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.

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**.
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.