

# How to Add an "Alternate Authentication Phone" for Microsoft 365 Multifactor Authentication

## 1. Alternative Authentication Phone

Set up an "alternate authentication phone" in case the phone that is the primary setting for multifactor authentication in Microsoft 365 is unavailable for some reason.

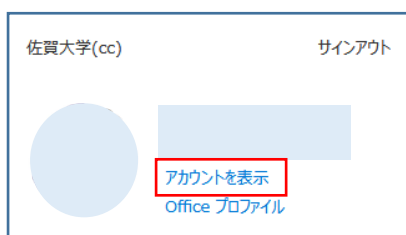
## 2. How to set up an alternate authentication phone

Sign in to the Microsoft 365 portal site

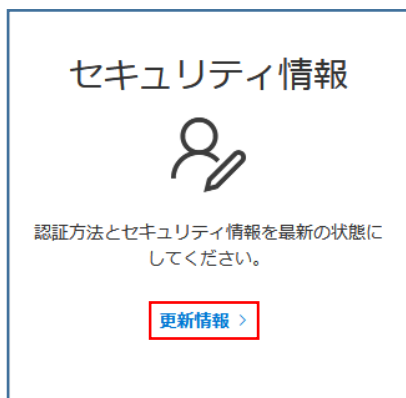


(human shaped) and click on "View Account".

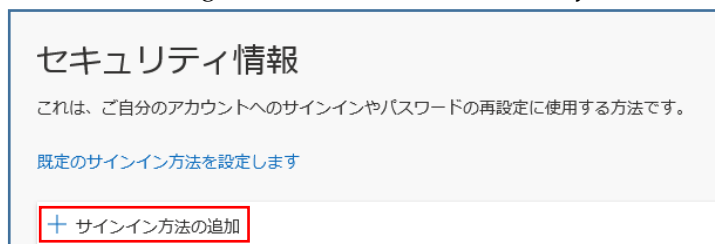
クリックします。



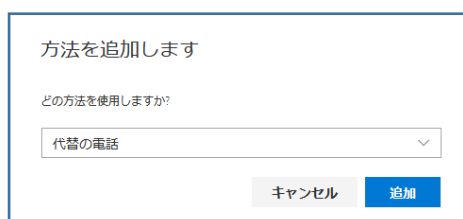
Click "Change Information" under "Security Information" on the "My Account" screen.



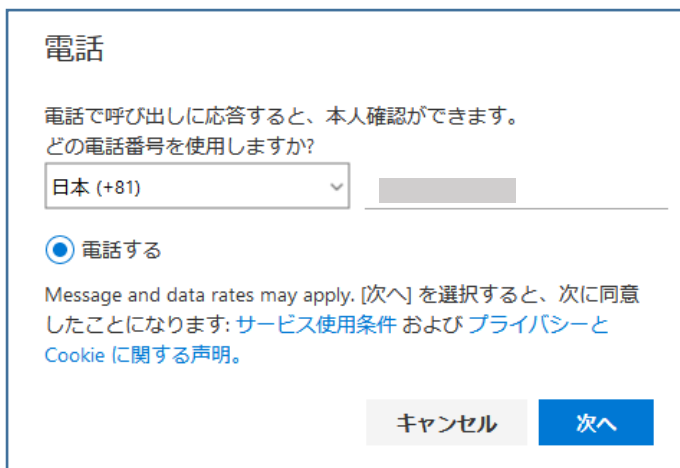
Click "+ Add Sign-In Method" on the "Security Information" screen.



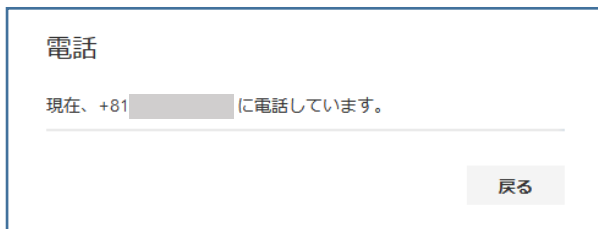
On the "Add a Method" screen, select "Alternate Phone" and click [Add].



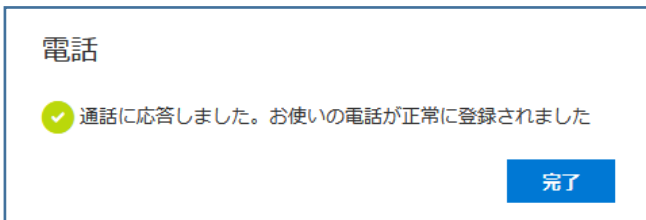
Select "Japan (+81)" on the "Phone" screen, enter an alternate phone number, and click [Next].



A call will be placed to the registered alternate phone. Follow the guidance and press "#".



Once authenticated, click [Done].



An "Alternate Phone" will be added to the "Security Information" screen.