Setting up Multi Factor Authentication (MFA) Via Text

1. For this process you will need to sign into your email from a web browser. This can be done from any PC connected to the internet. The link for the website is
   https://hsclink.health.unm.edu

2. When your email window comes up click on the circle in the upper right-hand corner to bring up account options select View account

3. Click Update info in the security info box
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4. Click on the +Add Method to add Multi Factor Authentication

5. In the Add a method box select Phone and click Add

6. When Phone comes up enter your phone number and click Text me a code
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7. Enter the 6 digit code you were texted and click next

   Code on Smart Phone

   ![Smart Phone Screen with 6 Digit Code]

   Code entered in Website

   ![Website Screen with 6 Digit Code]

   Phone

   ![Phone Screen with Resend Code and Enter Code Options]
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8. You will get a verification window letting you know that SMS is verified. Click Done.

9. Now in Security info you will see your phone added as a verification method. You have successfully added Text messaging for Microsoft Multi Factor Authentication.

**Note:** Once MFA has been turned on when you are on a non-Health System secure network (i.e. home, traveling etc.) you will be asked to enter a 6 digit code that will be texted to your phone. An example is below.