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Roland Nowak - 2025-04-14 - MFA Authentication

Set up text messaging as your verification method

Follow these steps to add your two-factor verification and password reset methods. After you've set this up the first time, you can return to the Security info page to add, update, or delete your security information.

1. Sign in to your work or school account and then go to your My Account page.

Contoso M	ly Profile				8
8 Overview					*
 Ar Security info Crganizations ⇒ Devices A Privacy 		Alain Charon	Security info	Devices Disable a lost device and review your connected devices. MANAGE DEVICES >	
			Password Color Make your password stronger, or change it if someone else knows it. CHANGE PASSWORD >	Organizations Even all the organizations that you're a part of. MANAGE ORGANIZATIONS >	
		Sign out everywhere	Privacy B See how your organization and services are handling your data. REVIEW PRIVACY >		

2. Select **Security info** from the left navigation pane or from the link in the **Security info** block, and then select **Add method** from

the Security info page.

Contoso	My Profile \wp Search
A Overview	Security info
𝒫 Security info	These are the methods you use to sign into your account or reset your password.
🖻 Organizations	+ Add method
🖵 Devices	No items to display.
A Privacy	

- 3. On the **Add a method** page, select **Phone** from the list, and then select **Add**.
- 4. On the **Phone** page, type the phone number for your mobile device, choose **Text me a code**, and then select **Next**.

Phone		
Which phone numb	er would you li	ke to use?
+1 ~ 1	234567890	
Call me		
Text me a code		
	Cancel	Next

Type the code sent to you through text message to your mobile device, and then select **Next**. The page changes to show your success.

Phone		
We just sent a c Enter code	ode to +1123	4567890
Resend code		
	Back	Next

Your security info is updated and you can use text messaging to verify your identity when using two-step verification or password reset. If you want to make text messaging your default method, see the Change your default security info method section of this article.

Delete text messaging from your security info methods

If you no longer want to use text messages as a security info method, you can remove it from the **Security info** page.

Important: If you delete text messaging by mistake, there's no way to undo it. You'll have to add the method again, following the steps in the Set up text messages section of this article.

To delete text messaging

1. On the **Security info** page, select **Delete** next to the **Phone** option.

Security info				
Default sign-in method: Microsoft Authenticator - notification Change				
+ Add method				
& Phone	+1 1234567890	Change	Delete	
Microsoft Authenticator	XX-XXXXX		Delete	

 Select Yes from the confirmation box to delete the Phone number. After your phone number is deleted, it's removed from your security info and it disappears from the Security info page. If Phone is your default method, the default will change to another available method.

Change your default security info method

If you want text messaging to be the default method used when you sign in to your work or school account using two-factor verification or for password reset requests, you can set it from the Security info page.

To change your default security info method

1. On the **Security info** page, select **Change** next to the **Default sign-in method** information.

Security info These are the methods you use to sign into your account or reset your password.			
Default	: sign-in method: Microsoft Authenticator -	notification Change	
+ Ad	ld method		
S	Phone	+1 1234567890	
Û	Microsoft Authenticator	XX-XXXX	

2. Select **Phone - text (your_phone_number)** from the drop-down

list of available methods, and then select **Confirm**. The default method used for sign-in changes to **Phone - text** (your_phone_number).

