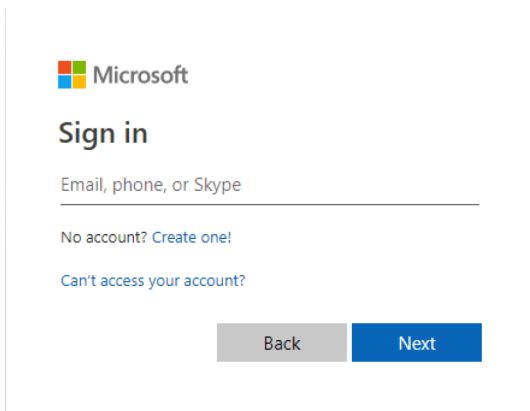
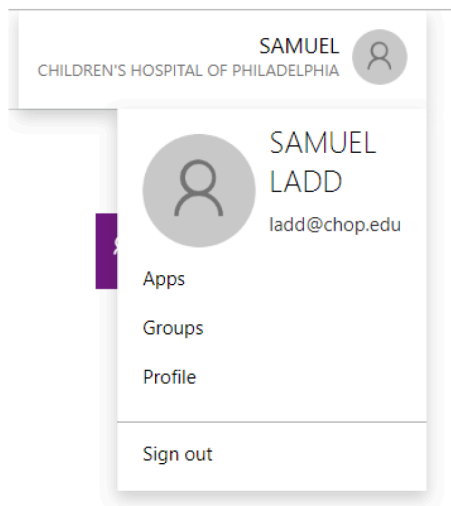


How to configure two factor authentications for Office 365 and Google@CHOP

1. Click on the Hyperlink to go to login page: [2-factor Authentication Setup Login](#)
2. If prompted Login using your CHOP Credentials in this format: [UserName@chop.edu](#). If not, skip to step 5.



3. Click on your name in the top right corner and choose **Profile**



How to configure two factor authentications for Office 365 and Google@CHOP

4. On the next screen choose “**Additional security verification**”.

- Manage account
 - Change password
 - Set up self service password reset
 - Additional security verification**
 - Review terms of use
-
- Sign out everywhere

5. Checkmark and enter an Authentication phone.

Stop here and click “Save” if you only wish to use Text as a second authentication factor. If you want to use the Microsoft Authenticator (recommended) checkmark “Authenticator app or Token”, then the “Set up Authenticator app” button.

Download the Microsoft Authenticator app for your smart phone.

https://www.microsoft.com/en-us/account/authenticator?cmp=h66ftb_42hbak or from the Apple App Store or Google Play as appropriate for your phone.

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?
We'll use this verification option by default.
Text code to my authentication p ▼

how would you like to respond?
Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	United States (+1) ▼	2153017502
<input type="checkbox"/> Office phone	Select your country or region ▼	267-426-9263 Extension
<input type="checkbox"/> Alternate authentication phone	Select your country or region ▼	
<input checked="" type="checkbox"/> Authenticator app or Token	Set up Authenticator app	

Save cancel

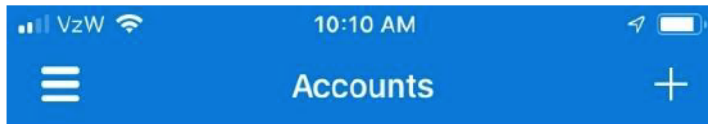
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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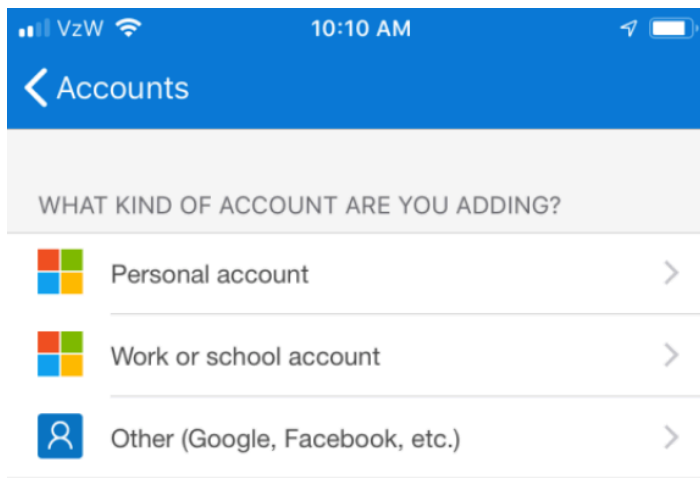
How to configure two factor authentications for Office 365 and Google@CHOP

A QR code will be generated and displayed on the computer screen.

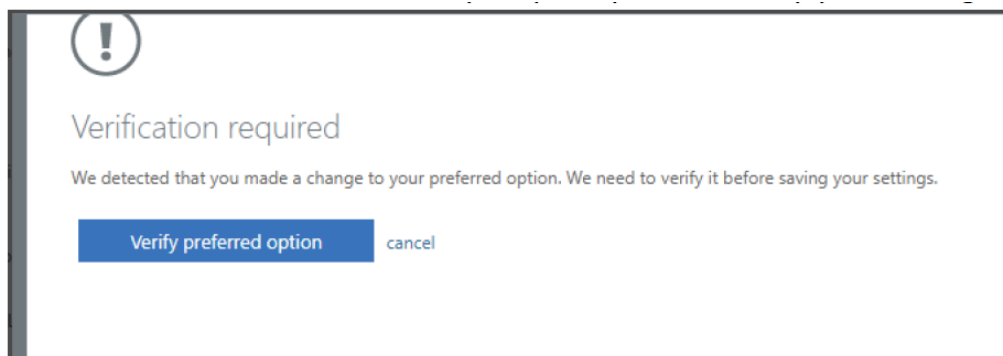
6. Launch the Authenticator app installed on the phone and choose the “+” to add an account



7. Choose “Work or school account” and scan the QR code with your phone.



8. Choose “Next” on the computer screen and respond to the phone when prompted.
9. Choose “Save” to finish. You may be prompted to verify your changes.



How to configure two factor authentications for Office 365 and Google@CHOP

10. Click “Verify preferred option” and approve on your phone, then “Close” when the screen displays Update successful.
11. Close the browser on your computer.

Your two-factor authentication has now been enabled.