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%A8-1412611fad8d-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
- there is a list of your authentication methods
- check if 'Microsoft Authenticator' is listed, if not, click [Add method]

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text	Change
+ Add method	
& Phone	
••• App password	
Microsoft Authenticator	
Email	

choose 'Authenticator app'

Last					
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, 053 00500066	
Add a method	
Which method would you like to add?	
Authenticator app	~
Authenticator app	
Alternate phone	

- click next a few times until you see the QR code
- scan with the microsoft authenitcator app and then click next
- it will then ask you to 'approve' it on your mobile phone

Microsoft	Authenticator			
-	Let's try it out Approve the notification we're sending to your app.			
		Back	Next	

• check your mobile phone and approve it

Microsoft Authenticator		
Notification approved		
	Back	Next

• there should be 'microsoft authenticator' in the list

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text ·	Change	
+ Add method		
& Phone		
••• App password		
Microsoft Authenticator		
Email		

• Click the [change] button to change the 'default sign-in method' to 'Microsoft authenticator'

+ Add method	
& Phone	Chu
App password	Change default method
Ø Microsoft Authenticator	Which method would you like to use to sign in?
🖾 Email	Microsoft Authenticator - notification
	Back Confirm

• Then try logout and login again, after you enter the password, it should ask you to approve it on your mobile phone

