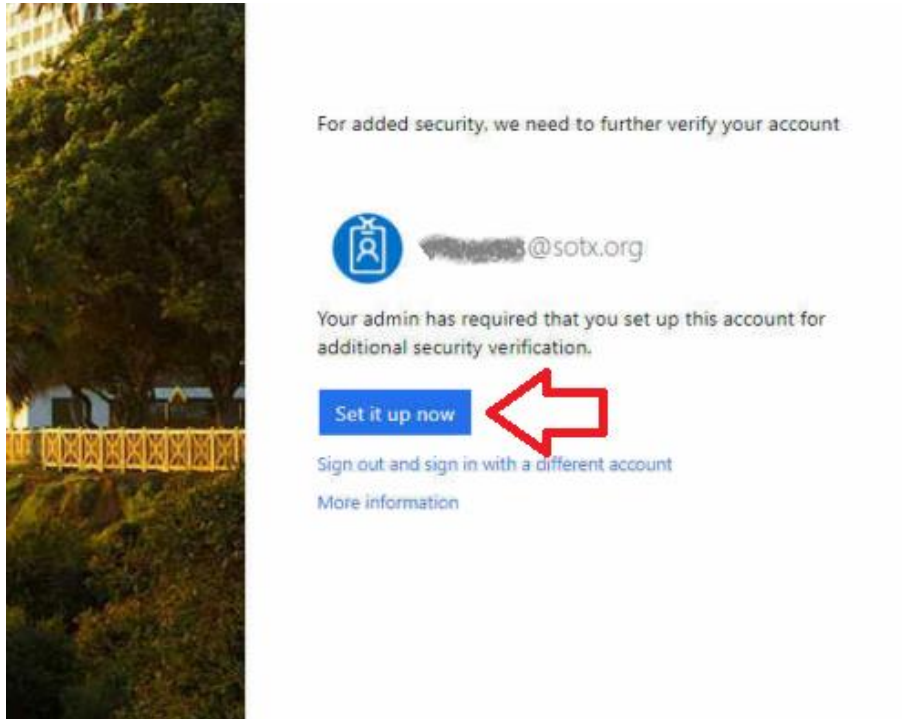


## Special Olympics Texas – Office 365 Multi-Factor Authentication for Users

Please sign into Office 365. To do this from your web browser just go to this link: <https://aka.ms/MFASetup>

You will be prompted to update/set-up your SOTX O365 account



Enter in your mobile phone number and click next

### 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

Select your country or region

Method

Send me a code by text message

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



Enter in the verification code sent as a text message to your mobile phone.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account.](#)

**Step 2: We've sent a text message to your phone at +1 [redacted]**

When you receive the verification code, enter it here

Cancel Verify

You will receive an **'App Password'**. This password will be used when signing into *applications* that use your Office 365 account (Most notably Outlook on your computer and Email on your phone). **Do not click 'Done' before taking note of this password.** Within an hour or so Outlook should prompt you for this password. You will also need to enter this into your phone email settings.

Your normal **'Account Password'** (that you have been using all along) will be used each time you sign into SharePoint or Web email through a web browser (you will also be prompted to enter in a verification code that will be sent as a text message to your phone).

The verification code insures that even if someone gets your password they cannot access your account unless they have your unlocked phone.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account.](#)

**Step 3: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more.](#)

Get started with this app password:

[redacted] [icon]

Done

You may see one more screen, but nothing further is needed at this point and the window can be closed.

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 [checked]

how would you like to respond?

Set up one or more of these options. [Learn more.](#)

Authentication phone United States (+1) [redacted]

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 any questions or issues please contact us at [sotxhelp@sotx.org](mailto:sotxhelp@sotx.org)**