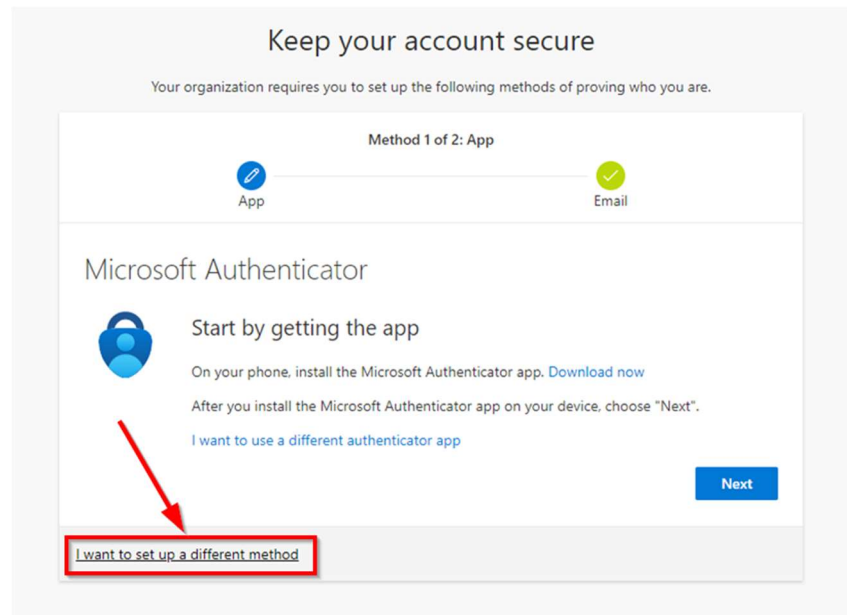# Activating MFA on a Desktop/Laptop

These instructions will help you configure multi-factor authentication on your desktop or laptop computer. Note: this is a completely optional step, only required if users are logging into district resources, like district email, from a personal computer at home or on a personal mobile phone.
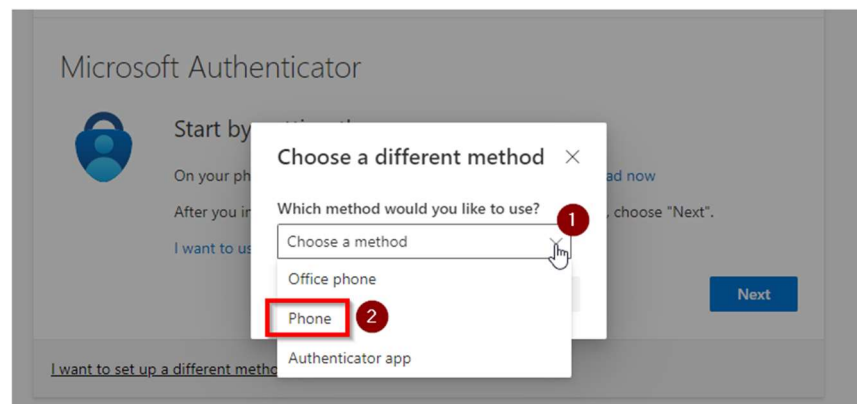
1. In a web browser, go to http://aka.ms/mfasetup.

2. When prompted, sign-in to Microsoft 365 with your id@apps.everettsd.org and district password.

There are multiple methods staff can set-up for using MFA, but **Everett Public Schools advises setting up a phone number to receive a six-digit code via text message or call.**
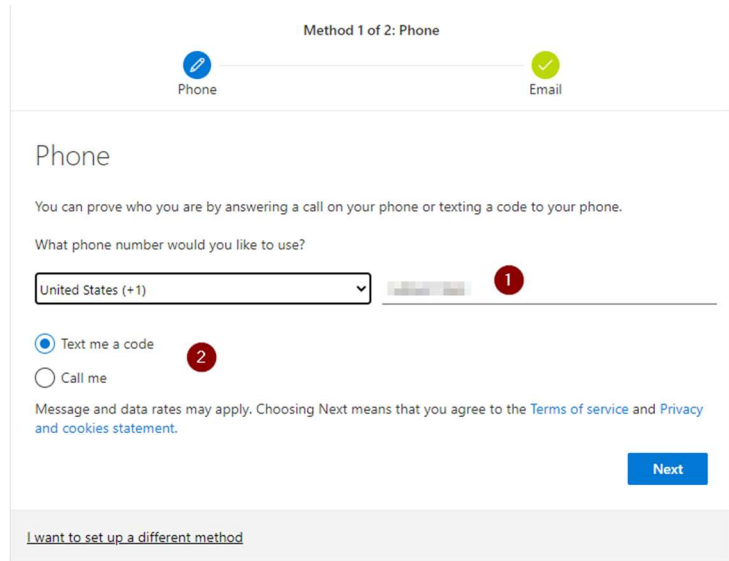
3. Near the bottom of the screen, click the link that states **I want to set up a different method**.
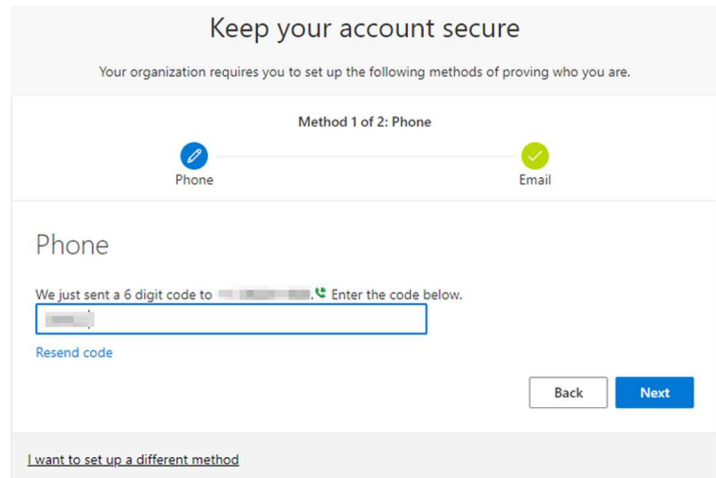

4. Click the down arrow next to "**Choose a Method**" and then click **Phone**.

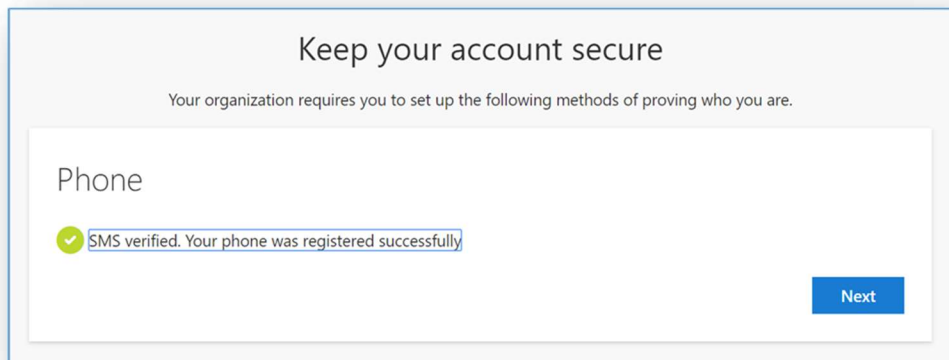5. Click the blue **Confirm** button to continue.

6. Enter your phone number and choose either **Text me a code** or **Call me** in the options, then click the blue **Next** button.

7. Depending on whether you chose Text or Call, the system will automatically send you a 6-digit code or call you. Enter the code when prompted, then click **Next**.

When you see the green checkmark, you have successfully added your **first** MFA method. Click the blue **Next** button.

8. Repeat these steps for the **second** method of your choosing. You will have the option to choose receiving an email as your second option.

9. Once you complete these instructions and see two green checkmarks, you are all done.   You'll be prompted to provide the additional verification information or action the next time you sign-in to Microsoft 365. You will only need to utilize the code when you change your password, when you login to your phone for the first time to check your mail, or when you login to a personal computer at home to do district work.