

Changing MFA Methods

Go to <https://mysignins.microsoft.com/security-info>

To add a method, click **Add Method** and choose the option and follow the steps it provides.

To change your default method, click **Change**(in blue).

To delete a method, click **Delete**(in blue) next to the method you wish to delete.

If you previously had the authenticator app on your phone and have to set it up again, you will need to remove the original one from your account first.

NOTE: TO USE THE VPN TO ACCESS NETWORK DRIVES, YOU MUST BE USING THE AUTHENTICATOR APP OR A PHONE CALL!

The screenshot shows the 'Security info' page. At the top, it says 'These are the methods you use to sign into your account or reset your password.' Below this, the 'Default sign-in method' is listed as 'Microsoft Authenticator - notification' with a blue 'Change' link circled in red. Below the default method is a '+ Add method' button, also circled in red. A table lists four methods: Phone, Office phone, Microsoft Authenticator, and Email. Each method has a 'Change' link and a 'Delete' link. The 'Delete' links for the Phone, Office phone, and Microsoft Authenticator methods are circled in red.

Method	Details	Change	Delete
Phone	+1 570 [REDACTED]	Change	Delete
Office phone	+1 5703682491 x6711	Change	Delete
Microsoft Authenticator	Sebastian's iPhone	Change	Delete
Email	[REDACTED]@gmail.com	Change	Delete