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

![Add a method](image)

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

![Security info](image)

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]

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]