

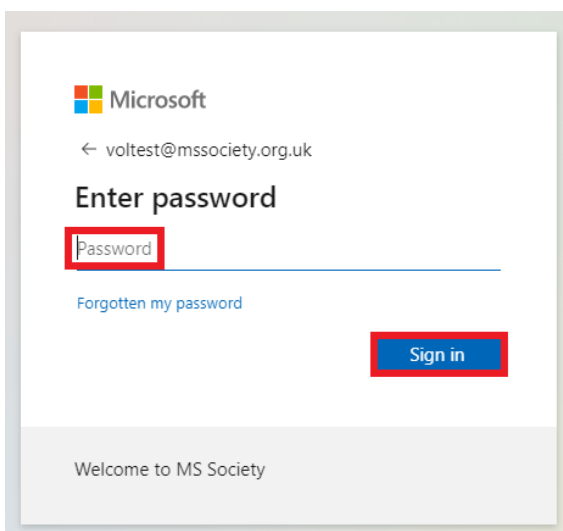
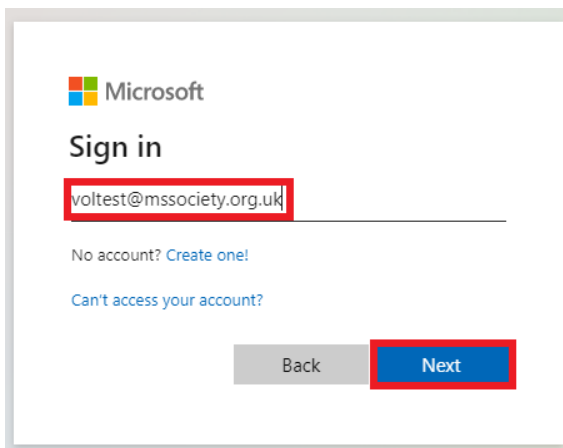
How to switch on Multi-Factor Authentication (MFA)

Follow the 10 quick steps below and the corresponding red boxes:

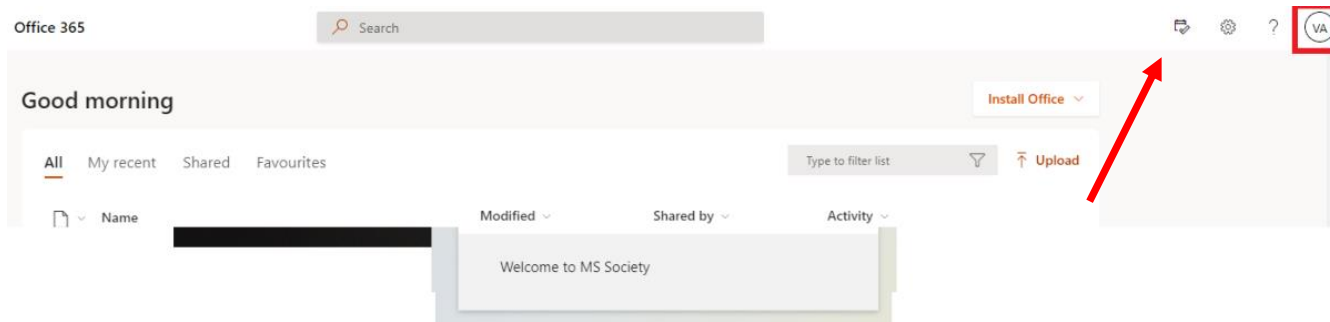
1. Open your web browser and go to <https://www.office.com>.



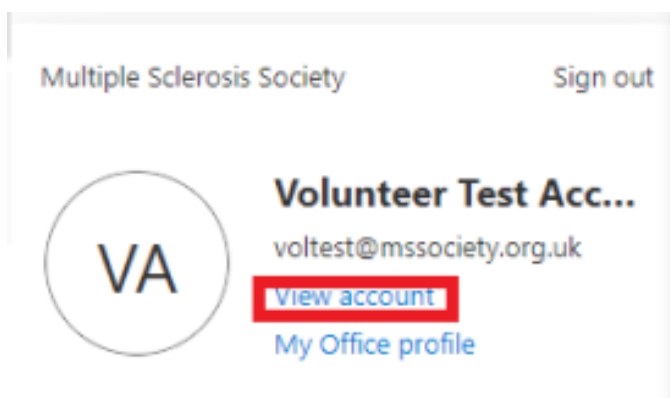
2. Sign in using your MS Society username (your MS Society email address) and password.



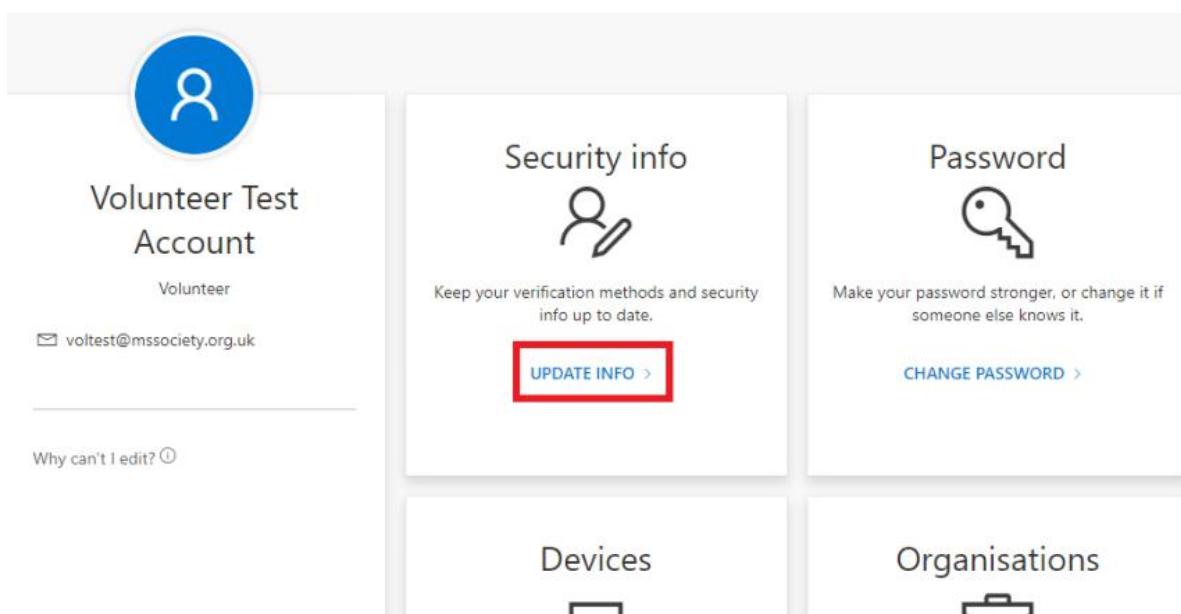
3. Once you're signed in, you'll see a screen like this.
Click your picture icon, or the circle icon containing your initials, in the top right corner of the browser window.



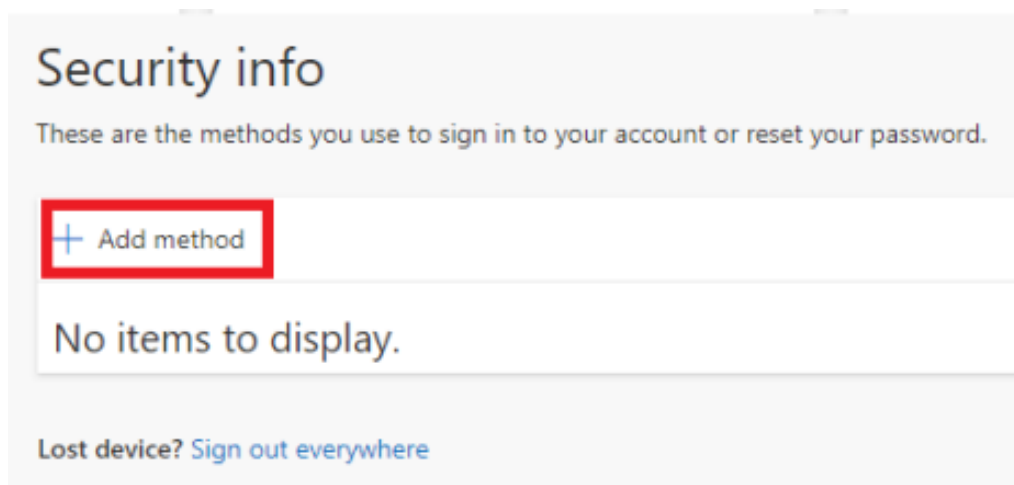
4. In the box which then appears, click on 'View account'.



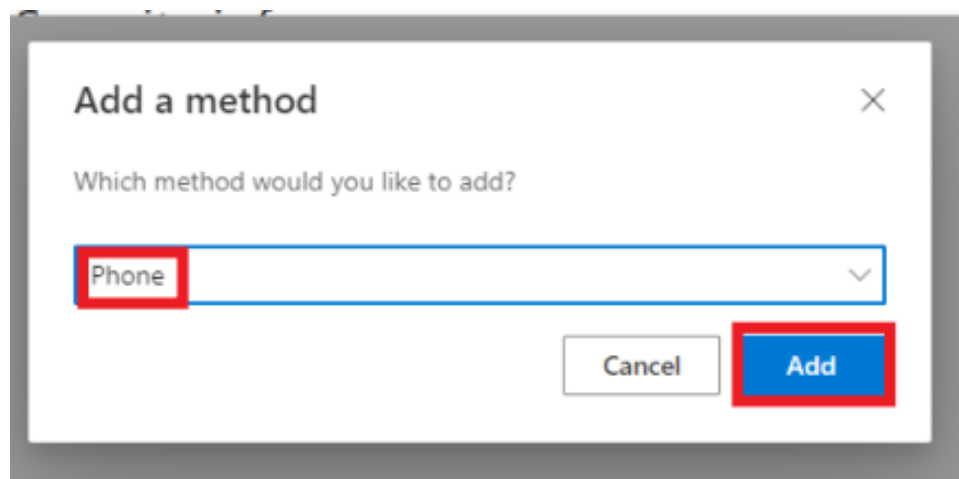
5. You'll then see the options below. In the 'Security info' box, click on 'Update info'.



6. In the box which appears, click on 'Add method'.



7. In the next box, select 'Phone' from the dropdown list and click on 'Add'.

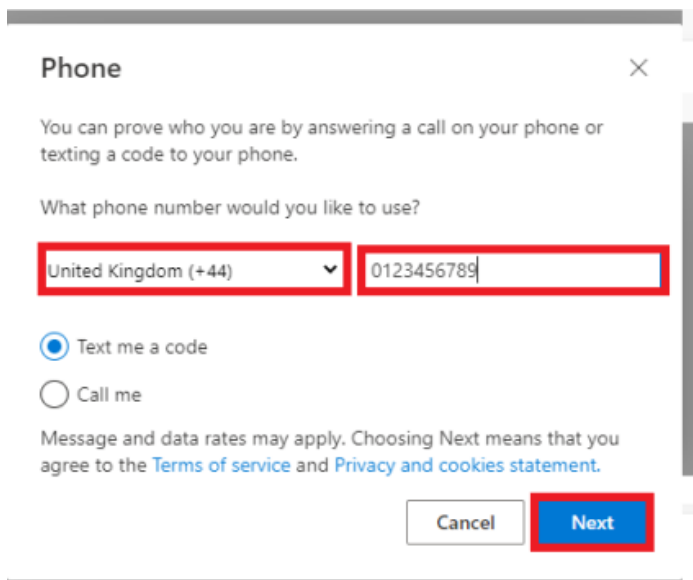


8. You'll then see the box below:

- In the left-hand dropdown box, select 'United Kingdom (+44)'.
- In the right-hand box, enter your full phone number (including the first '0')
- To receive a short numerical code to your mobile phone, select the 'Text me a code' button and click on 'Next'.

OR

- To receive a phone call to a mobile or landline phone, select the 'Call me' button and click on 'Next'



Phone ×

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

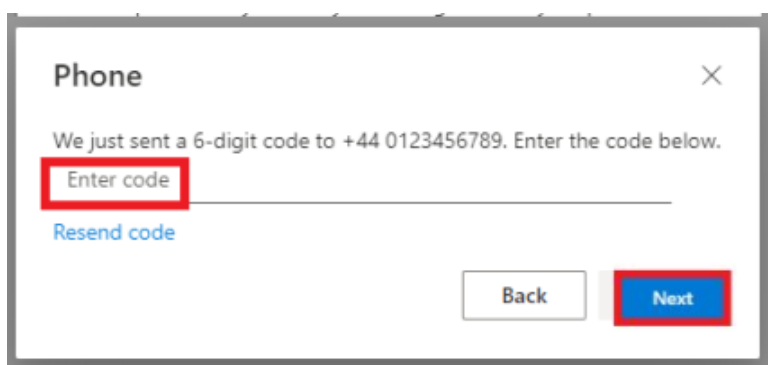
United Kingdom (+44)

☒ Text me a code
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

9. For where you've chosen to receive a text:

Once you've received a text to your mobile phone containing a six-digit security number, enter this code into the 'Enter code' box you'll now see, and click on 'Next'.



Phone ×

We just sent a 6-digit code to +44 0123456789. Enter the code below.

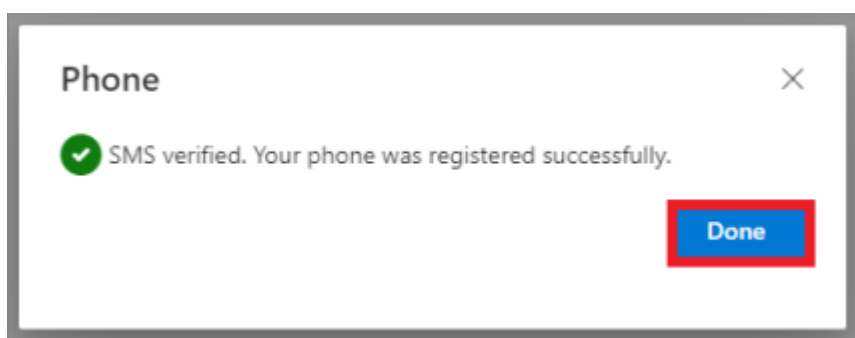
[Resend code](#)

For where you've chosen to receive a call:

Once you've answered the call, follow the instructions given and hang up.

10. When you see the message below to confirm that the process is complete, click on 'Done'.

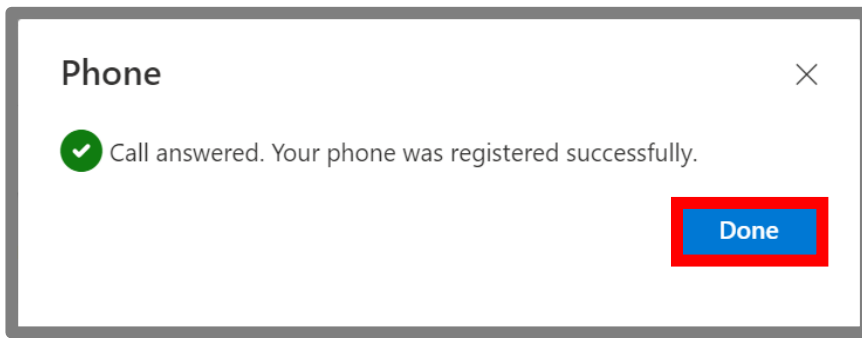
For texts you will see:



Phone ×

☒ SMS verified. Your phone was registered successfully.

For calls you will see:



You've now switched on Multi-Factor Authentication and helped to protect MS Society data. Thank you!