

Set up **Microsoft Authenticator app** as your default sign-in method before you travel.

This authentication method outlined below will eliminate incurring any charges for notifications.

1. Go to the [My Sign-ins page](#)
2. The security info page will display with the method(s) you can use to sign-in to your O365 account. For this tutorial we'll be using **Microsoft Authenticator app or hardware token - code** as the default sign-in method. If you have this as your default method, then you do not need to change anything.

Security info

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

Default sign-in method: **Authenticator app or hardware token - code** [Change](#)

+ Add method				
	Phone	+1 917	Change	Delete
	App password	Initial app password20211207114203		Delete
	Microsoft Authenticator	SM-G950U		Delete
	Email	@gmail.com	Change	Delete

[Lost device? Sign out everywhere](#)

If you are already using the Authenticator app with notifications, you will need to select **Change** and change it to **Authenticator app or hardware token – code**:

Security info

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

Default sign-in method: Microsoft Authenticator - notification [Change](#)



Change default method

Which method would you like to use to sign in?

Microsoft Authenticator - notification

Phone - call +1 9174329199

Phone - text +1 9174329199

Microsoft Authenticator - notification

Authenticator app or hardware token - code

[Lost device? Sign out everywhere](#)

If you've never used the Authenticator app you will need to Add it. To Add the Authenticator app 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 - call +1 917... [Change](#)

[+ Add method](#)

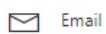


Phone

+1 917...

[Change](#)

[Delete](#)



Email

@gmail.com

[Change](#)

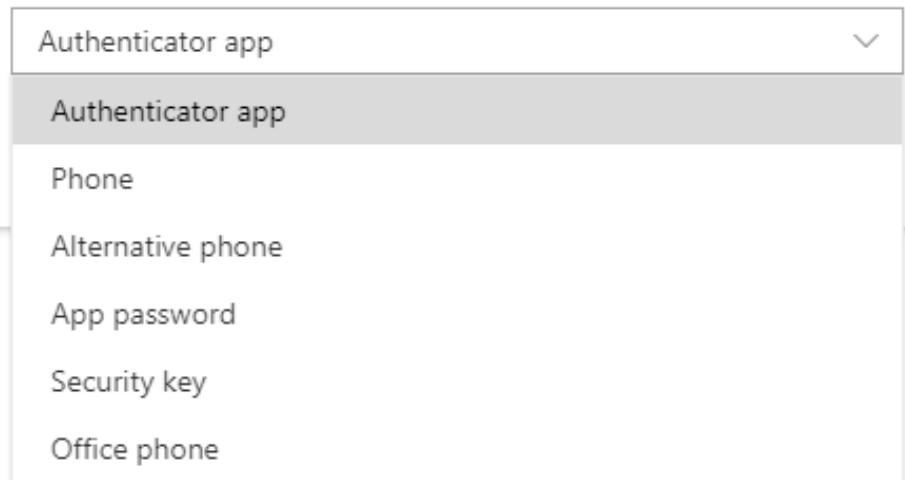
[Delete](#)

[Lost device? Sign out everywhere](#)

3. Choose Authenticator app in the drop-down menu.

Add a method

Which method would you like to add?



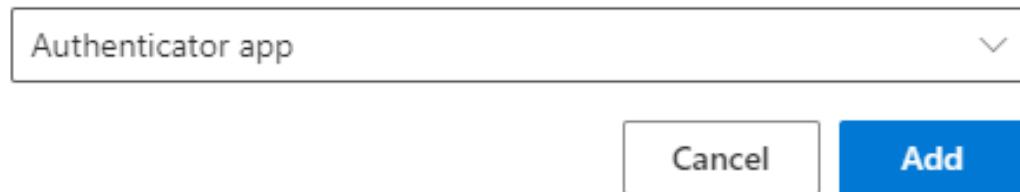
Screenshot showing the options available to add as a further multi-factor authentication method in the drop-down menu

4. Click Add

Add a method



Which method would you like to add?



Screenshot showing "Authenticator app" as the chosen authentication method to add

5. Follow the instructions for setting up this method. For more information on Microsoft Authenticator set up instructions please see: [Set up Microsoft Authenticator app on your Mobile device](#)
6. When the set-up is complete the new method will appear in the security info page

Security info

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

Default sign-in method: Authenticator app or hardware token - code [Change](#)

Add method				
	Phone	+1 917...	Change	Delete
	Microsoft Authenticator	SM-G950U	Delete	
	Email	@gmail.com	Change	Delete

[Lost device? Sign out everywhere](#)

Screenshot showing the authentication methods you have added in the security info page and what should be chosen as the default sign-in method.

To avoid any charges for notifications please ensure the Default sign-in method is set to **Authenticator app or hardware token – code**. If it is not, then click **Change** and select it.

Please note, when you authenticate using this method you will need to open the Microsoft Authenticator app on your smartphone and retrieve the code.

Additional security tip:

If you are accessing your email and apps using <https://portal.office.com> from a public computer (hotel, café or library) or any computer that does not personally belong to you please ensure you always sign out of your account when you are done by going to your profile icon and selecting sign-out:

1. In the upper-right hand corner or your web browser, select your picture or initials
2. Select **Sign Out**

?

JT

My account

X

JT

[REDACTED]
[REDACTED]@outlo...

[My profile](#)

[My account](#)

[Sign out](#)