
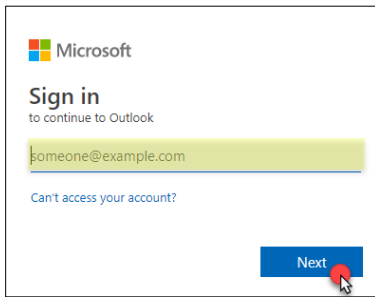


Access Webmail Using Multi-Factor Authentication (Outside of Kyrene Network)

Accessing Office 365 (including Outlook webmail) on an external network, such as on a home network or on mobile web, requires multi-factor authentication (one-time SMS code, phone call or mobile app verification).

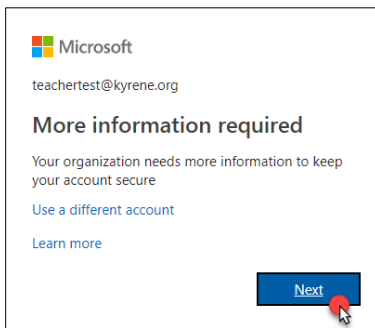
NOTE: Mail app (iOS)  does not require multi-factor authentication. Third party apps such as the Outlook app do require multi-factor authentication.

1. Sign in using Kyrene email address and password.
Click Next.



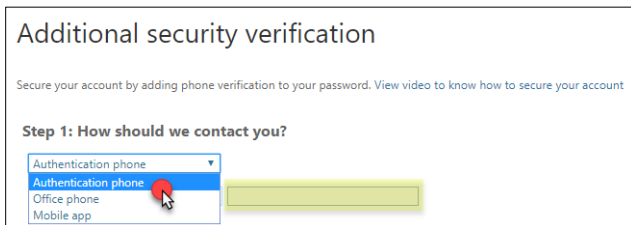
Microsoft
Sign in
to continue to Outlook
someone@example.com
Can't access your account?
Next

2. Click Next to begin multi-factor authentication.



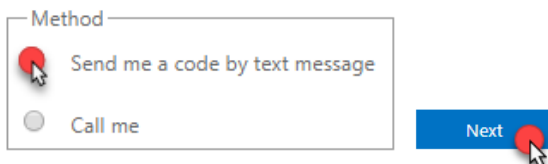
Microsoft
teachertest@kyrene.org
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more
Next

3. On Step 1 screen, select how Microsoft will contact you (mobile phone, office phone or mobile app). If phone, enter phone number on the right. (**NOTE:** If choosing a phone call on office phone, make sure office phone is not currently forwarded to another number.)



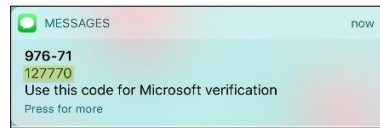
Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 1: How should we contact you?
Authentication phone
Authentication phone
Office phone
Mobile app

Select method. Click Next.

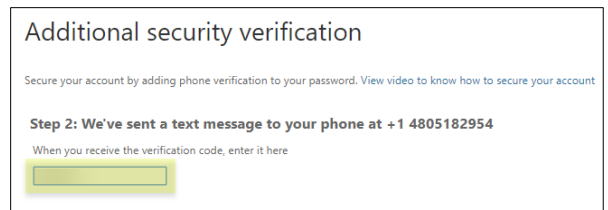


Method
Send me a code by text message
Call me
Next

You will receive a verification code via the chosen method.



4. On Step 2 screen, enter the verification code received. Click Verify to finish.

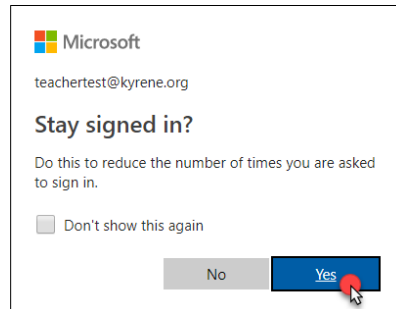


Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 2: We've sent a text message to your phone at +1 4805182954
When you receive the verification code, enter it here



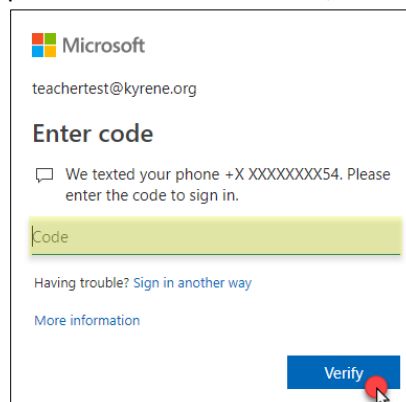
Cancel Verify

5. Select Yes or No for the option to stay signed in.



Microsoft
teachertest@kyrene.org
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No Yes

6. Once authenticated, the next logon outside of the Kyrene network will deliver a new code to the same phone number. Enter code, click Verify.



Microsoft
teachertest@kyrene.org
Enter code
We texted your phone +X XXXXXXXX54. Please enter the code to sign in.
Code
Having trouble? Sign in another way
More information
Verify