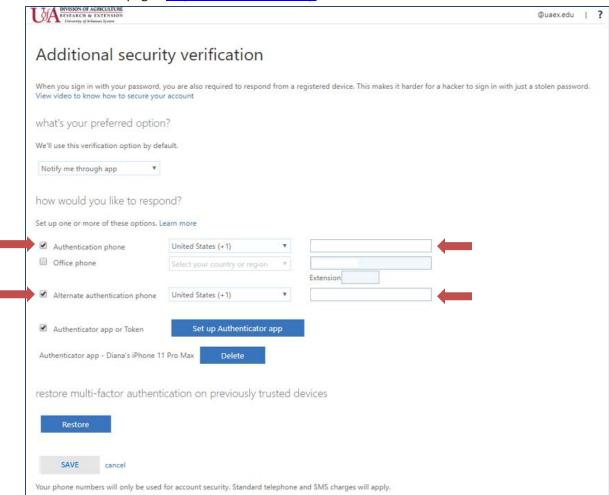


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## Add or Change Your Authentication Phone

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



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.

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