

Multi-factor Authentication – Microsoft O365 Instructions for Registering a Phone

1 - Go to: <https://email.smus.ca> on any internet connected device

St. Michaels University
School Login

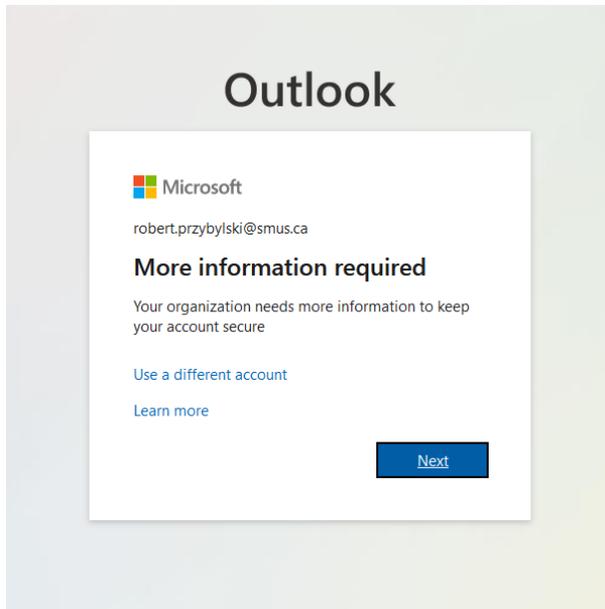


Please enter your username and password

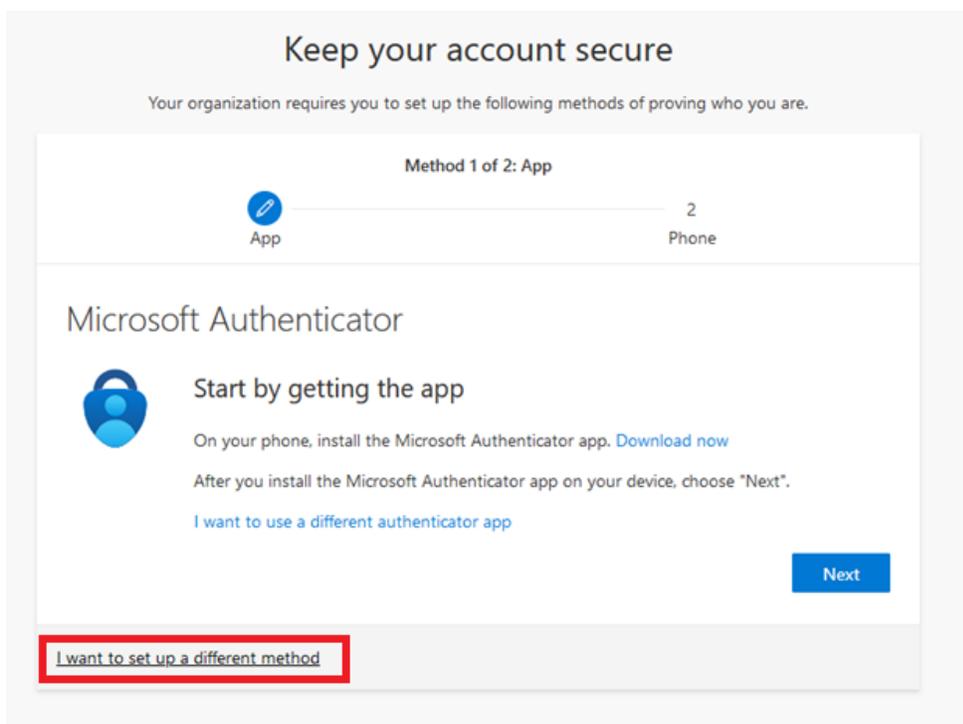
Sign in

[Click Here to Manage your SMUS password](#)

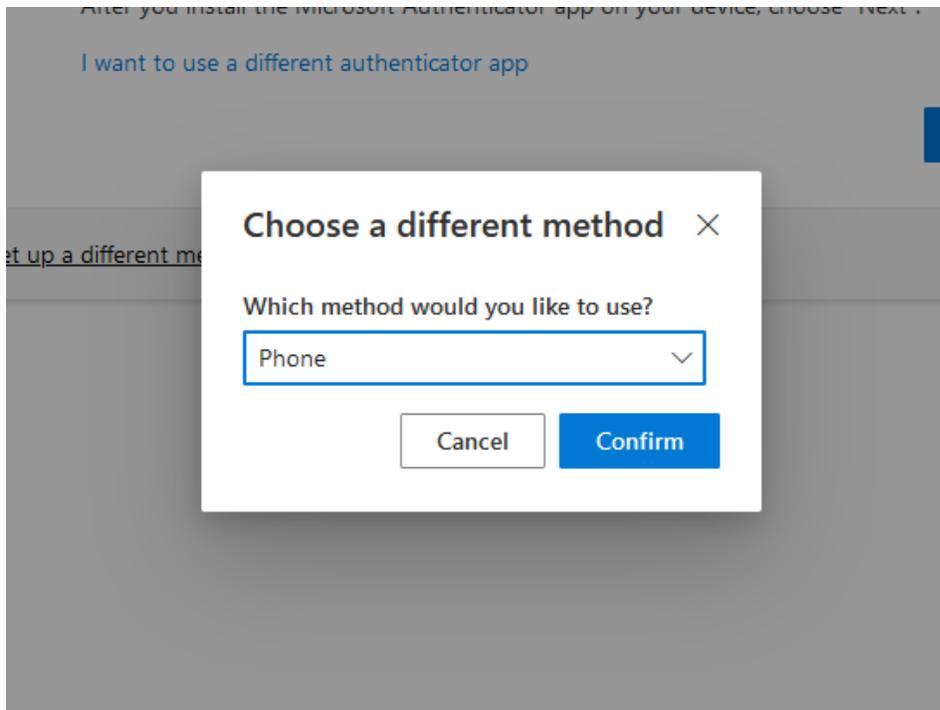
2 - Login with your usual SMUS network username/password



3 – Click on the Next Button



4 – Click on the link: I want to set up a different method



5 – Choose Phone from the drop down menu – click Confirm

A screenshot of a web application titled "Keep your account secure". Below the title is the text "Your organization requires you to set up the following methods of proving who you are." The main content area is titled "Method 1 of 2: Phone" and shows two options: "Phone" (selected with a blue circle and pencil icon) and "App" (with a "2" next to it). Below this, the "Phone" section is active, with the text "You can prove who you are by answering a call on your phone or texting a code to your phone." It asks "What phone number would you like to use?" and has a dropdown menu for the country code set to "Canada (+1)" and a text input field containing "250-686-6192". There are two radio button options: "Text me a code" (selected) and "Call me". Below these is a note: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A blue "Next" button is at the bottom right. At the bottom left, there is a link: "I want to set up a different method".

6 – Choose Canada from the drop down menu Fill in your phone number in the next field

Make sure Text me a code is chosen - Click Next Button

Keep your account secure

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

Method 1 of 2: Phone

Phone 2
App

Phone

We just sent a 6 digit code to +1 250-686-6192. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

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

7 – Enter the 6 digit code that was texted to your phone – click Next

Keep your account secure

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

Method 1 of 2: Phone

Phone 2
App

Phone

 SMS verified. Your phone was registered successfully.

[Next](#)

8 – When you see this screen you are done. Please close the browser Window