

# **How to Setup the Microsoft Authentication (MFA) with Cell Phone Text or Call**





# Sign into your Whitley County email

Open a web browser and go to our home page.

Select Staff and choose Webmail or click the link below

<https://login.microsoftonline.com/>

A screenshot of the Microsoft Sign in page. The page features the Microsoft logo at the top left, followed by the text "Sign in". Below this, there is a text input field containing the email address "donald.duck@" followed by a light blue rectangular box. Underneath the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page, there is a blue button with the text "Next".

Microsoft

Sign in

donald.duck@

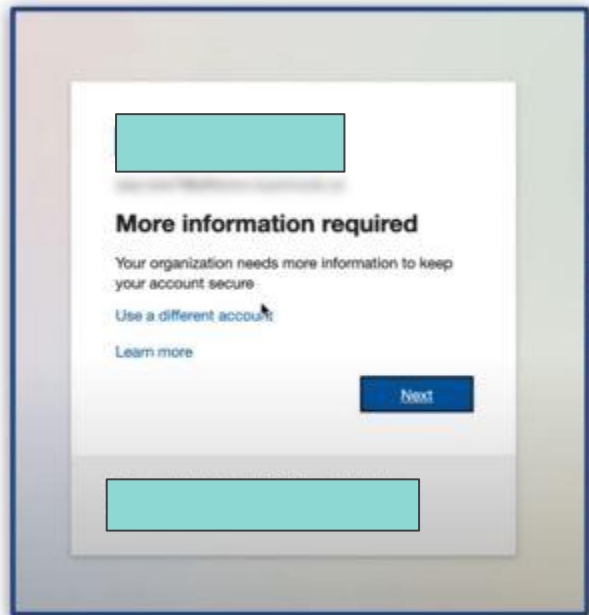
No account? [Create one!](#)

[Can't access your account?](#)

Next



## Click next at more information required.



If you do not get this prompt make sure to sign completely out of your email, not just close the window.

# For call or text select: I want to setup a different method.


Whitley County Schools

?

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

 **Start by getting the app**

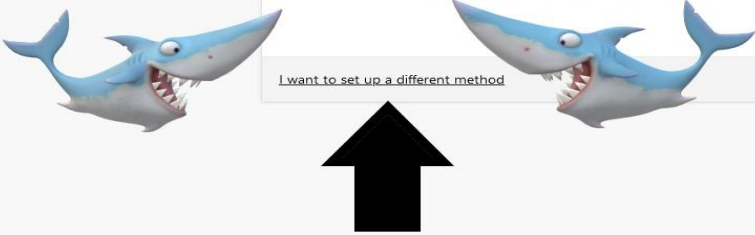
On your phone, install the Microsoft Authenticator app. [Download now](#)


After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[I want to set up a different method](#)

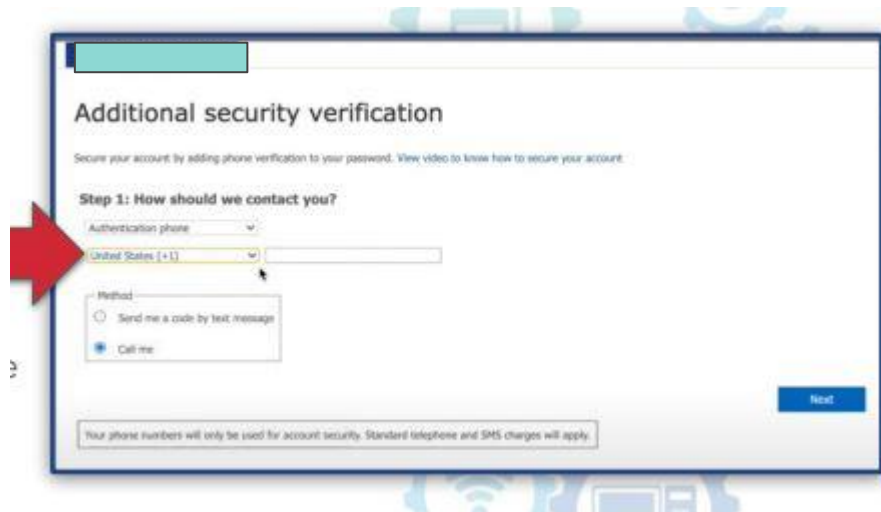
[Next](#)





**You will be directed to the additional security verification screen. This is how you will be contacted. Selecting authentication phone and send me a text is the simplest method.**

1. Select country
2. Enter your cell number
3. Choose send a code
4. Or call me



**Additional security verification**

Secure your account by adding phone verification to your password. View video to know how to secure your account.

**Step 1: How should we contact you?**

Authentication phone: United States (+1)

Method:

☐ Send me a code by text message

☒ Call me

[Next](#)

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



If you choose text you will receive a 6-digit code to complete the verification.

