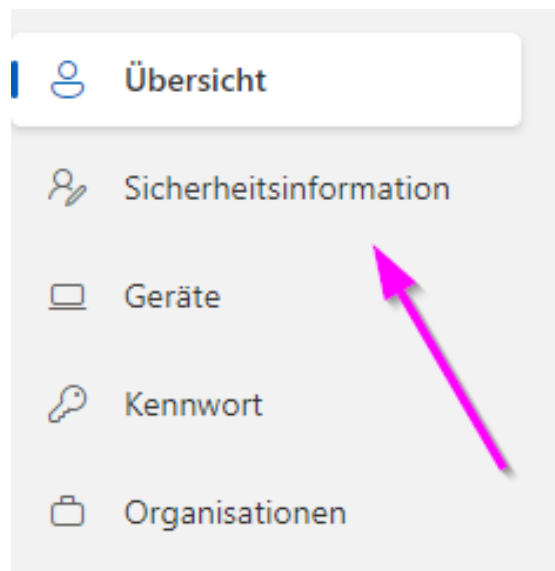
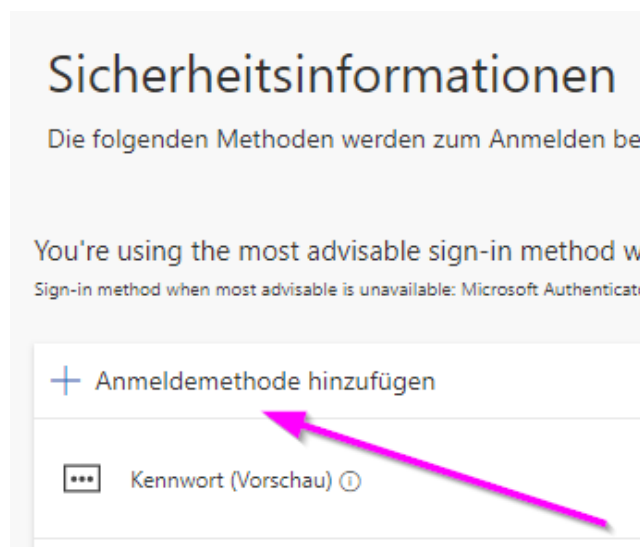


## Instructions for adding sign-in methods

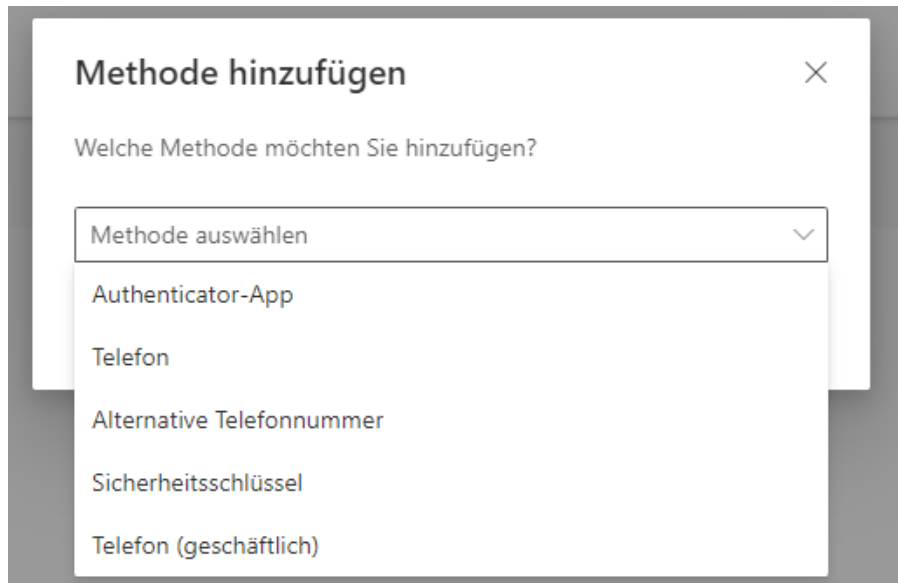
- Step 1: Go to <https://myaccount.microsoft.com/> and log in with your username and password.
- Step 2: Select "Security Information."



- Step 3: Select "Add login method."



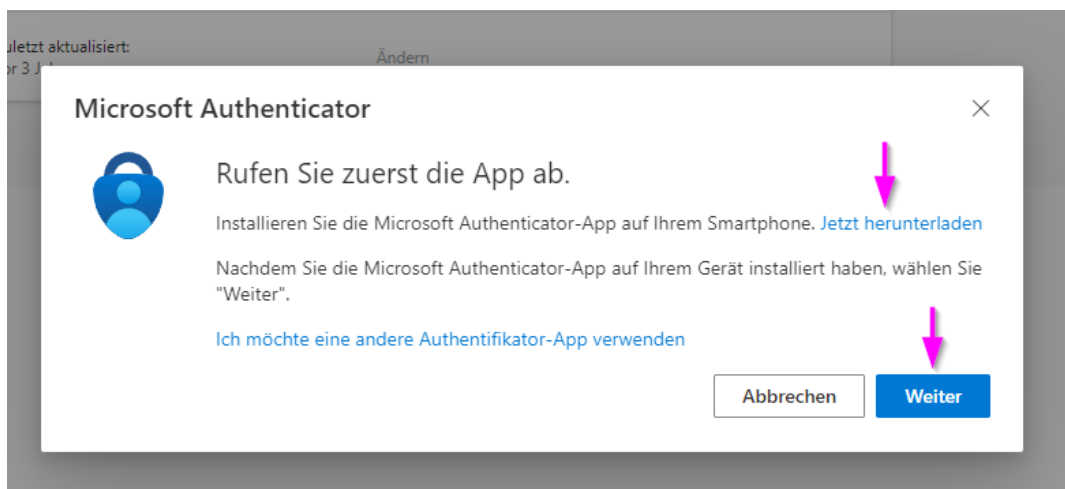
- Step 4: Select the desired security method – we particularly recommend Microsoft Authenticator, an authenticator app (TOTP), or a security key. Both Microsoft Authenticator and other authenticator apps can be selected via the "Authenticator app" option.



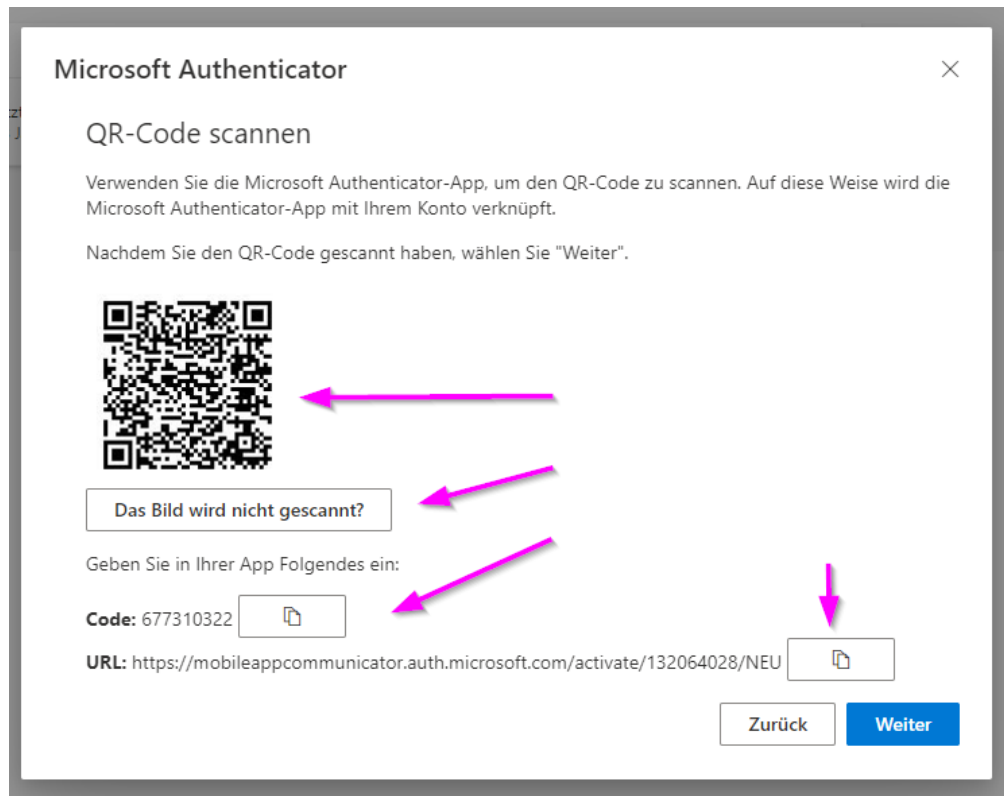
Depending on your selection, you will see the following display:

- Step 4 – A: Microsoft Authenticator

Click on "Authenticator App." Select "Download Now" if you do not yet have the app installed on your device, otherwise click on "Continue."



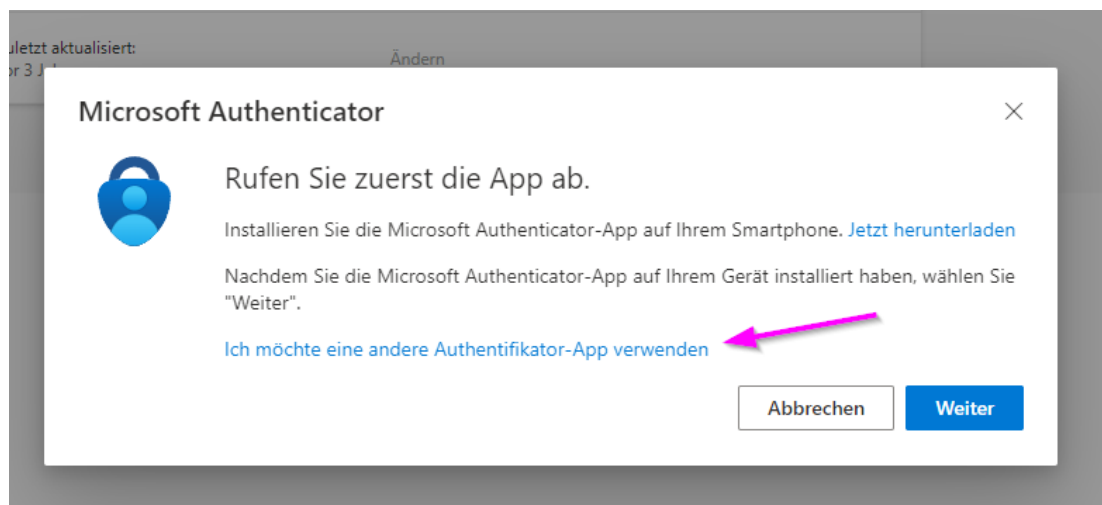
Now scan the QR code displayed. If this does not work, click on "The image is not scanning?" and enter the information listed below directly into your app.



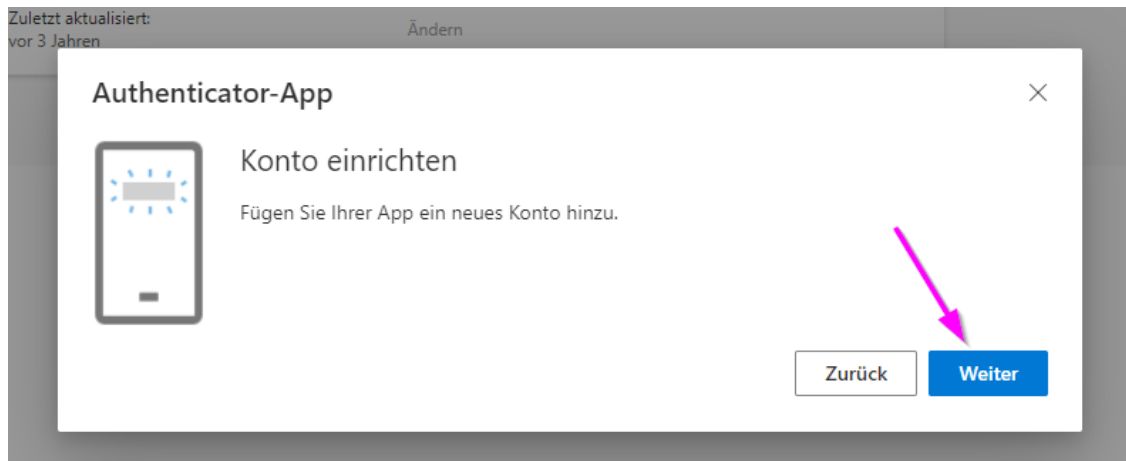
Confirm with "Continue" and follow the instructions in the app.

#### ■ Step 4 – B: Authenticator app

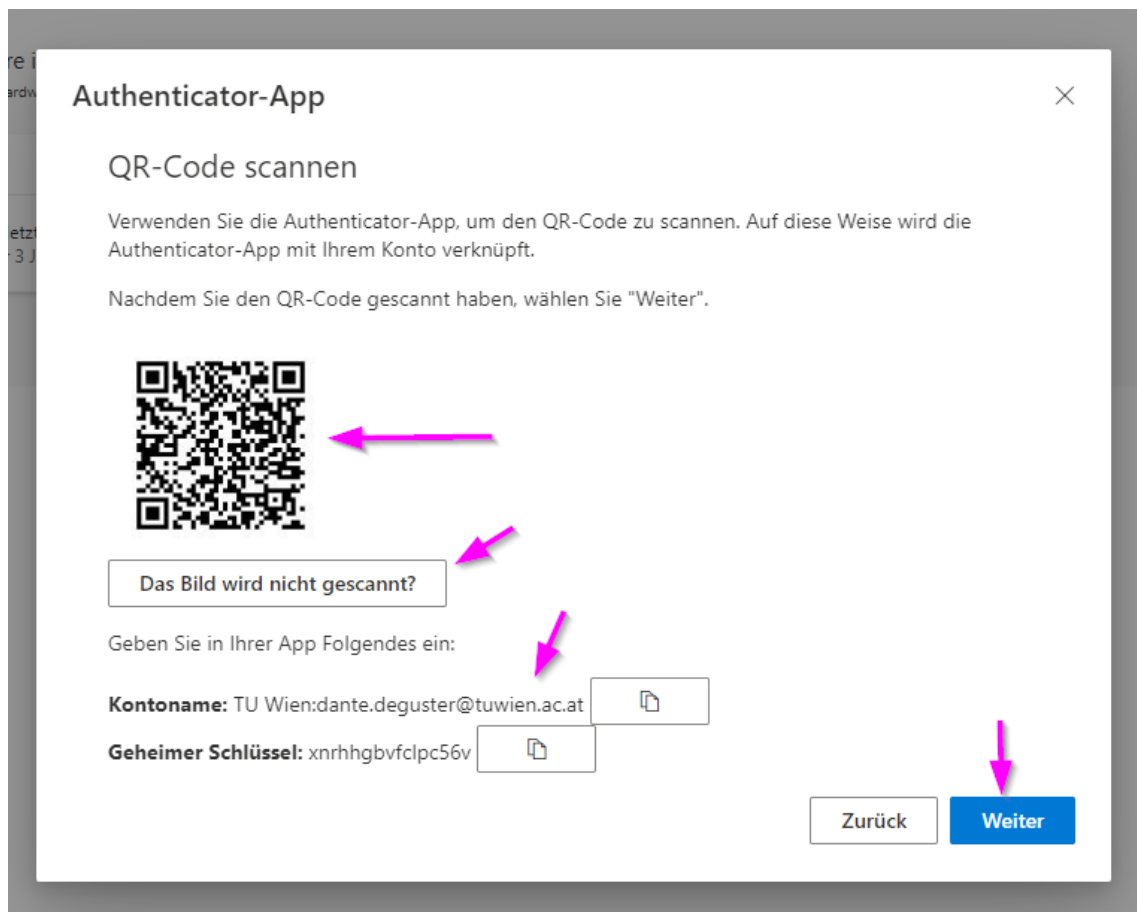
If you want to use a different authenticator app (TOTP), click on "I want to use a different authenticator app."



Click directly on "Continue" in the following image.

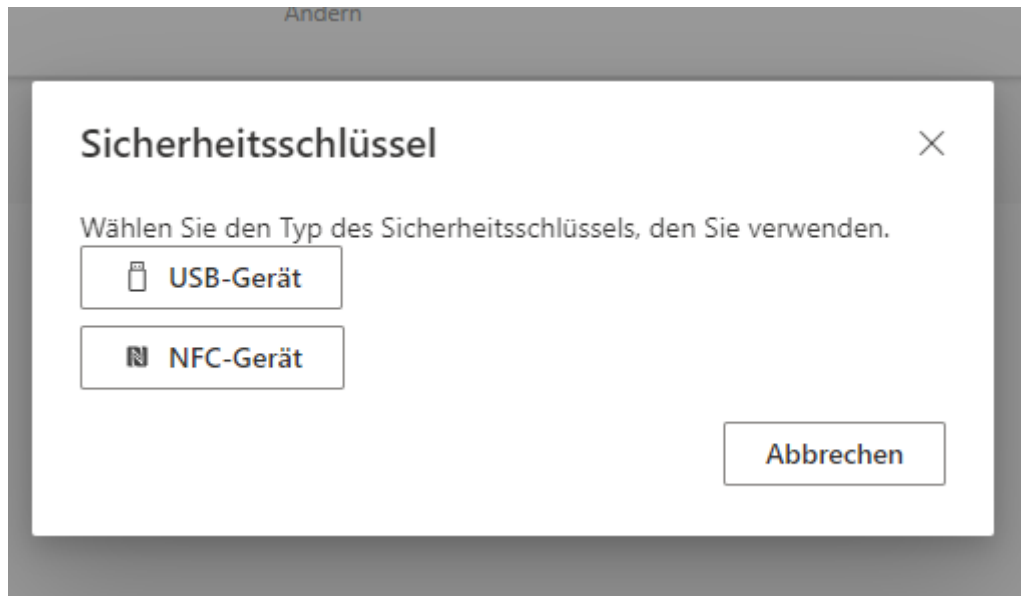


Now scan the QR code with the app. If this does not work, click on "The image is not being scanned?" and enter the information displayed and confirm with "Continue." Then follow the instructions in the app.



#### ■ Step 4 – C: Security key

After selecting the "Security key" option, choose the type of security key you want to use. The instructions will then guide you step by step through the setup process in a separate window.



- Step 5: In future, when logging in, you can select "Login options" to log in using alternative forms of authentication.

