

Add or Change Your Authentication Phone

You can add new phone numbers, or update existing numbers, from the **Additional security verification** page. Click this link to access this page: <https://aka.ms/mfasetup>

The screenshot shows the 'Additional security verification' page. At the top, it says 'Additional security verification' and provides a brief explanation: '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'. Below this, it asks 'what's your preferred option?' and 'how would you like to respond?'. There are three main options: 'Authentication phone', 'Office phone', and 'Alternate authentication phone'. The 'Authentication phone' and 'Alternate authentication phone' options are checked, and red arrows point to their respective country/region dropdowns and input fields. The 'Office phone' option is unchecked. There is also an option for 'Authenticator app or Token' which is checked, with a 'Set up Authenticator app' button. At the bottom, there is a 'Restore' button and a 'SAVE' button. A footer note states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

We strongly recommend that you add a secondary phone number to help prevent being locked out of your account if your primary phone is lost or stolen, or if you get a new phone and no longer have your original, primary phone number.

1. From the **How would you like to respond?** section of the **Additional security verification** page, update the phone number information for your **Authentication phone**. Enter your work or mobile phone.
2. Select the box next to the **Alternate authentication phone** option, and then type in a secondary phone number where you can receive text messages or phone calls if you can't access your primary device.
3. Select **Save**.

Note: Do not check **Office phone**. Checking it off will prevent you from saving your configuration.