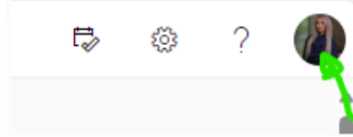
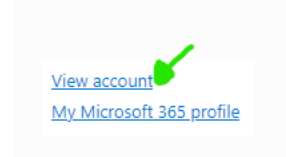


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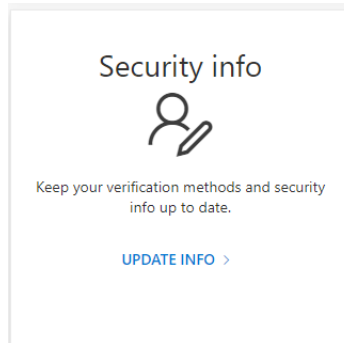
1. On your computer: Open a new browser window.
  - a. Navigate to <http://office.com>
2. On your computer: On the top right corner, click on your profile photo to access your account.



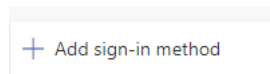
3. On your computer: Click on **view account**.



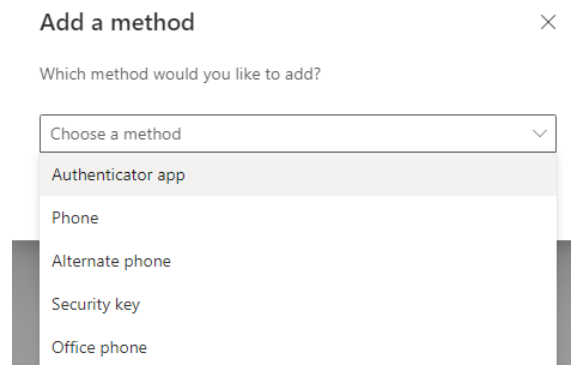
4. On your computer: Under security info, click **update info**.



5. On your computer: Click on **Add sign-in method**.



6. On your computer: Choose the **authenticator app** method from the dropdown and click add.



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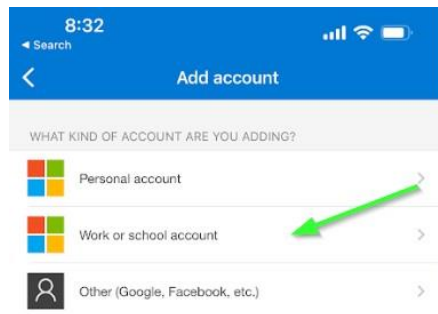
7. On your phone: If you have not already done so, download the Microsoft Authenticator App on your smartphone.
  - a. Once installed, the icon should mirror the image below.



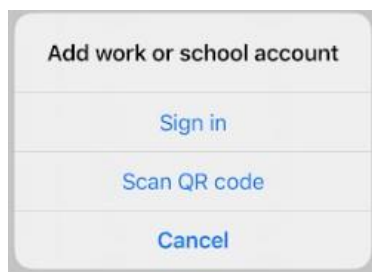
- b. You may choose to utilize SMS/Text messaging instead, by selecting **I want to set up a different method**. If electing this option, [click here to skip to step 17](#).
8. On your phone: Open the Microsoft Authenticator app and click the + sign in the upper right-hand corner to add an account.



9. On your phone: Click on **Work or school account**.

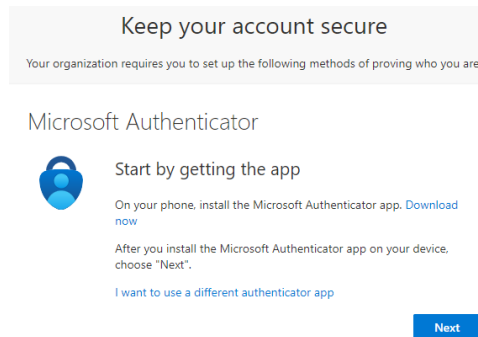


10. On your phone: Click on **Scan QR code**. Pause here.

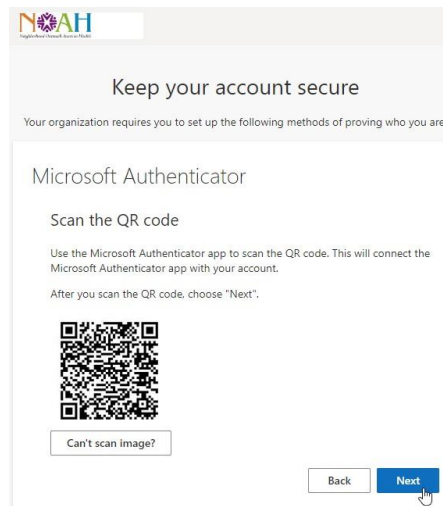


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11. On your computer: Prompt your computer by hitting the **Next** button. On your computer: A QR code should appear, like the one shown below.

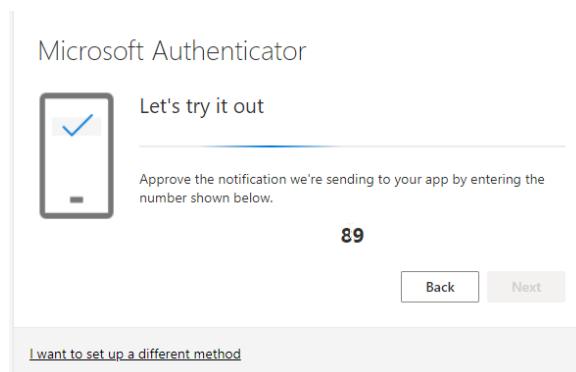


12. On your phone: Hover your smartphone's camera over the QR code on your computer to capture the QR code. (The QR code shown below is simply for reference).



13. On your computer: Hit **Next** to continue. On your computer: You will then see a similar screen like the one shown below.

- a. A unique two-digit number will be presented on your computer. (The number shown below is simply for reference).

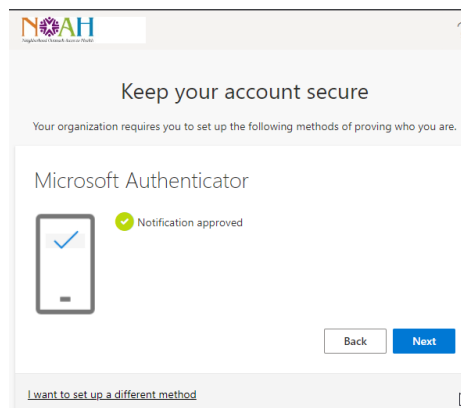


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14. On your phone: A screen should appear like the example below, prompting for the two-digit unique code.
- a. On your computer: Enter the two-digit code displayed on your computer here and hit **Yes**.

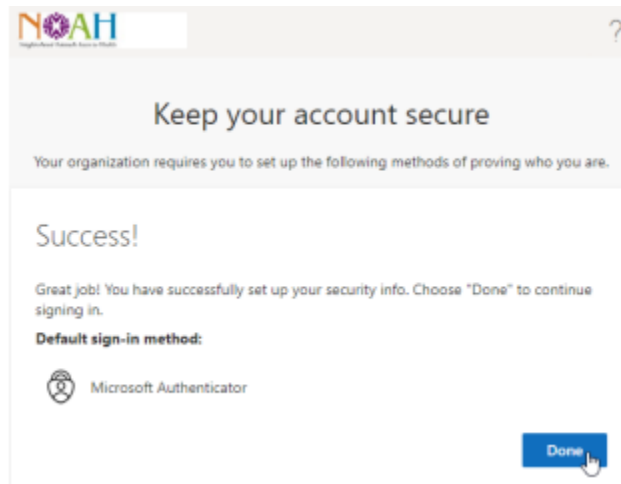


15. On your computer: A confirmation should appear, like the one below.
- a. Click **Next** to finalize enrollment.



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16. On your computer: A final message like the one below should appear. You have successfully enrolled in Multifactor Authentication!

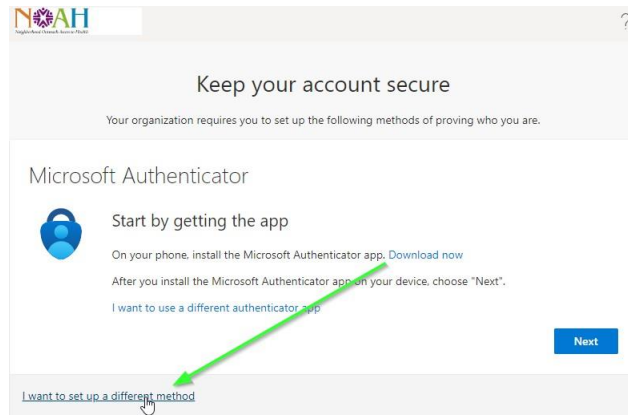


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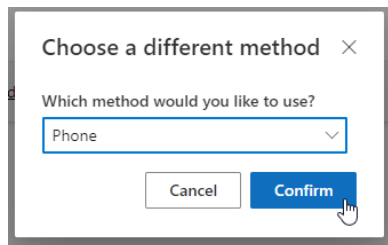
## Continuation from step 5 for SMS/text as a form of authentication:

17. On the computer: If electing SMS/text, select **I want to set up a different method**.



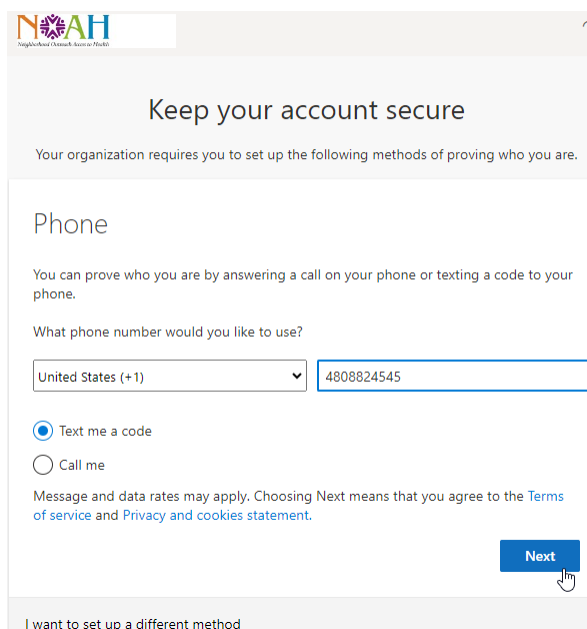
18. On your computer: From the drop down, select **Phone** option.

a. Click **Confirm** to continue.



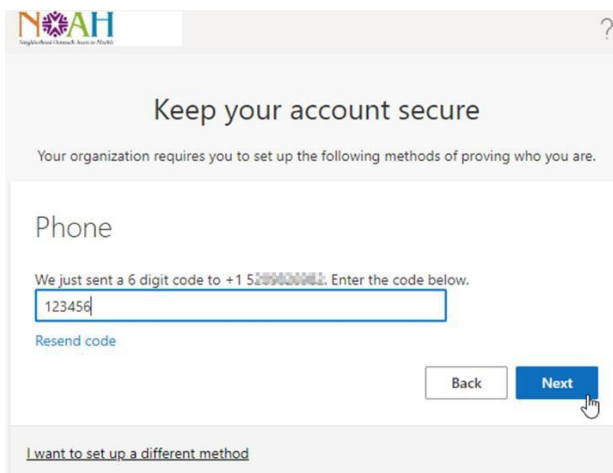
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19. On your computer: Type in the phone number you wish to utilize for authentication.  
 (\*\*Important Note: You will need to access this phone number in the future, each time you wish you confirm authenticity with multifactor authentication.)
- Select either **text** or **call**.
  - Select **Next**.



The screenshot shows a web page titled "Keep your account secure" with the NOAH logo in the top left. Below the title, it says "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below this, it explains: "You can prove who you are by answering a call on your phone or texting a code to your phone." It asks "What phone number would you like to use?" and shows a dropdown menu set to "United States (+1)" and a text input field containing "4808824545". There are two radio buttons: "Text me a code" (which is selected) and "Call me". Below the radio buttons, it says "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom right, there is a blue "Next" button with a mouse cursor over it. At the bottom left, there is a link: "I want to set up a different method".

20. On your phone: Depending on which option you selected on the computer (text or call), you will receive a message with a confirmation code on your phone.
- On the computer: Enter the six-digit code received.
  - Click **Next** to continue.

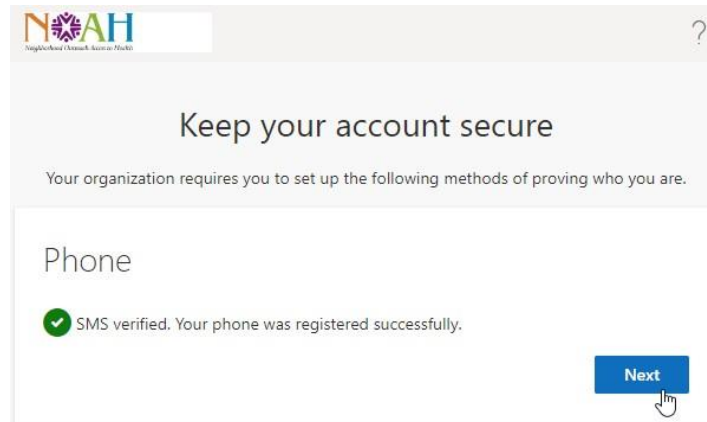


The screenshot shows the same web page as above, but now it says "We just sent a 6 digit code to +1 5209000000. Enter the code below." The text input field contains "123456". Below the input field is a link: "Resend code". At the bottom, there are two buttons: a white "Back" button and a blue "Next" button with a mouse cursor over it. At the bottom left, there is a link: "I want to set up a different method".

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21. On your computer: A confirmation message should appear, like the one below:

- a. On your computer: Click **Next** to finalize multifactor authentication.



22. A final message like the one below should appear. You have successfully enrolled in Multifactor Authentication!

