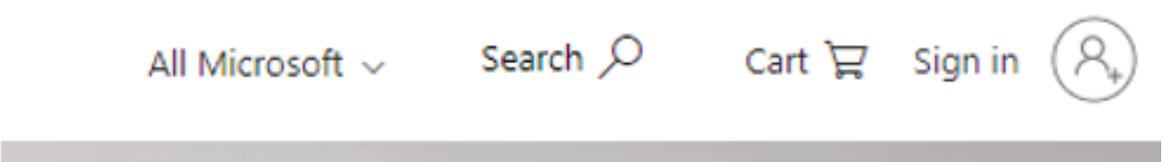
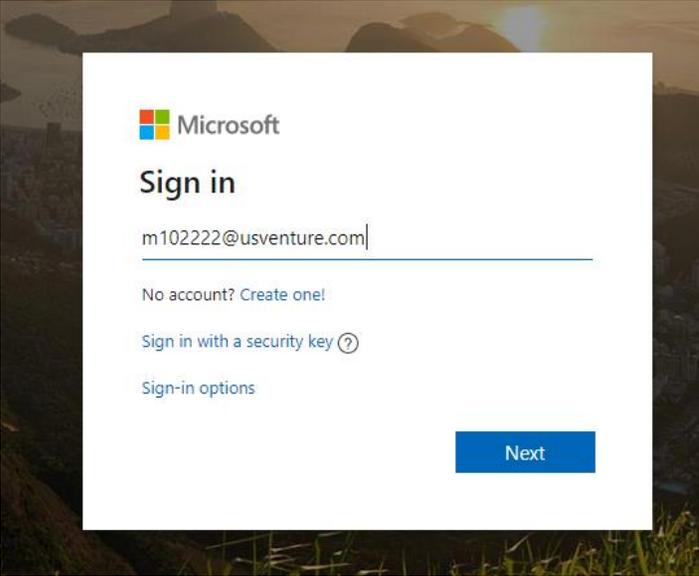
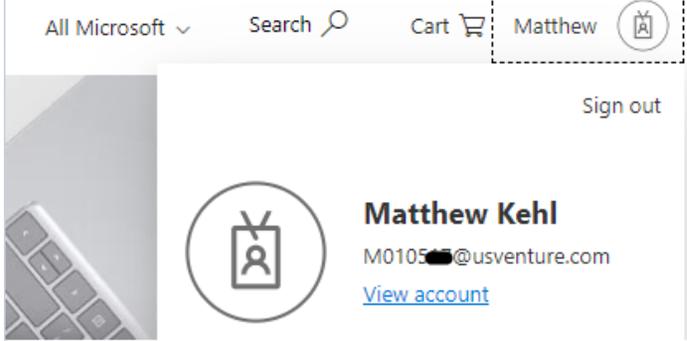


Register 2-Step Verification Both Methods

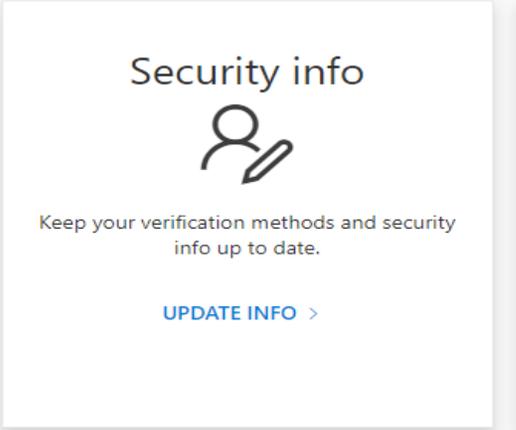
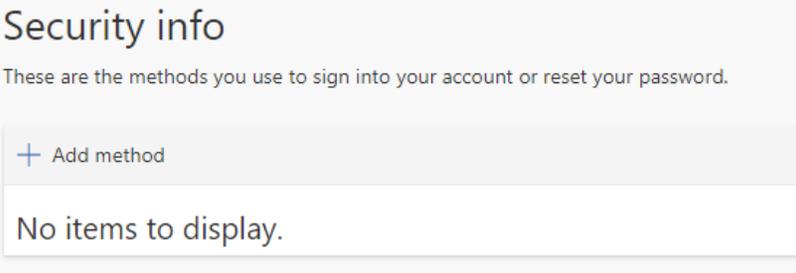
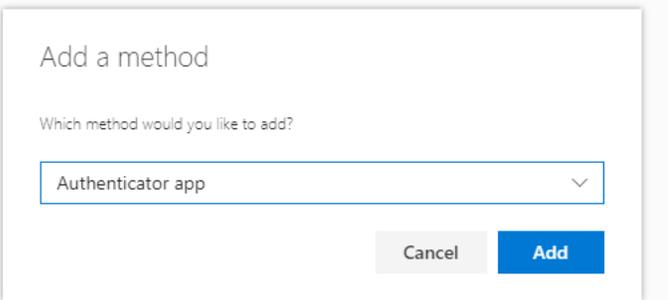
Step-by-Step Smart Phone Authenticator App and Phone call Register 2-Step Verification

<p>Step 1</p>	<p>While in a U.S. Venture building or VPN'd back to the USV Network go to https://office.com</p> <p>In the top right click on the profile icon.</p> 	
<p>Step 2</p>	<p>Enter the same username you use to login to your PC and @usventure after. (i.e. m102222@usventure.com)</p>	

Register 2-Step Verification Both Methods

<p>3</p>	<p>Click "Yes" to stay signed in?</p>	
<p>4</p>	<p>In the top right click on your name . Then below your name click on "View Account"</p>	

Register 2-Step Verification Both Methods

5	Click "UPDATE INFO"	
6	Click "+Add Method"	
7	For a smart phone (Apple/Android) select "Authenticator app" and click "Add"	

Register 2-Step Verification Both Methods

<p>8</p>	<p>If you do not have the Microsoft Authenticator app on your phone follow the below instructions.</p>	
<p>9</p>	<p>From your phone go to either Android Google Play Store or IOS App Store and download the "Microsoft Authenticator" App.</p> <p>Note: Based on the mobile device and version you may or may not see some of these screens. Use these as guideline.</p>	

Register 2-Step Verification Both Methods

<p>10</p>	<p>Once it's fully downloaded open it and "Allow" the app to send notifications.</p>	
<p>11</p>	<p>Click "Skip" on the next two screens until you get to the "Here for Work?" screen.</p>	

Register 2-Step Verification Both Methods

<p>12</p>	<p>Once on the "Here for work?" screen click "Add work account"</p>	
<p>13</p>	<p>Click "OK" for the authentication app to access the camera.</p>	

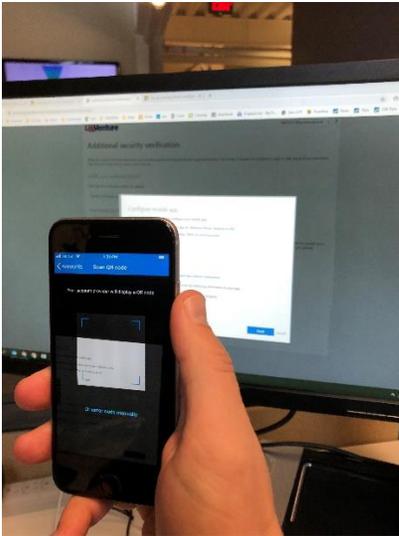
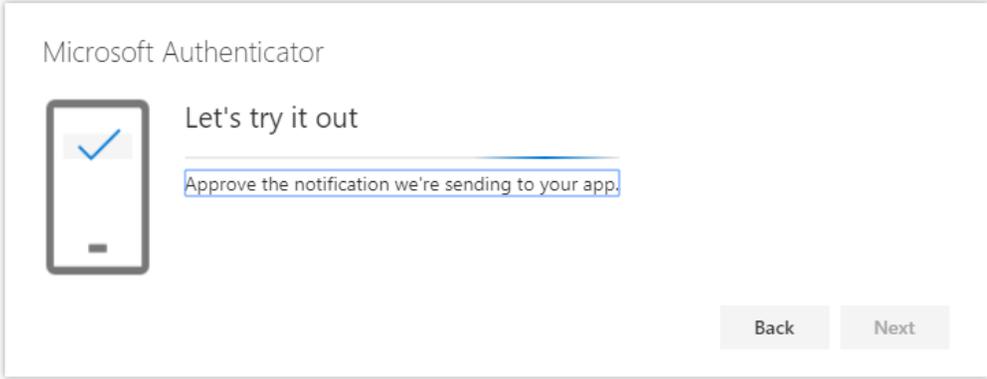
Register 2-Step Verification Both Methods

<p>14</p>	<p>Click "OK" on this prompt but feel free to turn off the setting after if you wish in your settings.</p>	<p>The screenshot shows a mobile app interface titled "Accounts" with a "Scan QR code" header. A central message box reads: "We gather non-personally identifiable usage data to help us improve the app. You can turn this off in settings. Learn more in the FAQs available under the Help menu." Below the message is an "OK" button. At the bottom of the screen, it says "Or enter code manually".</p>
<p>15</p>	<p>On your computer go back to this screen and click "Next"</p>	<p>The screenshot shows a "Security info" page with the heading "Security info" and the subtext "These are the methods you use to sign into your account or reset your password." There is a "+ Add method" button and a "No items to display." message. A dialog box for "Microsoft Authenticator" is open, containing the text: "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'.", and "I want to use a different authenticator app". At the bottom of the dialog are "Cancel" and "Next" buttons.</p>

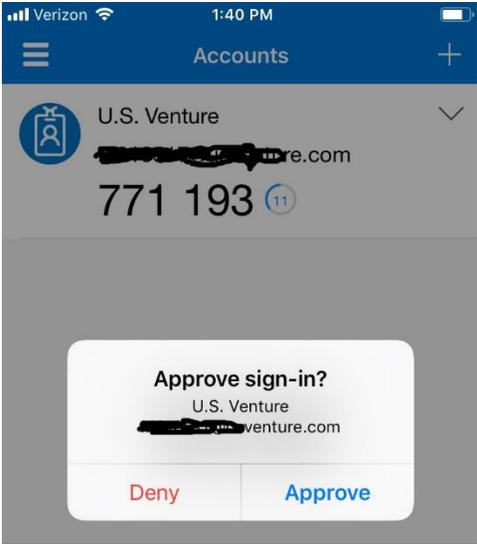
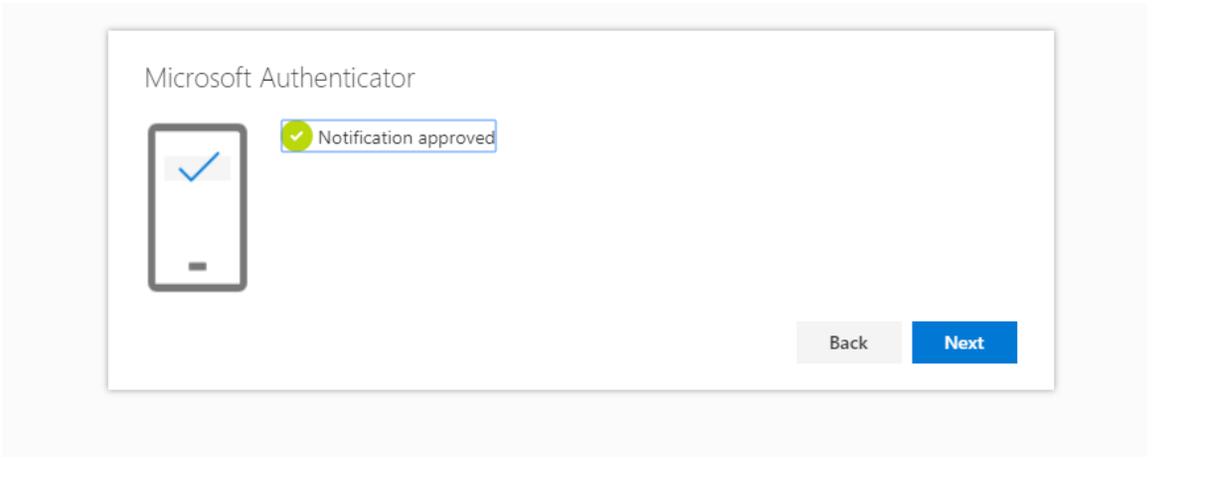
Register 2-Step Verification Both Methods

<p>16</p>	<p>Click "Next"</p>	
<p>17</p>	<p>You should now be at this screen.</p>	

Register 2-Step Verification Both Methods

<p>18</p>	<p>Hold your phone up to the QR code on the screen.</p>	
<p>19</p>	<p>On the PC click "Next" The browser will prompt saying "Verifying app"</p>	

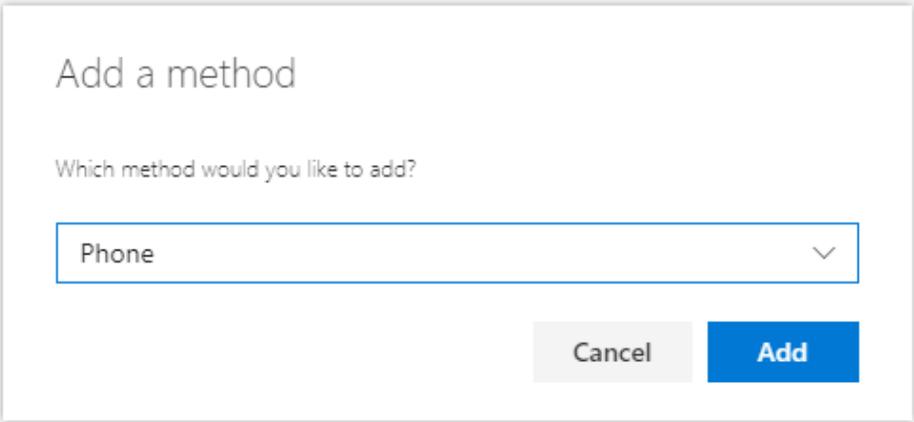
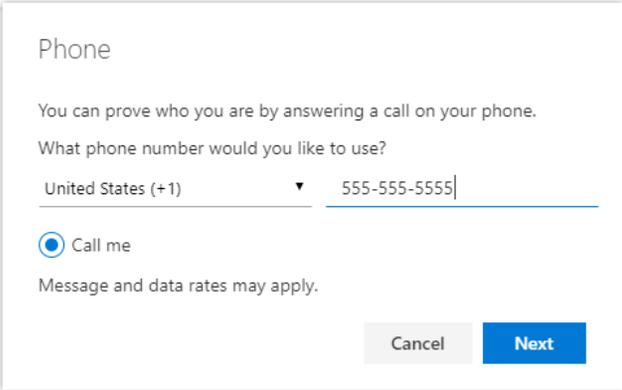
Register 2-Step Verification Both Methods

<p>20</p>	<p>Your phone will prompt, click "Approve"</p>	
<p>21</p>	<p>Click "Next"</p> <p>Note: Your account can be registered with multiple authenticator apps (Max of 5).</p>	

Register 2-Step Verification Both Methods

<p>22</p>	<p>It is strongly recommended you add a second method in case the first method is not available.</p> <p>Click "+Add method" again, you may be asked to "Approve" this on your phone if your browser session has expired.</p>	<p>Security info</p> <p>These are the methods you use to sign into your account or reset your password.</p> <p>Default sign-in method: Microsoft Authenticator - notification Change</p> <div data-bbox="730 334 1852 440"> <p>+ Add method</p> <table border="1"> <tr> <td data-bbox="743 399 779 423">🔒</td> <td data-bbox="789 399 1087 423">Microsoft Authenticator</td> <td data-bbox="1098 399 1150 423">iPhone</td> <td data-bbox="1675 399 1728 423">Delete</td> </tr> </table> </div>	🔒	Microsoft Authenticator	iPhone	Delete
🔒	Microsoft Authenticator	iPhone	Delete			
<p>23</p>	<p>Choose "Phone" from the drop down.</p>	<div data-bbox="795 597 1560 1037"> <p>Add a method</p> <p>Which method would you like to add?</p> <div data-bbox="842 781 1514 1037"> <p>Phone ▾</p> <p>Authenticator app</p> <p>Phone</p> <p>Alternate phone</p> <p>Security questions</p> </div> </div>				

Register 2-Step Verification Both Methods

<p>24</p>	<p>Click "Add"</p>	
<p>25</p>	<p>Enter your 10 digit phone number. Click "Next"</p>	

Register 2-Step Verification Both Methods

<p>26</p>	<p>You will receive a call from Microsoft (855)330-8653. Pick up the call and press the # key to approve.</p>	
<p>27</p>	<p>Click "Done"</p>	
<p>28</p>	<p>The next time you are <u>off the USV network</u> and use a mobile app or browser to log into Office 365 (ie SharePoint, Skype for Business) you will be prompted on your phone to "Approve" the login.</p>	