

# Enable Office 365 Two Factor Authentication

## Reference

- <https://www.microsoft.com/zh-cn/account/authenticator>
- [https://support.microsoft.com/zh-cn/office/%E5%B0%86-microsoft-%E8%BA%AB%E4%BB%BD%E9%AA%8C%E8%AF%81%E4%B8%8E-microsoft-365-%E9%85%8D%E5%90%88%E4%BD%BF%E7%94%A8-1412611f-ad8d-43ab-807c-7965e5155411#ID0EAAEAAA=\\_%E6%AD%A5%E9%AA%A4\\_1](https://support.microsoft.com/zh-cn/office/%E5%B0%86-microsoft-%E8%BA%AB%E4%BB%BD%E9%AA%8C%E8%AF%81%E4%B8%8E-microsoft-365-%E9%85%8D%E5%90%88%E4%BD%BF%E7%94%A8-1412611f-ad8d-43ab-807c-7965e5155411#ID0EAAEAAA=_%E6%AD%A5%E9%AA%A4_1)

## Step by Step

- Download and install 'Microsoft Authenticator' on your mobile phone.
- Login your Office 365
- click [View Account] on top-right
- choose [Security Info] on the left menu bar
- click [Add method]
- choose 'Authenticator app'
- click next a few times until you see the QR code
- scan with the microsoft authenticator app and then click next
- it will then ask you to 'approve' it on your mobile phone
- there should be 'microsoft authenticator' in the list. Click the [change] button to change the 'default sign-in method' to 'Microsoft authenticator'
- Then try logout and login again, after you enter the password, it should ask you to approve it on your mobile phone

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