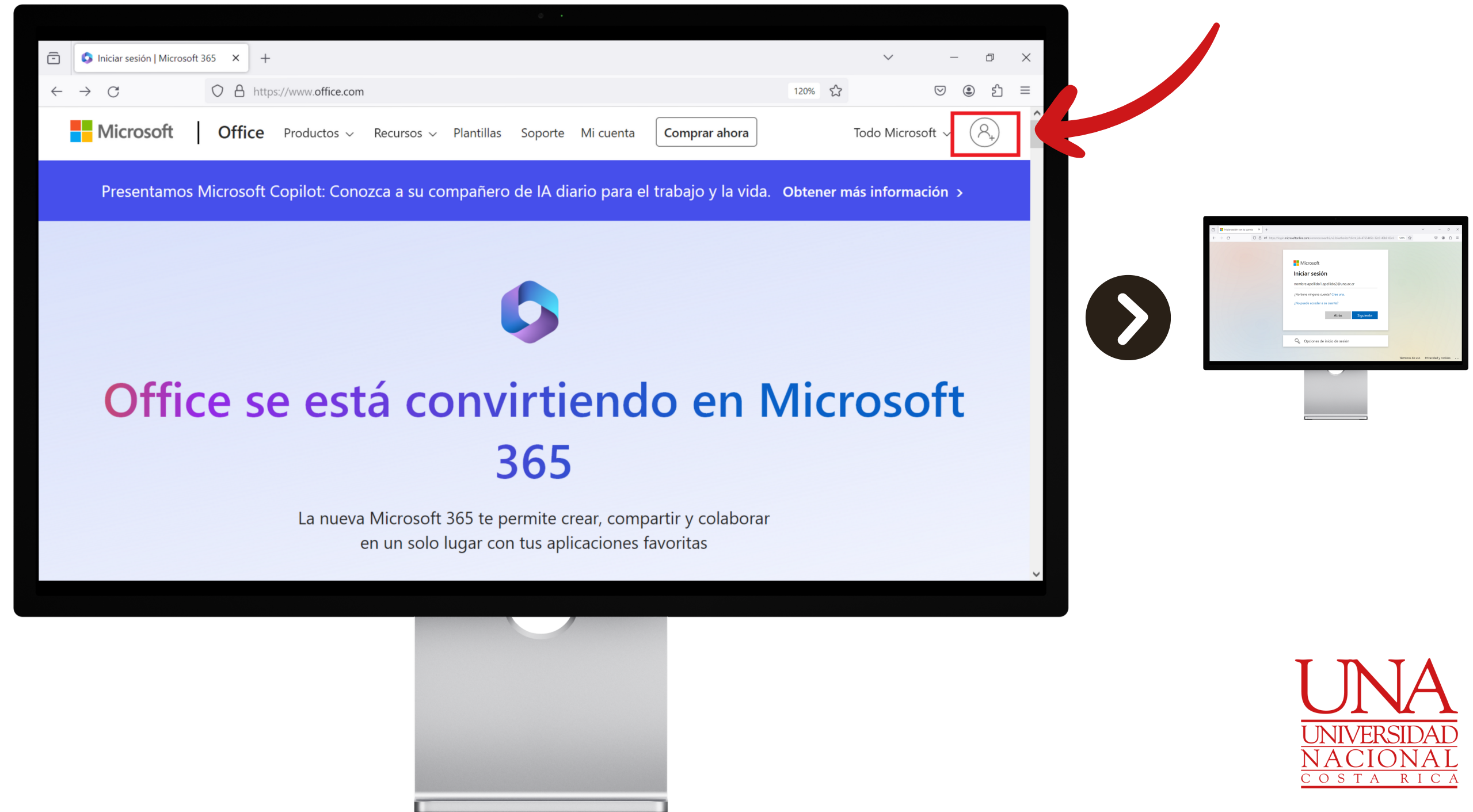


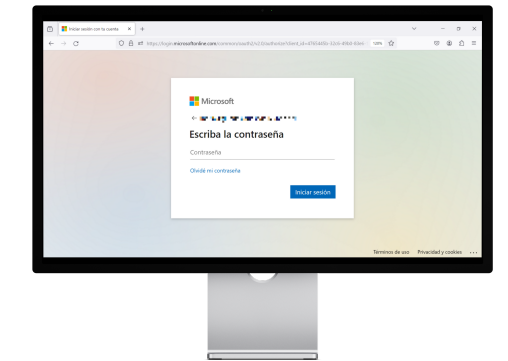
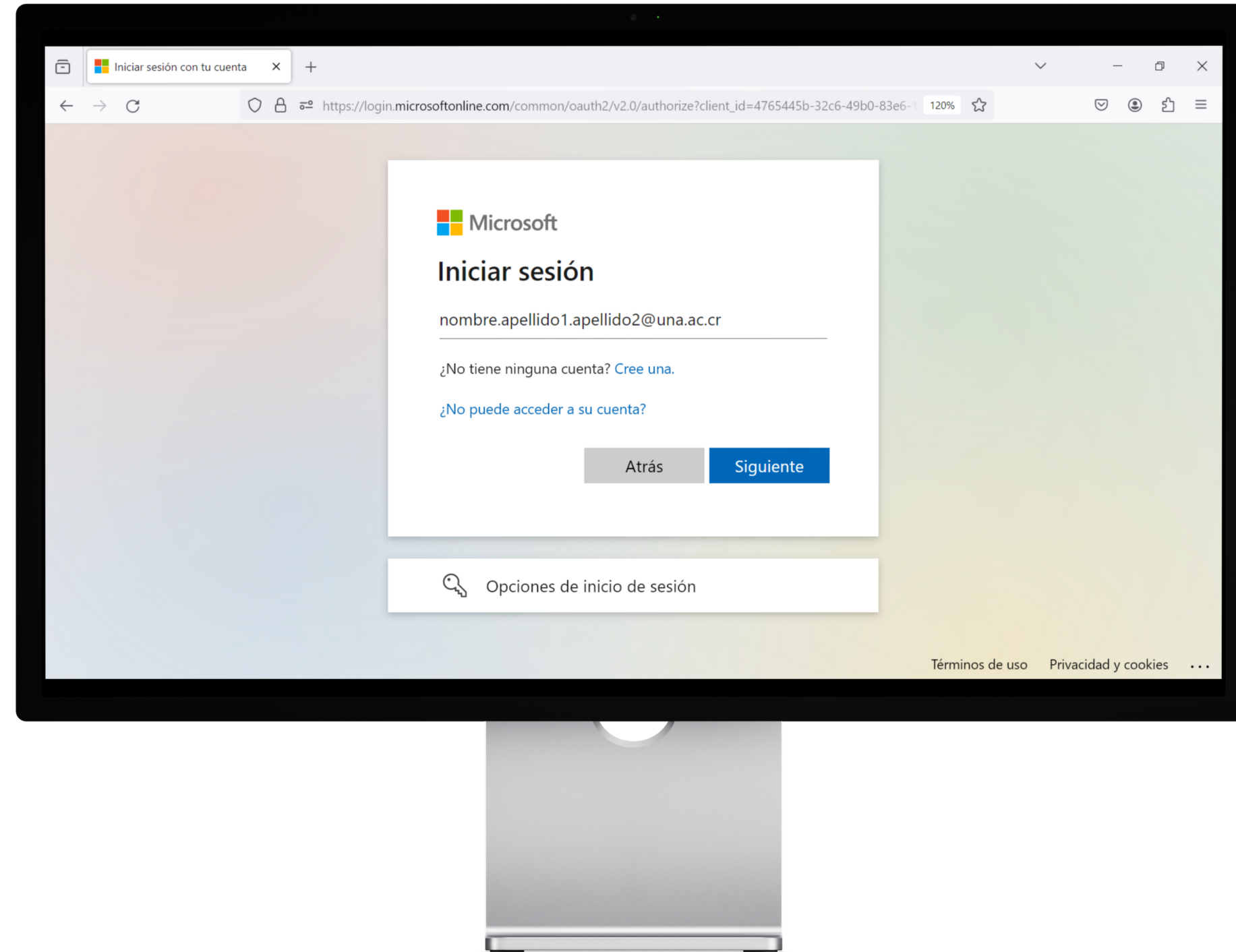
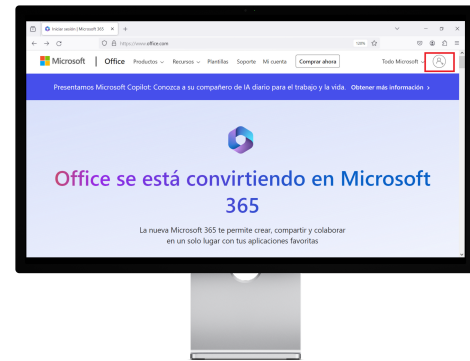
CONFIGURACIÓN 2FA - MICROSOFT 365

Ingresa a www.office.com
Dé clic sobre "Iniciar sesión"



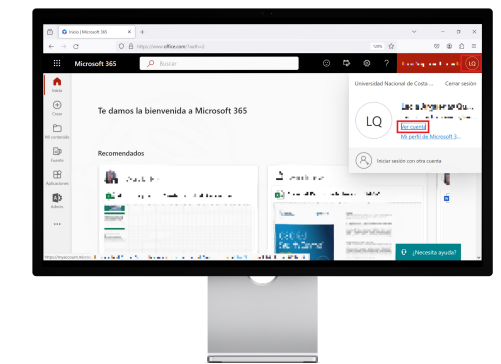
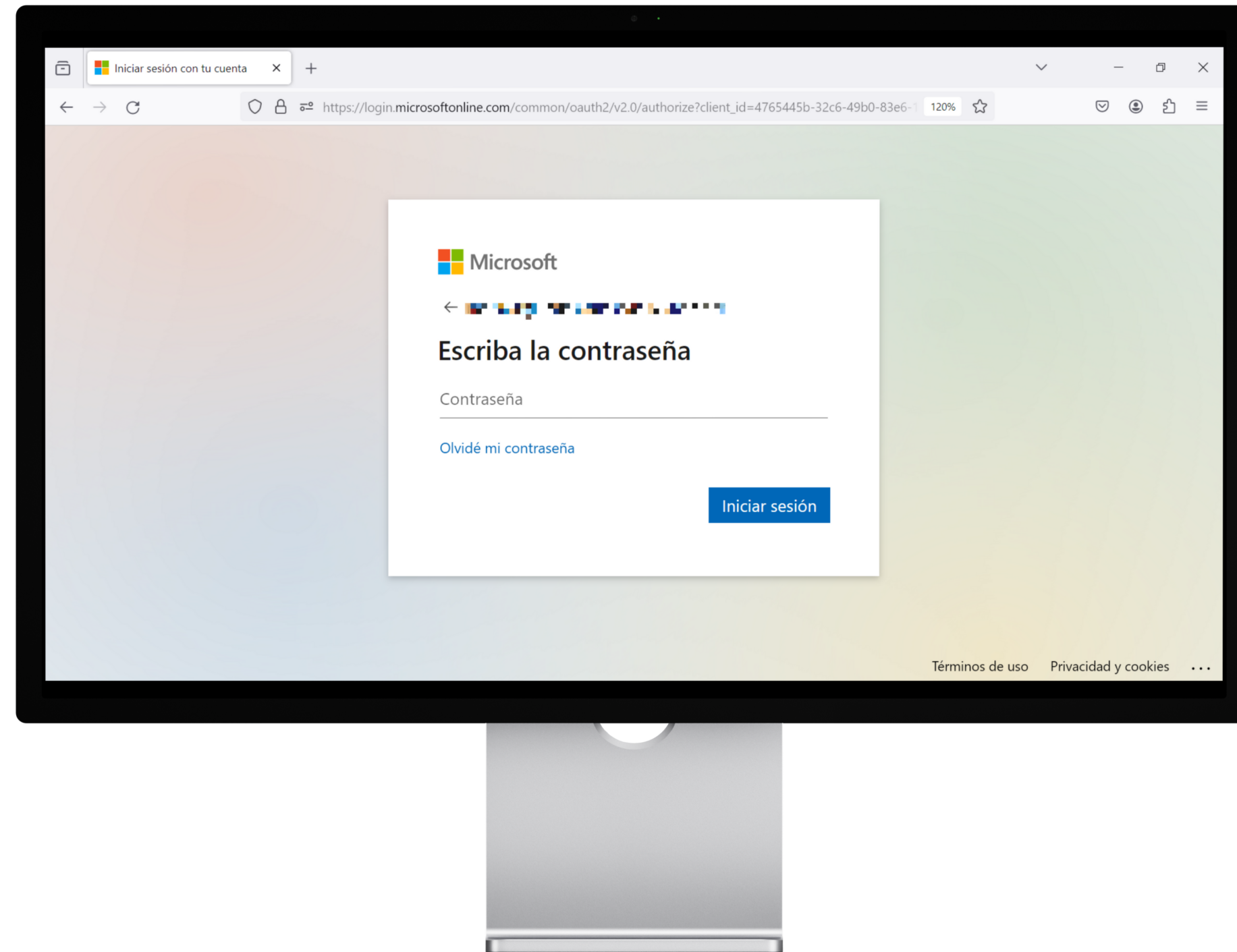
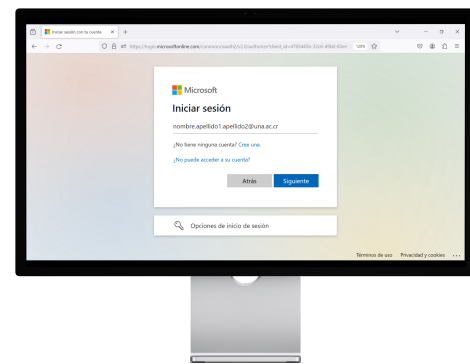
CONFIGURACIÓN 2FA - MICROSOFT 365

Escriba sus credenciales, las que usa
en Teams



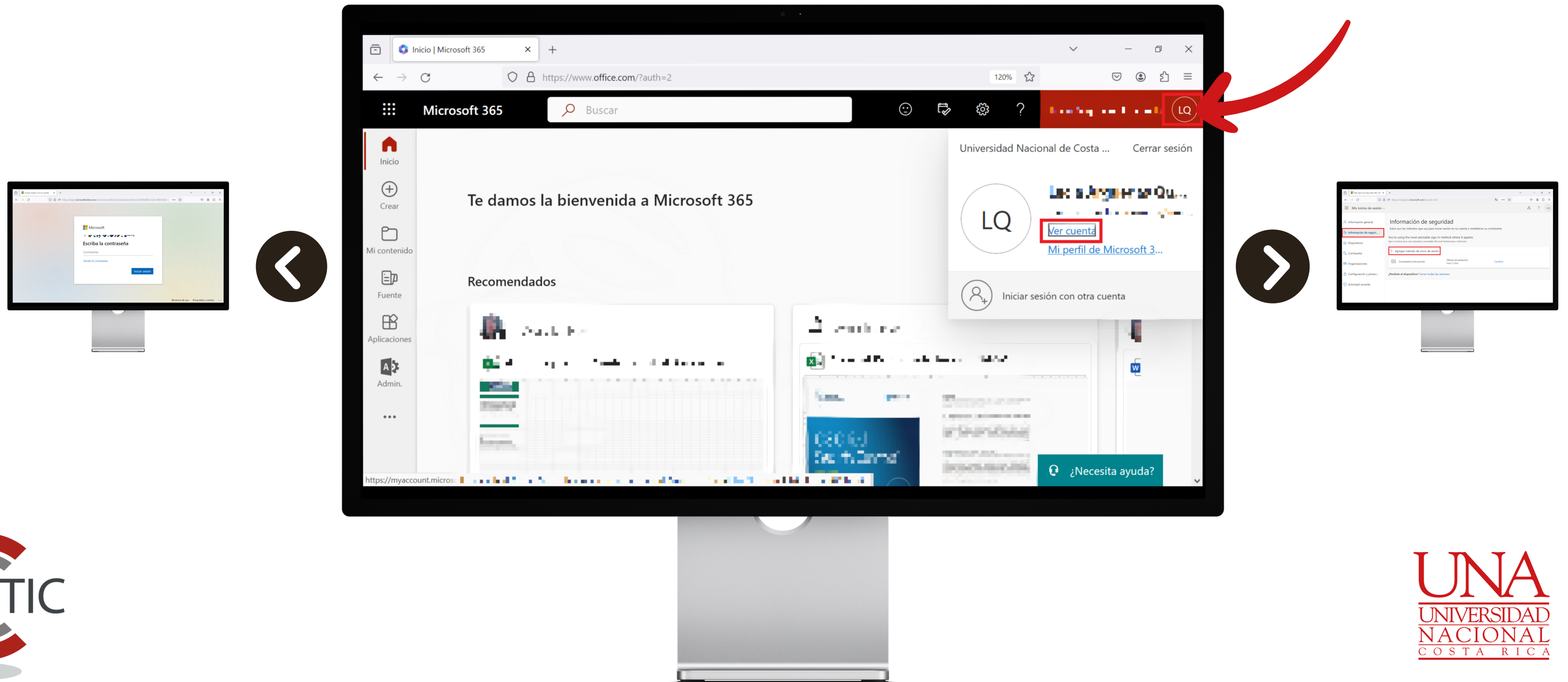
CONFIGURACIÓN 2FA - MICROSOFT 365

Digite su contraseña



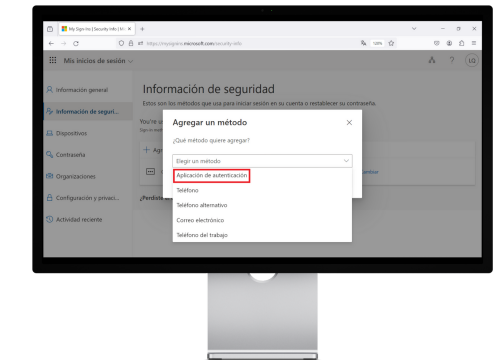
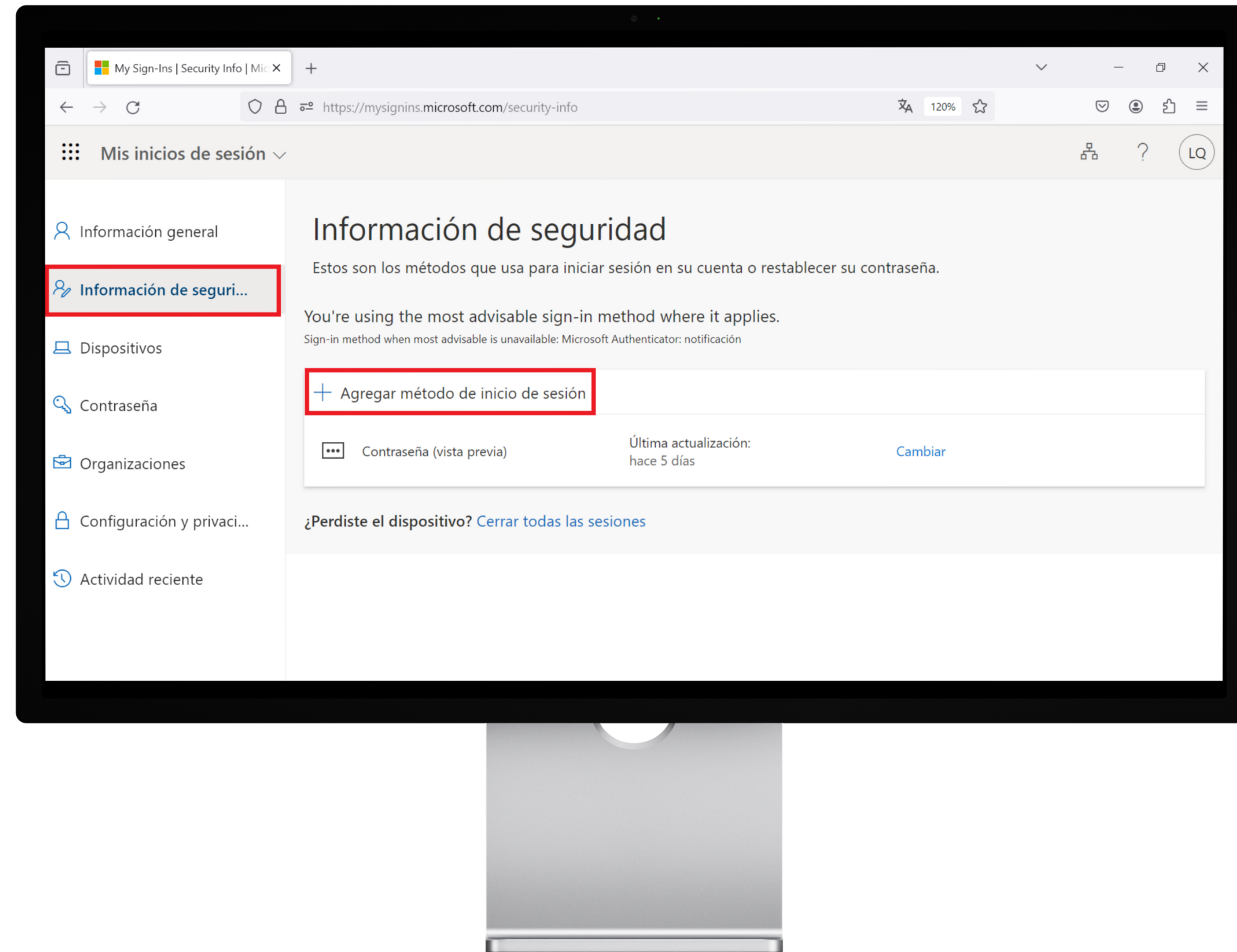
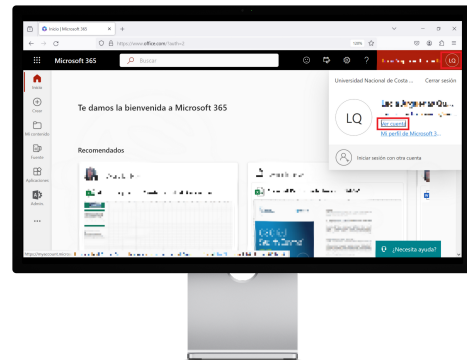
CONFIGURACIÓN 2FA - MICROSOFT 365

Dé clic sobre su nombre y luego sobre
"Ver cuenta"



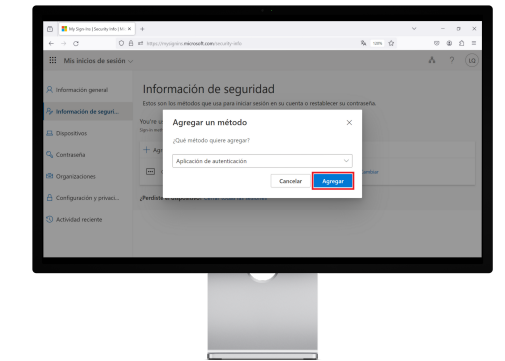
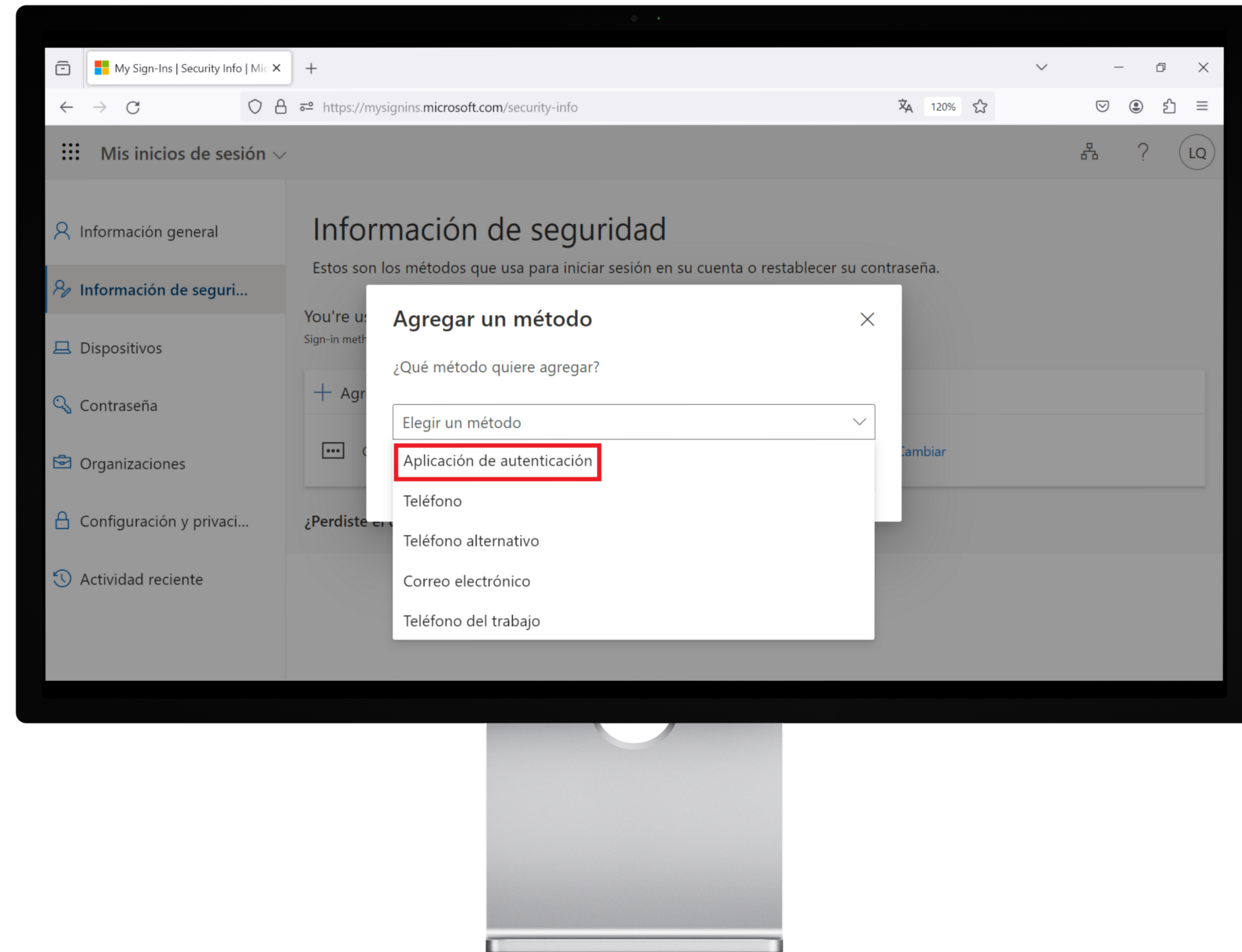
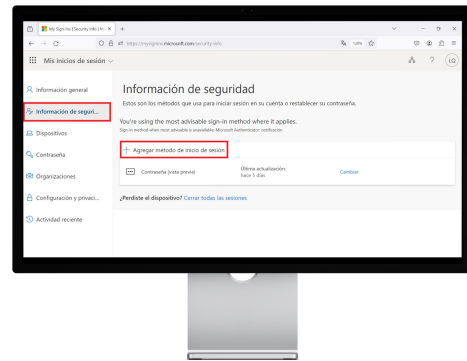
CONFIGURACIÓN 2FA - MICROSOFT 365

Dé clic sobre "Información de seguridad" y luego en "Agregar método de inicio de sesión"



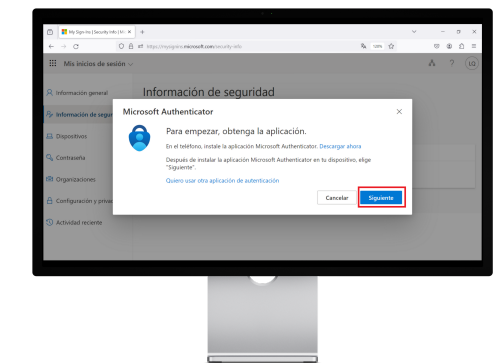
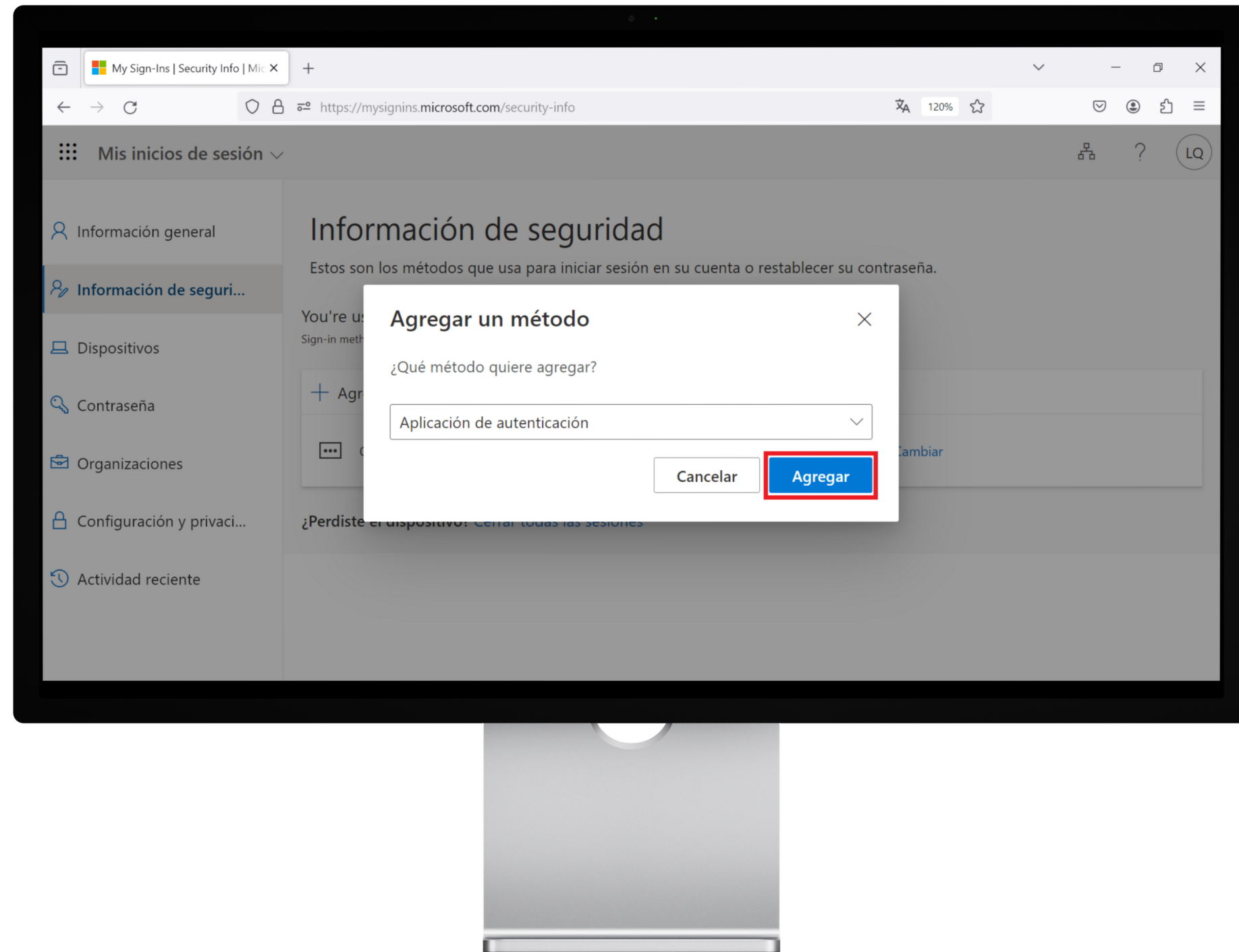
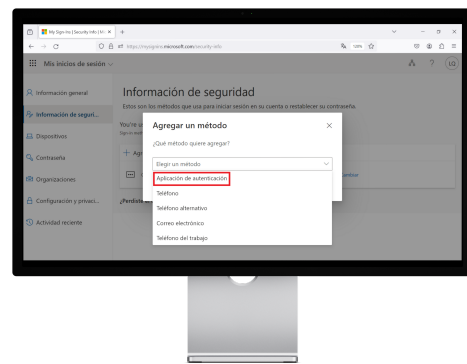
CONFIGURACIÓN 2FA - MICROSOFT 365

Seleccione "Aplicación de autenticación"



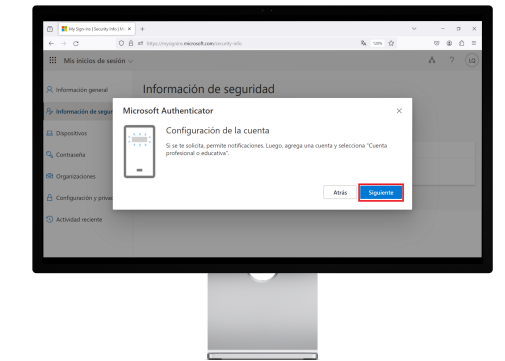
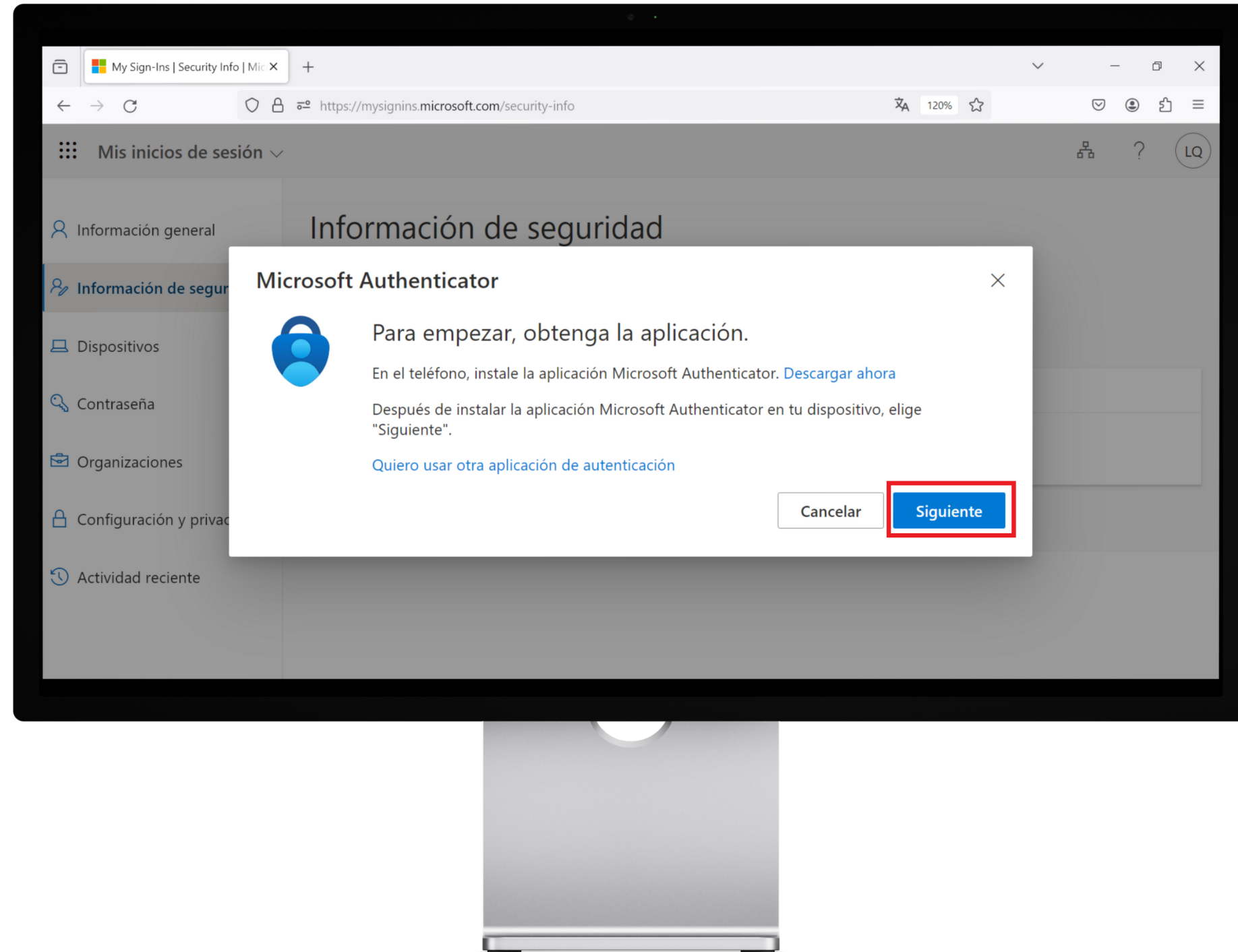
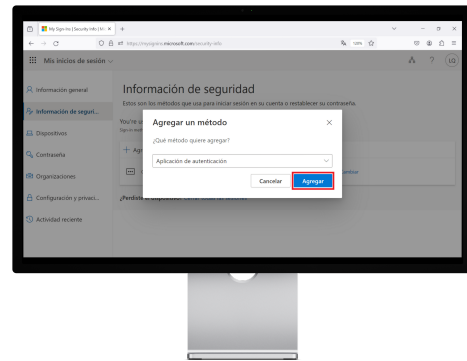
CONFIGURACIÓN 2FA - MICROSOFT 365

Dé clic sobre "Agregar"



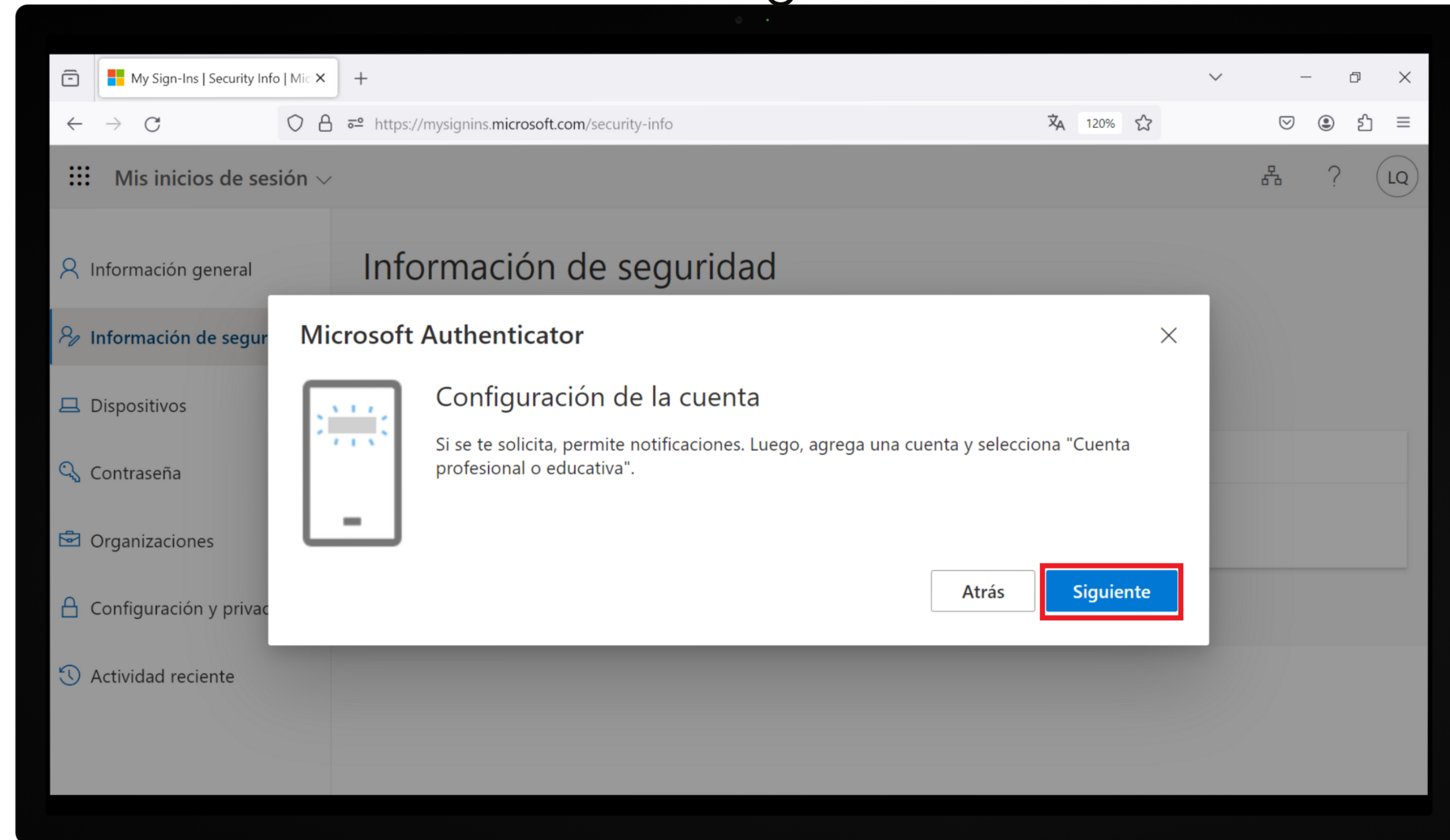
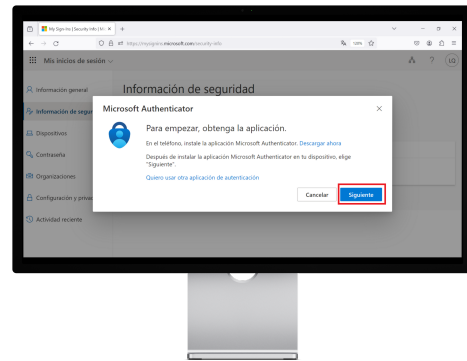
CONFIGURACIÓN 2FA - MICROSOFT 365

Se le solicita descargar en su celular la aplicación Microsoft Authenticator, dé clic sobre "Siguiente"



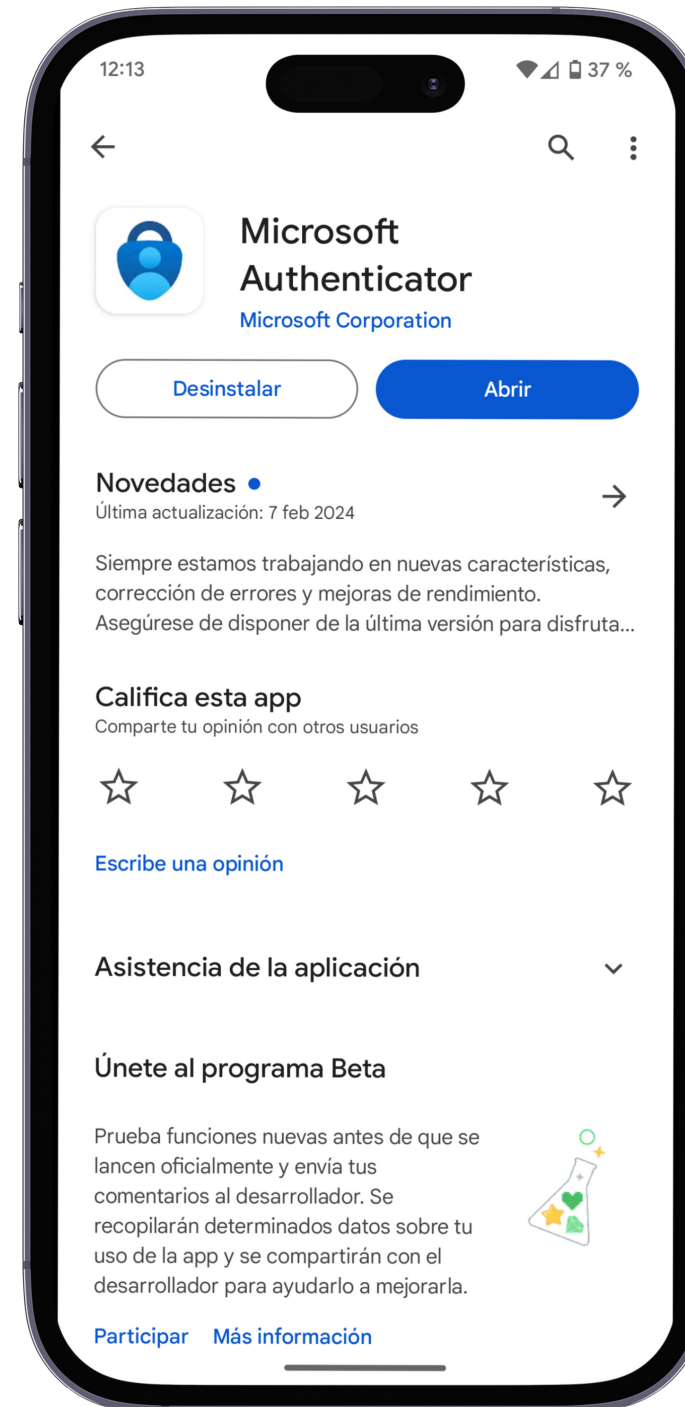
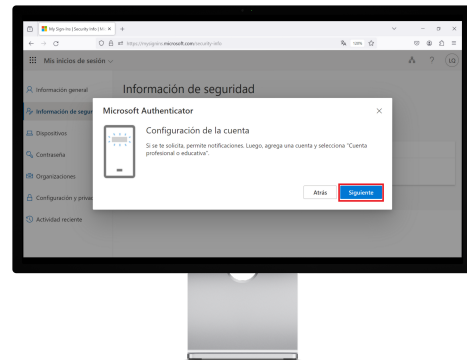
CONFIGURACIÓN 2FA - MICROSOFT 365

Se le dan las indicaciones que tiene que seguir en su celular en la aplicación "Microsoft Authenticator", dé clic en "Siguiente"



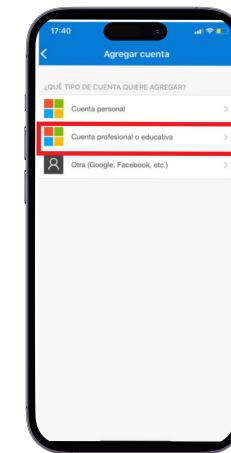
CONFIGURACIÓN 2FA - MICROSOFT 365

Descargue y abra la aplicación "Microsoft Authenticator" en su celular



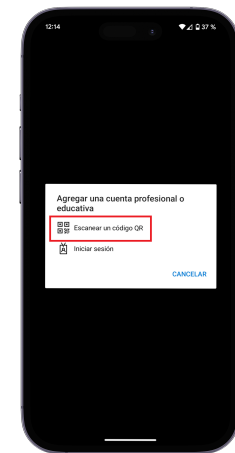
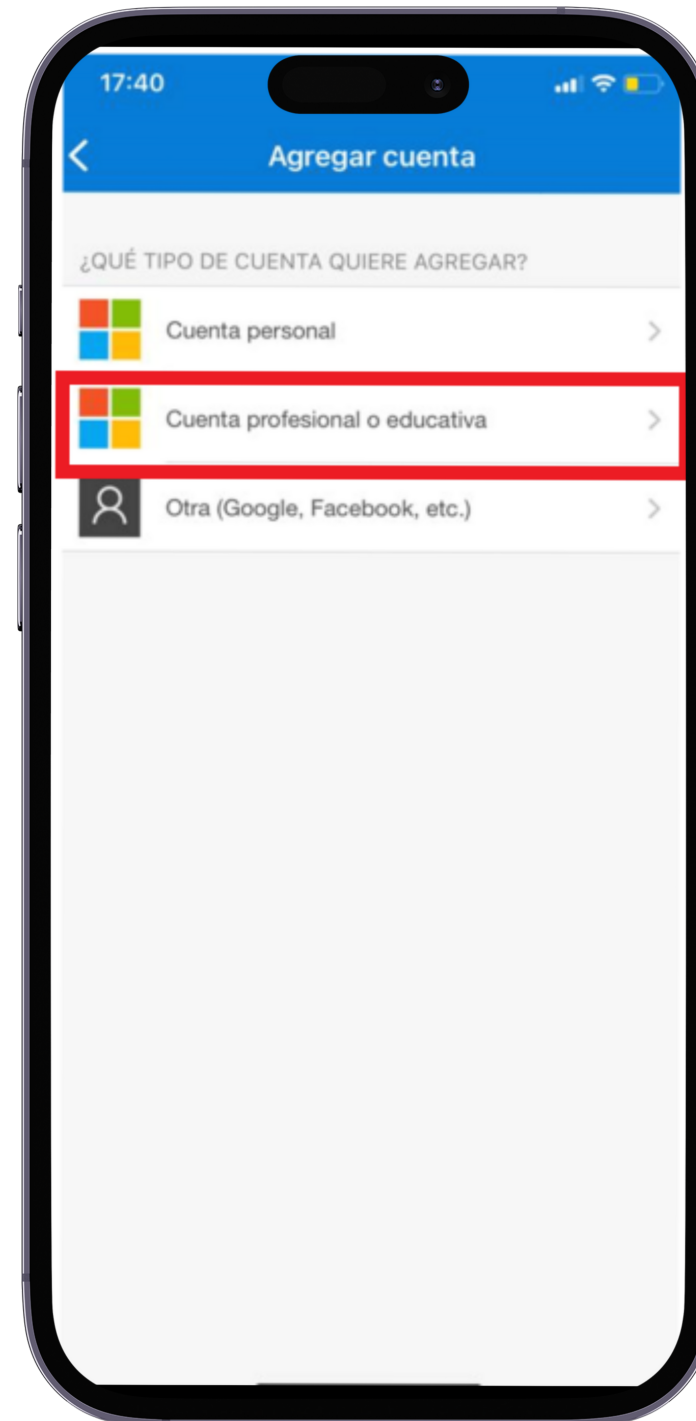
CONFIGURACIÓN 2FA - MICROSOFT 365

En la aplicación "Microsoft Authenticator" dé clic sobre el "+"



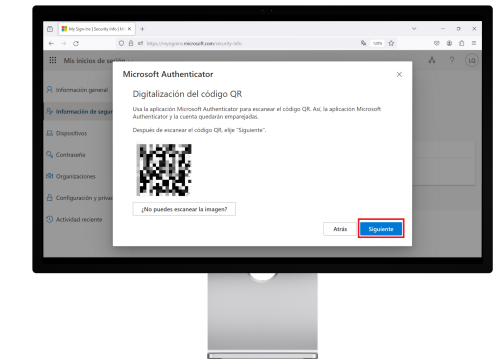
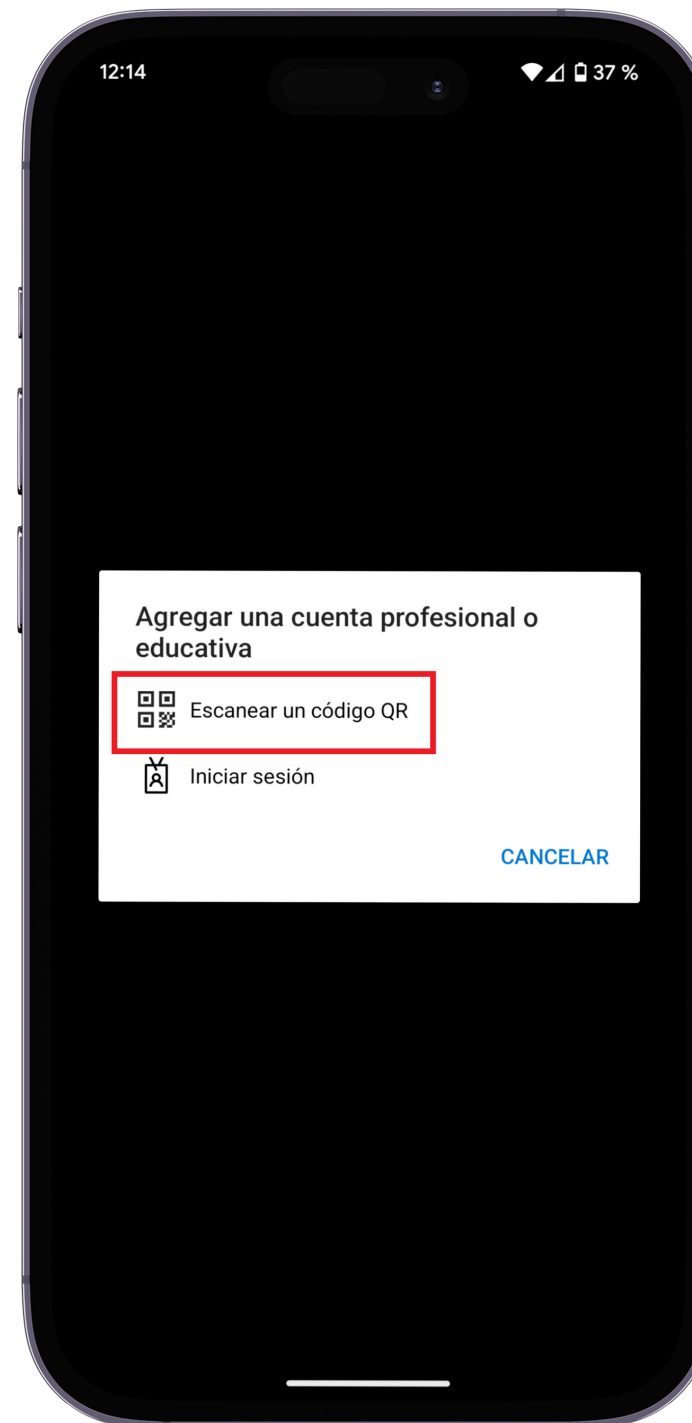
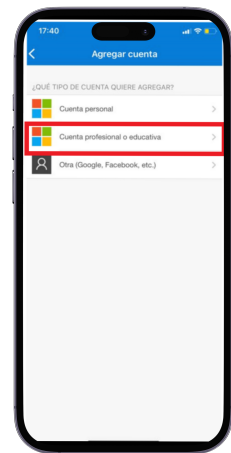
CONFIGURACIÓN 2FA - MICROSOFT 365

Seleccione "Cuenta profesional o educativa"



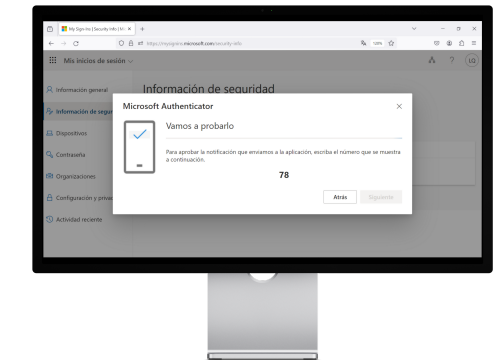
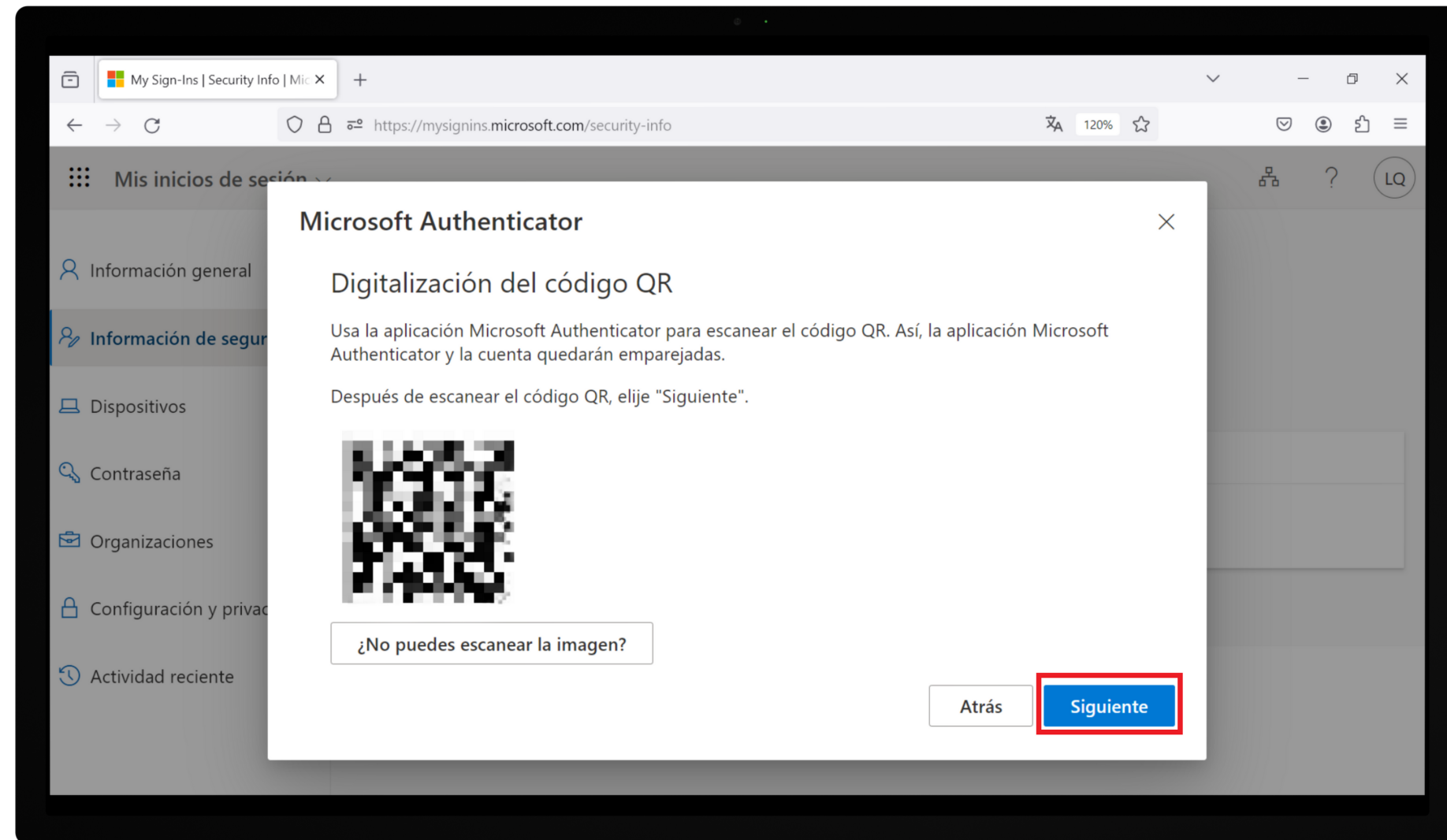
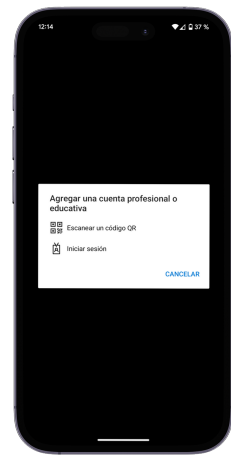
CONFIGURACIÓN 2FA - MICROSOFT 365

Dé clic sobre "Escanear un código QR"



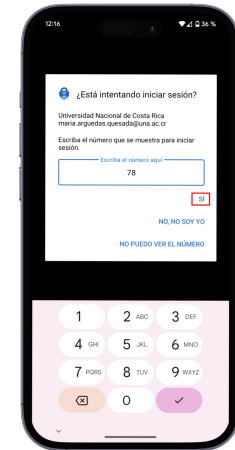
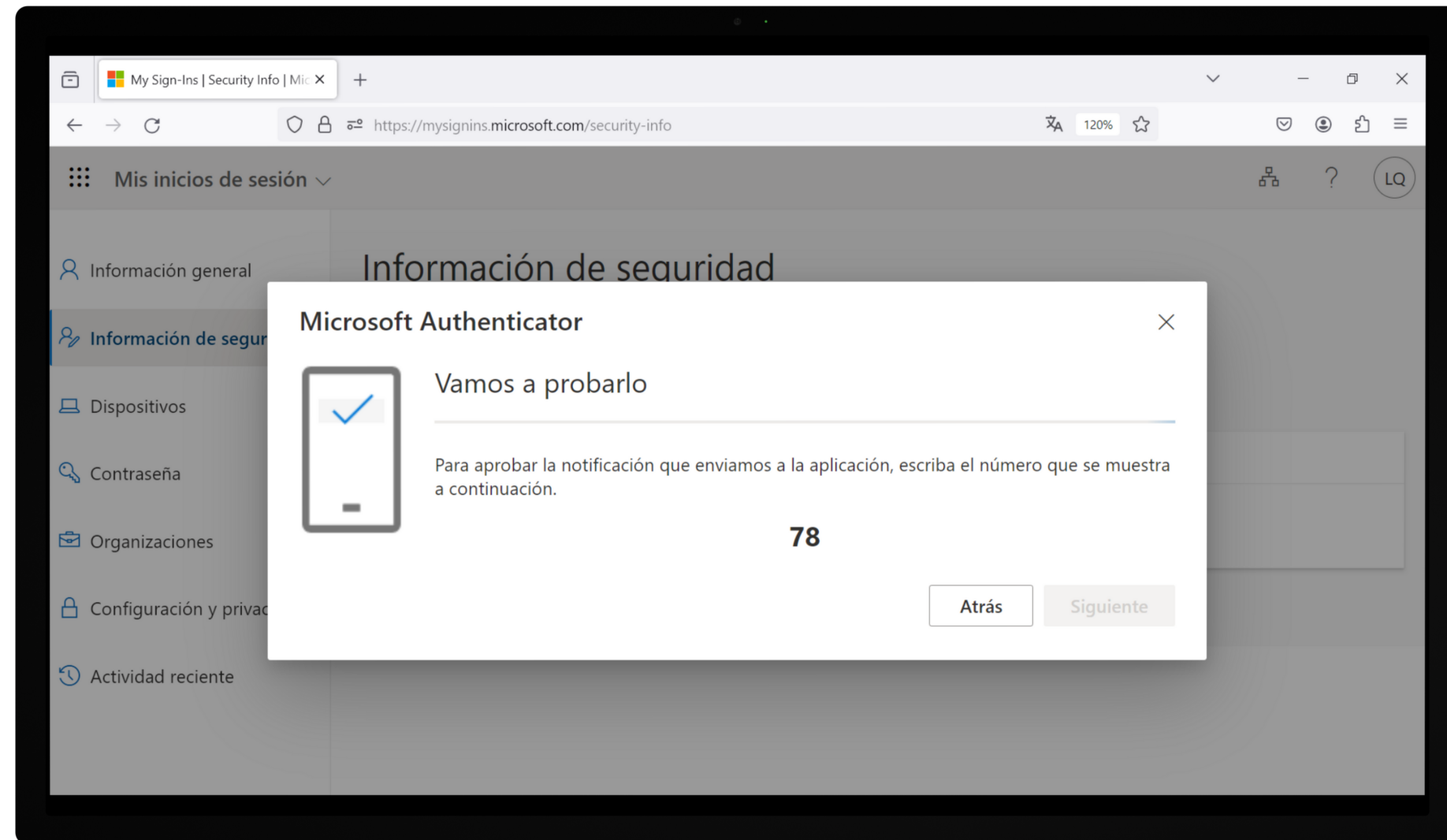
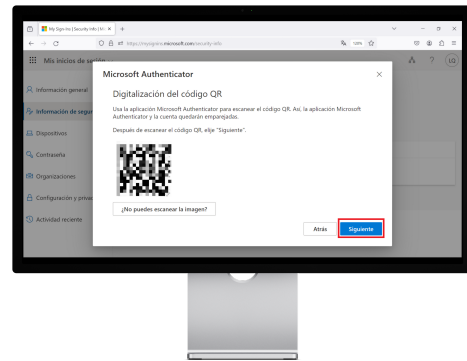
CONFIGURACIÓN 2FA - MICROSOFT 365

Escanee el código que se le muestra en su pantalla y dé clic en "Siguiente"



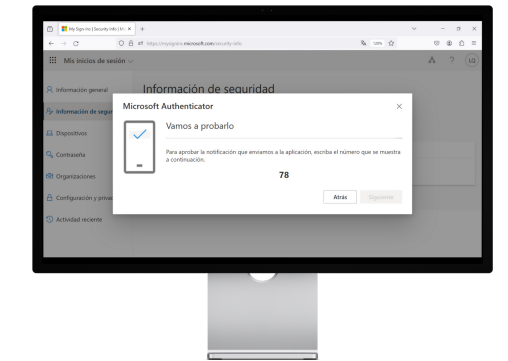
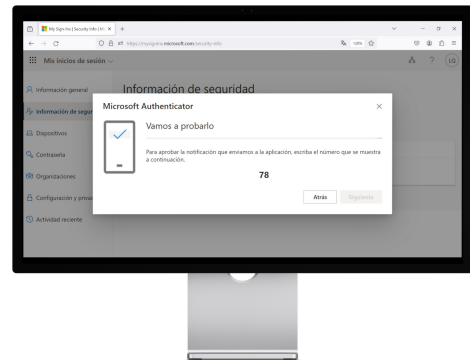
CONFIGURACIÓN 2FA - MICROSOFT 365

Ahora le desplegará un número, este número lo tiene que ingresar en su celular.



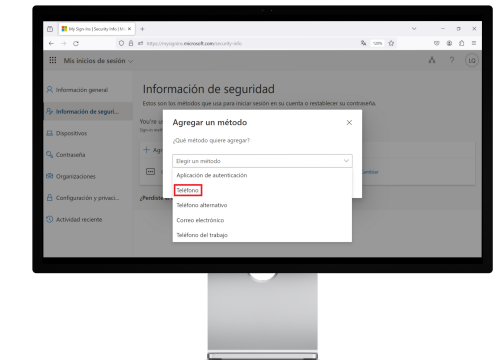
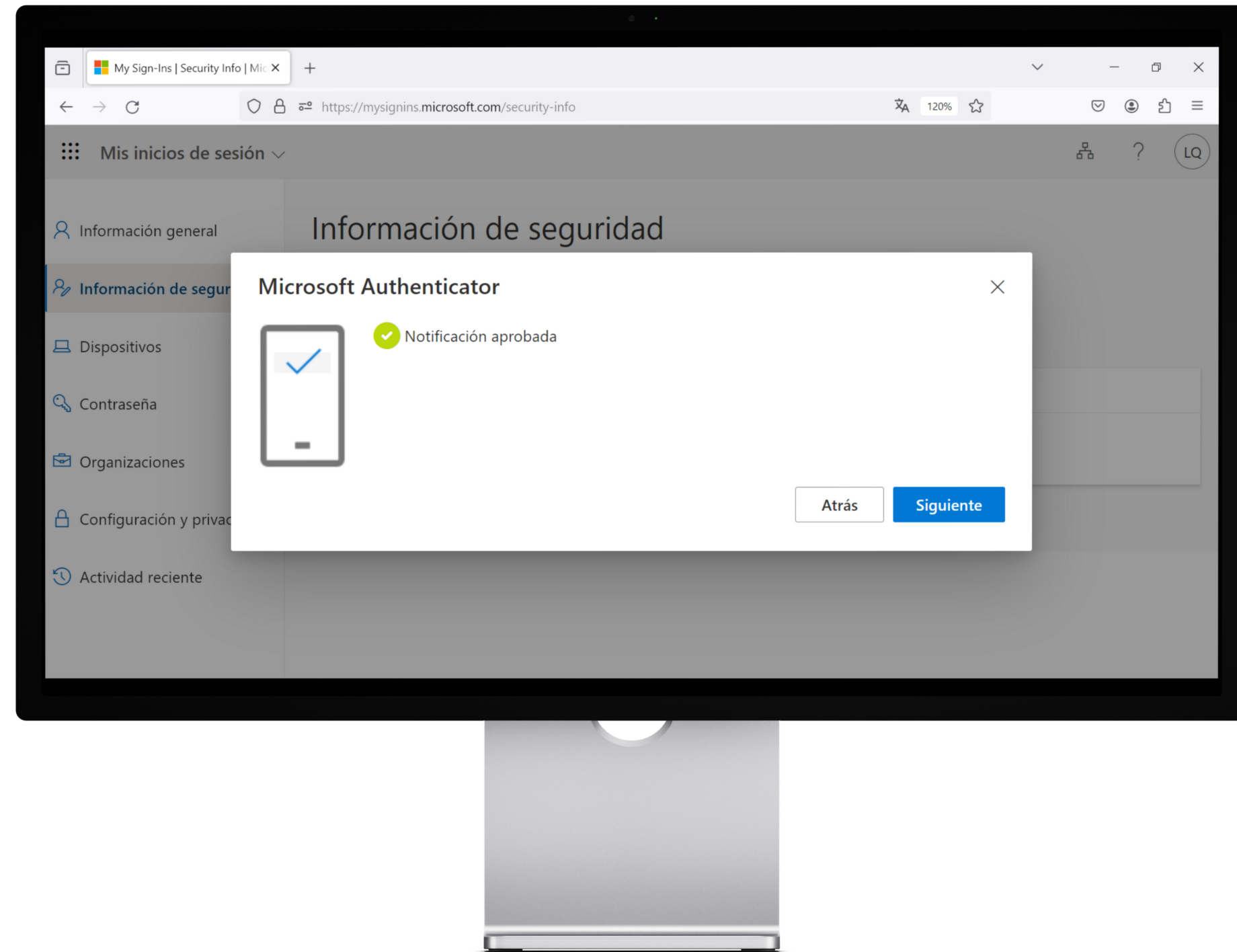
CONFIGURACIÓN 2FA - MICROSOFT 365

Ingrese el número en su celular y dé clic sobre "Sí"



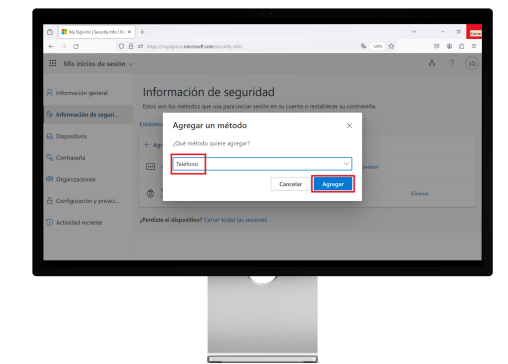
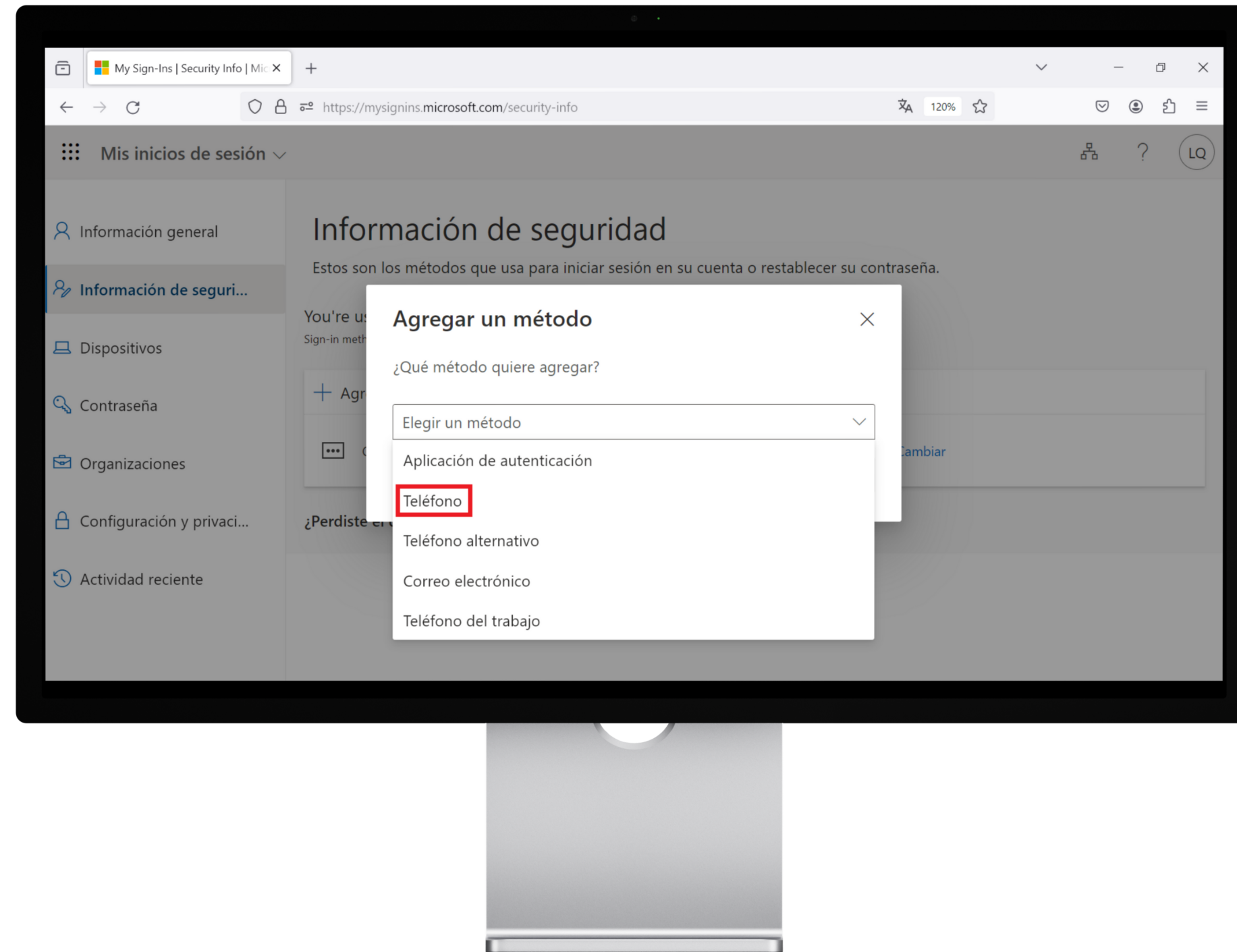
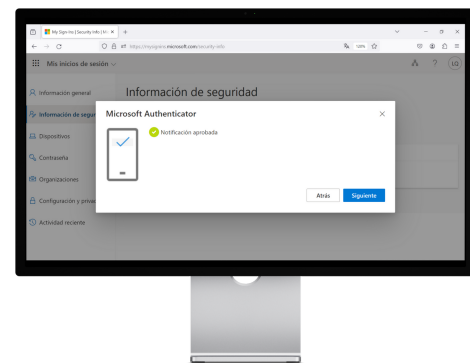
CONFIGURACIÓN 2FA - MICROSOFT 365

Y listo, ya tendrá configurado Microsoft Authenticator



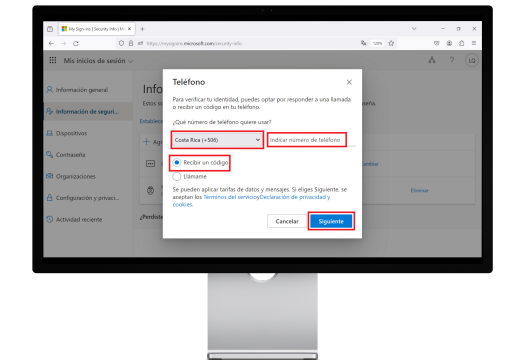
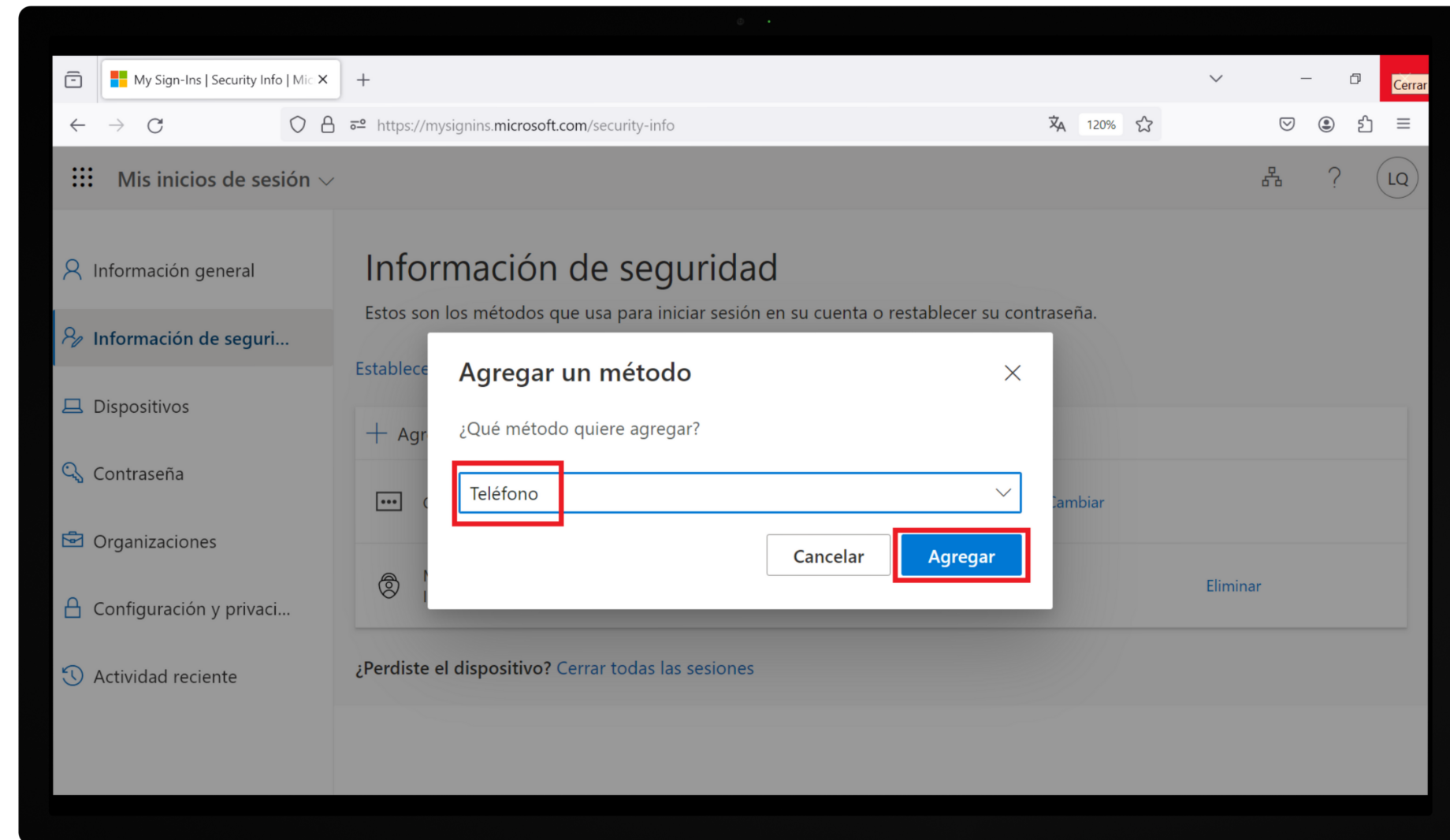
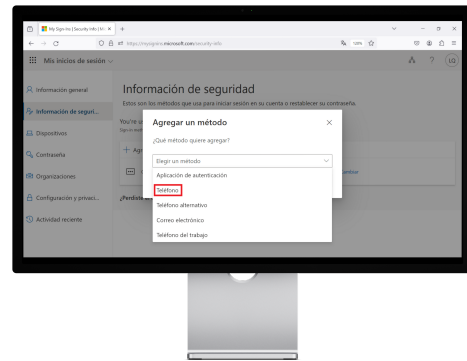
CONFIGURACIÓN 2FA - MICROSOFT 365

Ahora vamos agregar un teléfono, regresamos a Información de Seguridad y seleccionamos "Teléfono"



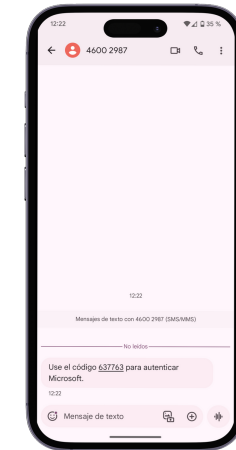
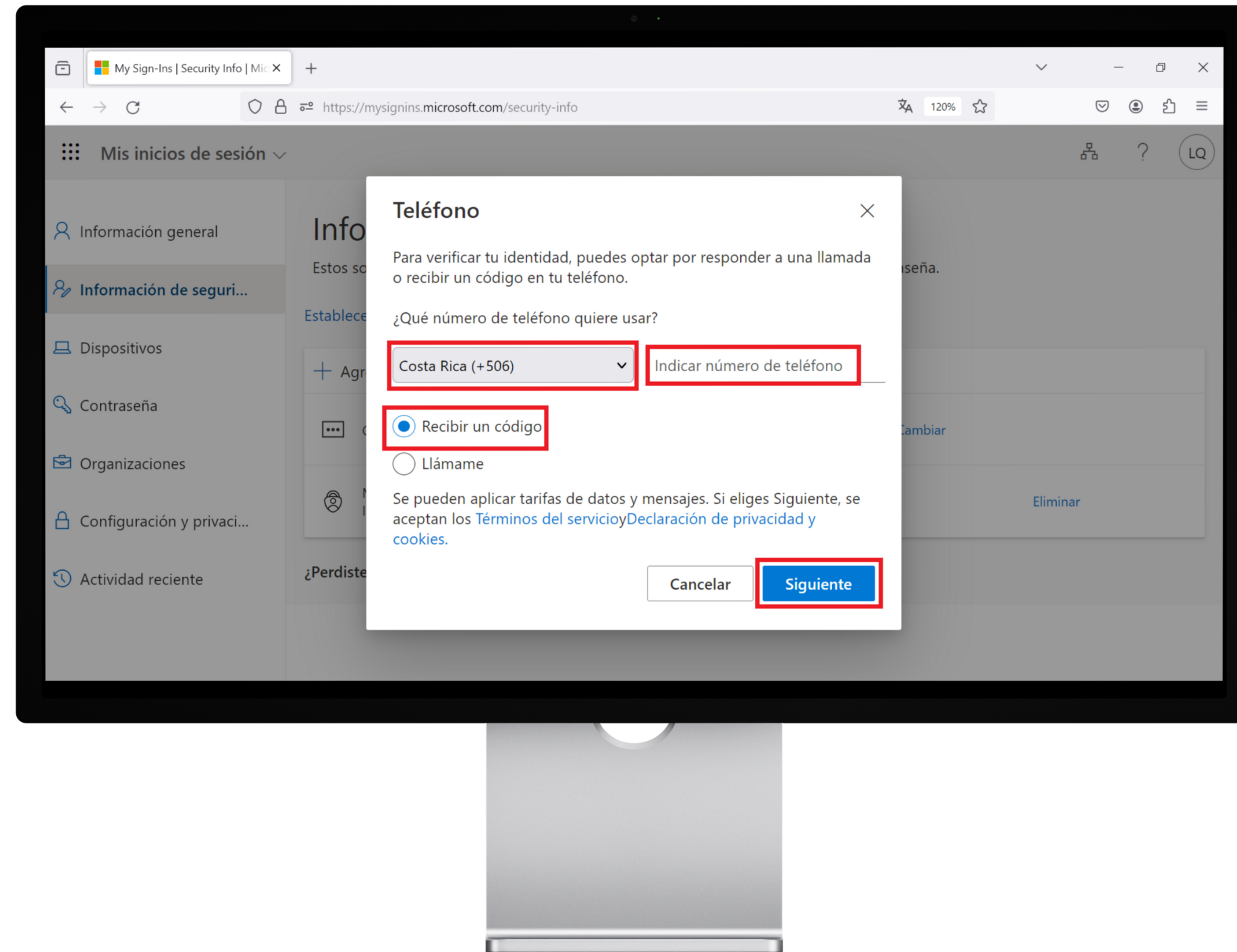
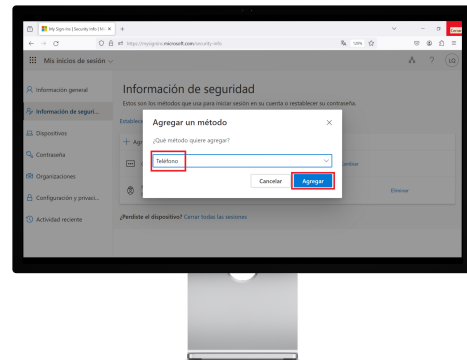
CONFIGURACIÓN 2FA - MICROSOFT 365

Damos clic en "Agregar"



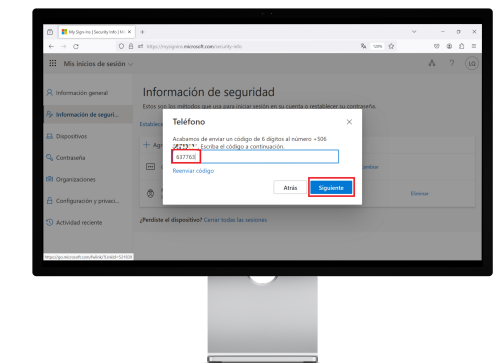
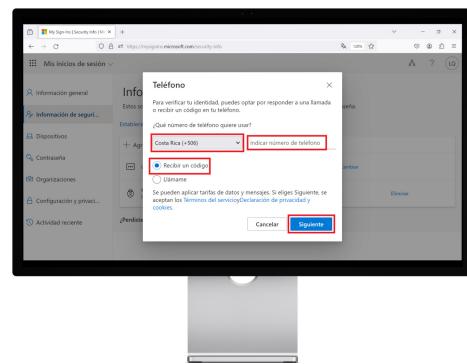
CONFIGURACIÓN 2FA - MICROSOFT 365

Seleccionamos el código del país, escribimos el número de teléfono y damos clic en "Siguiente"



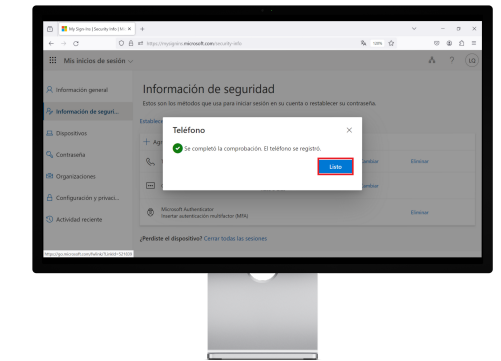
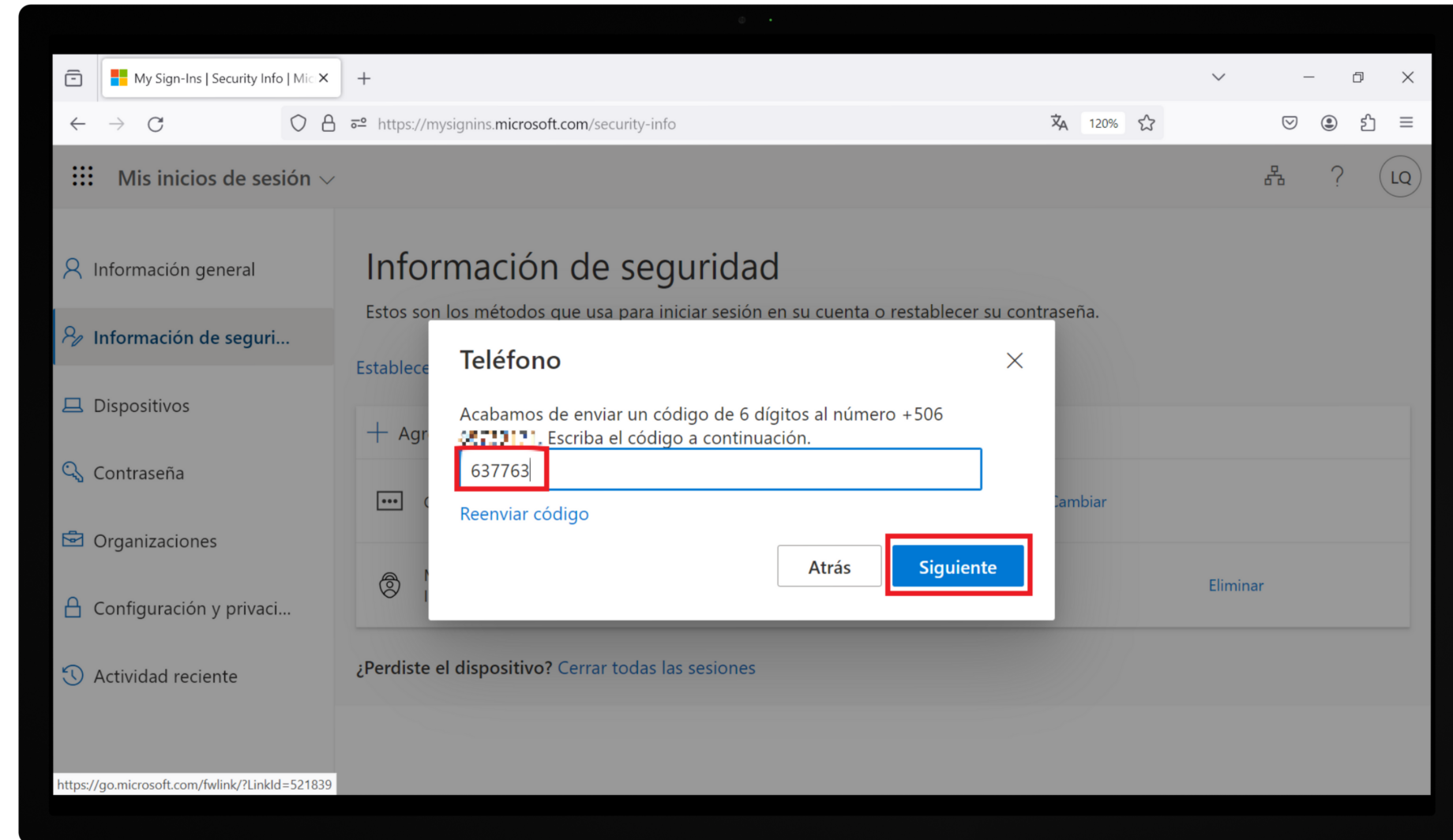
CONFIGURACIÓN 2FA - MICROSOFT 365

Nos llegará un mensaje con el código que debemos de ingresar.



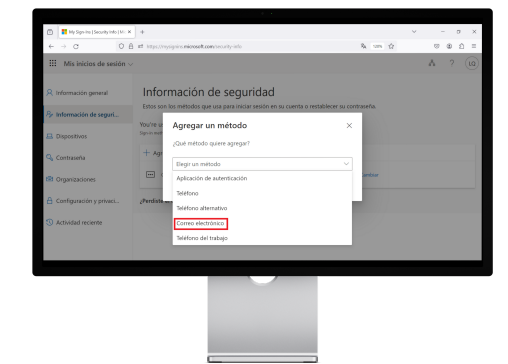
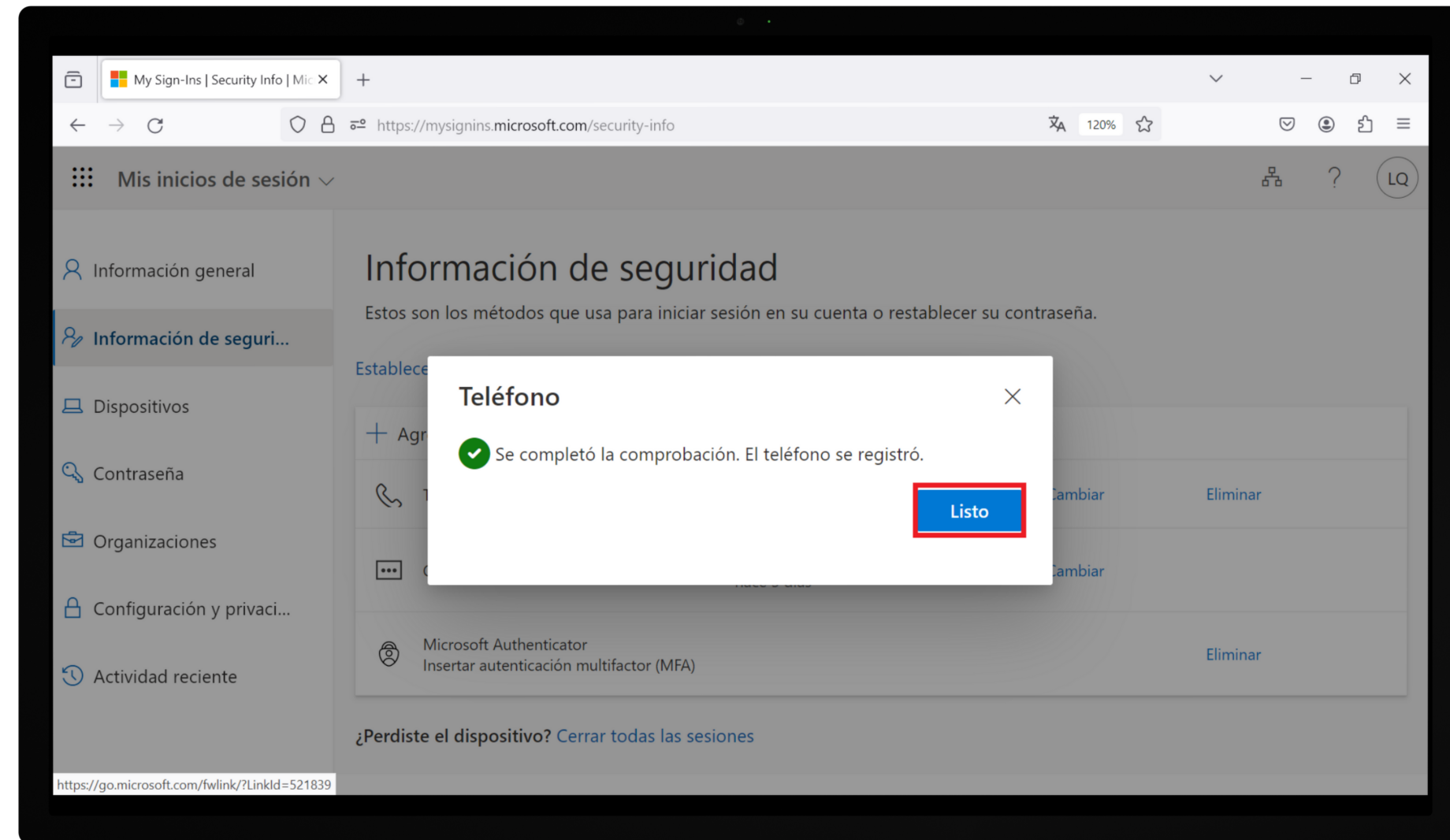
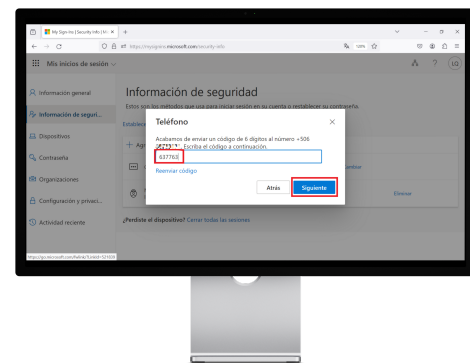
CONFIGURACIÓN 2FA - MICROSOFT 365

Colocamos el código y damos clic en "Siguiente"



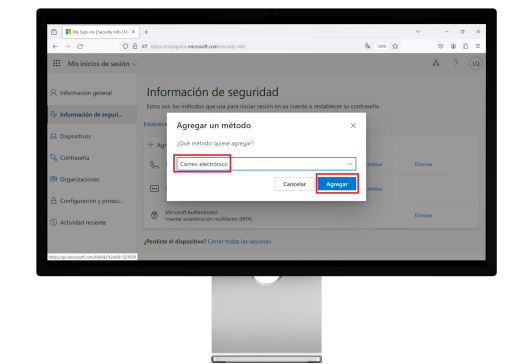
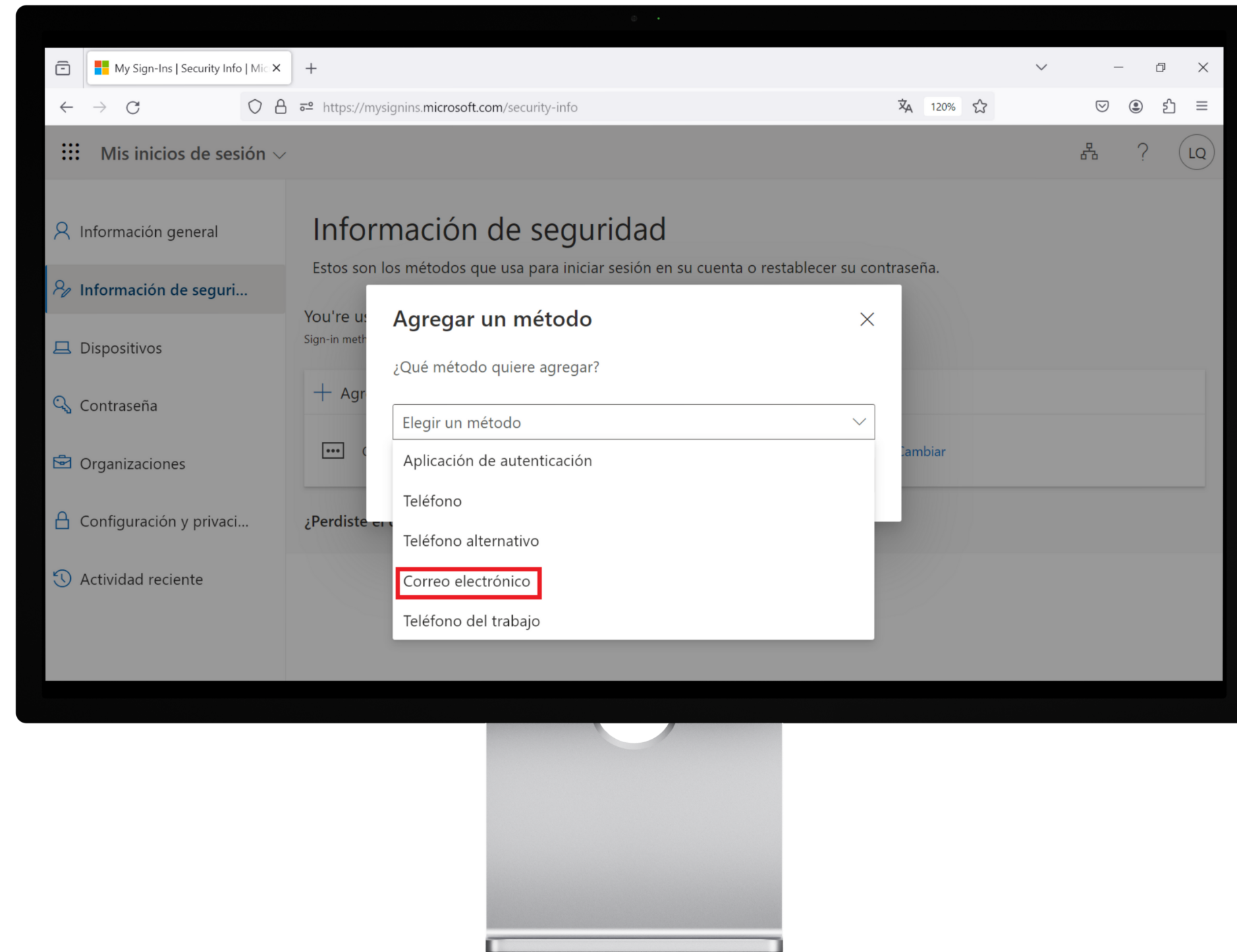
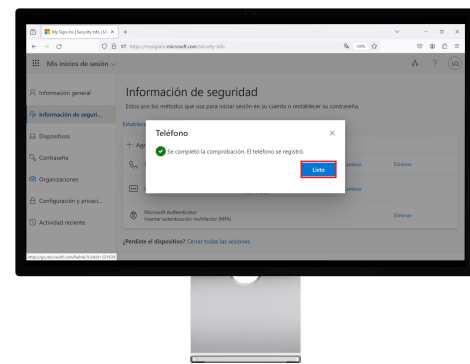
CONFIGURACIÓN 2FA - MICROSOFT 365

Y listo, ya habremos configurado el teléfono



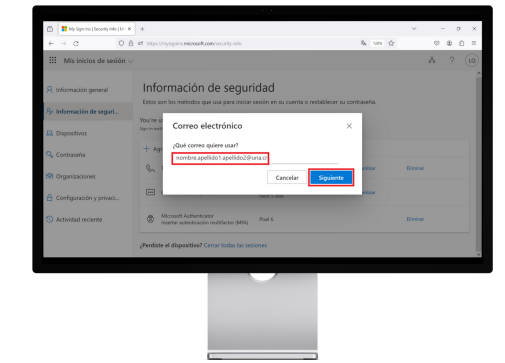
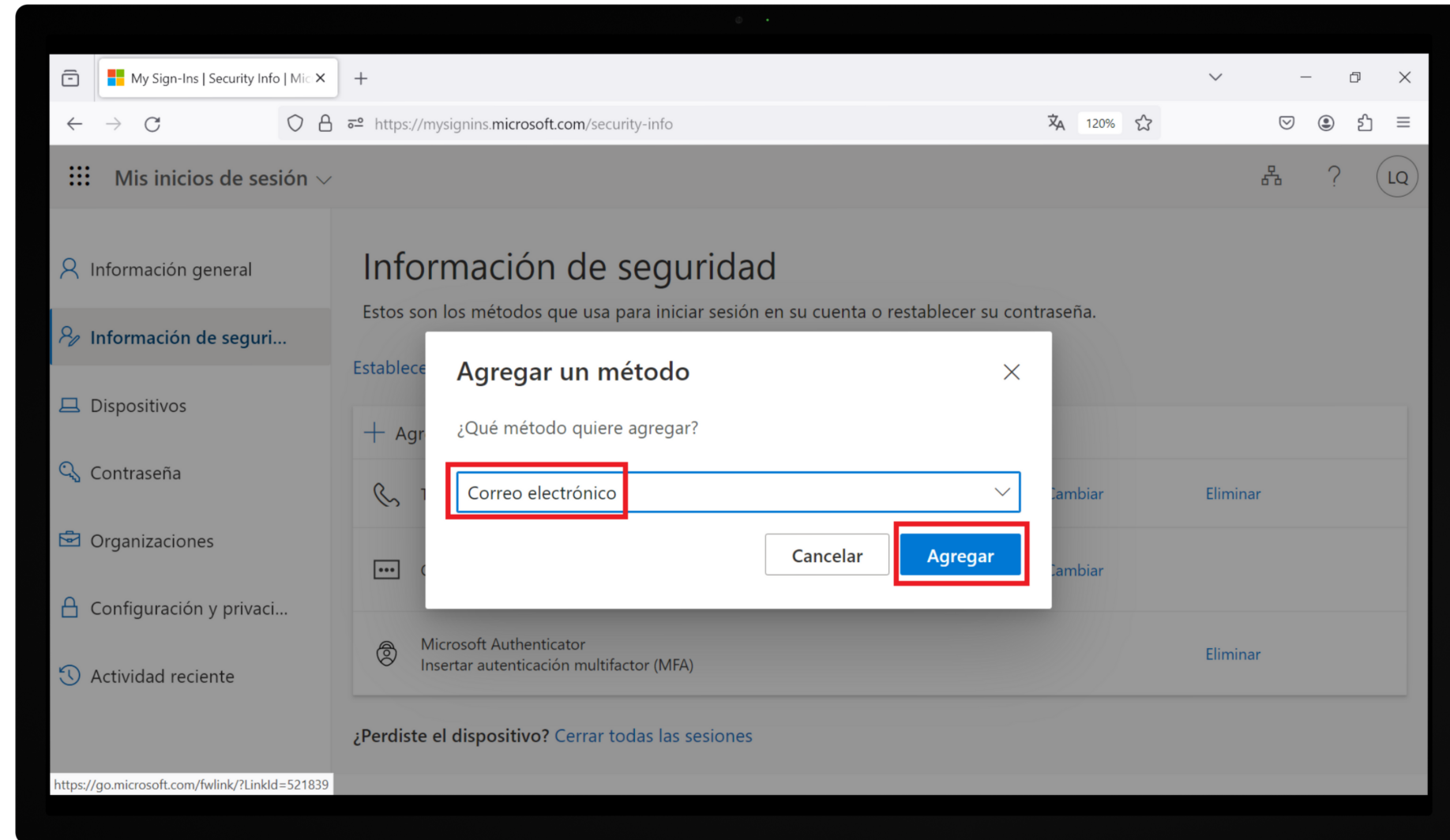
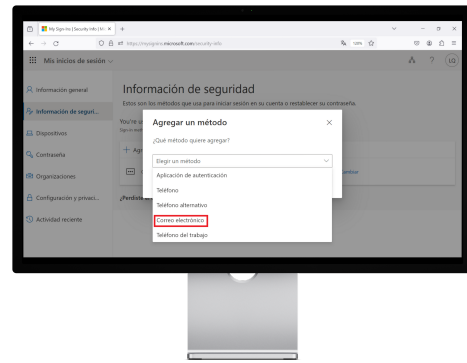
CONFIGURACIÓN 2FA - MICROSOFT 365

Por último, vamos a configurar un correo electrónico alternativo. Desde Información de seguridad, seleccionamos "Correo electrónico"



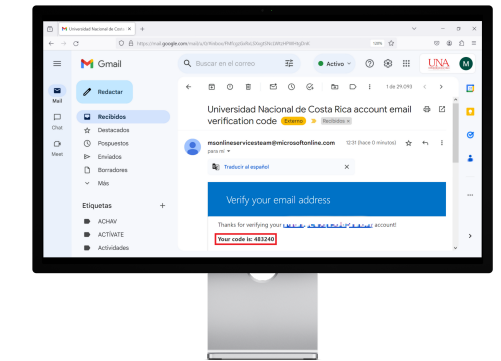
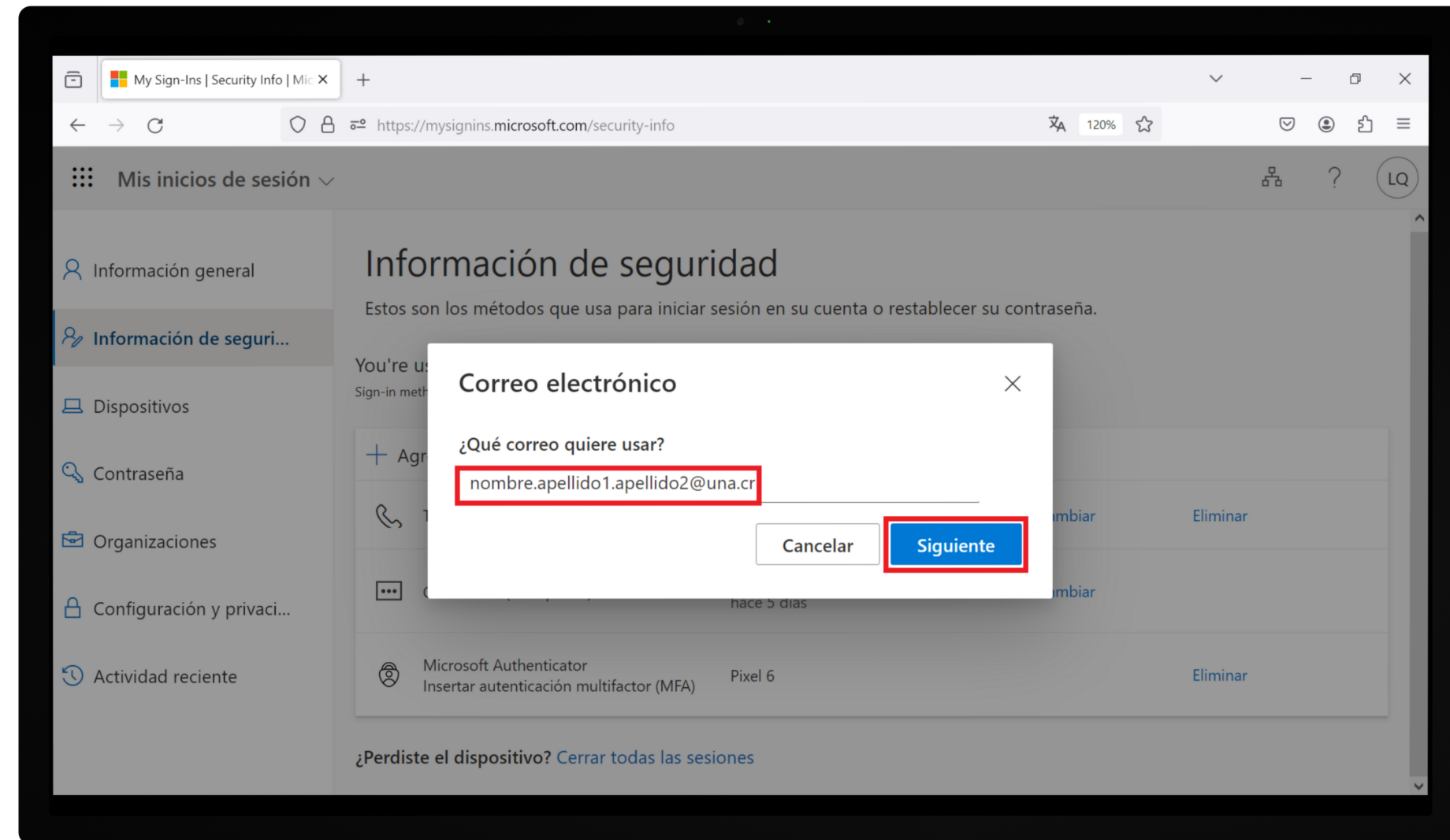
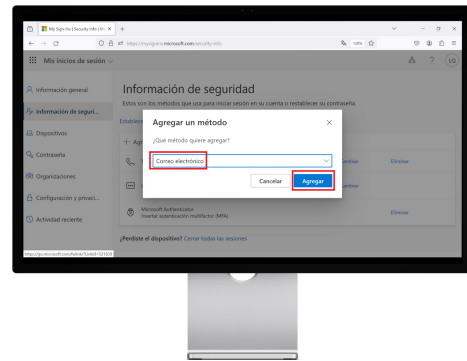
CONFIGURACIÓN 2FA - MICROSOFT 365

Damos clic en "Agregar"



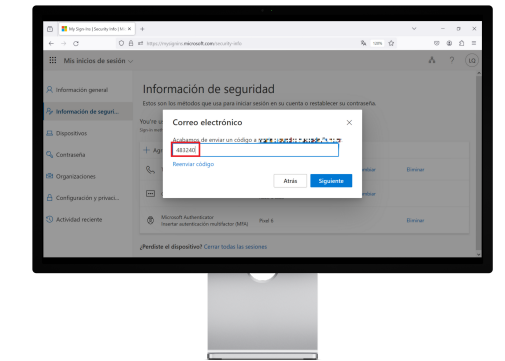
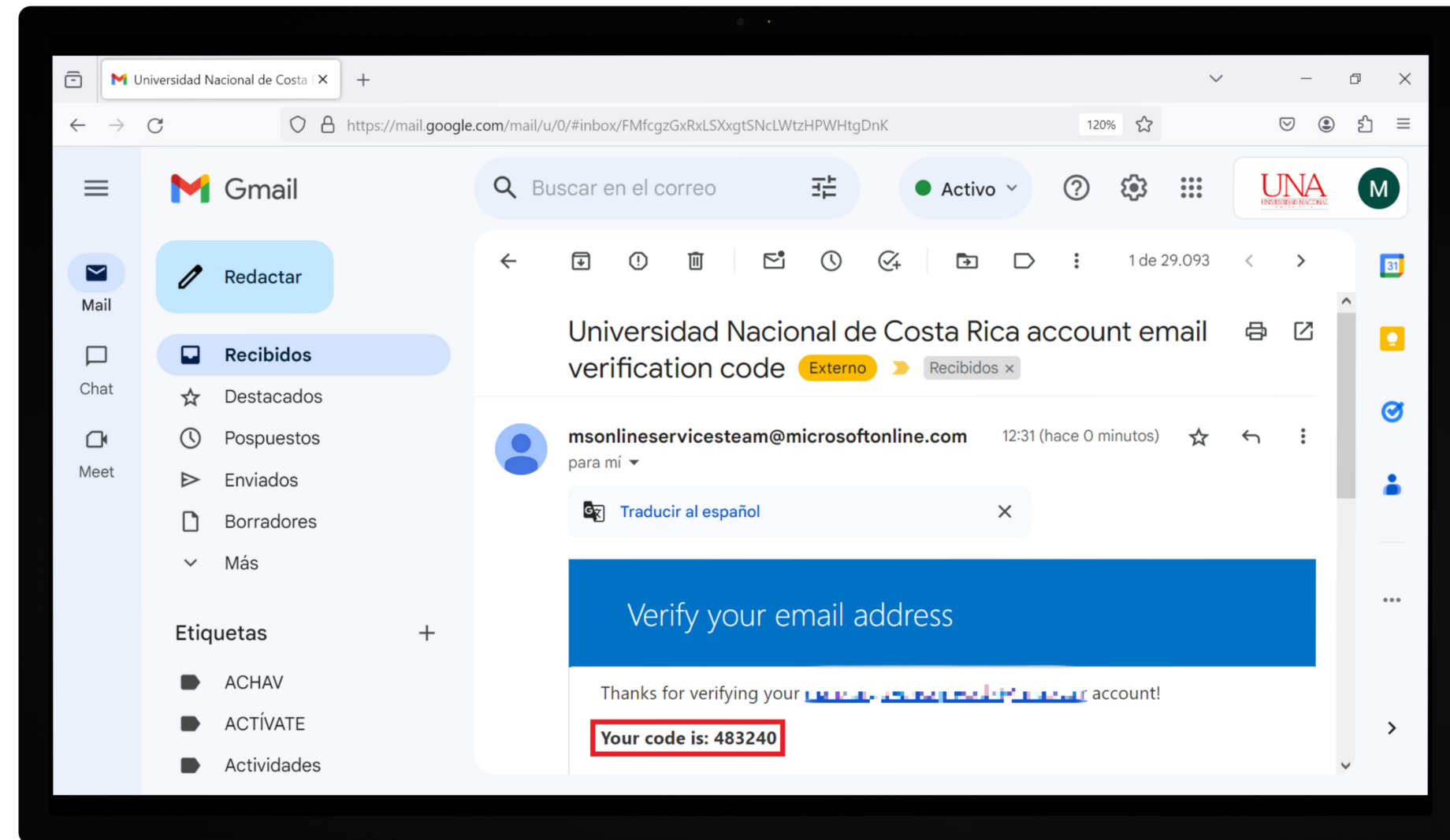
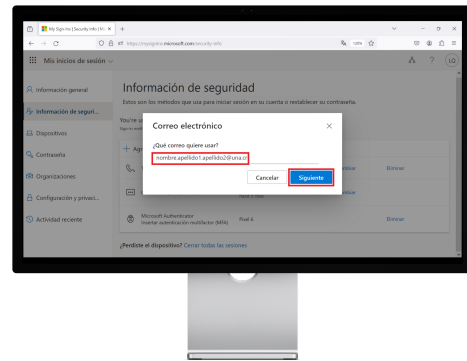
CONFIGURACIÓN 2FA - MICROSOFT 365

Escribimos nuestro correo institucional y damos clic en "Siguiente"



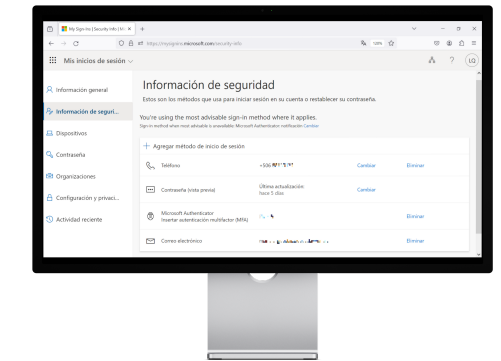
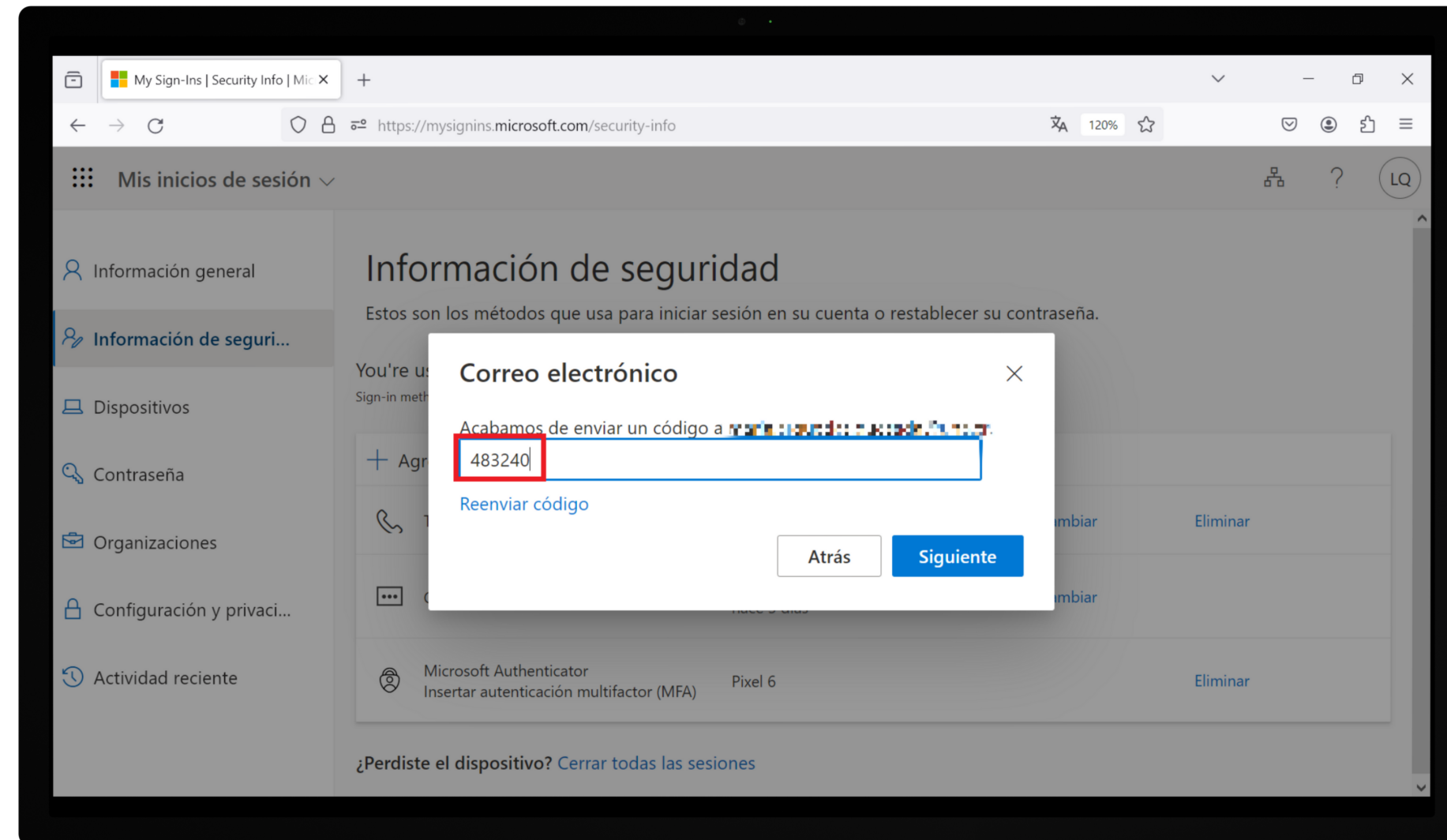
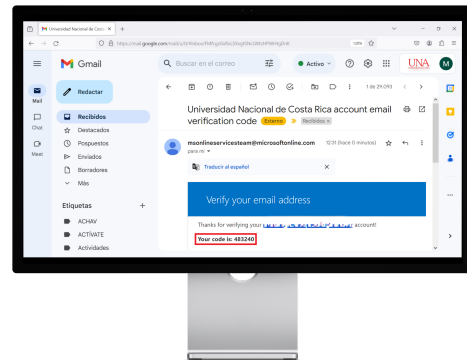
CONFIGURACIÓN 2FA - MICROSOFT 365

Nos llegará un correo con un código que debemos copiar



CONFIGURACIÓN 2FA - MICROSOFT 365

Copiamos el código y damos clic en "Siguiete"



CONFIGURACIÓN 2FA - MICROSOFT 365

Y listo, ya tendremos configurado los métodos de inicio de sesión.

