

Azure Multi-factor authentication registration

Access Office 365 outside the company network, and keep company information safe

Azure Multi-factor Authentication (MFA) provides enhanced protection of ConocoPhillips' information when accessing Office 365 outside of the company network. Get started with the instructions below or view a more [comprehensive guide to MFA](#) on the O365 Success Center.

NOTE: VPN is still required to access some internal tools like SAP, The Mark, SharePoint, network drives and some other business applications.

What do I need to do?

Complete the Azure MFA Registration, preferably in the office while connected to the company network. IT recommends downloading the **Microsoft Authenticator App** from the app store in advance of the Azure MFA registration. If the app is already on your mobile device, you are ready to begin registration.

If you need to replace your existing MFA device, or register another MFA device, please follow these steps:

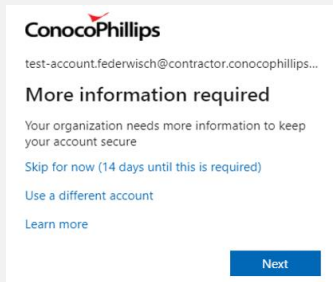
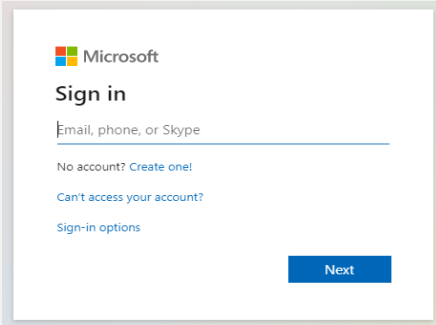
NOTE: You'll need to be on the corporate network – if you don't have your previous MFA option available to you.

1. Click this link: [My Sign-Ins \(microsoft.com\)](#)
2. Click the 'Add method' button and follow the on-screen instructions.

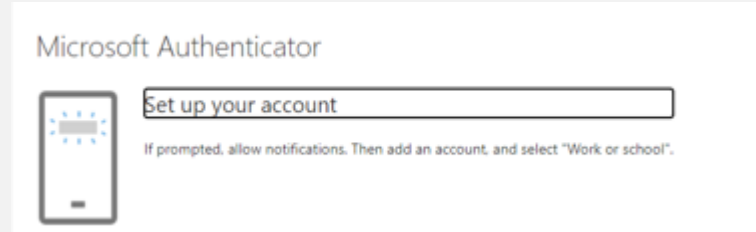
Steps for Azure MFA registration

Preferred browser is Microsoft Edge for registration

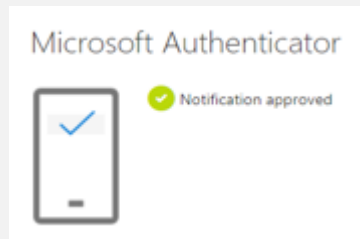
1. On your desktop or laptop machine, open an Edge In-Private browser window.
2. Type **portal.office.com** and log in using your email address and password.
3. A pop-up will indicate **More information required**, click **Next** to start the Azure MFA registration process. Download the **Microsoft Authenticator** from the app store, if not already on your mobile device.



Steps continued...



4. Click **Next**, then open the Microsoft MFA app on your mobile device
5. Tap the **+** in the upper right corner of the app, then tap **Work or school account**.
6. Follow the instructions. A test notification will be sent to your phone. Click **Approve** and your mobile device is registered.



NOTE: Two profiles may exist in your MFA app account. Do not delete any profiles until instructed by IT.