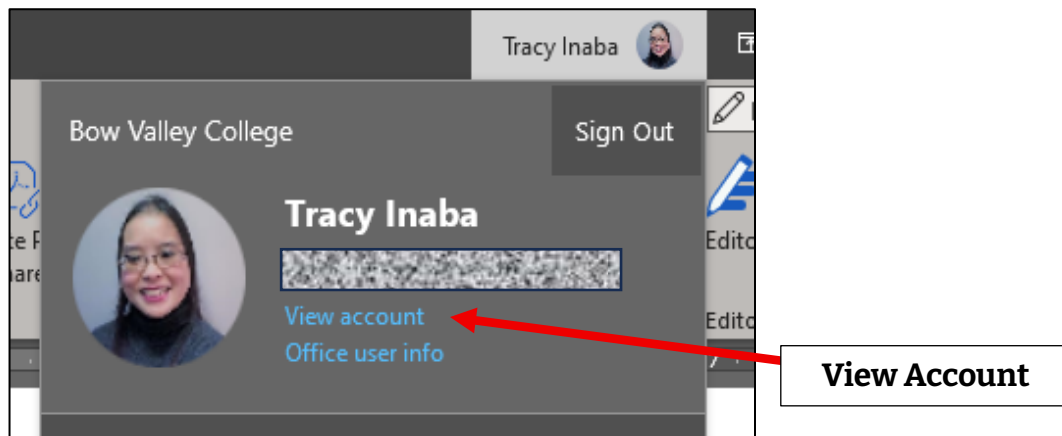


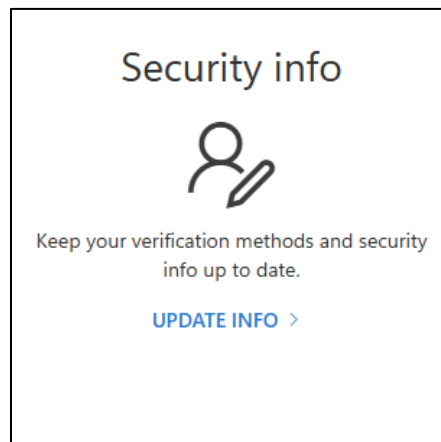
How to: Change your 2-factor authentication (text message code)

Remember to change your 2-factor authentication before you get rid of your old number or device!

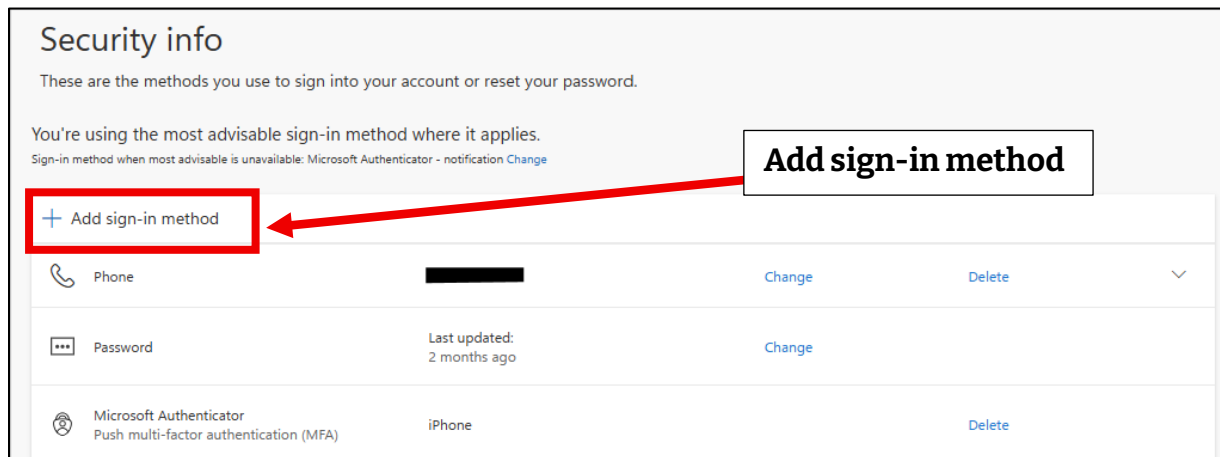
1. In Teams or in one of your Office apps, click on the dot with your initials or photo. In the window that appears, click on the link to “View Account”.



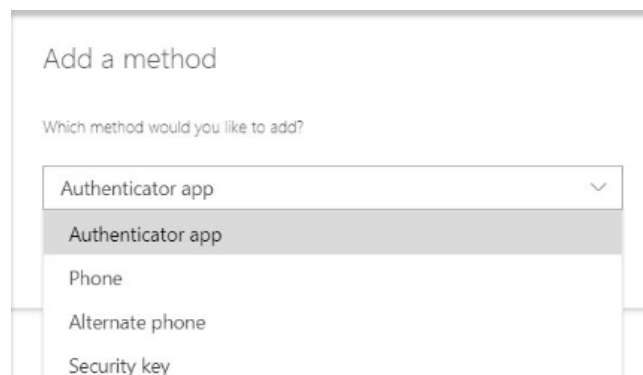
2. In the My Account window, find the box for Security Info. Click on the link to “Update Info”



3. On the Security info screen, you'll see your current 2-factor authentication methods. You can "Add a sign-in method" if you want to add a new number to your account. You can also use the Authenticator App if you can't receive text messages.



4. Choose the method you want to add



5. Follow the instructions to set up your new number or Authenticator app.

If you do not receive your code the next time you log in:

At the bottom of your login window, you will see a "I can't use my authentication method right now" link.

Click this link to get a list of other ways you can get your code – your new number should be listed as an option.