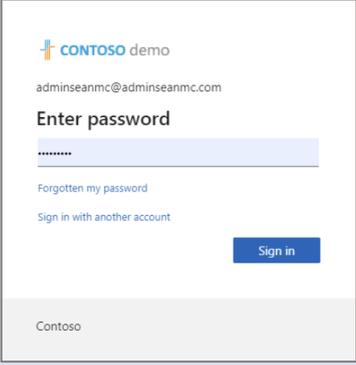
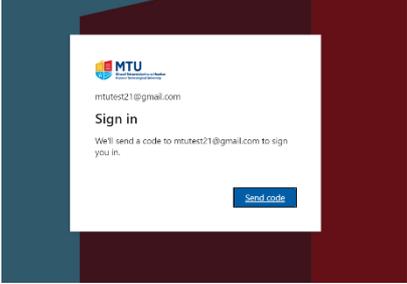
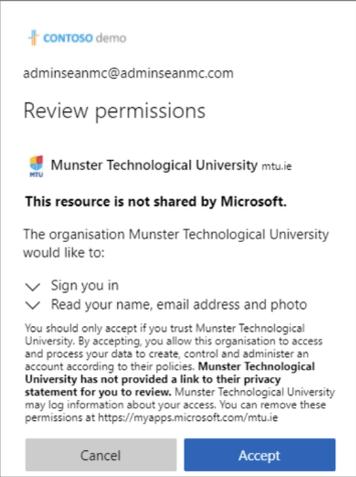
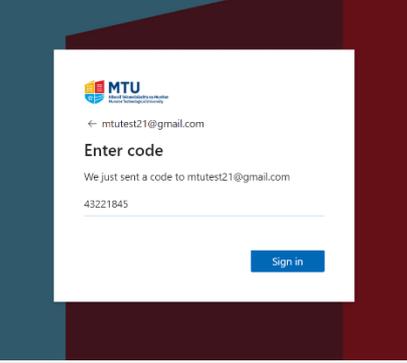
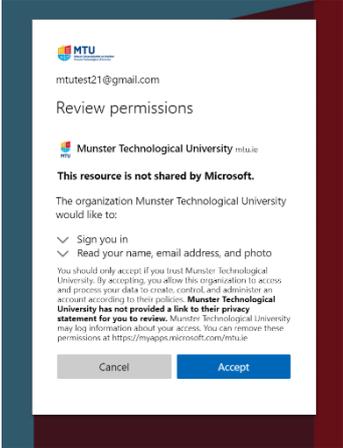
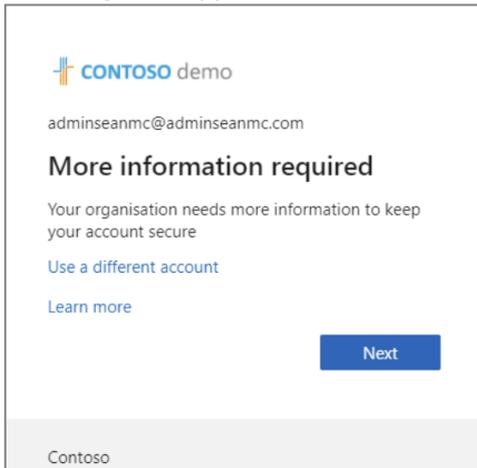


## External Guest Access Set up MFA to receive a Text

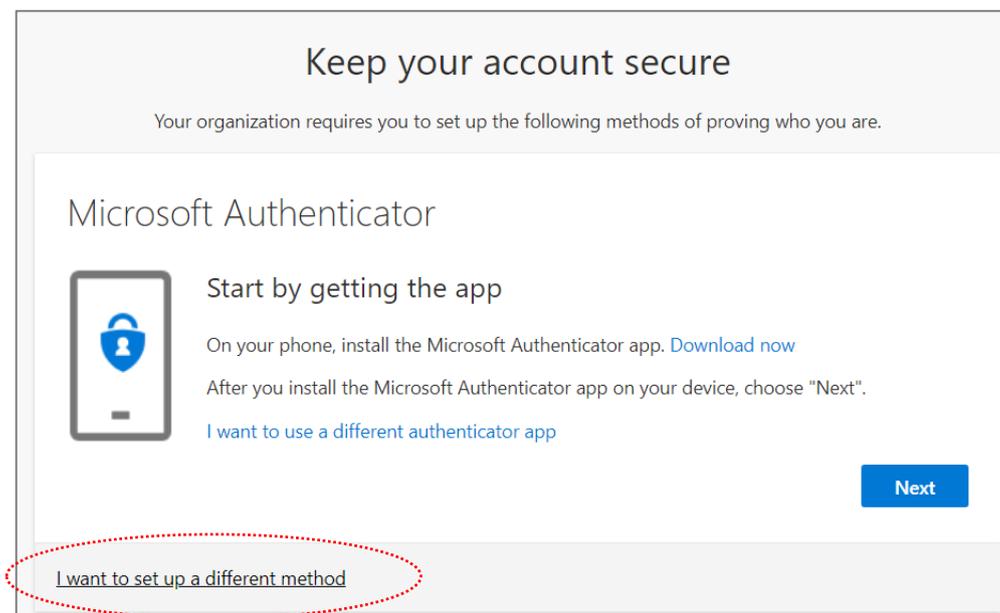
1. Click on the invite link you have received to set up your guest access to MTU resources.
2. Follow the steps below; if you are using a Microsoft account (Office 365, Outlook, Live) to access the MTU resource, or if you are not using a Microsoft account (gmail, yahoo)

| If your using a Microsoft account..   | If you are not using a Microsoft account...   |
|---|---|
| <p>View your email address, enter your password and click Sign in</p>  | <p>Click on the link to Send Code</p>               |
| <p>Review the permissions and click Accept</p>                       | <p>Enter the code sent to your email address</p>  |
|   | <p>Review permissions and click Accept</p>        |

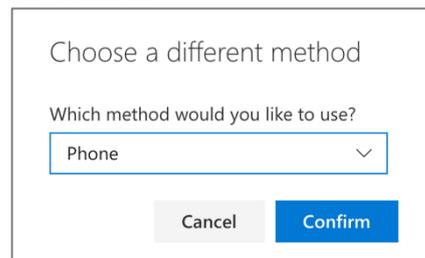
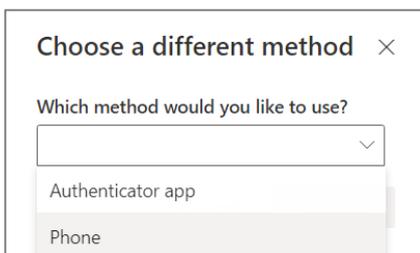
3. A message will appear that more information is required, click Next



4. Click on the link 'I want to set up a different method'



5. Select 'Phone' from the dropdown option and click 'Confirm'



6. Select the **country area code** and **enter your mobile number** and select **Next**

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### 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?

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](#).

[I want to set up a different method](#)

#### On your mobile:

7. You'll receive a text message with a six-digit code



#### On your device (PC/Mac/Tablet):

8. On your device, **enter the six-digit code** that you received on your mobile phone and click **Next**

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

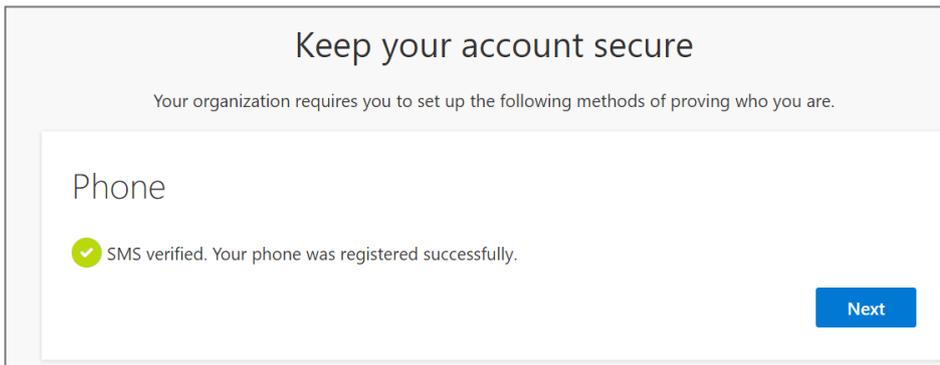
#### Phone

We just sent a 6 digit code to +353 0876211119. Enter the code below.

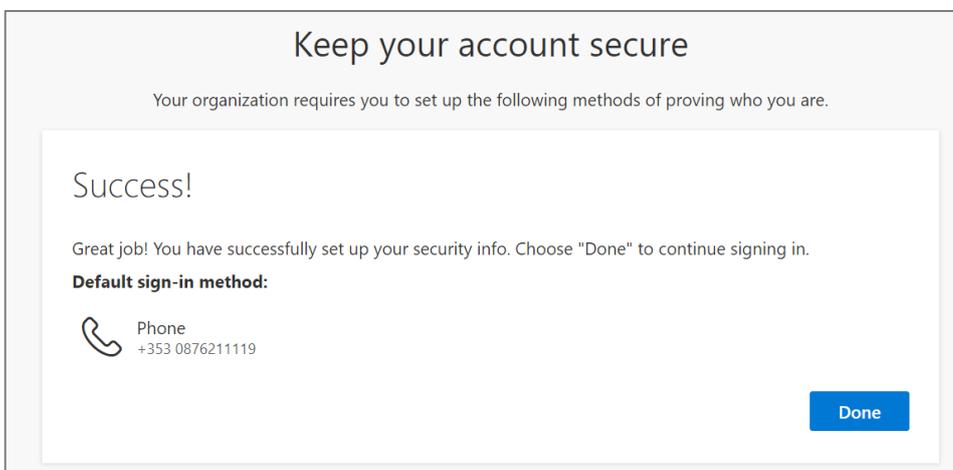
[Resend code](#)

[I want to set up a different method](#)

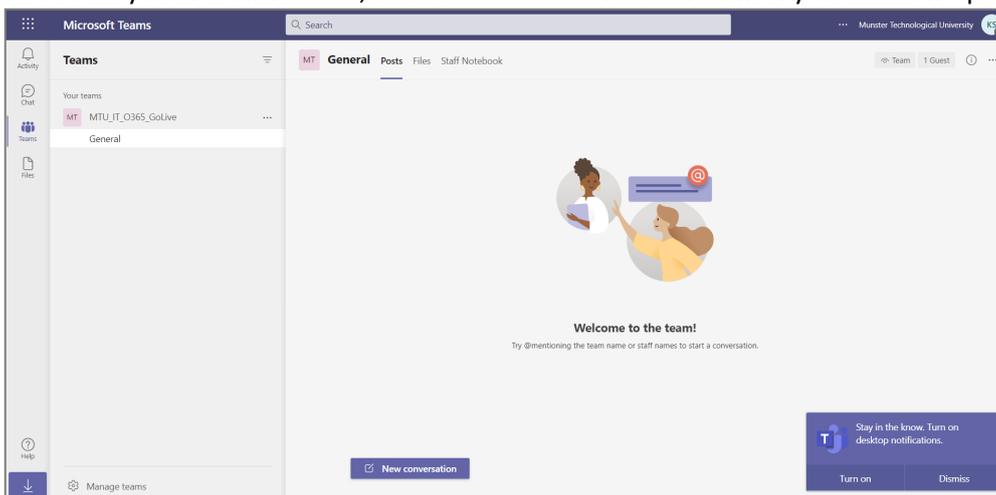
9. You'll then see a message that your phone has been successfully set up, click **Next**



10. Confirmation that text is now set up, click **Done**



11. The Team you were invited to, or document that was shared with you will now open



Any time that you wish to access MTU resources you will be prompted to sign in with MFA. Using the **Text to your mobile** – you'll receive a six-digit code to your mobile phone and enter this six-digit code

You can change your phone number or preferred method at a later time by visiting <https://aka.ms/mfasetup>