OUTLOOK – 2FA

**The following instructions outline how to set up the two-factor authentication for Outlook.**

* Go to **OneLogin** page[**https://gge-cyp.onelogin.com**](https://gge-cyp.onelogin.com)
* Click on the WebMail (Office365) icon.
* Enter your email and password.
* Upon signing in, if you see a message stating, "**More information required to keep your account secure**," click "**Next**."
* Download the "**Microsoft Authentication Application**" on your mobile device.
* A window will appear on your computer. Click "**Next**" to start by getting the app, then click "**Next**" again to set up your account.
* Once the Microsoft Authentication Application is downloaded on your mobile device press the “+” to add your account.
* Select "**work or school account**" and scan the QR code displayed on your computer. Select "**Next**" to proceed with scanning the QR code.
* A notification will be sent to the application on your mobile device to verify your account.
* Enter the number displayed on your computer screen into the notification sent by the application.
* After successfully adding the authentication, you must enter your mobile number for a second way to log in and choose how you want to receive the 6-digit number: via call or text. Then, click "**Next**."
* Select text or call, input the 6-digit code received via text or call.
* Upon successfully completing this step, you will be logged in to your account.