

# Register for 2-Step Verification

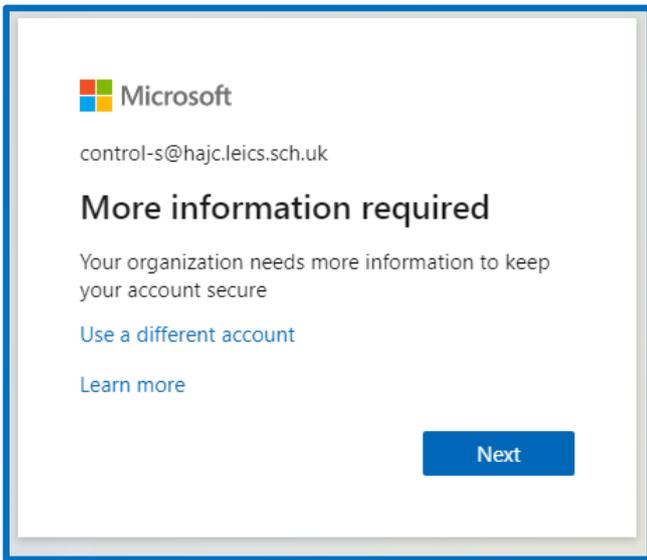
This document explains how to register for 2SV. You will need to do this when you sign into Email / OneDrive / Teams / Sharepoint after 25th July.

If you don't have the Microsoft Authenticator app on your device, you will need to download it from your app store. Just search 'Microsoft Authenticator' and install it.

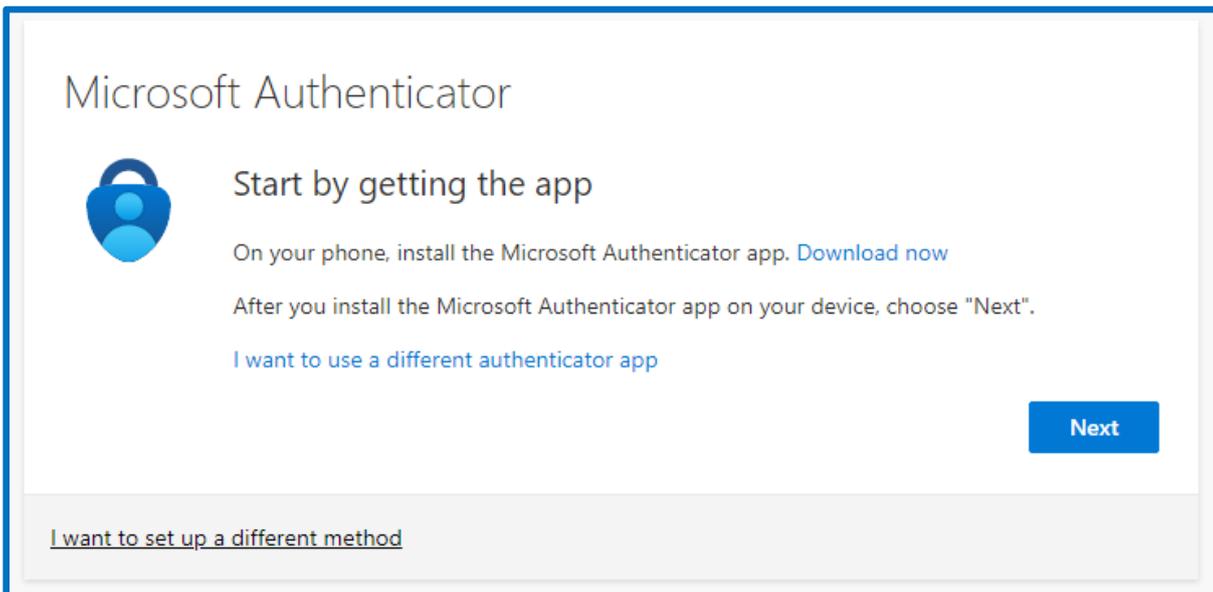
If you do already have the Authenticator app, you don't need to re-install it.

## STEP 1

When you sign in to Email / OneDrive / Sharepoint or Teams at home, you'll see the following "More information required". Click Next



As you have already got the Authenticator app, click Next on this screen:

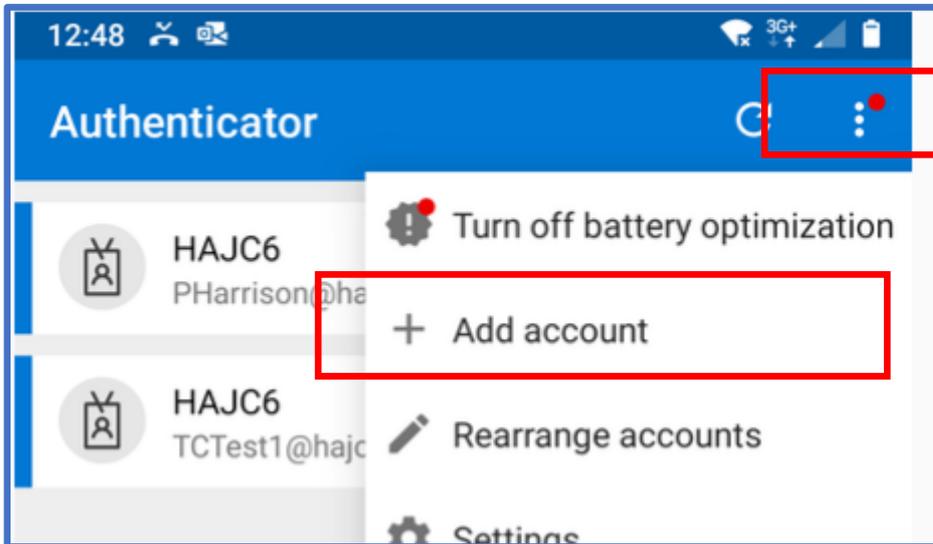


### STEP 3

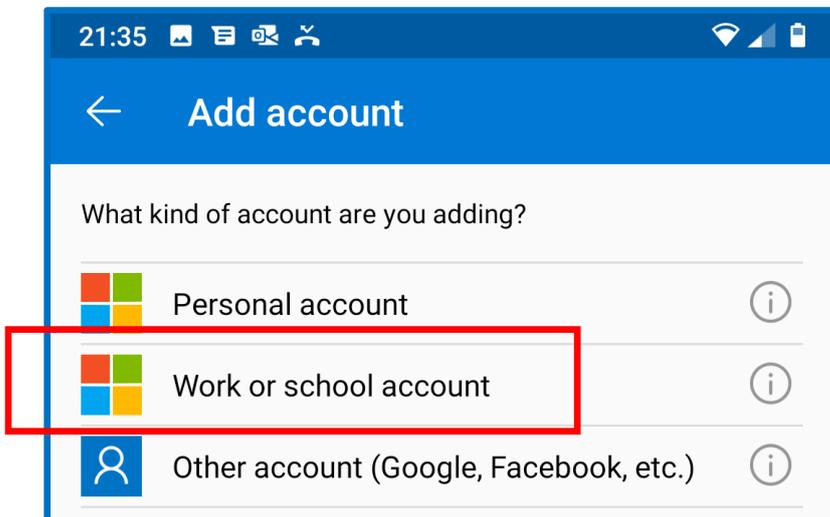
On your mobile device, open the Authenticator app.

Look for the blue button that says **Add an Account**

If you have used the Authenticator app to register previously, you will need to click the “...” button at the top of the screen and choose **Add an Account**

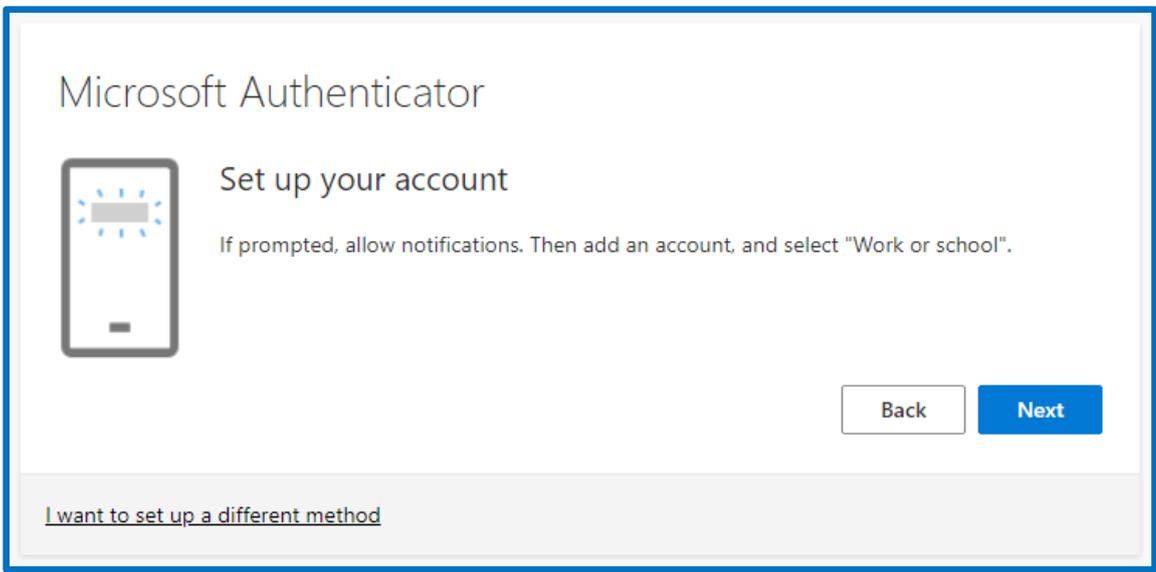


Then select Work or School Account:



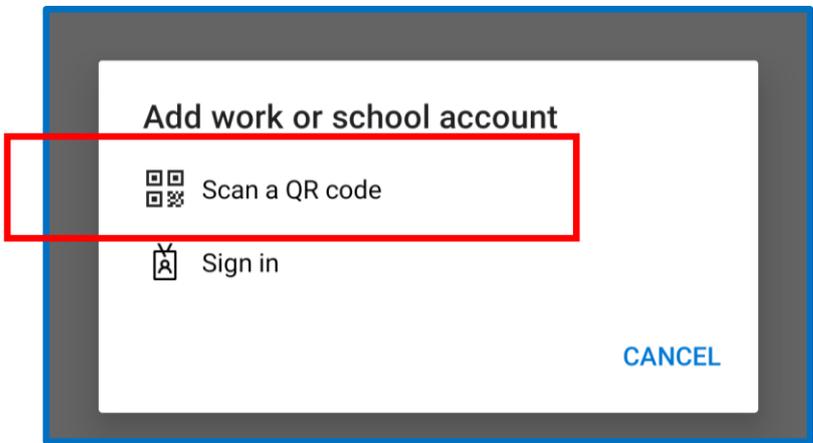
### STEP 4

On your computer, Hit Next in the box below

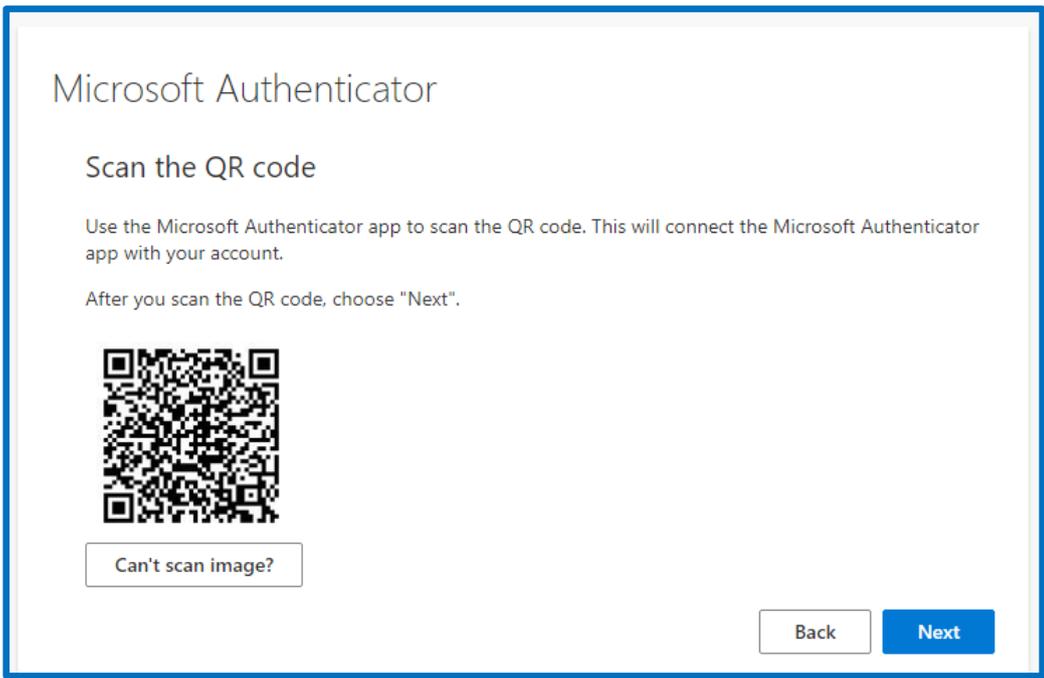


**STEP 5**

On your smartphone, choose Scan a QR code:

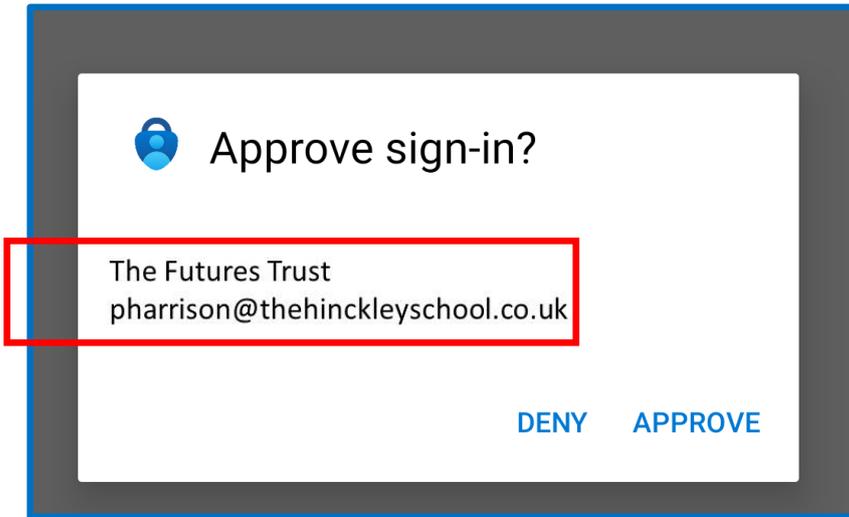


Scan the code shown on your screen (NOT the one shown on this page!)



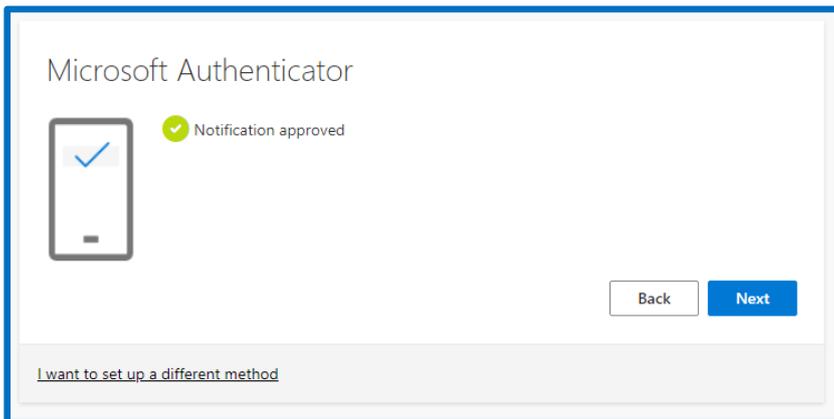
The click the Next button

You will get a notification on your phone that looks like this. Please make sure it shows your new school email address and tap Approve



You might also need to enter your phone's pin code or scan your fingerprint if you use that to unlock your phone.

When you approve it, on your computer the screen will change to Notification Approved like the one below. Then click Next:



## STEP 6

In the final step you will choose another authentication method in case your authenticator app is unavailable.

Select the United Kingdom (+44) and enter your mobile phone number.

Select Call me and click Next

Method 2 of 2: Phone

App Phone

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) [Phone Number]

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](#).

Cancel Next

You will shortly receive a call on your phone with a pre-recorded message asking you to complete the verification by pressing the 'pound' or '#' key on your phone.

On your computer screen, it will say you have registered successfully.

Keep your account secure

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

Method 2 of 2: Phone

App Phone

Phone

Call answered. Your phone was registered successfully.

Next

Click Next, and you're done!

Success!

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

**Default sign-in method:**

Phone  
+44 07415261963

Microsoft Authenticator

Done