On a computer, open a web browser and navigate to portal.office.com.

Enter your USF email address.
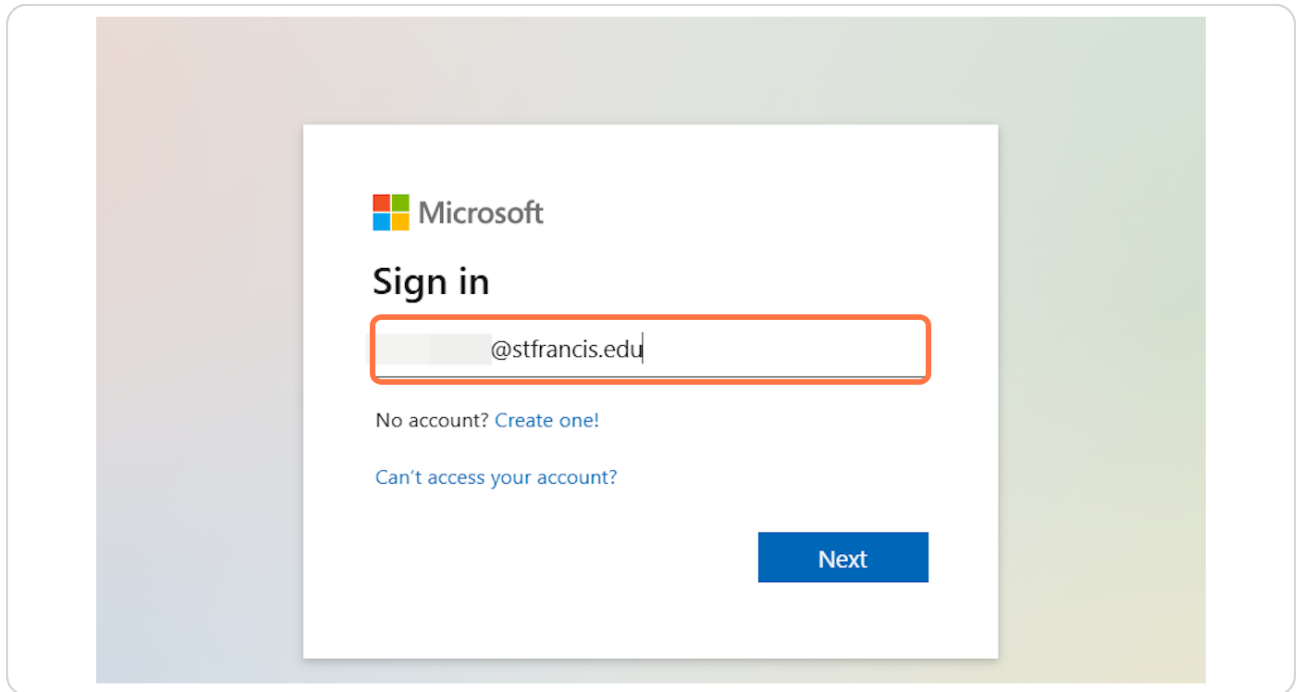
Click "Next"

Enter your USF password.
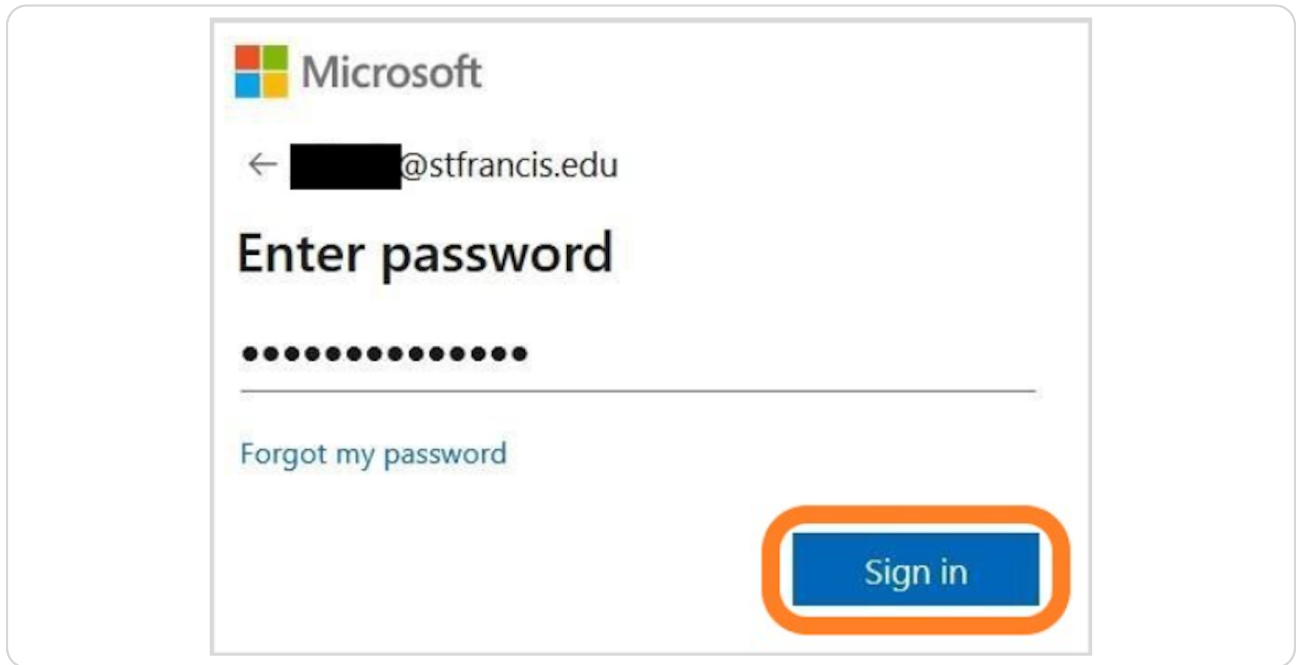
Click "Sign in"

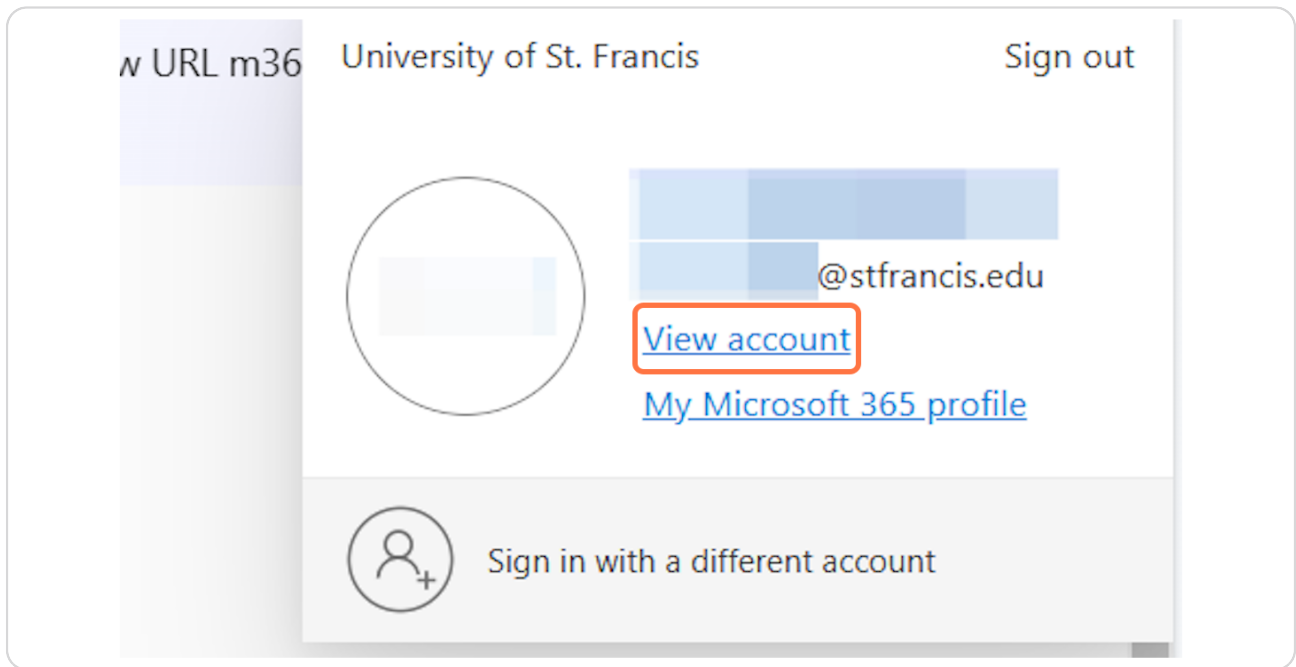**Click on your initials / profile picture**
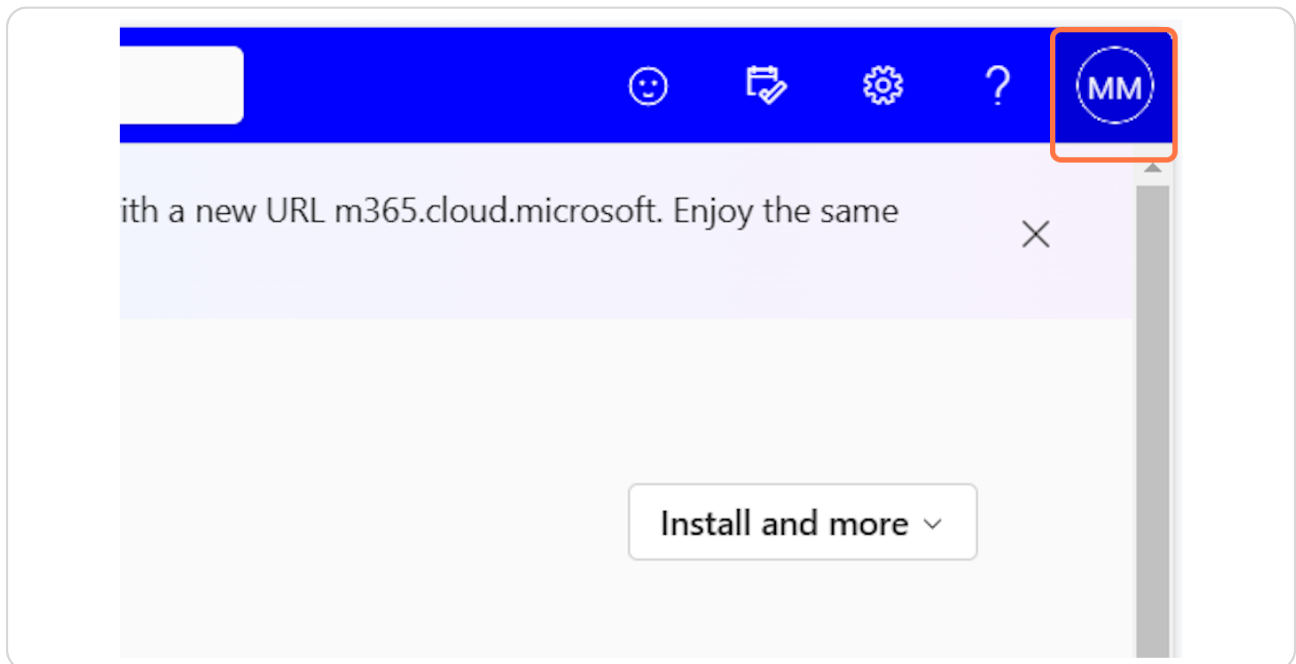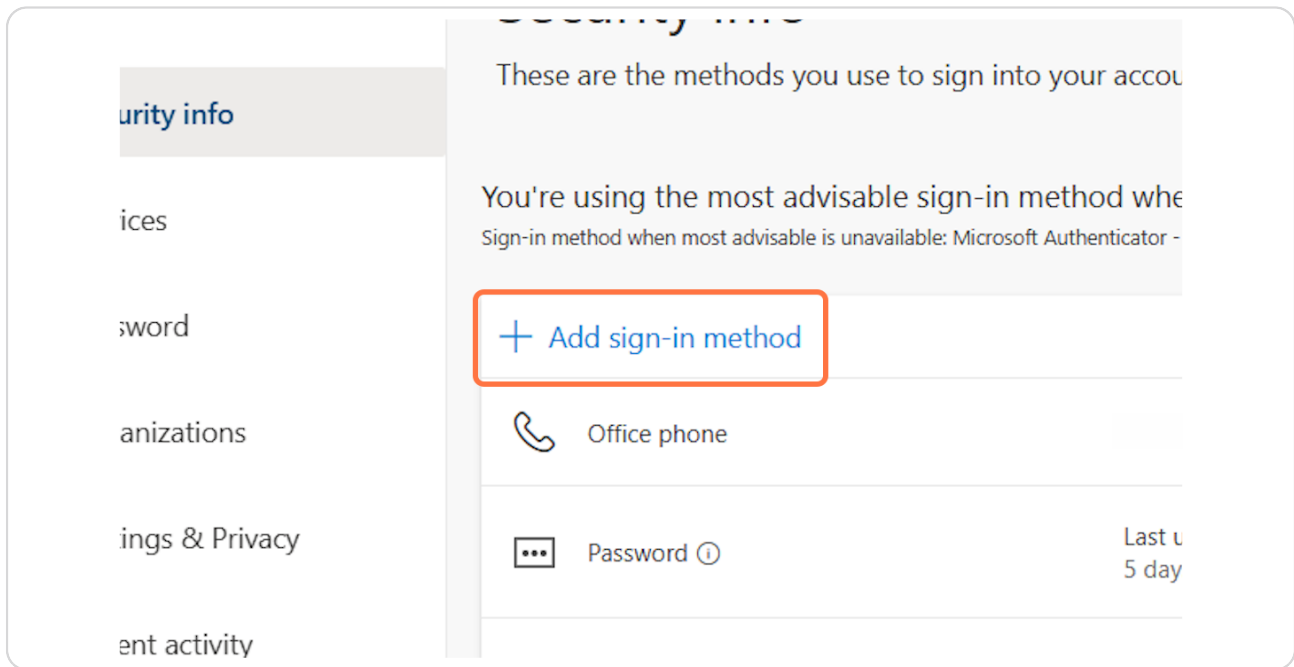
Click "View account"

Click "Security info"

Created with *Tango*
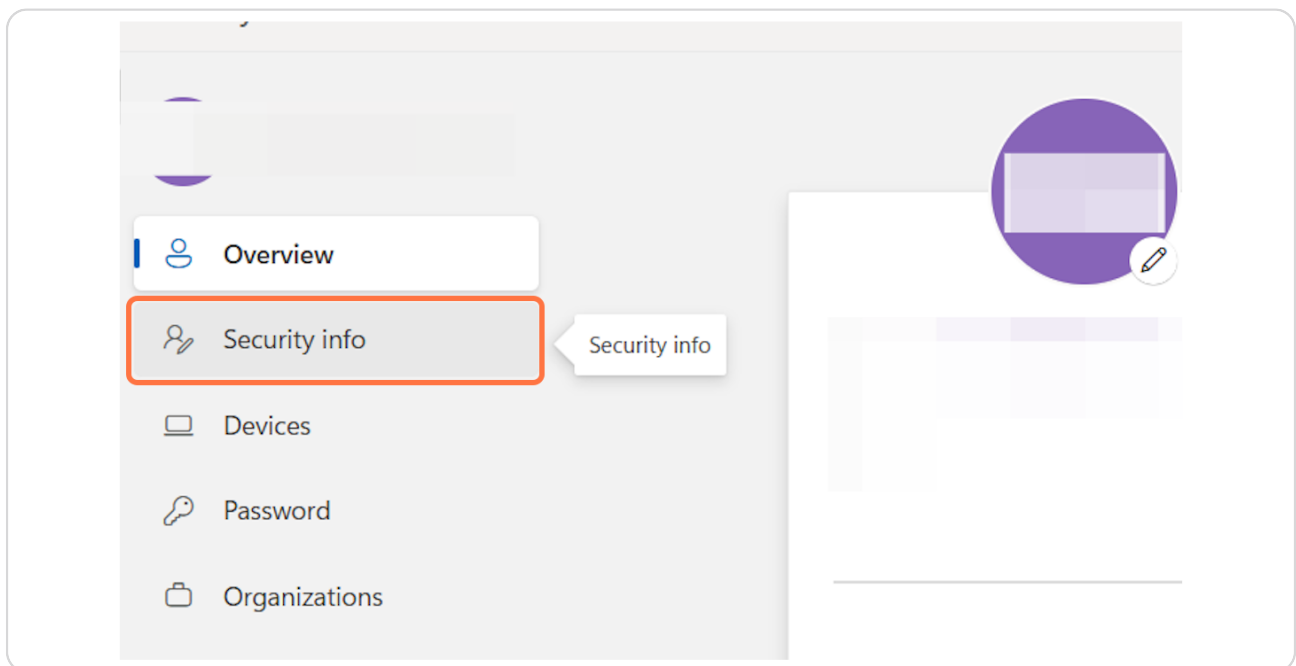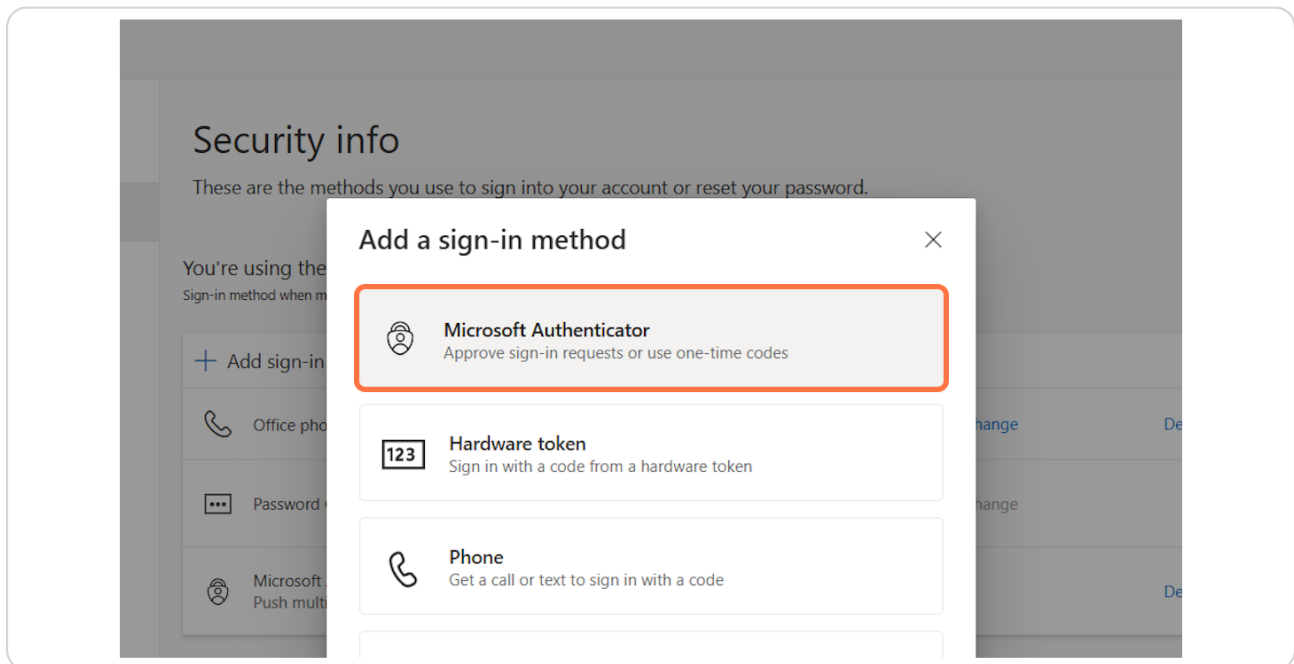
STEP 9

Click "Add sign-in method"

STEP 10

Click "Microsoft Authenticator"

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