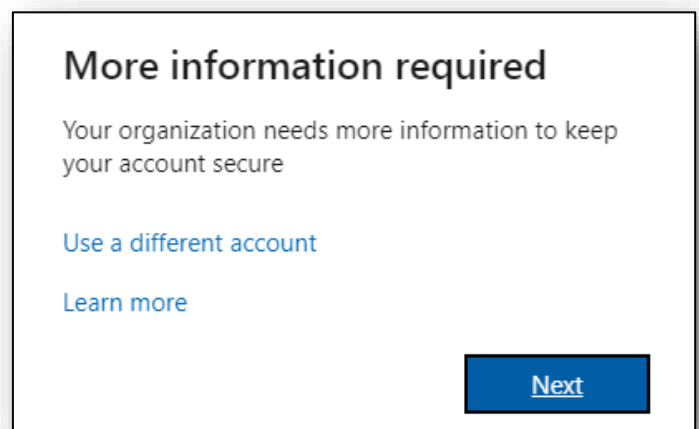# Microsoft Authentication using Phone Number and Email without the App
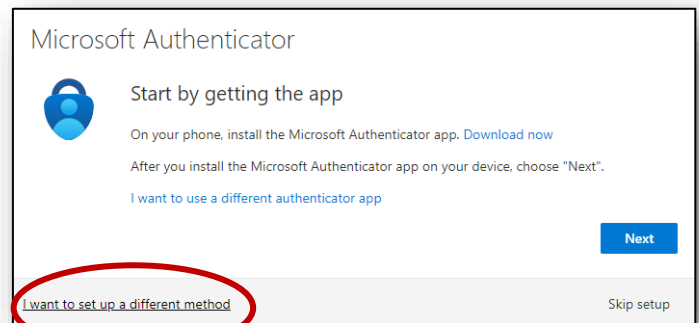
To complete these instructions, you will need access to a working mobile phone and a personal email account.

1. From the North Metropolitan TAFE website, **open the Microsoft 365** link.

2. **Log into Microsoft 365** with your student login details:
   Email Login: Student ID Number@tafe.wa.edu.au
   Password: Your default password (unless you have already changed your password at home or on a student PC)
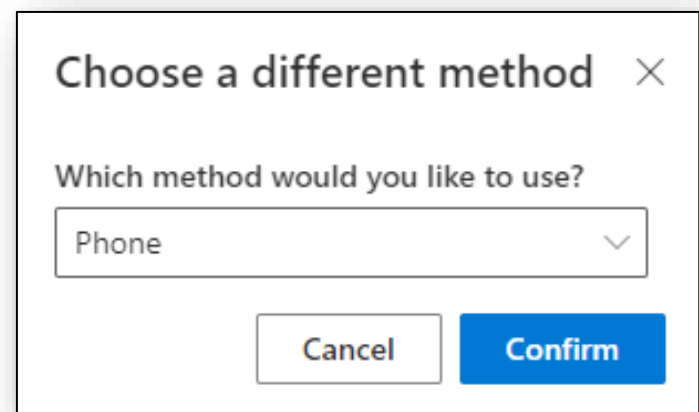
3. You will be prompted that "More information is required" **Press next.**

   More information required

   Your organization needs more information to keep your account secure

   Use a different account

   Learn more

   Next

4. On the bottom left hand of the 'Microsoft Authenticator' box **click 'I want to set up a different method'**

   Microsoft Authenticator

   Start by getting the app

   On your phone, install the Microsoft Authenticator app. Download now

   After you install the Microsoft Authenticator app on your device, choose "Next".

   I want to use a different authenticator app

   Next

   I want to set up a different method   Skip setup

5. From the 'Choose a different method' drop down menu, **select** Phone

   Choose a different method ✕

   Which method would you like to use?

   Phone ⌄

   Cancel   **Confirm**

6. Enter details in the Phone screen as follows:
    - Enter **Australia** as your region,
    - Enter your **phone number**,
    - Select **Receive a code**,
    - Click **Next**.

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Australia (+61) ⌄   Enter phone number

⦿ Receive a code
◯ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

7. **Your phone will receive a code via SMS**. Enter the code on the screen. Then click **Next**.

Phone

We just sent a 6 digit code to +61   Enter the code below.

Enter code

Resend code

Back   Next

8. You will reach this screen. **Click Next.**

Phone

✓ Verification complete. Your phone has been registered.

Next

9. **This takes you back** to the 'Microsoft Authenticator' screen.
    - **Click** 'I want to set up using a different method'
    - From the drop down **select email**.

Choose a different method ✕

Which method would you like to use?

Email   ⌄

Cancel   Confirm

10. Type your **Personal Email** address into the bar. Then click **Next**.

Email

What email would you like to use?

Enter email

Next

11. Your will now receive a code via email. (Check your spam folder if you cannot find it) Enter the code on the screen then click **Next**.

Email

We just sent a code to   @gmail.com

Enter code

Resend code

Next

12. You are now set up! **Click Done** to continue to Microsoft 365.

Method 2 of 2: Done

Phone   Email

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone
+61

Email
@gmail.com

Done

If you require assistance with the above process, please visit your campus library, or give a call. Contact details and opening hours can be found [here](#).

Further information about Microsoft multi-factor authentification can be found on the Microsoft Help page which you can access by clicking [here](#)