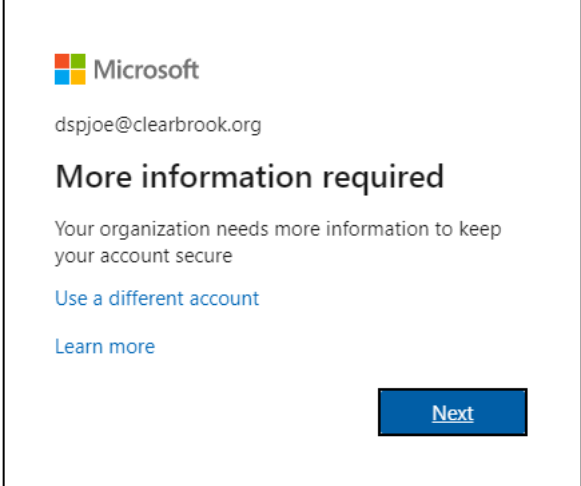
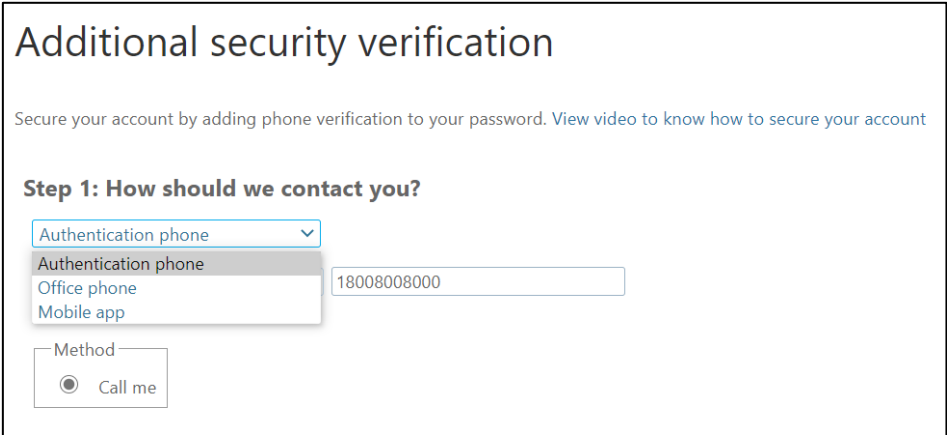


Clearbrook | IT Department

Setting Up 2-Factor Authentication

In order to ensure account security and protect sensitive information, employees are required to set up 2-Factor Authentication, which adds an additional verification step each time you log into your Clearbrook (Microsoft 365) Account.

<p>Navigate to this website: https://account.activedirectory.windowsazure.com/proofup.aspx?proofup=1</p> <p>Log in with your Clearbrook email address and password.</p> <p>You will then get the following message →</p> <p>Click Next.</p>	 <p>The screenshot shows a Microsoft account security page for the user dspjoe@clearbrook.org. The page title is "More information required" and the message states: "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A blue "Next" button is located at the bottom right of the page.</p>
<p>You will be taken to Additional security verification, where you can choose your desired authentication method.</p> <p>There are 3 methods you can choose for sign-in verification:</p> <ol style="list-style-type: none">1) Authentication phone via Call2) Office phone*3) Mobile app (recommended) <p>*Note: Office phone option is not recommended since you will be accessing your account offsite.</p> <p>Select the method you would like to setup from the drop-down list and follow the associated directions:</p>	 <p>The screenshot shows the "Additional security verification" page. The heading is "Additional security verification" and the sub-heading is "Step 1: How should we contact you?". Below the heading, there is a link: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The page contains a form with a dropdown menu for "Authentication phone" (with options: Authentication phone, Office phone, Mobile app), a text input field for a phone number (containing "18008008000"), and a "Method" section with a radio button selected for "Call me".</p>

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Authentication phone

1. Enter your 10-digit phone number
2. Click **Next** to continue.

You will be taken to the next screen with the message: Step 2: We're calling your phone at +1 0000000000 (where 0000000000 is your phone number)

Your phone will ring. The automated voice will instruct you to **press the # key** to verify.

Wait for the "Verification successful" message to appear.

Click **Done**.

Additional security verification

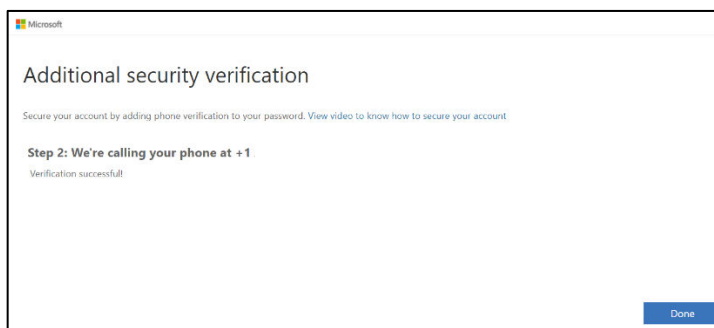
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Authentication phone
Office phone
Mobile app

Method
 Call me



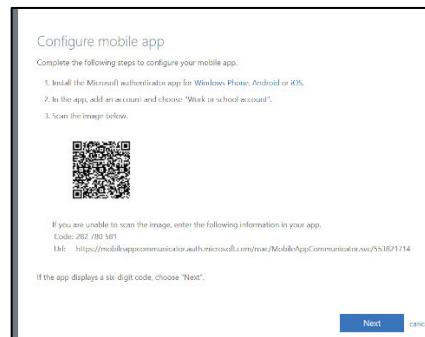
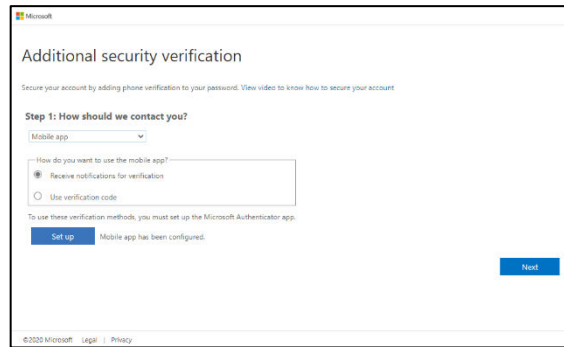
Mobile app

Under “How do you want to use the mobile app?”, select: *Receive notifications for verification*.

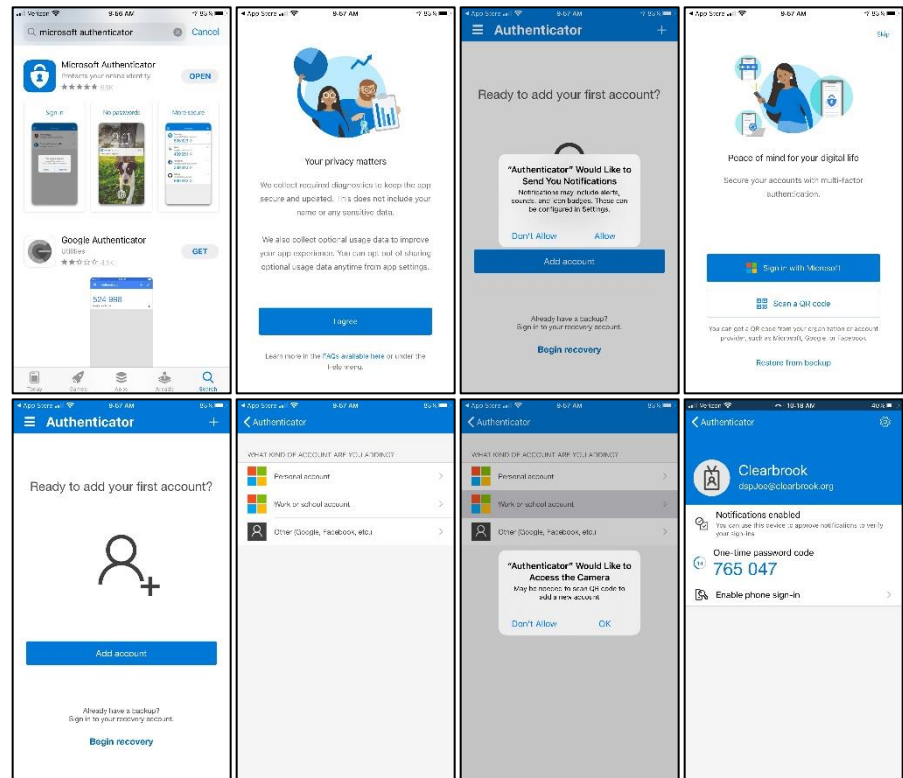
****DO NOT use the verification code method****

You will need to setup the app on your phone. Click **Set up** to view the instructions for setting up the app.

Once you have setup the app, click **Next**.



Installing the App (At a Glance)



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Once you have setup your chosen authentication method, you will be asked to select your preferred default method(s).

If you just want to use the one you set up, you can click **Cancel**.

Otherwise, you can click the checkmark next to the additional method(s) of your choosing and then click **Save**.

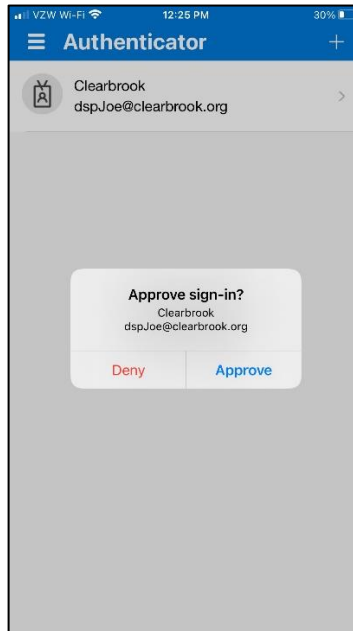
The screenshot shows the Microsoft account security settings page for 'Additional security verification'. At the top, it says 'Additional security verification' and explains that users are required to respond from a registered device. Below this, it asks 'what's your preferred option?' and 'how would you like to respond?'. There are three main options: 'Authentication phone' (selected), 'Office phone', and 'Alternate authentication phone'. The 'Authentication phone' section shows a dropdown for 'United States (+1)', a text input for the phone number '0471234567', and an 'Extension' field. There are also checkboxes for 'Authenticator app or Token' and a 'Set up Authenticator app' button. Below that, there is a section for 'Authenticator app - Kiki's iPhone 11' with a 'Delete' button. At the bottom, there are 'Save' and 'cancel' buttons. A footer note states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

Anytime you login to Microsoft 365 (Outlook, Teams, etc.) you will be asked to verify your login using the method(s) you setup.

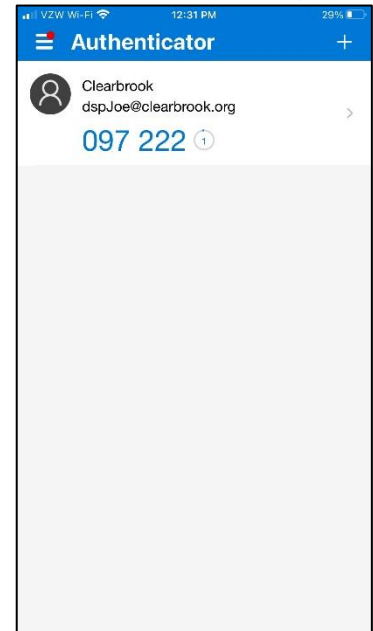
If you chose to verify by phone (call), you will receive a phone call and will need to press the # key upon answering.

If you chose to verify by app, you will receive a notification from the app to Approve or Reject the login.

Phone app approval notice



Phone app One Time Password (Verification Code)



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