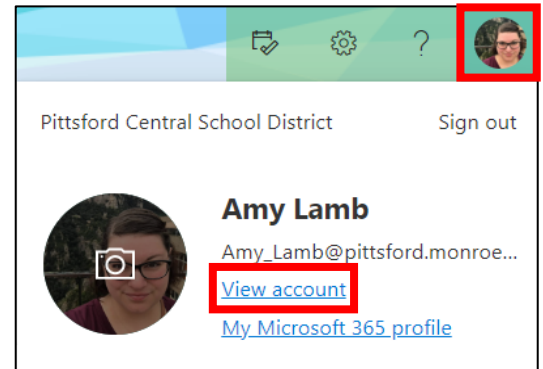


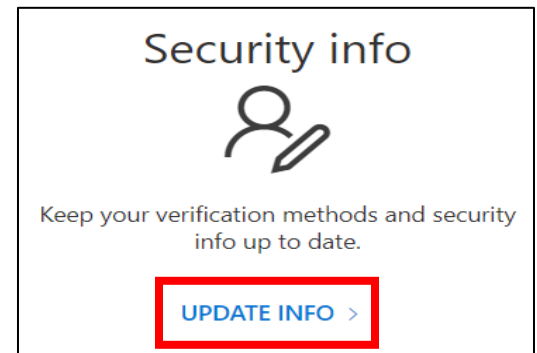
Manually Setting up MFA (Multi-Factor Authentication) with Authy (iPhone)



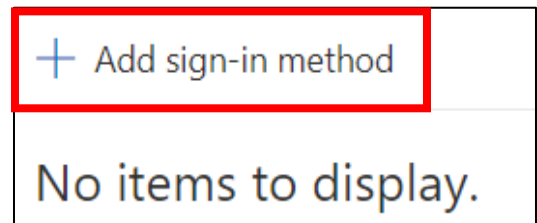
1.) On your computer, go to portal.office.com and click on your profile picture/icon in the top right. Then click on “View account”.



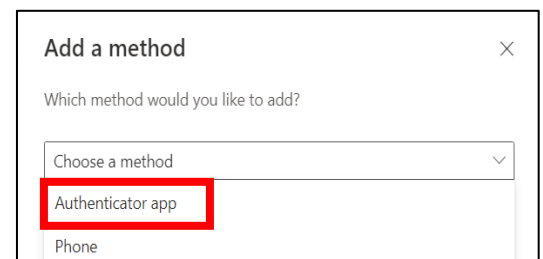
2.) Find the tile titled “Security Info” and click on “Update info”.



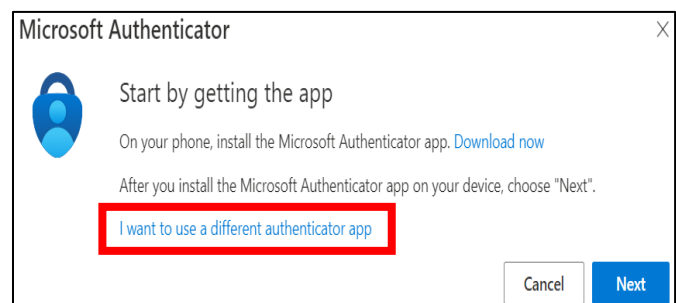
3.) Click “Add sign-in method”.



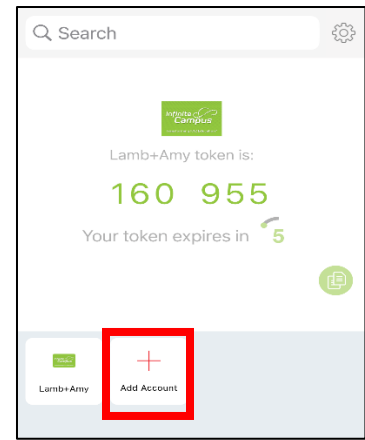
4.) From the dropdown menu, choose “Authenticator app”, then click “Add”.



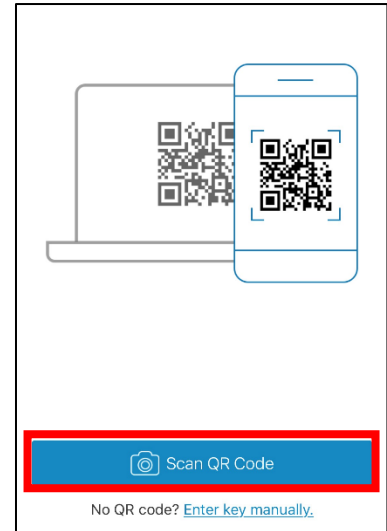
5.) Download the Twilio Authy app to your mobile device. On your computer, click “I want to use a different authenticator app”. Then click “Next”.



6.) On the Authy mobile app, click “Add Account”.



7.) Click “Scan QR Code”.



8.) Scan the QR code that appears on your computer screen and click “Save”. Then, click “Next” on the computer. Then, a 6-digit number will appear on your mobile device. Enter that number on your computer screen and click “Next”. Then click “Done”.

