Instructions for setting up two-factor authentication (2FA) for O365 services
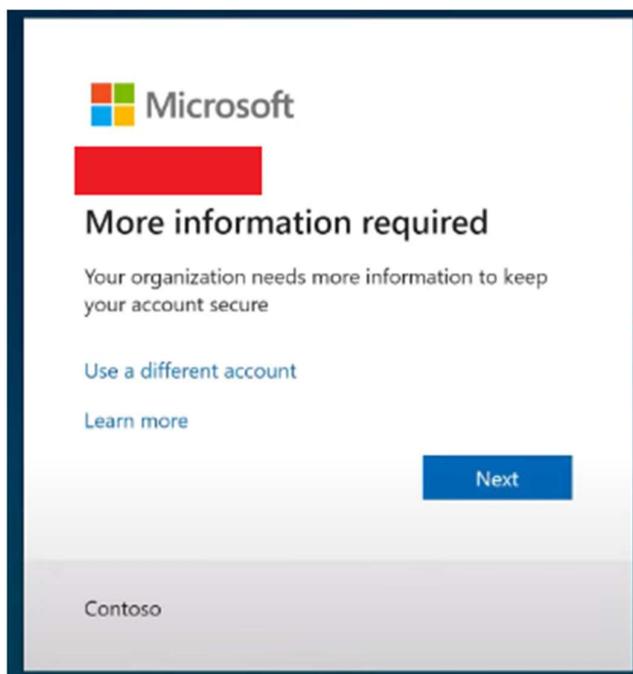
1. Log into https://www.office.com/ .
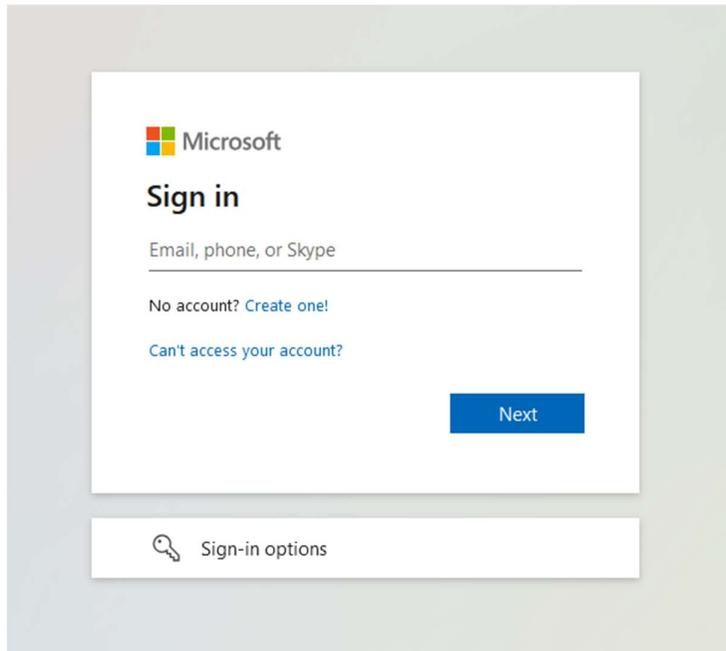
Email: name.surname@upr.si
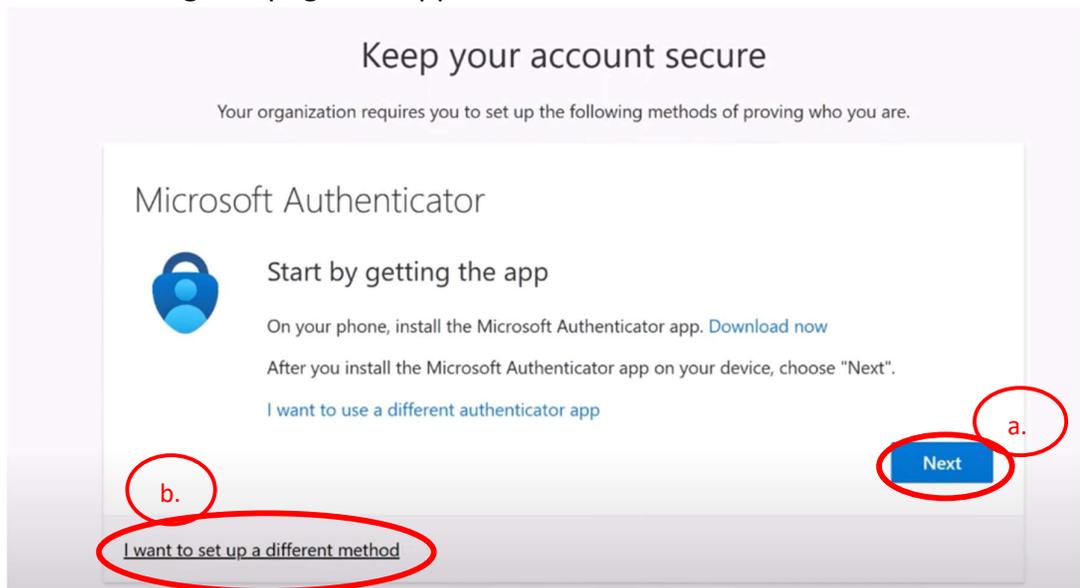Password: for Microsoft services (same as ŠIS)

2. You will see this window:

Click **next**.

3. The following webpage will appear:

a. If you wish to use the **Microsoft Authenticator app** for authentication, click **Next**. You need to install the Microsoft Authenticator app on your mobile phone if you haven't already. To add an account to the app, see **point 4** below for further instructions.

b. To choose a different sign-in method (SMS), click "**I want to set up a different method**". See **point 5** below for further instructions.

4. When installing the Microsoft Authenticator app, make sure to **enable** app notifications. After that, open the app, click **"Add Account"**, and select **Work or School**.
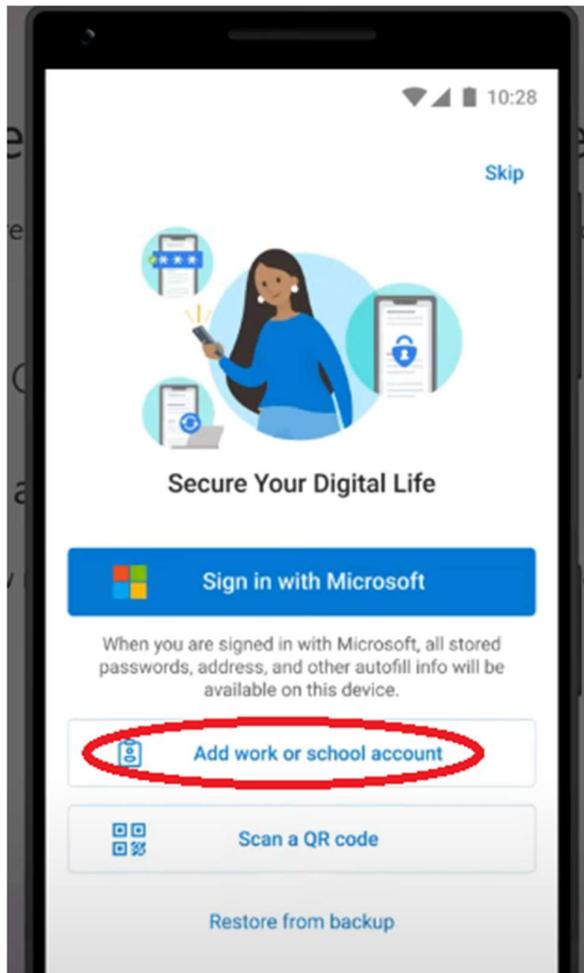
Next, click on **Scan a QR code**:
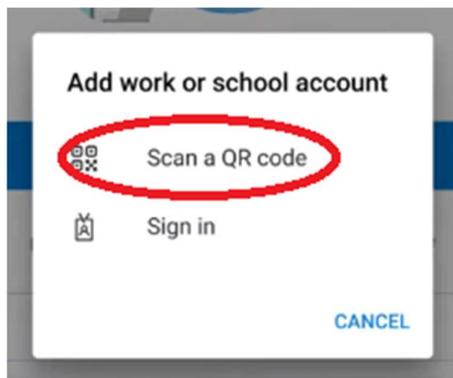
Afterwards, allow the app to access your phone's camera.

Return to your computer. Click **next:**

A window with a **QR code** will appear. Scan it using the camera through the app on your mobile phone.

Your Microsoft account is now added to the app. Click **Next**.
An installation test will follow. A two-digit number will appear on your computer:
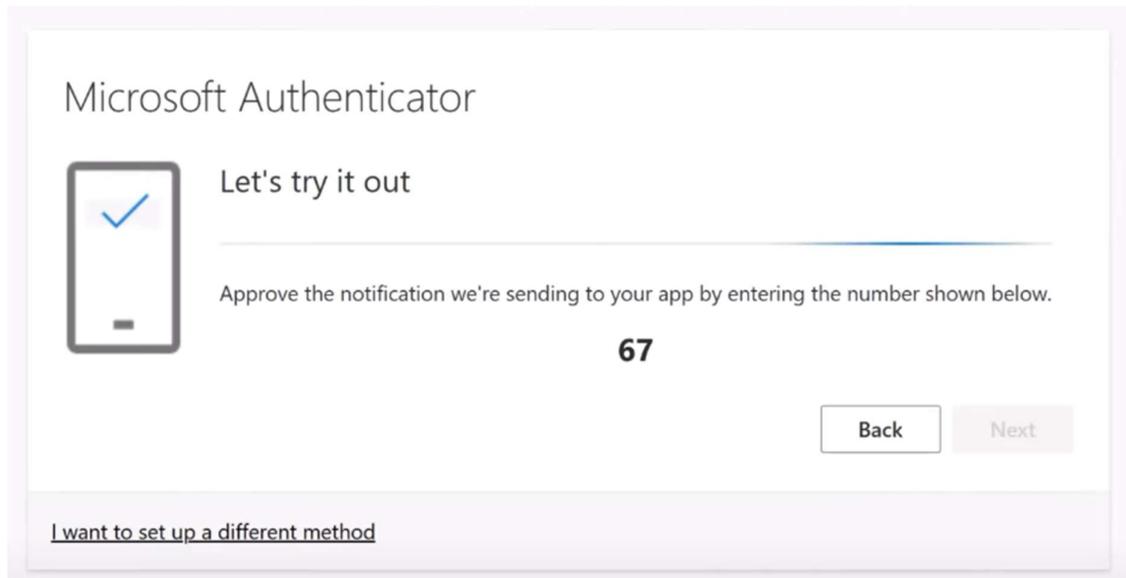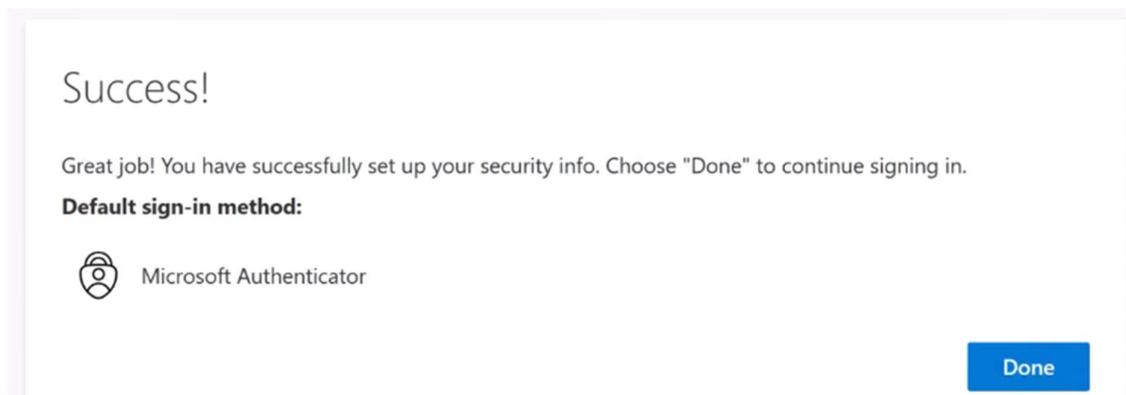

A **notification** from the Microsoft Authenticator app will appear on your mobile phone. Tap on it. In the window that opens on your mobile phone, **enter the two-digit** number from your computer and click **Yes**.
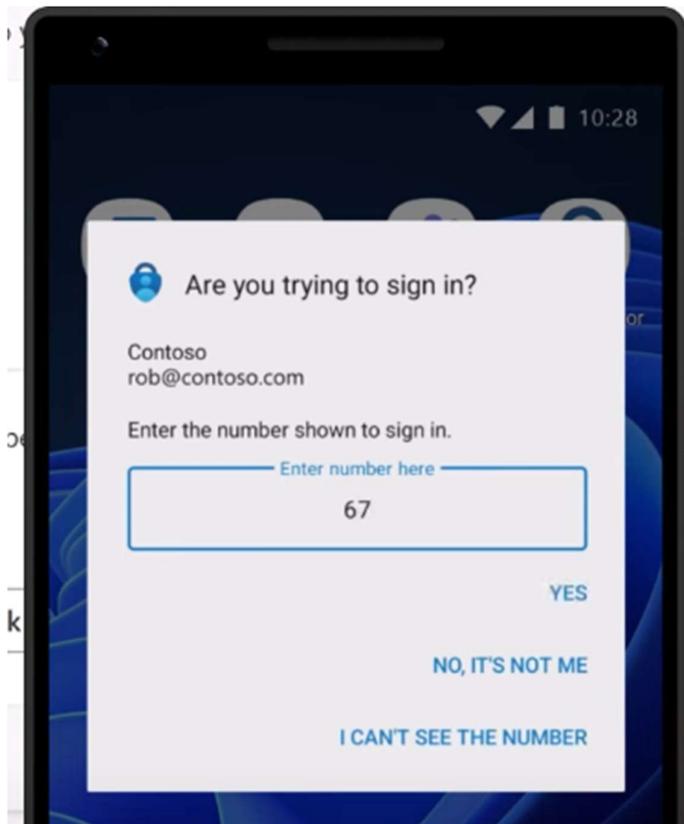
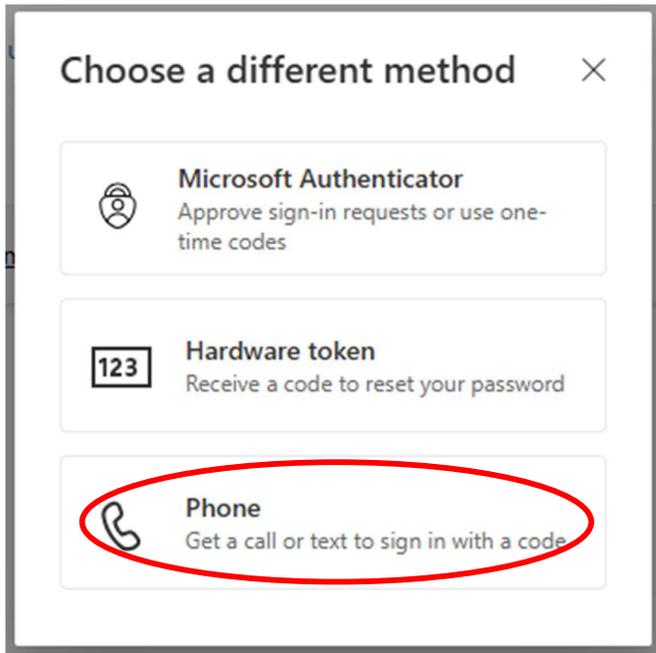Return to your computer. Click **next**:
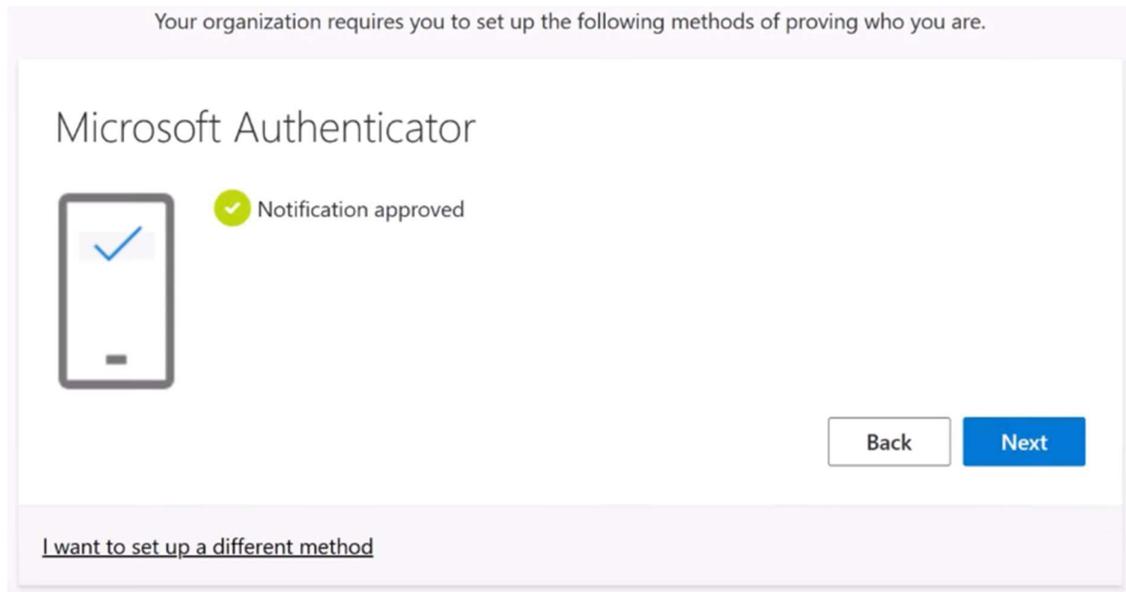
Click **done**:

Your Microsoft account has been successfully linked to your mobile device.

5. To set up a different sign-in method, click on **Phone**:

The following window will appear:

In the first field, select the **country** of your phone number, and in the second field, **enter your phone number** (omit the leading zero).
Leave **"Receive a code"** selected. Click **Next**.

You will receive a **6-digit code** via SMS on your mobile phone. Enter the code into the field and click **Next**. In the next window, click **Done**.

Your Microsoft account has been successfully linked to your mobile device.