Change how you get 2-step verification codes

 

Depending on how your Office 365 admin set up 2-step verification for your organization, you might be able to change how you get your codes.

1. Sign in to Office 365 using your password and verification code.
2. Choose **Settings** > **Office 365**.
3. Choose **Security & Privacy** > **Additional security verification**.
4. Choose **Update my phone numbers used for account security**. This will display the following page:



1. Choose how you want to get your verification code. Although all options are listed, your admin may not make them all available; you'll get a message if you choose one your admin didn't enable.
2. Follow the prompts on the page.
3. **We strongly recommend setting up more than one verification method**. For example, if you travel a lot, consider [**setting up Microsoft Authenticator**](https://support.office.com/en-us/article/setting-up-microsoft-authenticator-1412611f-ad8d-43ab-807c-7965e5155411) for your verification method. It's the easiest verification method to use, and a way to avoid text or call charges. You can download the “Microsoft Authenticator” app in your devices app store.