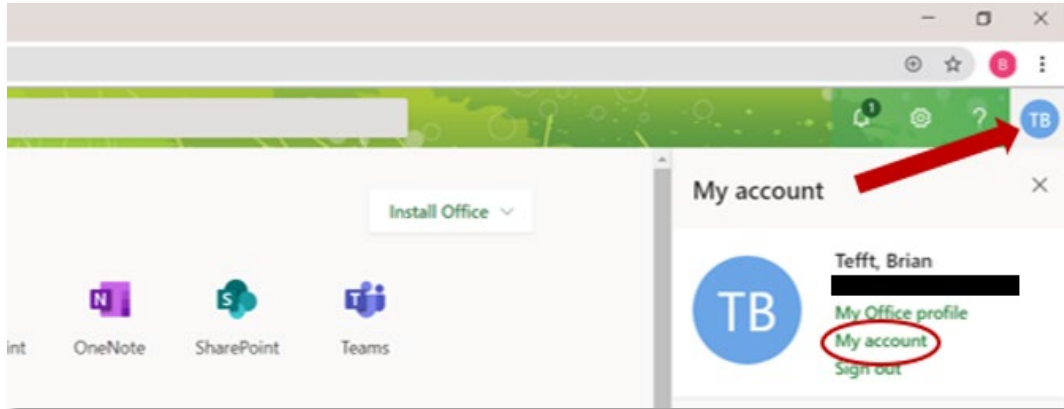
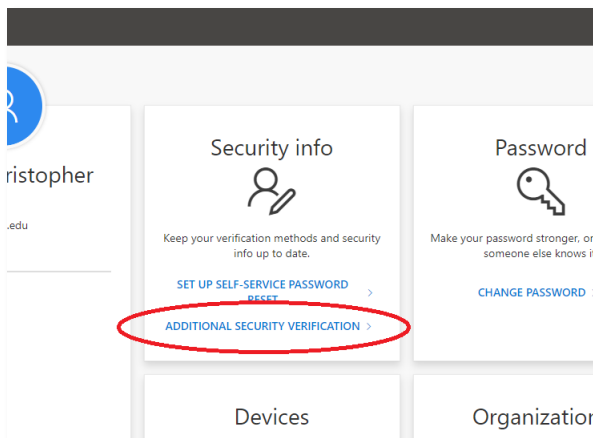


## How to Check/Change Your Security Verification Number for Office 365

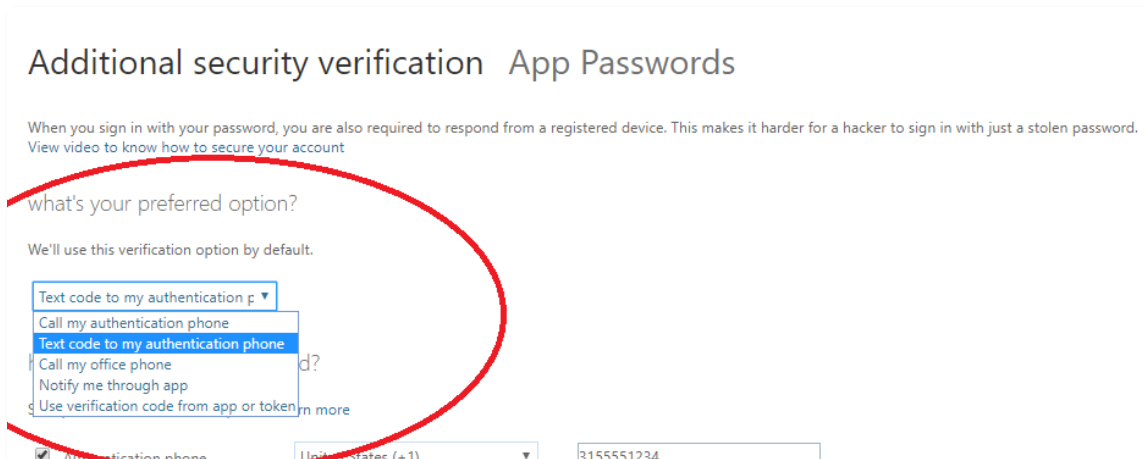
1. Log on to Office.com with your Morrisville account
2. Click on your profile icon in the upper-right corner
3. Click on **My Account**



4. Under **Security Info** Click on **Additional Security Verification**



5. Verify the method (Text, Voice or Authenticator App)



6. Verify/Change your phone number and secondary phone number or Authenticator App. You may have to enter your Office phone under Alternate phone instead.

Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account.](#)

what's your preferred option?  
We'll use this verification option by default.

Text code to my authentication p

how would you like to respond?  
Set up one or more of these options. [Learn more](#)

Authentication phone United States (+1) 3155551234

Office phone Select your country or region Extension

Alternate authentication phone United States (+1) 3156846000

Authenticator app or Token [Set up Authenticator app](#)

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Save](#) [cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

If you have difficulty receiving phone calls or texts, you may prefer the Authenticator App as your default or secondary option. To Choose that option:

1. Check the box **Authenticator app or Token** and click on the button **Set up Authenticator App**

how would you like to respond?  
Set up one or more of these options. [Learn more](#)

Authentication phone United States (+1) 3155551234

Office phone Select your country or region Extension

Alternate authentication phone United States (+1) 3156846000

Authenticator app or Token [Set up Authenticator app](#)

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Save](#) [cancel](#)


Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

2. Follow the steps on the box that pops up, which will require your phone. Go to the Google Play Store for Android or the App Store for Iphone and search for **Microsoft Authenticator**. Install and Open the app, and use it to scan the QR code on your computer screen.

## Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.  
Code: 712 284  
Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/098769101>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)