

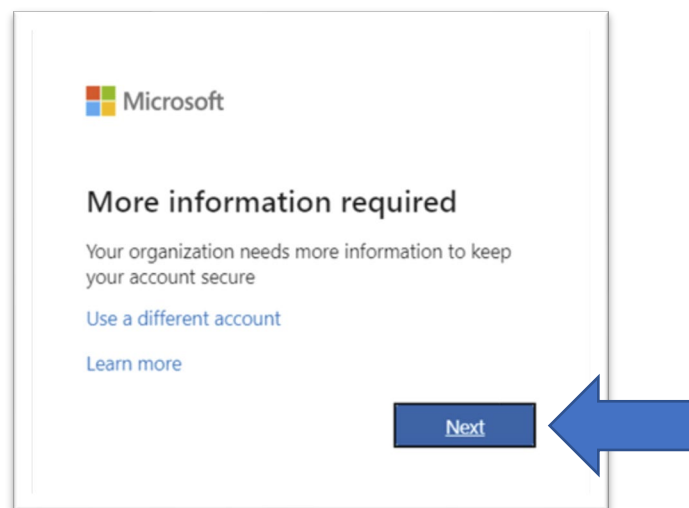
ENABLING MULTI-FACTOR AUTHENTICATION

END USER INSTRUCTIONS

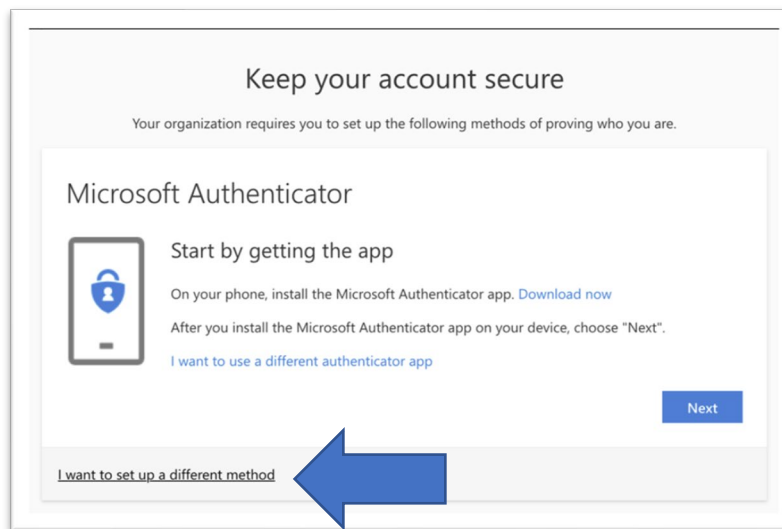
NOTE: TO COMPLETE THE SEUTP OF MULTI-FACTOR AUTHENTICATION, YOU WILL NEED TO KNOW YOUR EMAIL PASSWORD.

Once the IT Department has enabled Multi-Factor Authentication on your account, you will be asked to configure MFA next time you login.

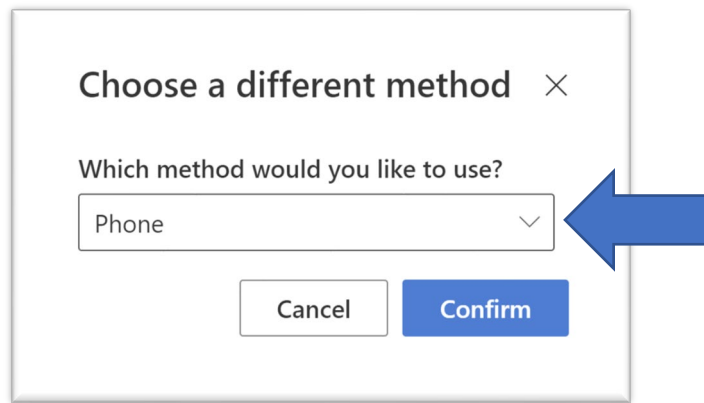
1. Start Outlook (or login online at outlook.com/jsco.net)
2. Click NEXT on 'More information required' screen



3. Click on 'I WANT TO SETUP A DIFFERENT METHOD' in the bottom right hand corner of the 'KEEP YOUR ACCOUNT SECURE' page



4. Select 'PHONE' from the drop down menu and click CONFIRM



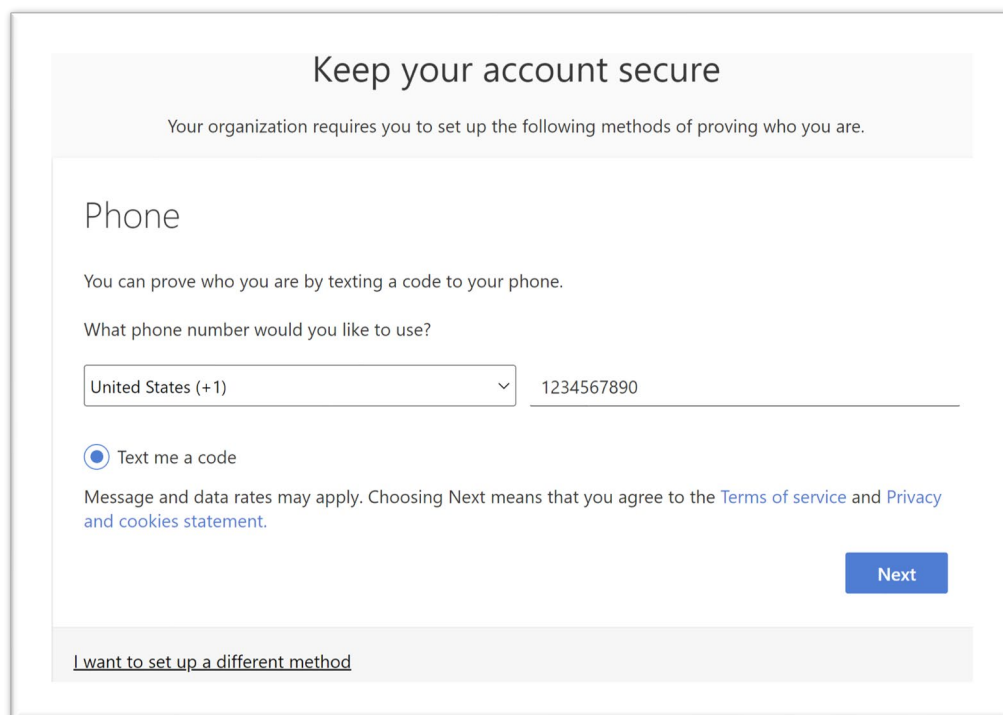
Choose a different method ×

Which method would you like to use?

Phone

Cancel Confirm

5. Enter your phone number and click NEXT



Keep your account secure

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

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1) 1234567890

☒ Text me a code

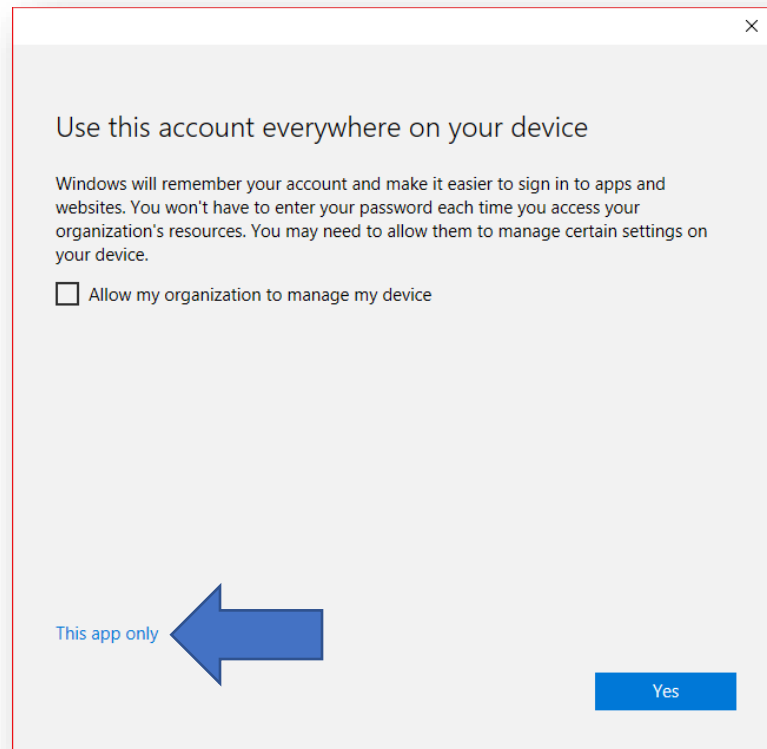
Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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

6. Confirm the 6-digit code on the next page and complete the MFA registration process

NOTE: You may receive a message asking you to 'Use this account everywhere on your device' (see screenshot next page). If you do, please click the 'This app only' link. If you click 'YES', you may simply close out the error message without ill effect.



If you have any questions, please email support@jsco.net or call 415-345-4410