Multi-Factor Authentication (MFA) for Outlook

www.outlook.com (formally known as OWA)

Click on Sign in

Enter your WSDOT email address: username@wsdot.wa.gov

Click Next
Enter WSDOT password

Click Sign in

Click Next

Verifying...
From your options, you will see:

- Authentication phone
- Office phone (we will not be using)
- Mobile App

**Authentication phone option**

*Note: If you select call me, you will receive a call from the following number.*

If you want to receive a text message, make that choice and you will see the following screen.
You will receive a 6 digit number. Enter that number into the box and select verify.
After you enter your password, you will receive your 6 digit verification code to complete your logon.
You will then be logged into Outlook.

**Mobile App option**

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account.

**Step 1: How should we contact you?**

- Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up]

At this point, you will need to download the mobile app on your cell phone.
Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose “Work or school account”.
3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.
Code: 287 358 678
Url: https://cys01napad09na.phonetorcer.net/ped/801832954

If the app displays a six-digit code, choose “Next”.

After your cell phone has been configured, go back to where you left off on the computer. Click Next.

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- Mobile app

How do you want to use the mobile app?
- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.
Set up Mobile app has been configured for notifications and verification codes.

Select “Use verification code”
Click Next
Go to your cell phone, launch the Authenticator app. You will receive a 6 digit code that you will have 30 seconds to use. If the countdown expires, it will generate a new 6 digit code.

There is no need to put in a space.

You will then be logged into Outlook.