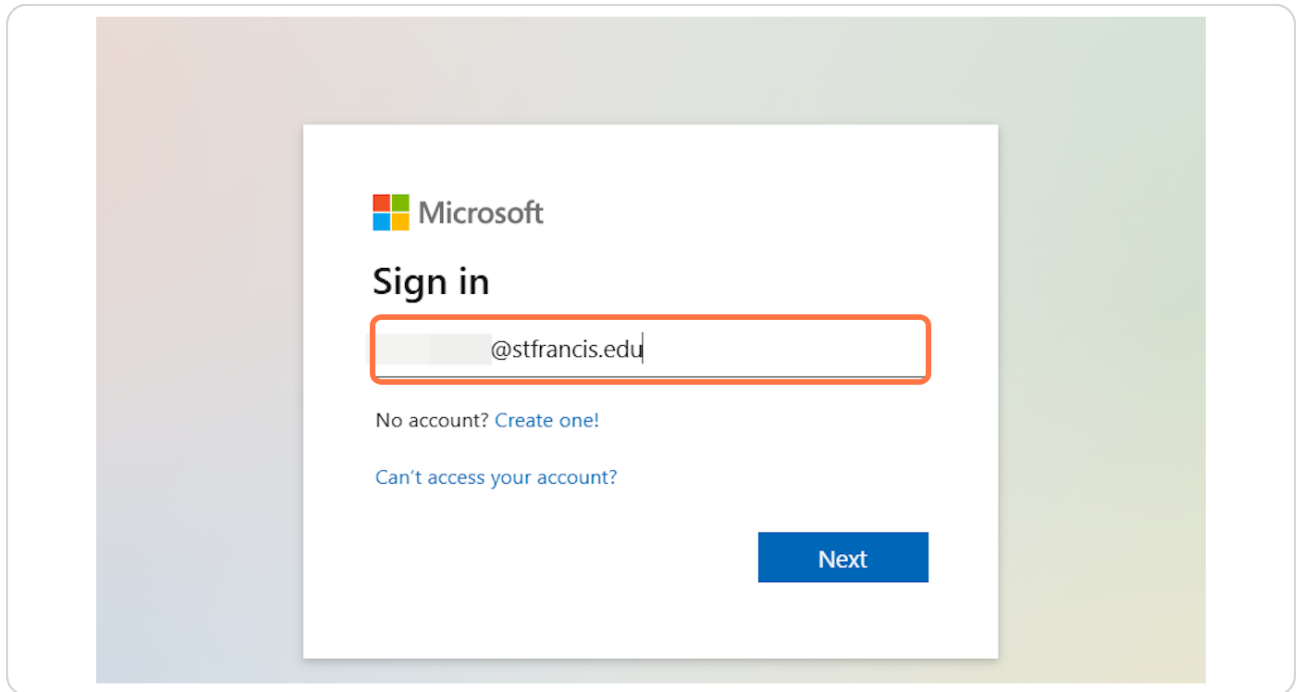


## STEP 1

On a computer, open a web browser and navigate to [portal.office.com](https://portal.office.com).

## STEP 2

Enter your USF email address.



STEP 3

Click "Next"

@stfrancis.edu

[? Create one!](#)

[s your account?](#)

Next

n-in options

STEP 4

Enter your USF password.

Microsoft

← [redacted]@stfrancis.edu

Enter password

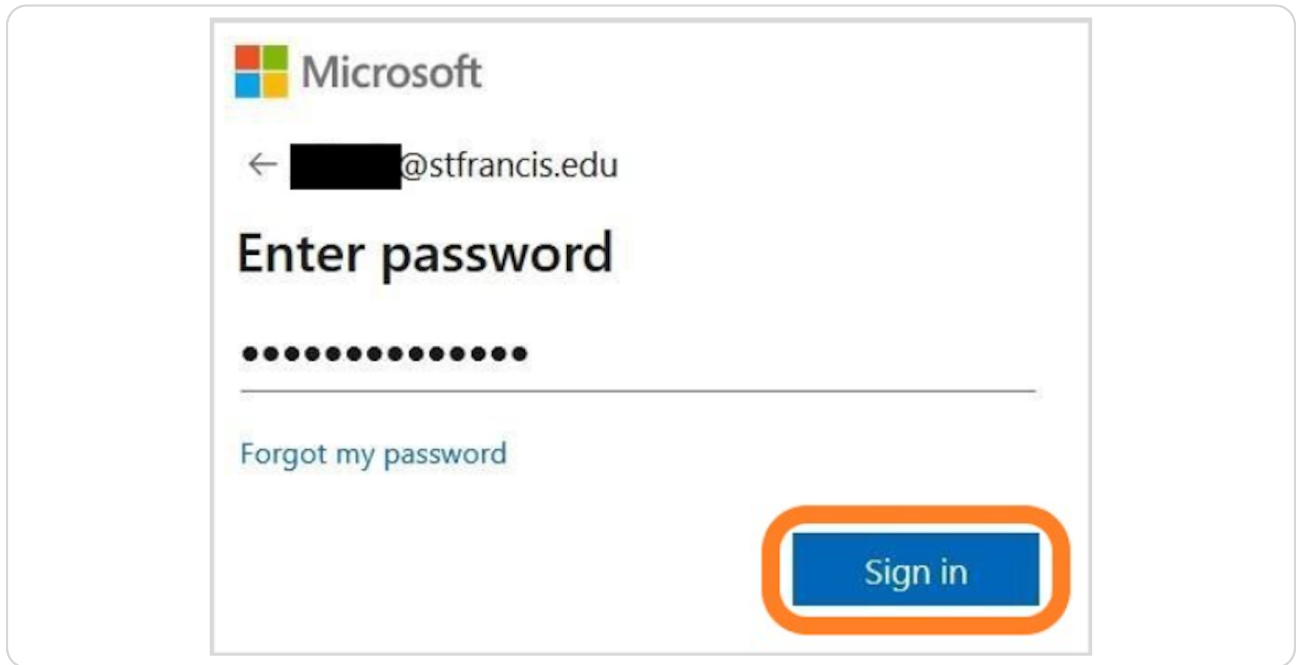
.....

[Forgot my password](#)

Sign in

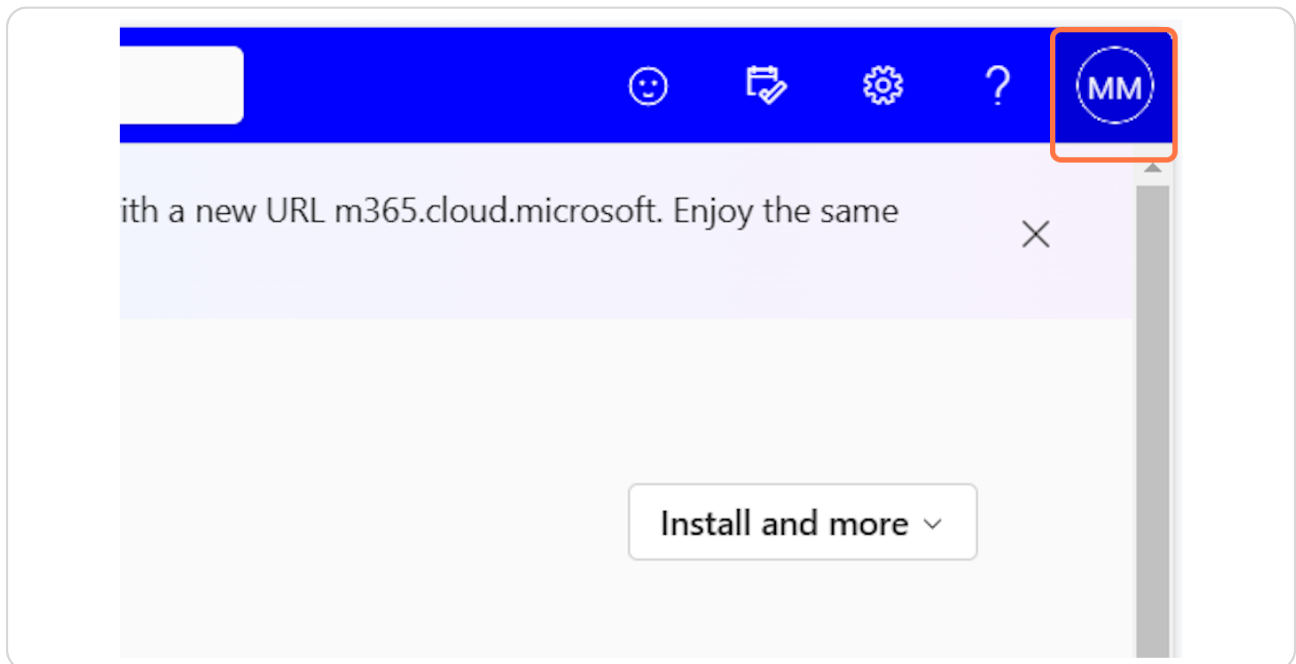
STEP 5

Click "Sign in"



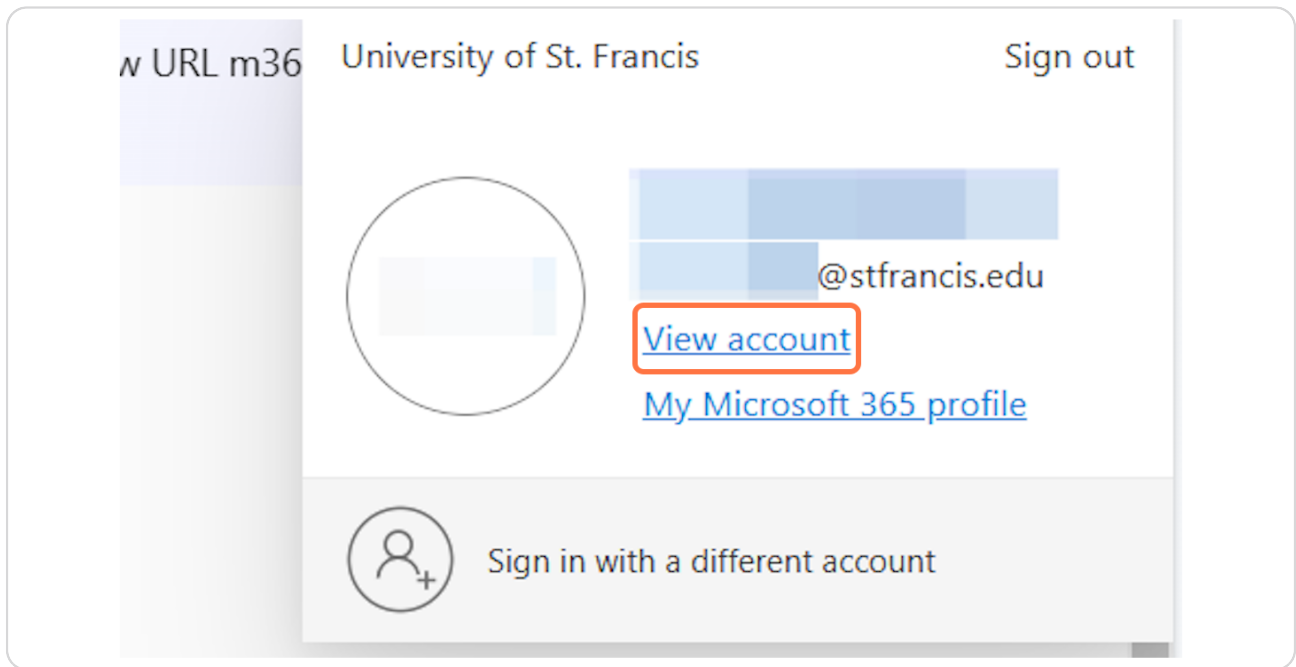
STEP 6

Click on your initials / profile picture



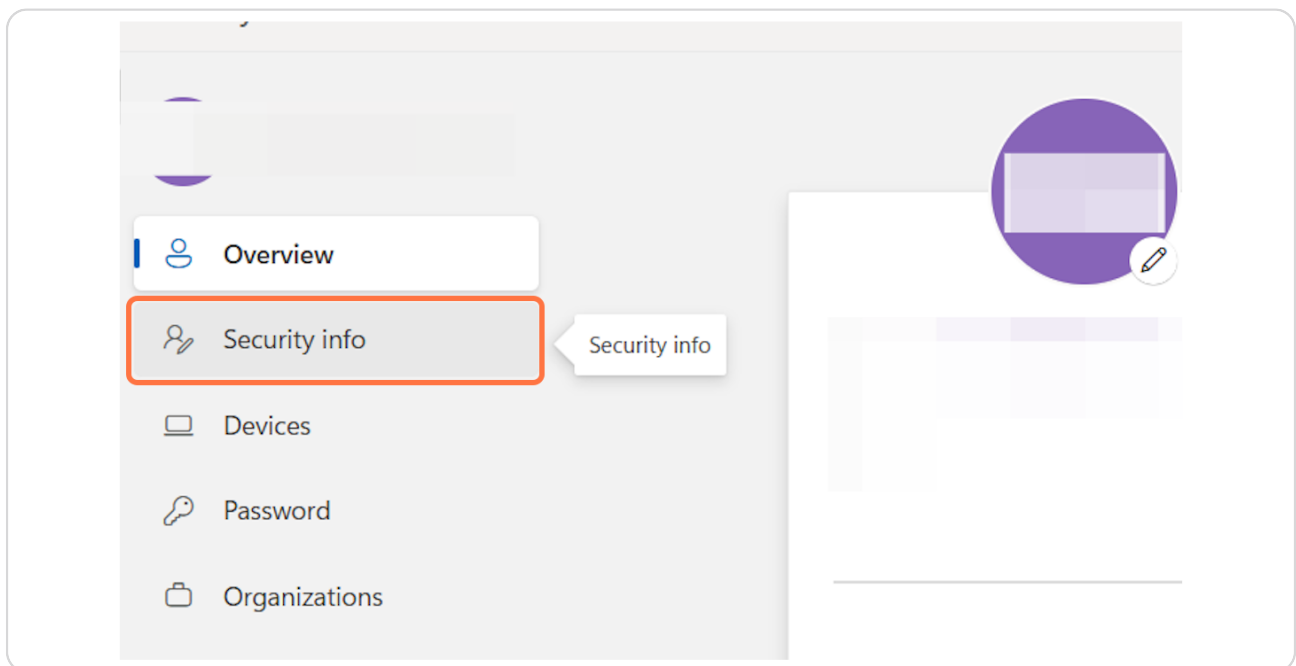
STEP 7

Click "View account"



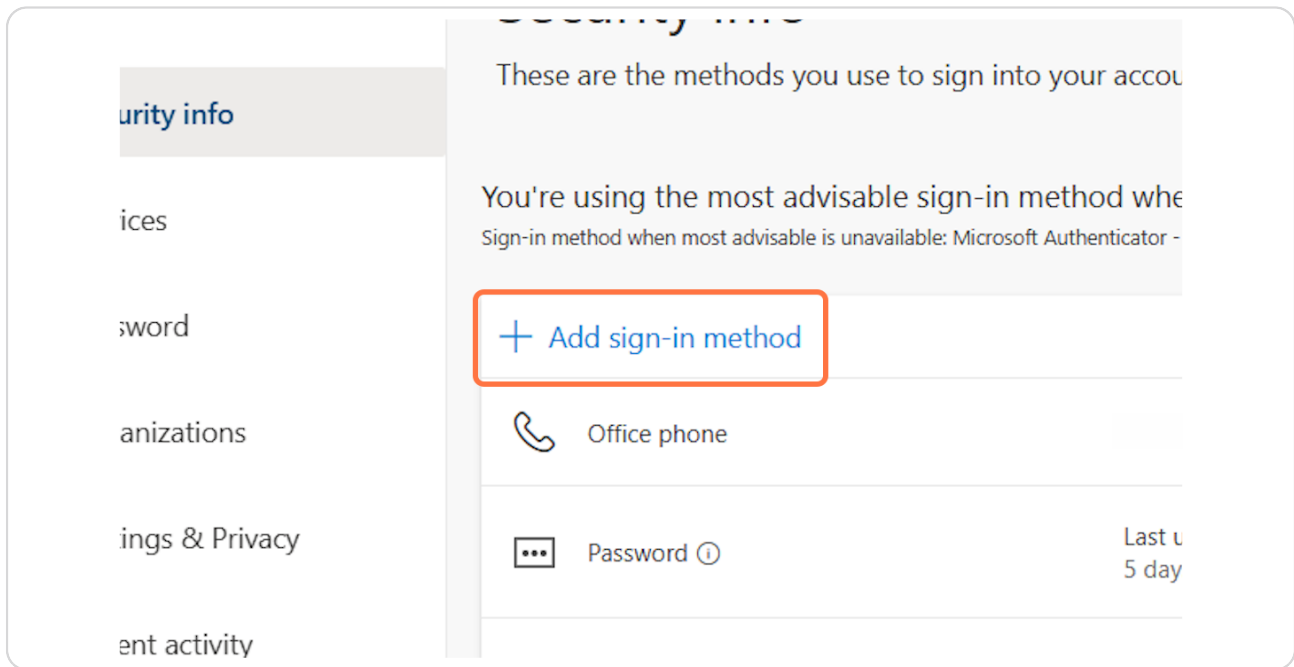
STEP 8

Click "Security info"



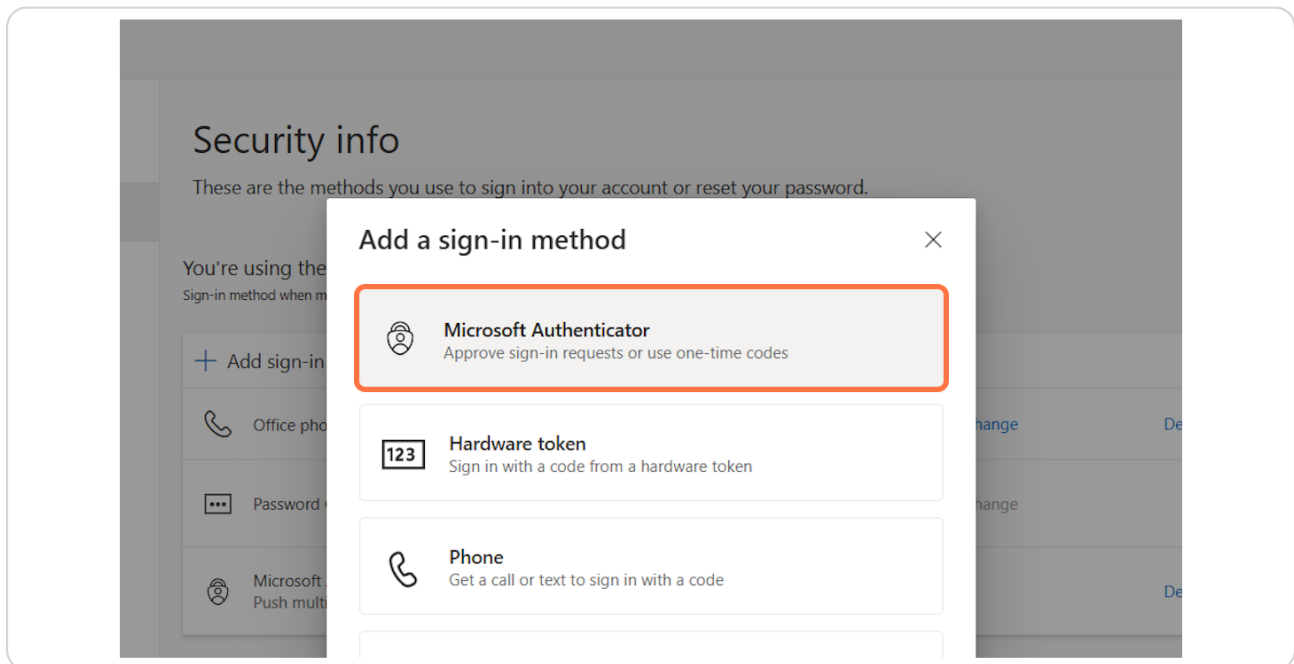
## STEP 9

### Click "Add sign-in method"



## STEP 10

### Click "Microsoft Authenticator"



## STEP 11

**Follow the steps outlined in the Microsoft MFA Setup Guide ([techsupport.stfrancis.edu/microsoft-mfa-setup-guide](https://techsupport.stfrancis.edu/microsoft-mfa-setup-guide)) to set up multi-factor authentication on your new device.**