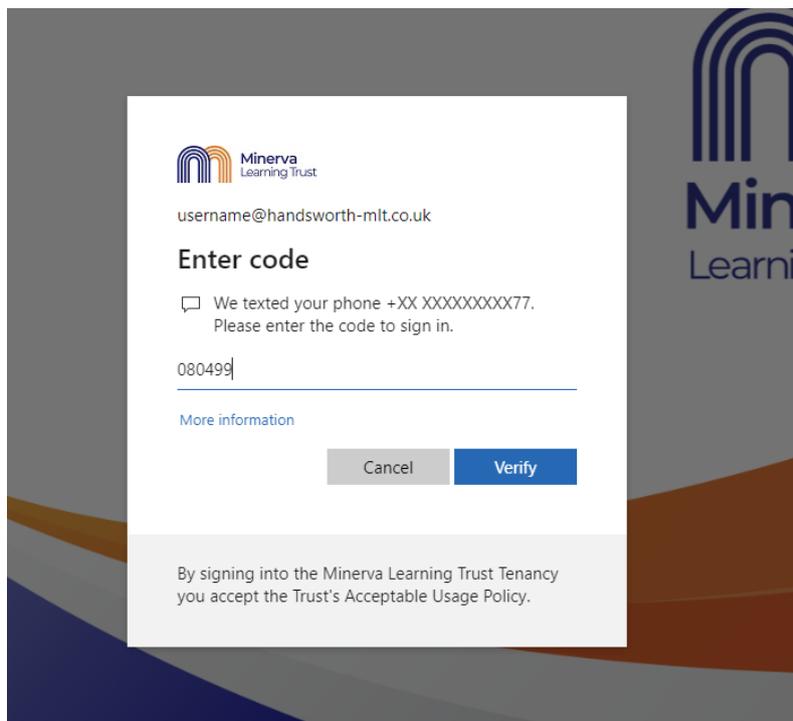


The screenshot shows the same web interface as the previous one, but now the white box titled "Phone" contains a green checkmark icon followed by the text "Verification complete. Your phone has been registered." At the bottom right of the box is a blue "Next" button.

Step 8: Select the box with your mobile phone number



Step 9: Enter the new code received on your mobile phone via text and click Verify



Step 10: Congratulations you have logged in successfully!

Next time you log in, you will only need to follow steps 1,2, 8 and 9.

We hope this helps

IT Support