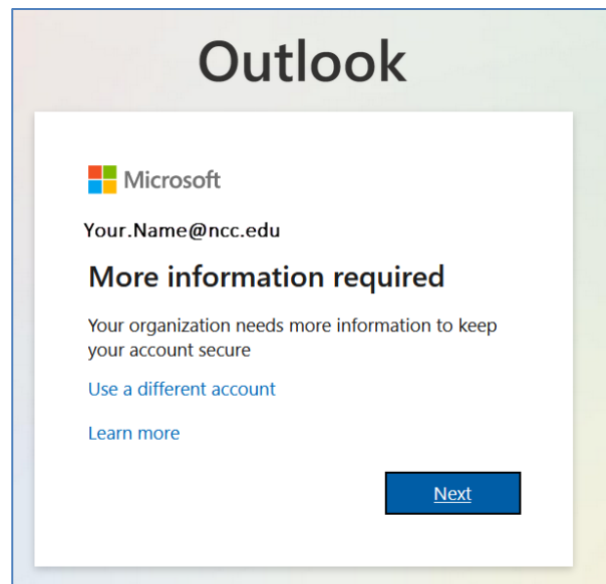
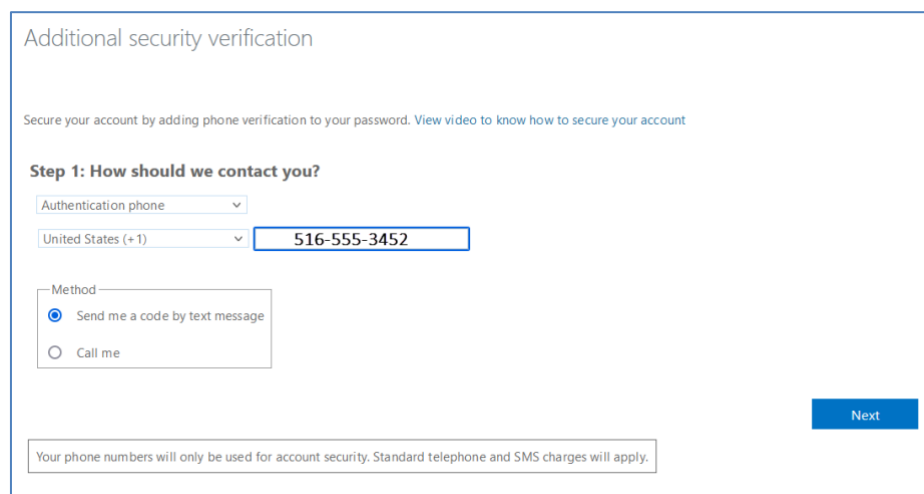


## SETTING UP MICROSOFT MULTIFACTOR AUTHENTICATION

1. Log into the [MyNCC Portal](#) and select the Employee Email quick link. This will bring you to the Outlook login page.
  - Enter your **NCC email address** and select **Next**
  - Verify the correct email is show and select **Next** again



2. Choose your authentication method by clicking the down arrow on the box under *How should we contact you*. The preferred option is *Authentication Phone*
  - a) Select **Authentication Phone**
  - b) Select **United States**, enter your **cell** phone number
  - c) Choose **Send me a code by text message**, then click **Next**



3. Enter the verification code received and select **Verify**

Additional security verification

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

**Step 2: We've sent a text message to your phone at +1 516-516-555-3452**

When you receive the verification code, enter it here

[Cancel](#) [Verify](#)

Microsoft

Additional security verification

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

**Step 2: We've sent a text message to your phone at +1 516-516-555-3452**

Verification successful!

[Done](#)

If you've entered the correct code, you'll see a message stating *Verification successful!*

4. Finally, select **Done**

After you have successfully set up Multifactor Authentication, you will need to enter a code to verify when you log into your email.

**For even more details and alternate authentication methods, visit the [Microsoft support page](#).**

Outlook

Microsoft

Your.Name@ncc.edu

**Verify your identity**

[Text +X XXX-XXX-XX52](#)

[Call +X XXX-XXX-XX52](#)

[More information](#)

[Cancel](#)

**Enter code**

[We texted your phone +X XXX-XXX-XX52. Please enter the code to sign in.](#)

Code

Having trouble? [Sign in another way](#)

[More information](#)

[Verify](#)