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

SMUS Login

Please enter your username and password

robert.przybylski

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Sign in

Click Here to Manage your SMUS password

2 - Login with your usual SMUS network username/password
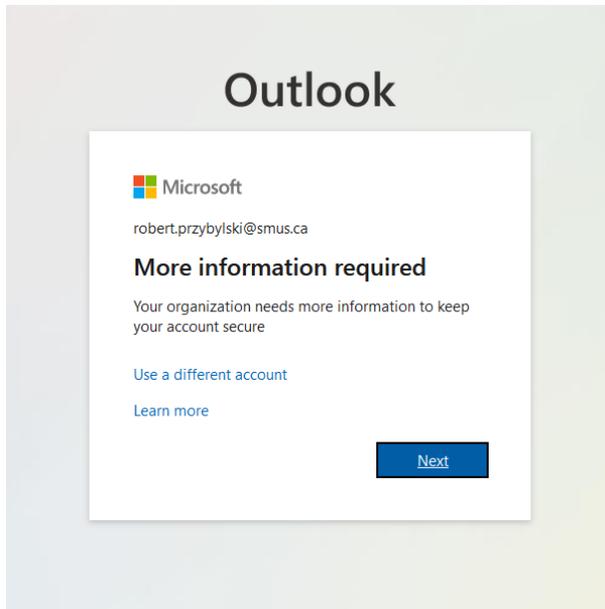
3 – Click on the Next Button
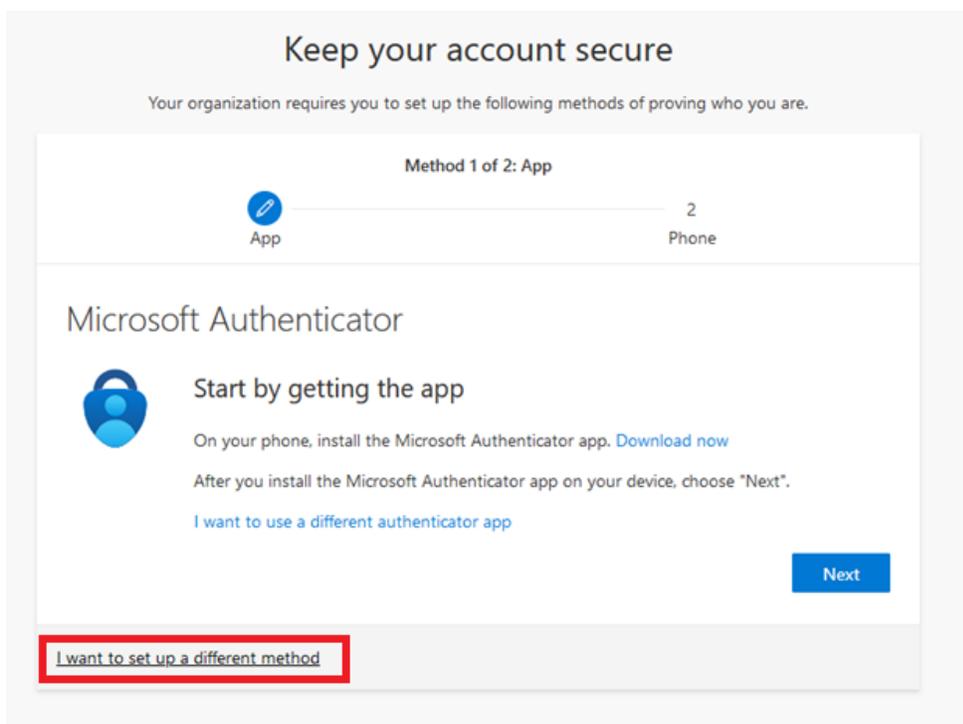
4 – Click on the link: I want to set up a different method
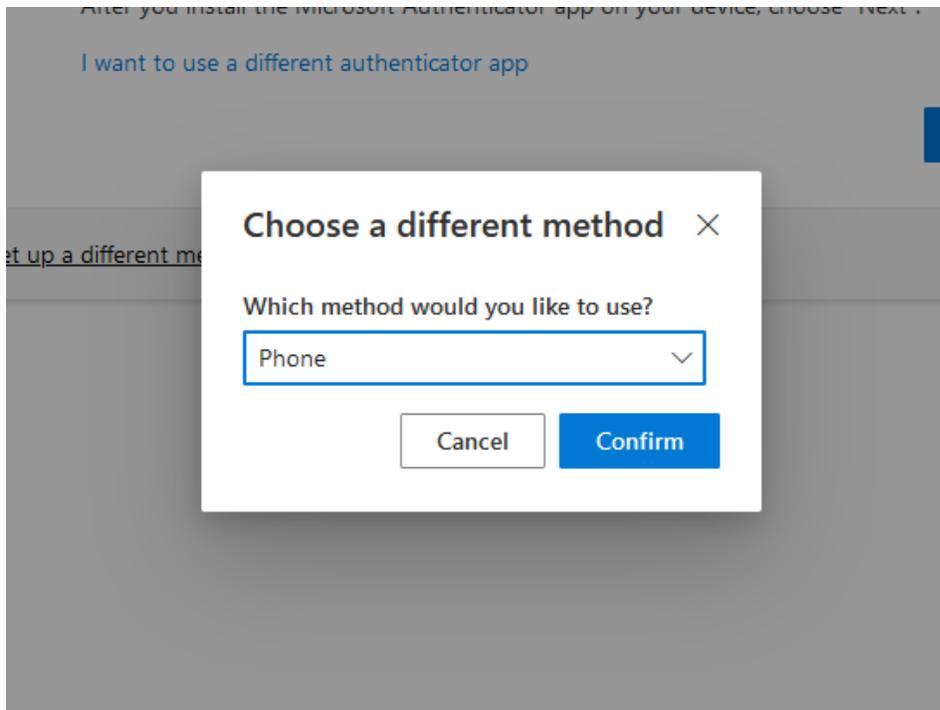
5 – Choose Phone from the drop down menu – click Confirm

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

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

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