

How to set-up two methods of Multi-factor Authentication (MFA)

Why should I set up two methods of Multi-factor Authentication (MFA)?

It's good practice to set up two methods of authentication to secure your account. It will give you peace of mind that in the unlikely event you are unable to use your first MFA method (for example, you have lost or forgotten your mobile phone) that you will still be able to securely access your account without delay.

This guide assumes you have already set up one method.

The methods that can be used to verify your identity are:

- **Microsoft Authenticator app**
- **Text:** You can ask the system to send you a code via text. On receipt you then enter the code when prompted to complete the logon process
- **Phone:** If you select this option, you will receive a phone call with an automated voice asking you to press a key to complete the logon process.
- **Authenticator Lite:** This can be used by Outlook App users who have opted not to use MS Authenticator App onto their personal device.



This user guide steps you through setting up your **text, phone(s) or Authenticator Lite** as a second method of authentication. See our guide [Multi-factor Authentication \(MFA\):Microsoft Authenticator App](#) for details on setting up the app.

Setting up a second method

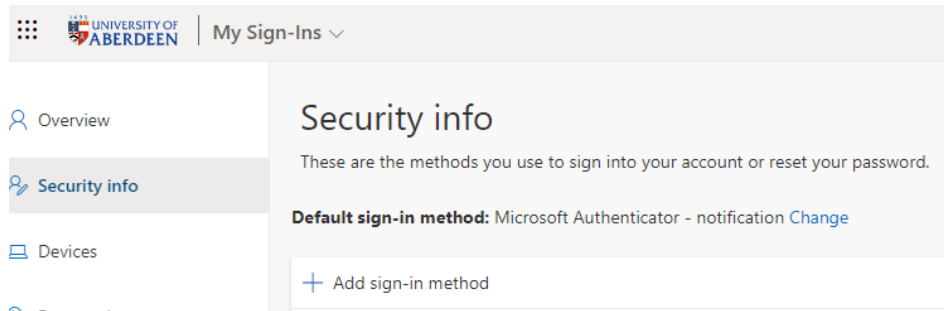
To add text or phone(s) as your second method of authentication

1. On a laptop or desktop computer, go to <https://aka.ms/setupsecurityinfo>
2. Sign in using your University **username**, followed by @abdn.ac.uk (e.g. s01tad7@abdn.ac.uk, u99jb25@abdn.ac.uk, etc)

Microsoft
Sign in
u99jb25@abdn.ac.uk
No account? Create one!
Can't access your account?
Back Next

3. Enter your **password**
4. You will need to complete an authentication prompt using your current method.

-
- Click on Add sign-in method and follow the onscreen instructions to add another authentication method.



To set up Authenticator Lite

- Update your Outlook app to the latest version.
- Go to Settings. Security . Sign-in options. You can then choose Authenticator Lite as your preferred sign-in method.
- You will be prompted to register the account directly from the Outlook mobile app. You should see a banner near the bottom of your Outlook screen.
- Tap Sign-in to proceed with the registration process.



Note: We recommend **MS Authenticator App** is used rather than the Lite version due to the greater security and features it brings to users.