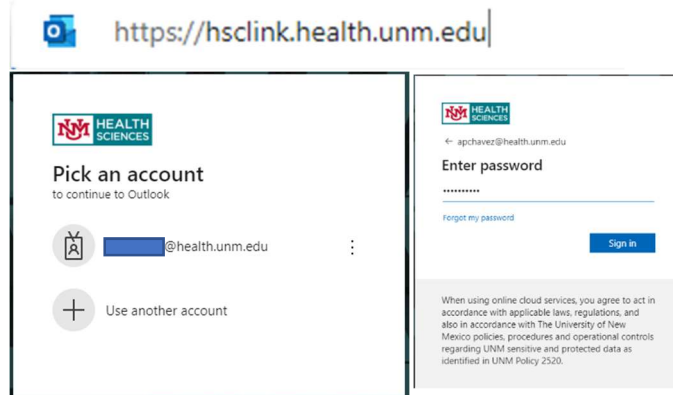




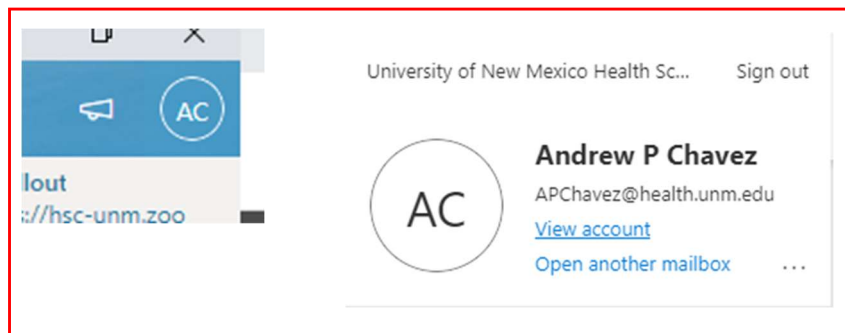
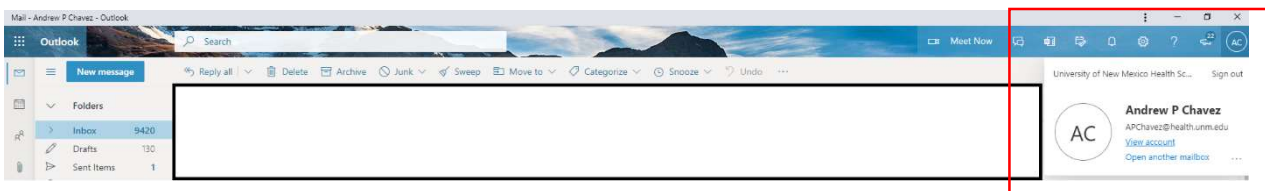
Setting up Multi Factor Authentication (MFA) Via Text

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

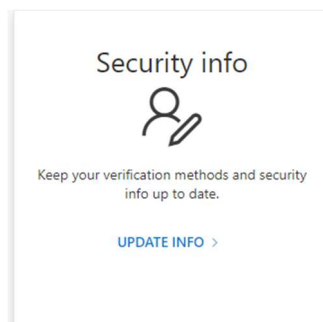
<https://hsclink.health.unm.edu>



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





Setting up Multi Factor Authentication (MFA) Via Text

- Click on the +Add Method to add Multi Factor Authentication

Security info

These are the methods you use to sign into your account or reset your password.

+ Add method

No items to display.

Lost device? [Sign out everywhere](#)

- In the Add a method box select Phone and click Add

Add a method ×

Which method would you like to add?

Phone
▾

Cancel
Add

- When Phone comes up enter your phone number and click Text me a code

Phone ×

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

What phone number would you like to use?

United States (+1) ▾

505-555-5555

Text me a code
 Call me

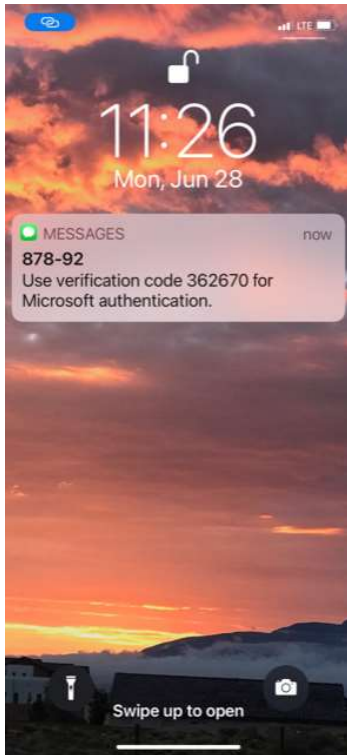
Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel
Next



Setting up Multi Factor Authentication (MFA) Via Text

7. Enter the 6 digit code you were texted and click next
Code on Smart Phone



Code entered in Website

Phone



We just sent a 6 digit code to +1 505-362-7520. Enter the code below.

[Resend code](#)

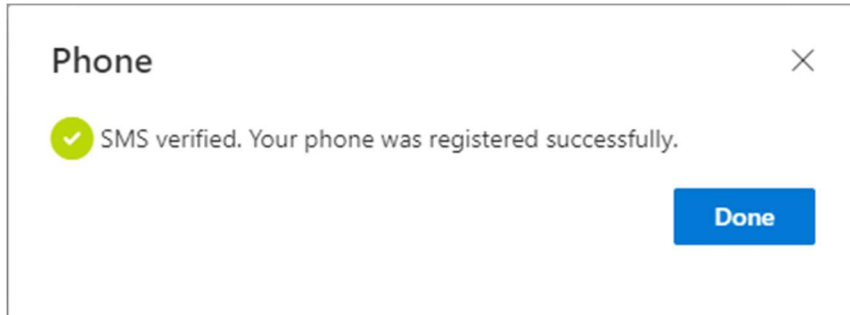
Back

Next

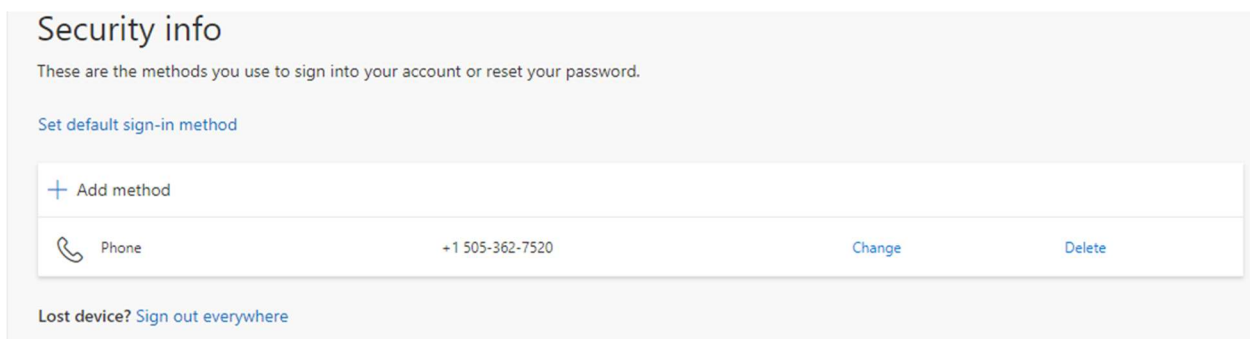


Setting up Multi Factor Authentication (MFA) Via Text

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.

