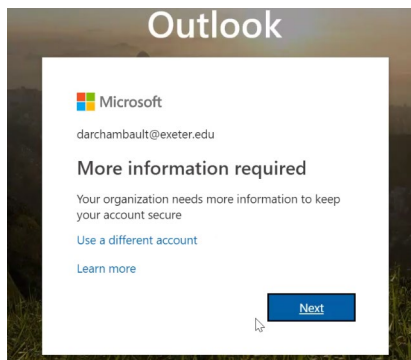


Multi-Factor Authentication

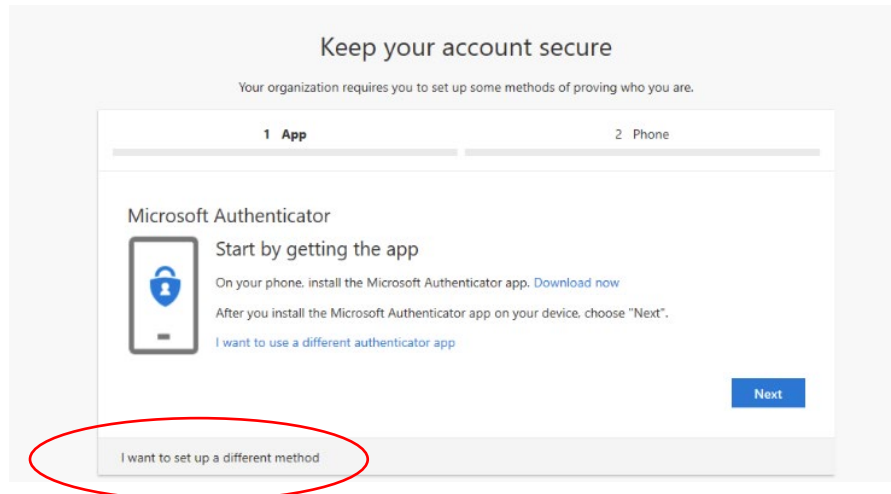
Text a Code Method

This document is for users who are logging into their Phillips Exeter Academy network account for the first time. The default set up for MFA is using the Microsoft Authenticator App, however, you can select a different method such as "Text a code" option.

1. Go to <https://outlook.com/exeter.edu>
2. Log in with your Exeter email address and password
3. Click **Next** on the **More information required** prompt

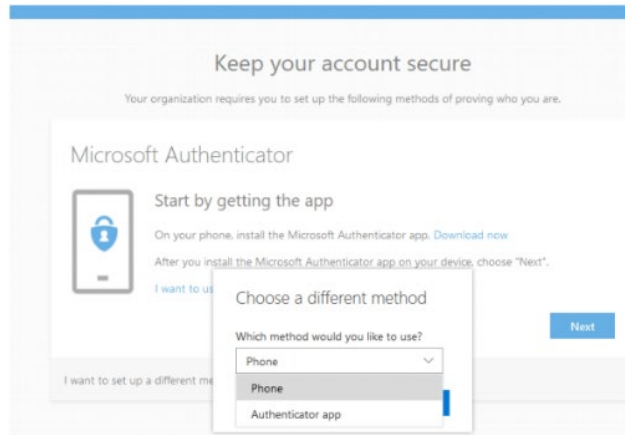


4. On the **Keep your account secure** page, the default option is setting up the Microsoft Authenticator app. If you would prefer to receive a text message, rather than installing the Microsoft Authenticator app on your phone, select ***I want to set up a different method***, then select **Phone**.



Multi-Factor Authentication

Text a Code Method



5. Here you will enter your personal cell phone number and select the option to ***Text me a code*** > **Next**

6. On your cell phone, you will receive a text message with a code.
7. You will enter that code on this screen and click **Next**

8. Success! Click **Next**

Multi-Factor Authentication Text a Code Method

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

✓ SMS verified. Your phone was registered successfully

Next

9. Click **Done**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - (508) 555-1234

Phone

Done

If you have any questions or need further technology assistance, please contact the IT Customer Support Services at itservices@exeter.edu or 603-777-3693.