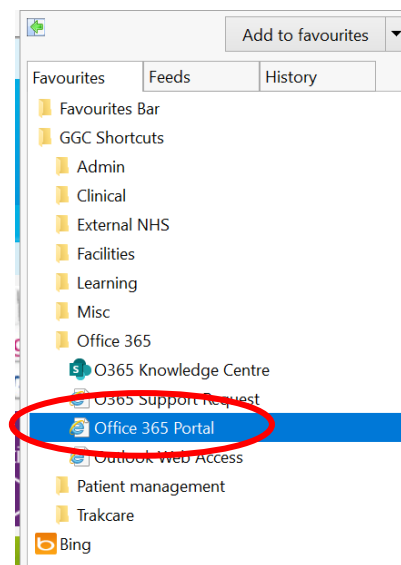


Multi Factor Authentication in Office 365

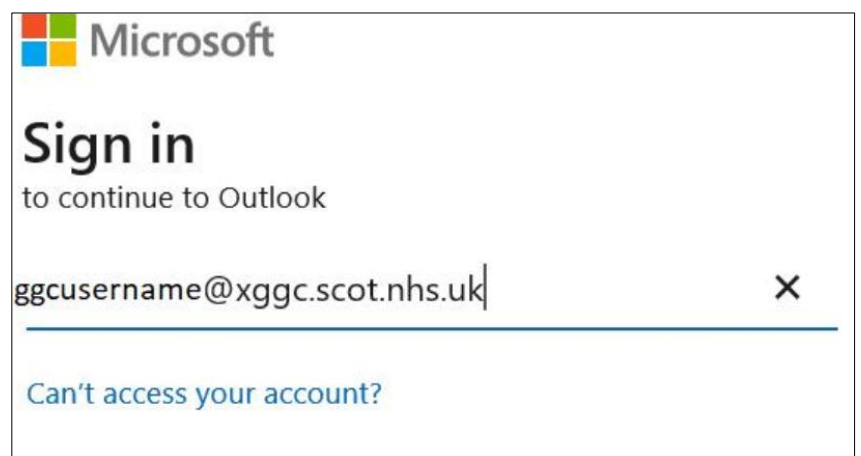
To log into your Office 365 account you will first need to configure multi factor authentication. If you log into your account from home you will need to use your mobile phone to authenticate.

1. Open internet explorer and choose the favourite shown below:

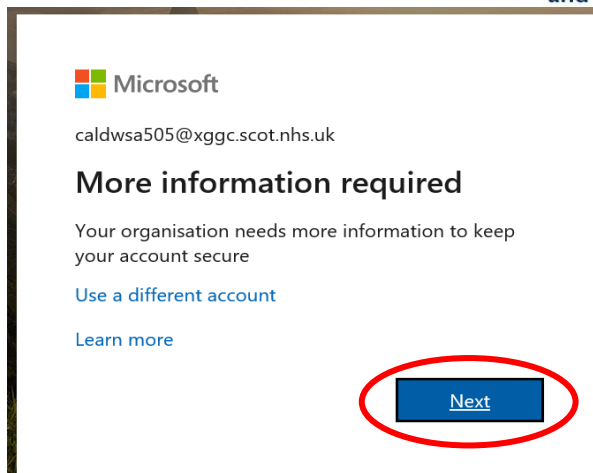
Favourites -> GGC Shortcuts -> Office 365 -> Office 365 portal



2. In the email address box, type your GGC username followed by @xggc.scot.nhs.uk. Don't forget the 'x' before ggc.



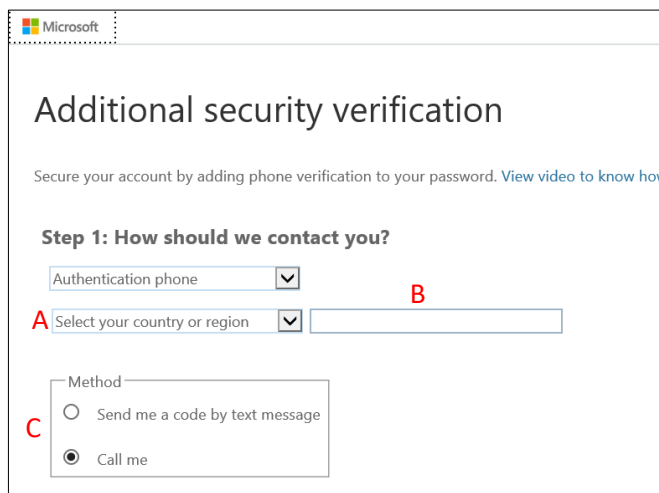
3. Click Next



4. **A** Select United Kingdom from dropdown.

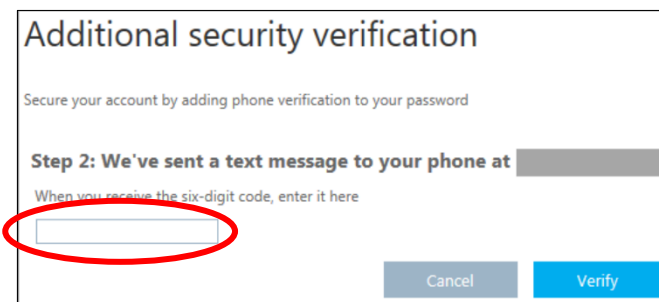
B Enter the mobile phone number you want to use.

C Choose 'send me a code by text message'



5. Enter the 6 digit code that is texted to you and press verify.

6. Click Finished.



Additional security verification

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

Step 3: Keep using your existing applications

In some apps, such as Outlook, Apple Mail and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

psdlbcfnslkywlnb

