

Enable two-factor authentication for Outlook

The best way to manage your two-factor authentication (2FA) accounts is to use the SecureAuth Authenticate app. The mobile app makes it easy for you to securely manage your online accounts and move beyond simple username + password credentials to protect your data and privacy.

1. Install the SecureAuth Authenticate app

Install SecureAuth Authenticate on your device:

- iOS – <https://itunes.apple.com/us/app/secureauth-otp/id615536686>
- Android – https://play.google.com/store/apps/details?id=secureauth.android.token&hl=en_US

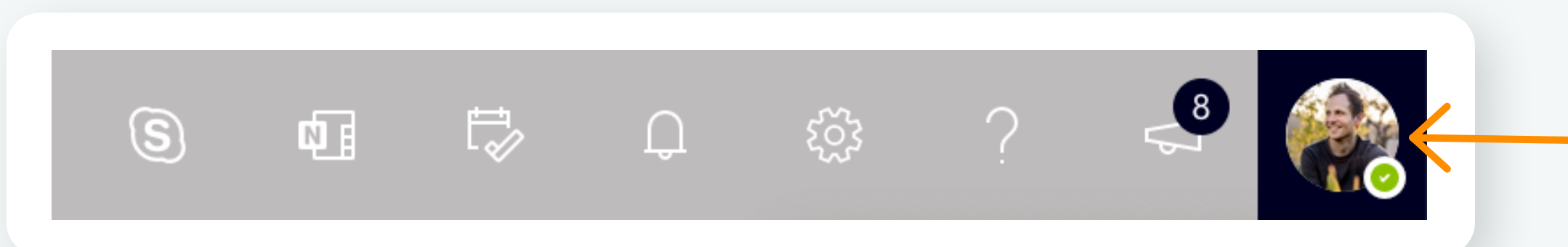
Note: If sites prompt you to use Google Authenticator for two-factor authentication, you can substitute and use the SecureAuth Authenticate 2FA app instead.

2. Locate two-factor authentication

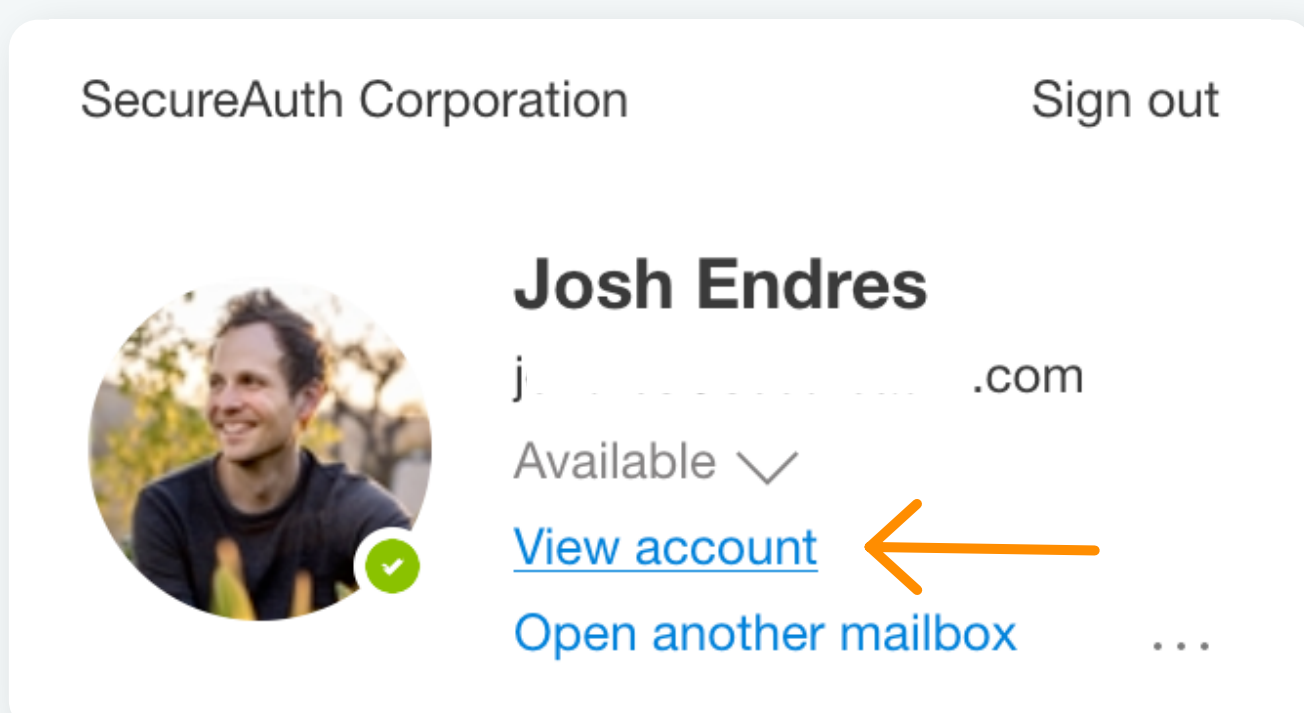
Secure your Microsoft Outlook account with something stronger than SMS/text-based 2FA, secure it with SecureAuth Authenticate app's time-based one-time passcode (TOTP) 2FA.

➤ Sign-in to your Outlook account: <https://outlook.live.com/>

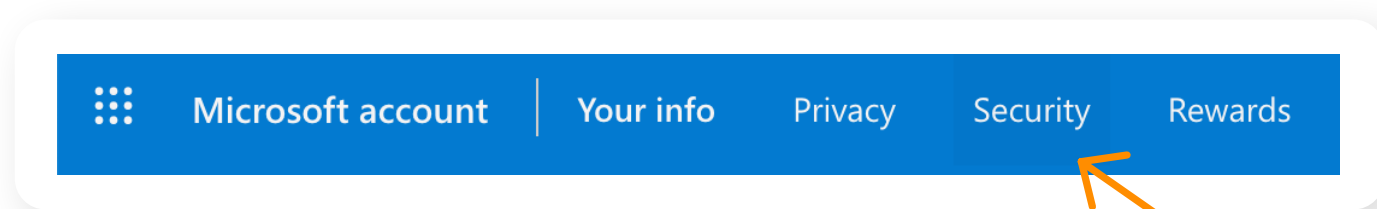
➤ Click your profile picture or icon located at the top right of the page.



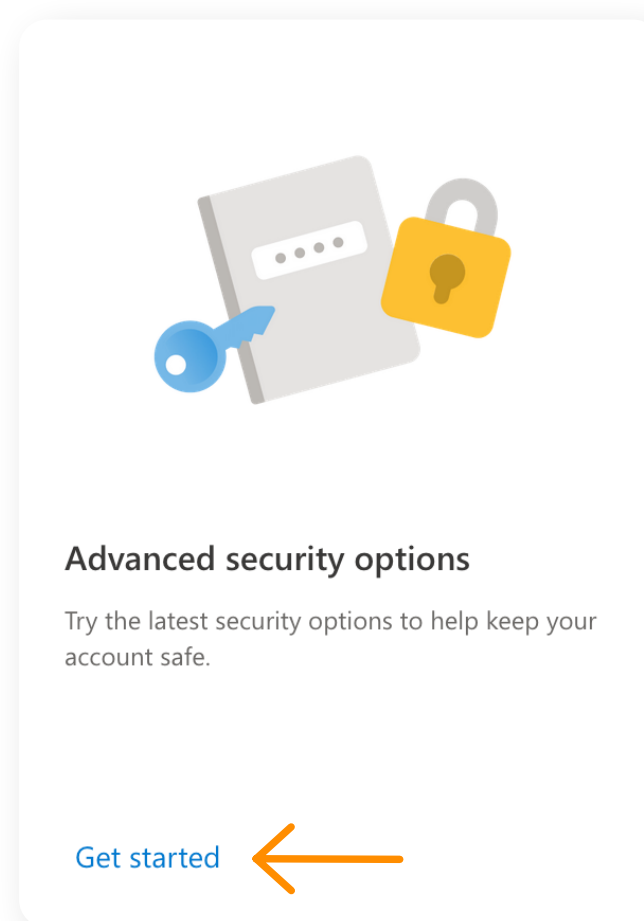
➤ Click the "My Account" link.



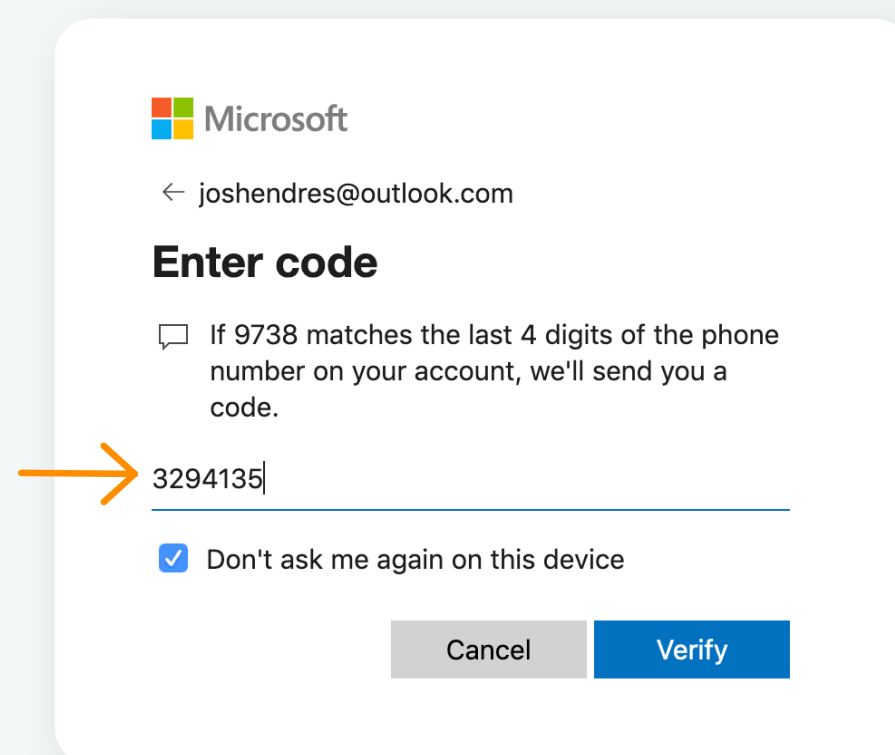
📁 In the next window, **select "Security" from the navigation menu** at the top of the page.



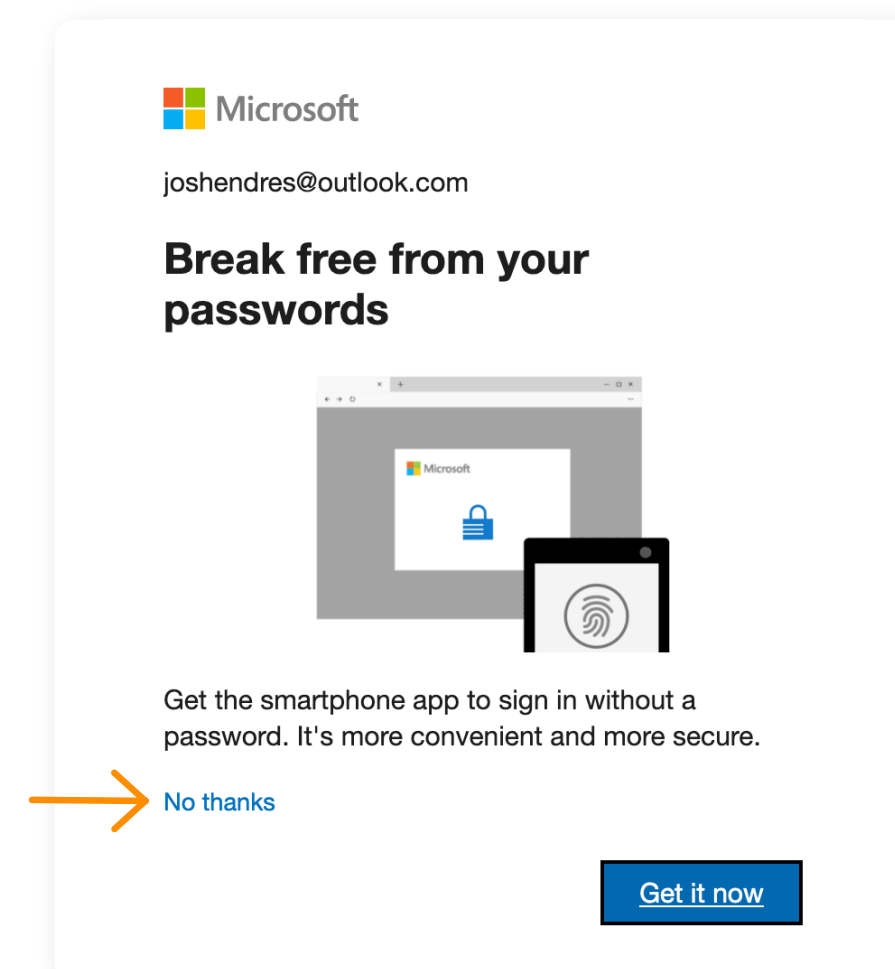
📁 From the options available, **scroll to Advanced Security Options and click "Get Started"**.



📁 **Note:** Because you are accessing sensitive data, you will be asked to reenter your password credential. A pop-up window provides the option to receive a verification code via SMS/text. **Once received, enter the code and click "Verify"**.

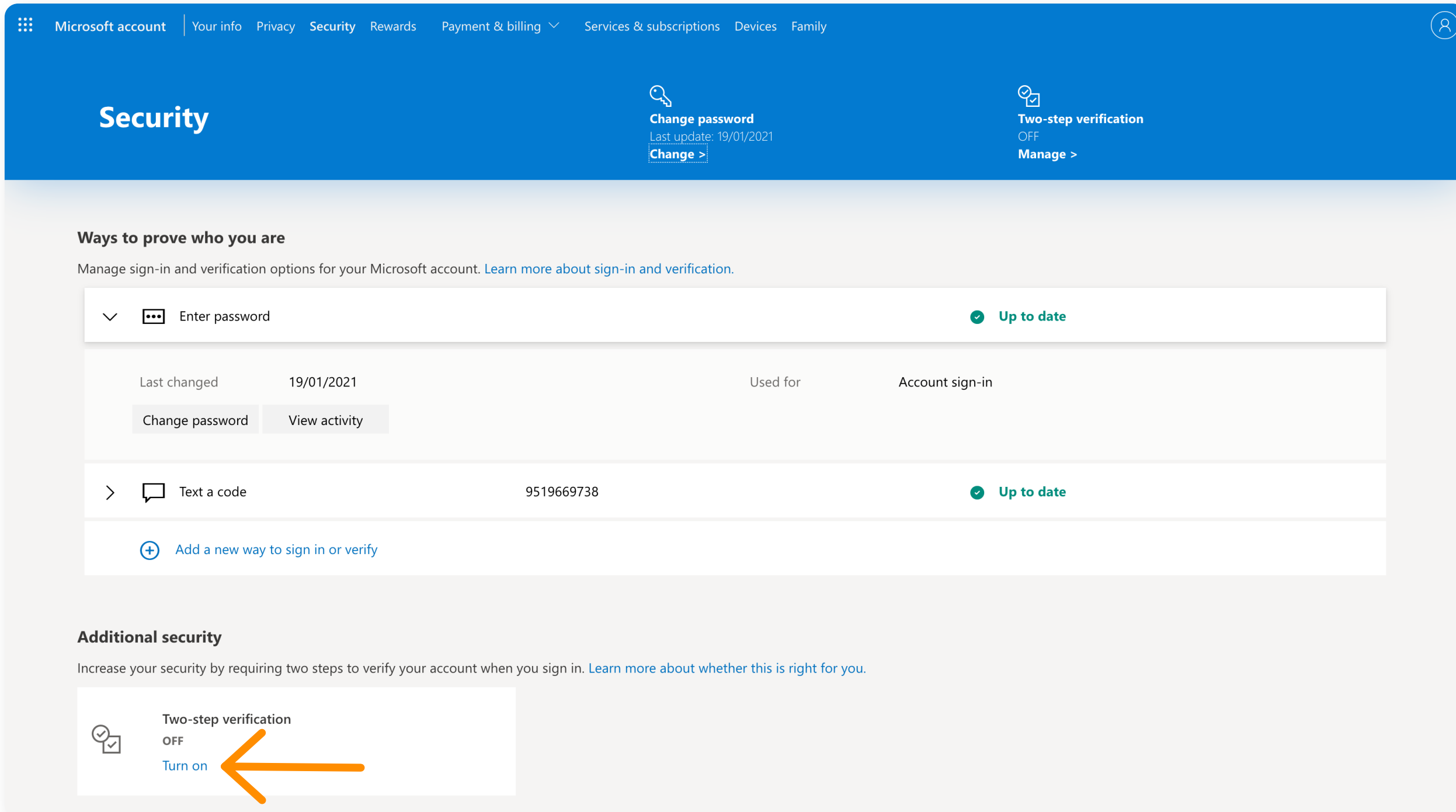


📁 Once verified, a pop-up window will appear offering instructions to download the Microsoft authenticator app. **Click "No Thanks"**



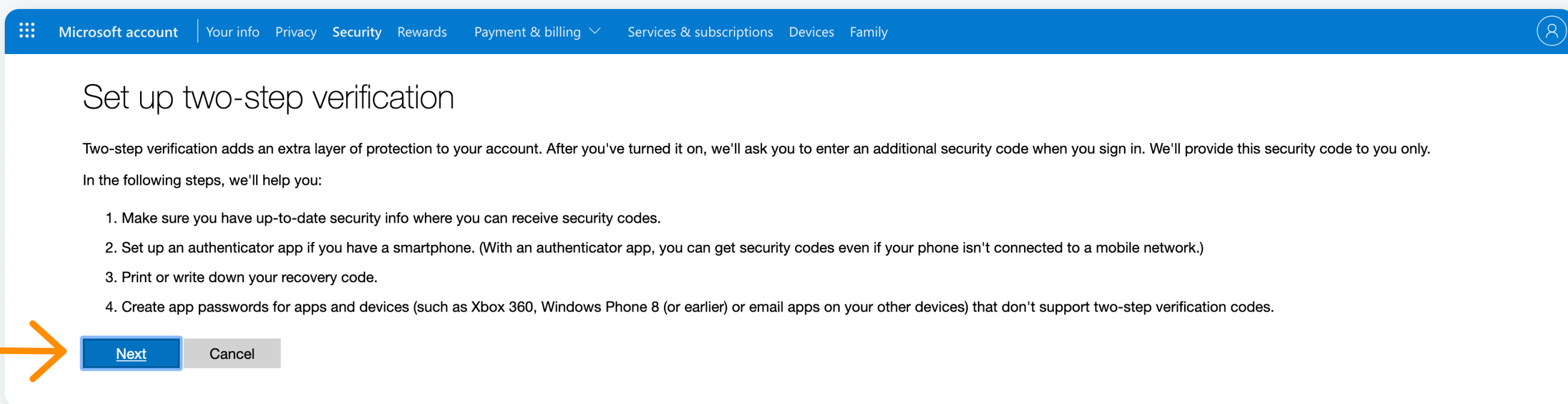
3. Setup and Enable 2FA on the SecureAuth Authenticate app

From the Security management page scroll to the bottom of the page where you will see Two-step verification, **click "Turn on"**

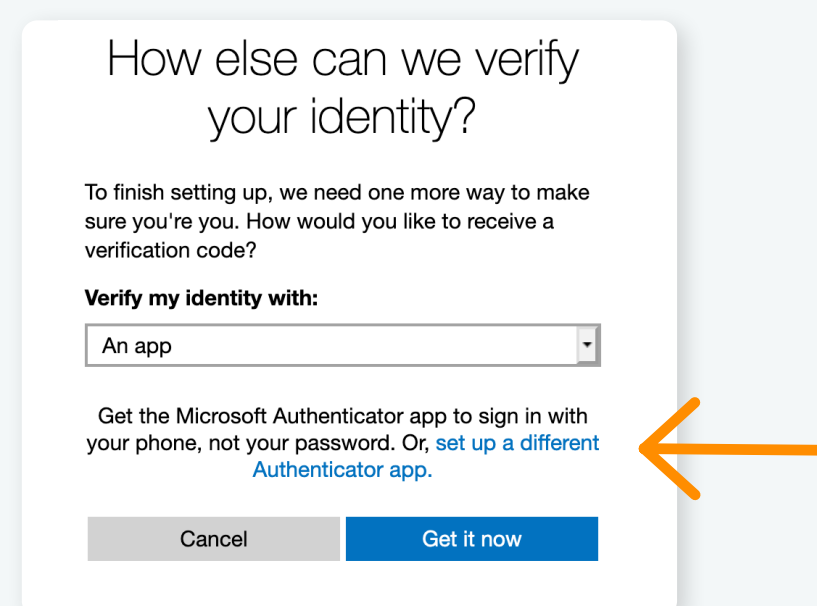


Note: You will be prompted again to enter your account password.

From the Setup two-step verification page, review the four bullet points and **click "Next"**

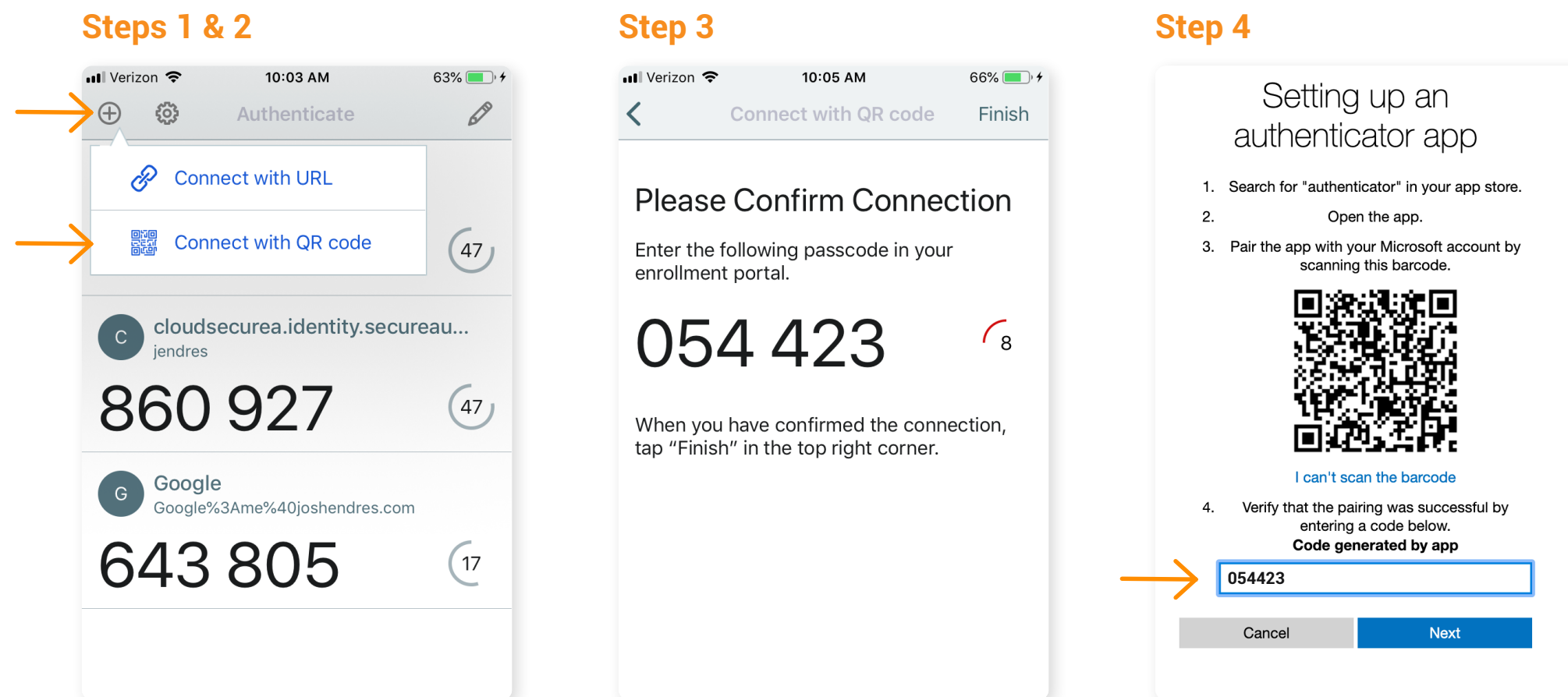


On the next page, **click "Setup a Different Authenticator app"**



Ready your mobile device:

1. Get your device and **“open” the SecureAuth Authenticate app.**
2. **Touch the “plus” button** in the upper left-hand corner and **Select “Connect with QR code”**
3. **Point your device camera at the QR code.** A 6 digit code will be generated.
 - a. **Note:** *The code is good for 30 seconds, then a new code is displayed*
4. **Enter the code** into the field provided and **click “Next”**.



4. Finishing Up

Be sure to capture your recovery code and secure it in a safe place and **Click “Next”**

Two-step verification is turned on

If you ever need to recover access to your account, this code will help. You should print it or write it down, and store it in a safe place. We strongly recommend that you don't store your recovery code on a device.

If you previously had a recovery code, it is no longer valid. Use this new code instead.

Your new code is **LLY9H**

SB [Print code](#)

Next

📄 If you sync your Outlook email with a mobile device, follow the instructions provided by Microsoft.

Setting up your smart phone with an app password

There are a few steps you need to take to make sure all your apps and devices work with your Microsoft account. You need to create an app password for apps or devices that don't accept security codes. First, if you sync your Outlook.com emails with your smartphone, choose a link below to get instructions.

Do you sync your Outlook.com emails on any of the following devices?

- [I sync my Outlook.com emails on an Android phone](#)
- [I sync my Outlook.com emails on an iPhone](#)
- [I sync my Outlook.com emails on a BlackBerry phone](#)

If you don't sync your Outlook.com emails with any of the above devices, tap or click Next.

Next

📄 Follow the instruction accompanying each of these apps or devices as appropriate.

Click "Finish"

Some other apps and devices need an app password too

If you use any of the following, [learn more about how to set them up](#):

Xbox 360
Outlook desktop app for your PC or Mac
Office 2010, Office for Mac 2011 or earlier
Windows Essentials (Photo Gallery, Movie Maker, Mail, Writer)
Zune desktop app

You can also set these apps and devices up with an app password later, but they won't work until you do. Visit the security info page at any time to get a new app password for each app or device that needs one.

Finish