



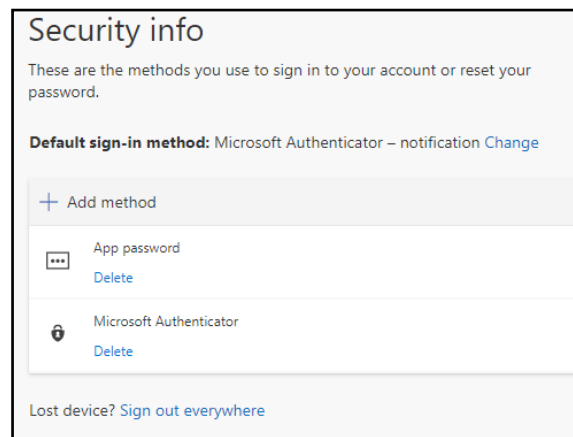
Managing multi-factor authentication

When setting up multi-factor authentication for the first time, the process guides you through the steps of setting up one particular multi-factor authentication method. It is possible, once you have chosen your first method, to add additional methods and to change your preference on what your default sign-in method you would like to use.

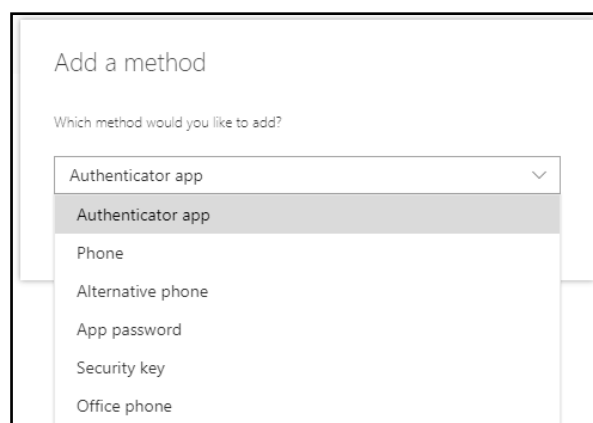
This guide will detail what steps are required to setup additional multi-factor methods, the steps required to remove a method and the steps to change your default sign-in method.

Adding a new multi-factor authentication method

1. Go to the [Microsoft Account page](#)
2. Click **Security Info**
3. The security info page will display with the method(s) you can use to sign in to your account.

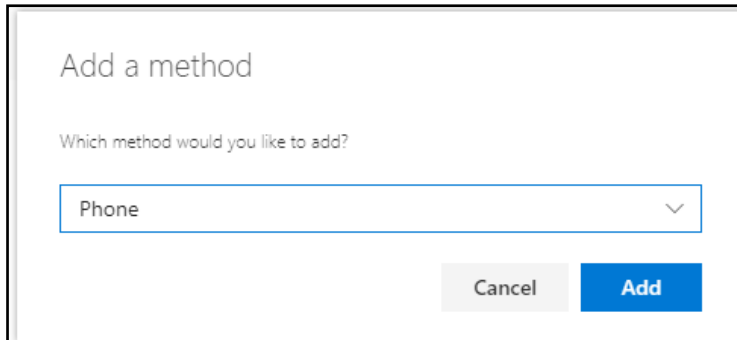


4. Click **Add Method**
5. Choose the option you would like to add as a further multi-factor authentication method in the drop-down menu





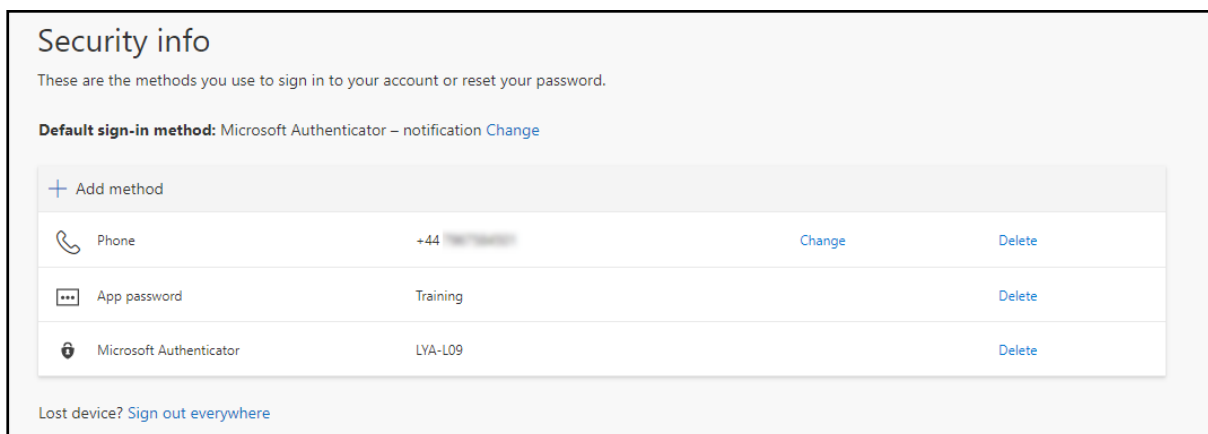
6. Click **Add**



Note: There are multiple methods for multi-factor authentication, for which there are specific guides for each. For further information on how to set up a specific method visit the [Help and guidance section on the multi-factor authentication project webpage](#) and select the appropriate guidance.

7. Follow the instructions for setting up each method

8. When the set-up is complete the new method will appear in the security info page



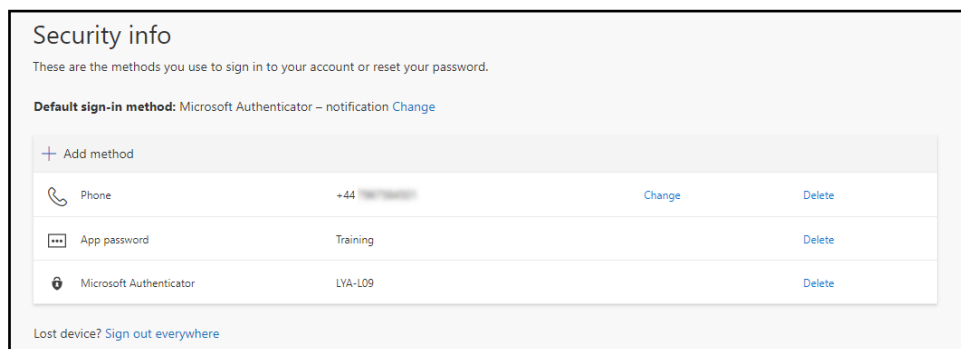
Method	Details	Change	Delete
Phone	+44 [redacted]	Change	Delete
App password	Training		Delete
Microsoft Authenticator	LVA-L09		Delete

9. To add further methods, return to step 4 of this guide and add additional methods.

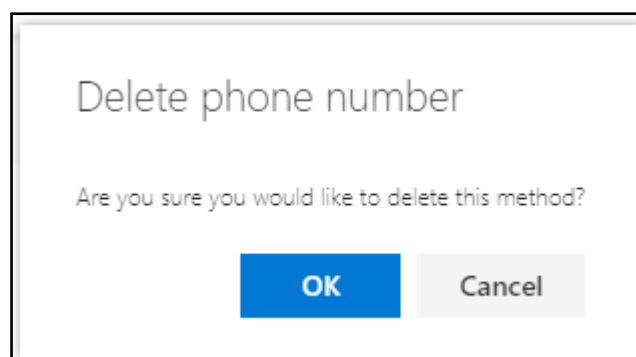


Deleting a multi-factor authentication method

1. Go to the [Microsoft Account page](#)
2. Click **Security Info**
3. The security info page will display with the method(s) you can use to sign in to your account.



4. Find the method that you want to delete
5. Click **Delete**
6. A confirmation message appears asking if you are sure that you want to delete that method



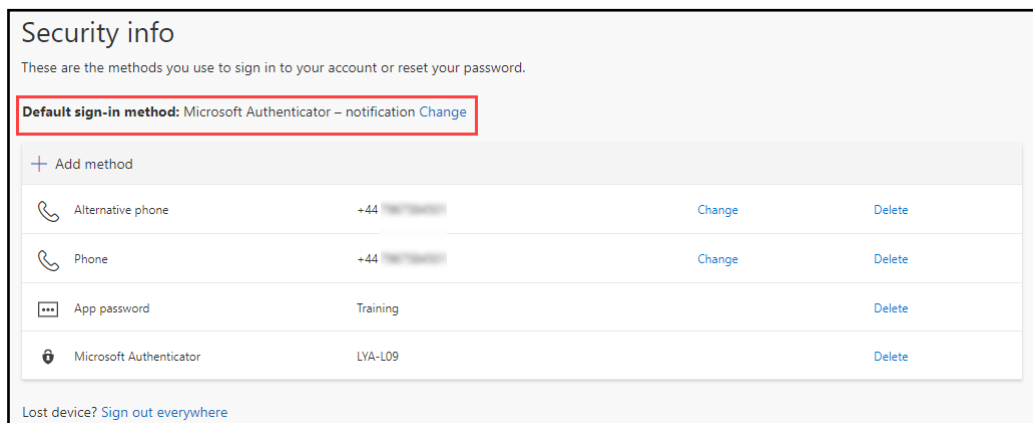
7. Click **OK**
8. A green confirmation message will appear in the top right corner advising that the method has been deleted
9. The Security info page will no longer display the deleted method

Note: If the method you delete is your default sign-in method, the system will automatically change the default method to the next available method

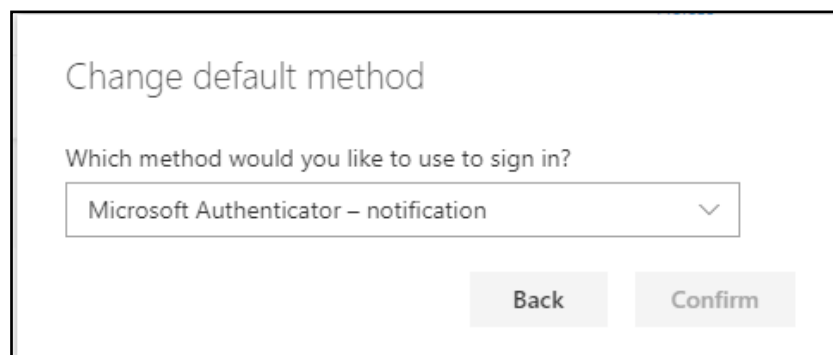


Amending your default sign-in method

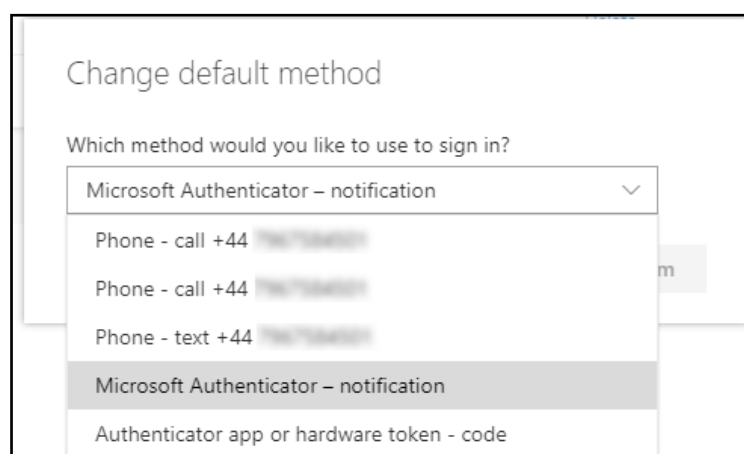
1. Go to the [Microsoft Account page](#)
2. Click **Security Info**
3. The security info page will display with the method(s) you can use to sign in to your account. The default sign-in method is displayed above the list of methods



4. Click **Change** next to the default sign-in method
5. The Change default method drop-down menu will display



6. Open the drop-down menu





7. Select your preferred default sign-in method

Change default method

Which method would you like to use to sign in?

Phone - call +44 [redacted] ▼

[Back](#) [Confirm](#)





8. Click **Confirm**
9. A green confirmation message will appear in the top right corner advising that the method has been changed
10. The default sign-in method will have changed to your newly preferred method.

Security info

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

Default sign-in method: Phone - call +44 [redacted] [Change](#)

[+ Add method](#)

	Alternative phone	+44 [redacted]	Change	Delete
	Phone	+44 [redacted]	Change	Delete
	App password	Training		Delete
	Microsoft Authenticator	LYA-L09		Delete

[Lost device? Sign out everywhere](#)