

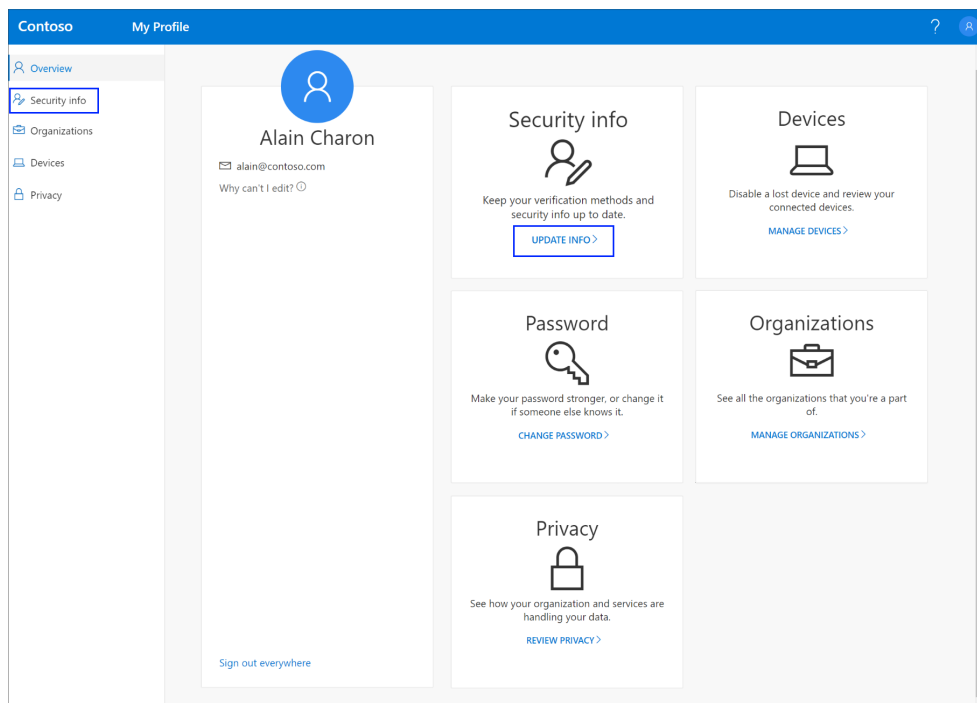
Microsoft 365 - Set up text messaging as your verification method

Roland Nowak - 2025-04-14 - MFA Authentication

Set up text messaging as your verification method

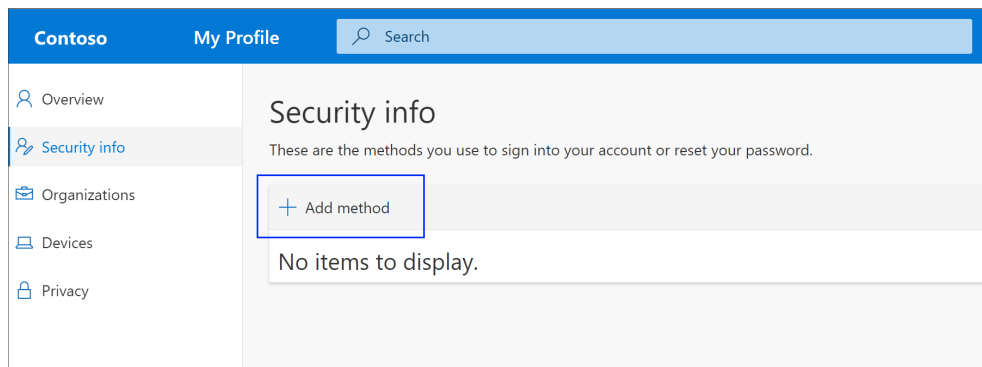
Follow these steps to add your two-factor verification and password reset methods. After you've set this up the first time, you can return to the Security info page to add, update, or delete your security information.

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



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.



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**.

A screenshot of a form titled 'Phone'. The question is 'Which phone number would you like to use?'. Below the question is a text input field containing '+1' followed by a dropdown arrow and '1234567890'. Below the input field are two radio button options: 'Call me' (unselected) and 'Text me a code' (selected). At the bottom right, there are two buttons: 'Cancel' (grey) and 'Next' (blue).

5. 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 code to +1 1234567890

Enter code

[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.

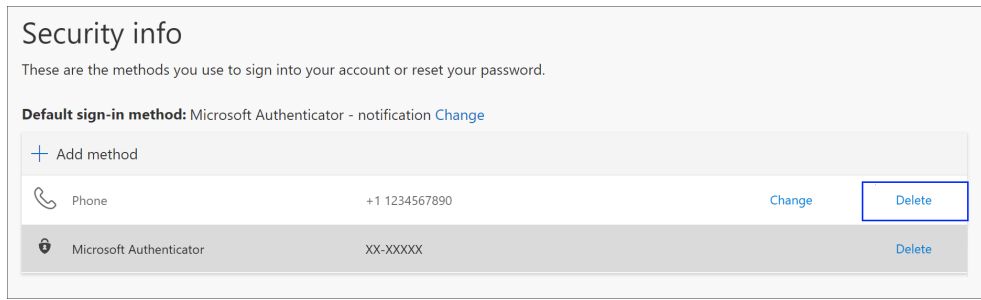
Delete text messaging from your security info methods

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.



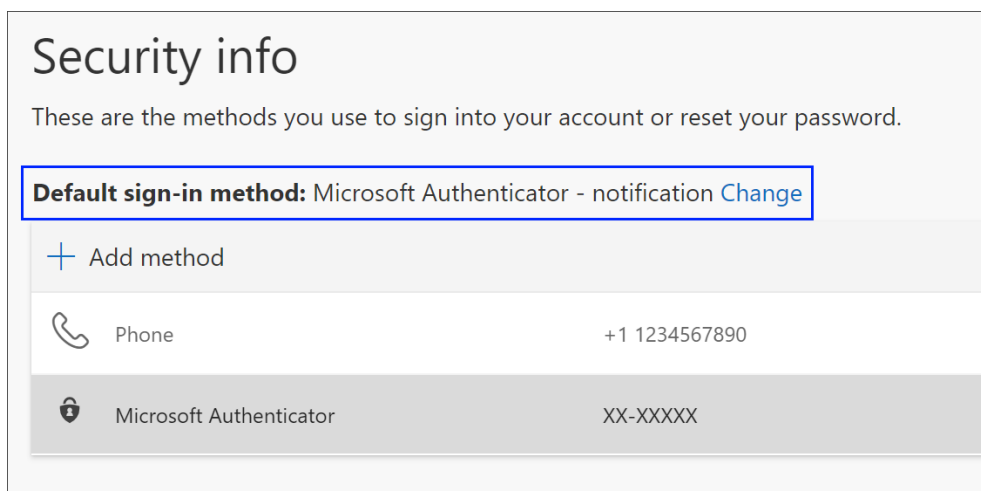
2. Select **Yes** from the confirmation box to delete the **Phone** number. After your phone number is deleted, it's removed from your security info and it disappears from the **Security info** page. If **Phone** is your default method, the default will change to another available method.

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.



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)**.

Change default method

Which method would you like to use to sign in?

Phone - text +1 1234567890 ∨
