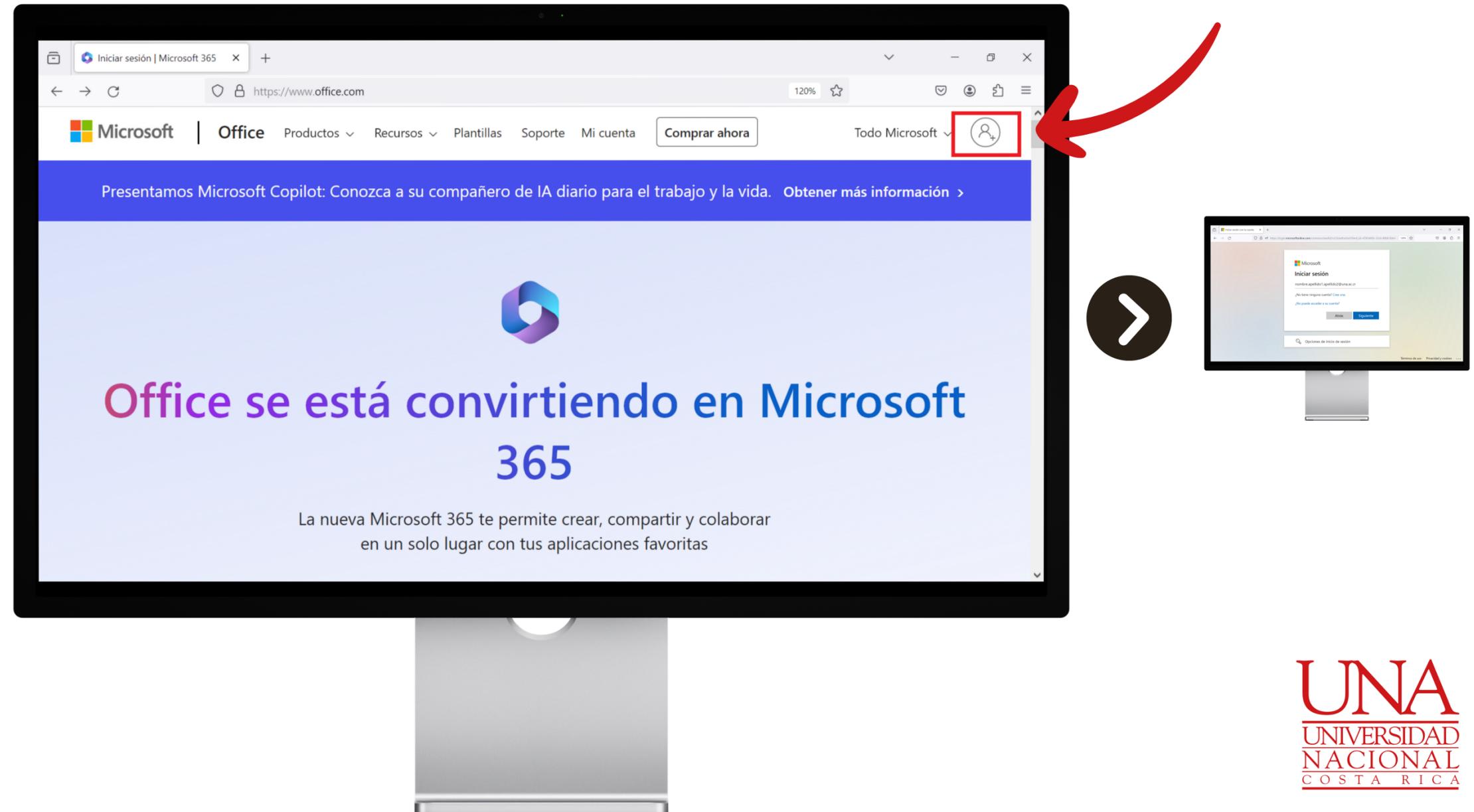


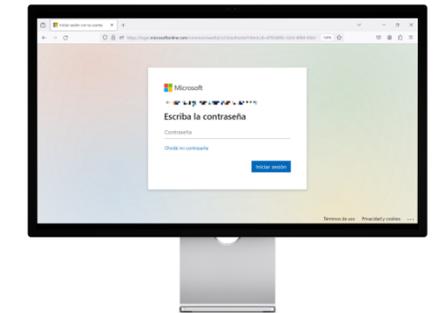
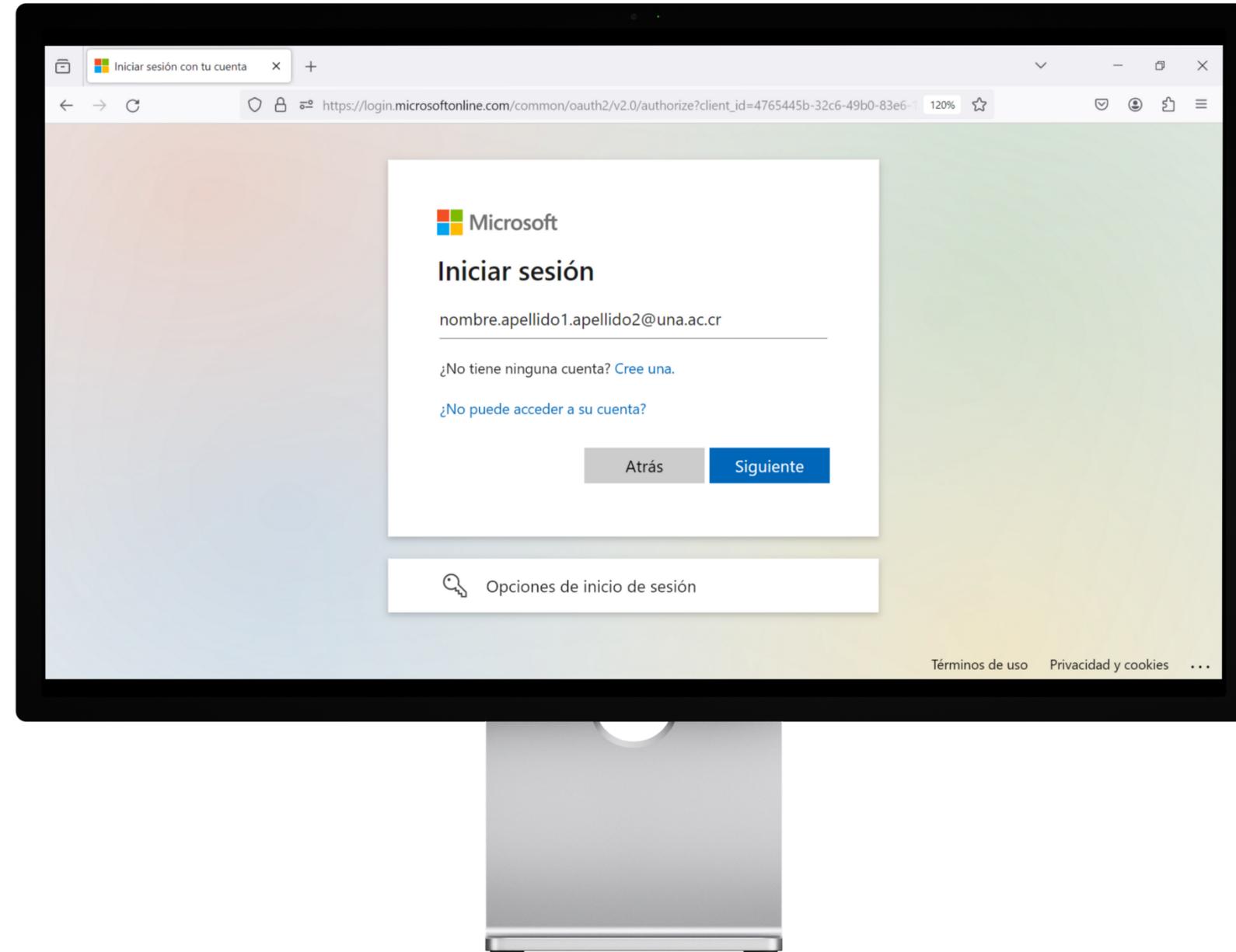
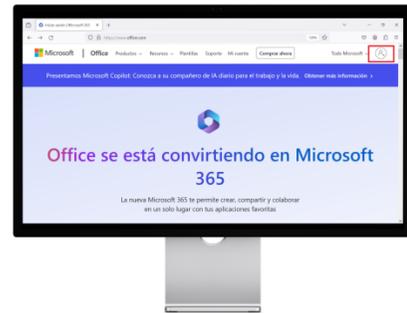
# CONFIGURACIÓN 2FA - MICROSOFT 365

Ingresa a [www.office.com](https://www.office.com)  
Dé clic sobre "Iniciar sesión"



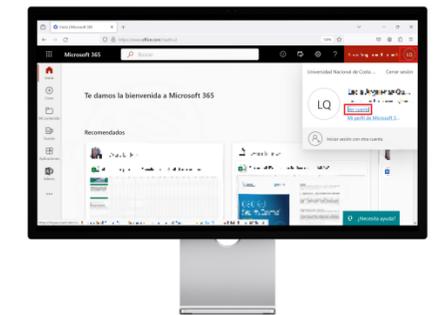
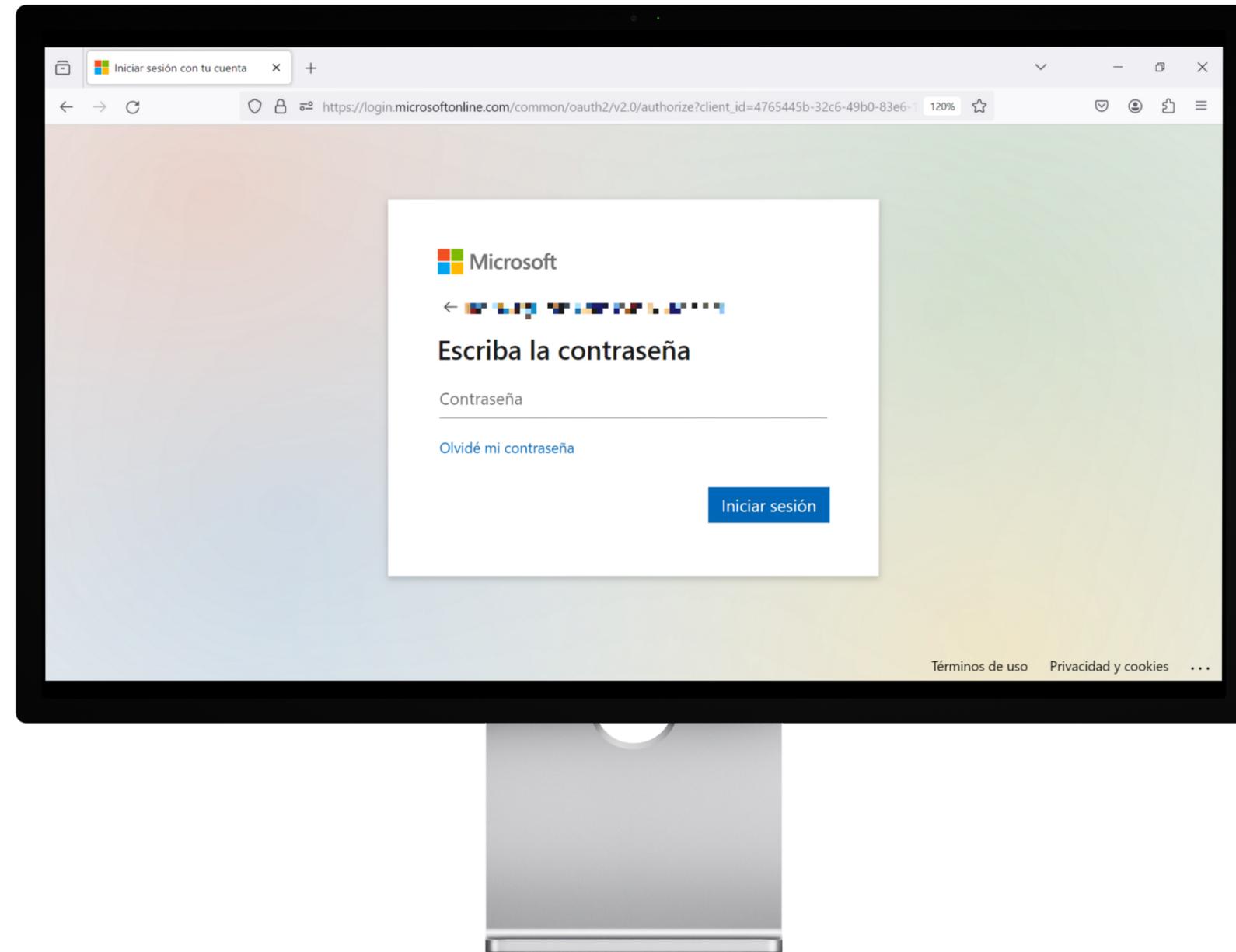
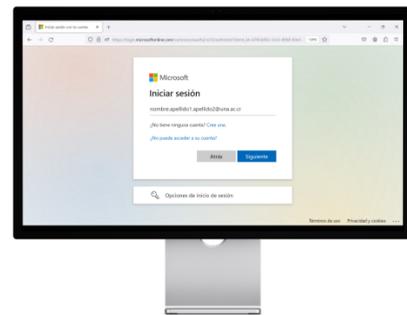
# CONFIGURACIÓN 2FA - MICROSOFT 365

Escriba sus credenciales, las que usa  
en Teams



# CONFIGURACIÓN 2FA - MICROSOFT 365

Digite su contraseña



# CONFIGURACIÓN 2FA - MICROSOFT 365

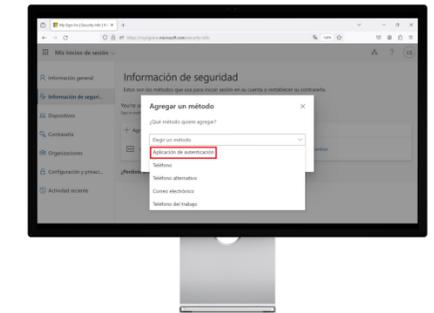
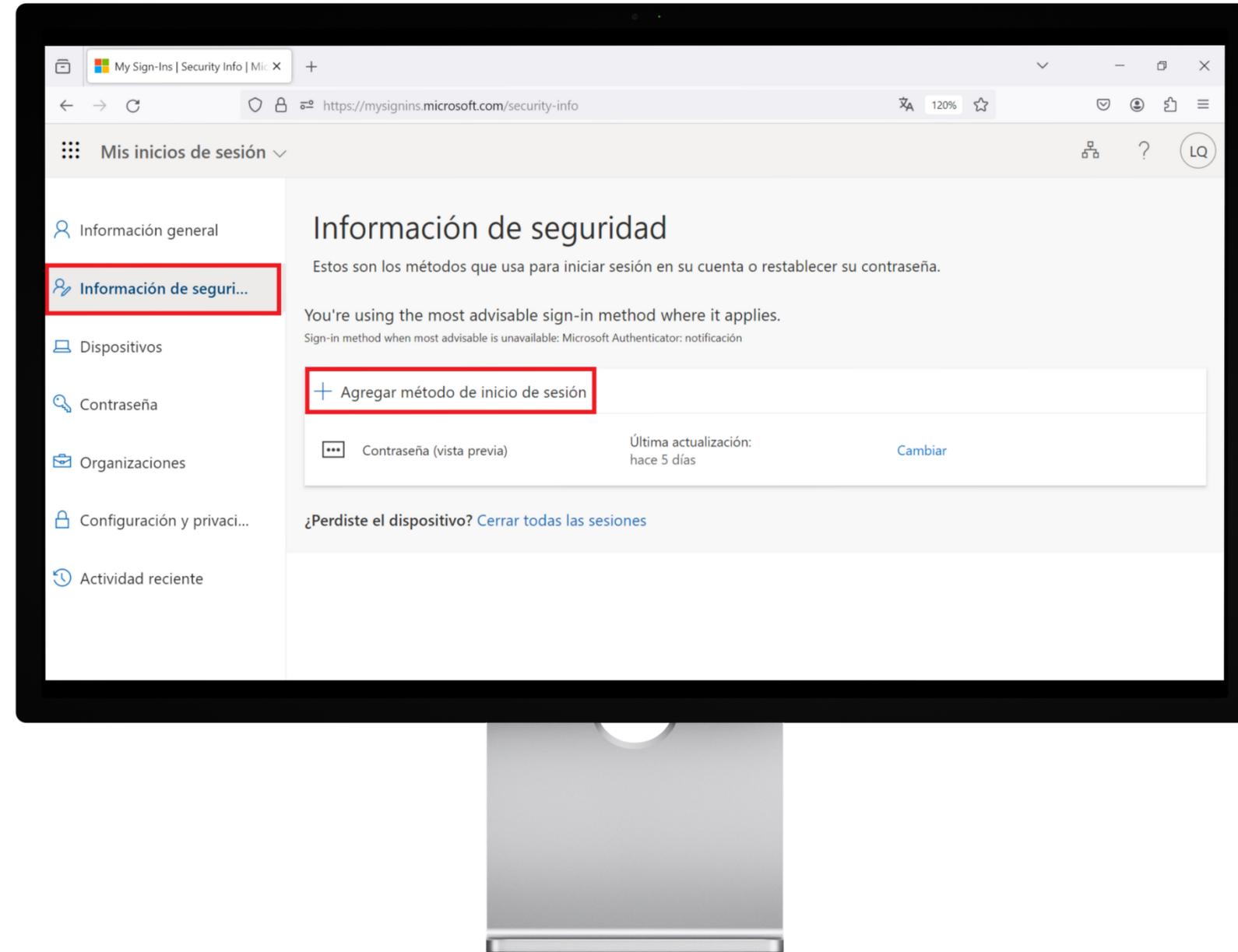
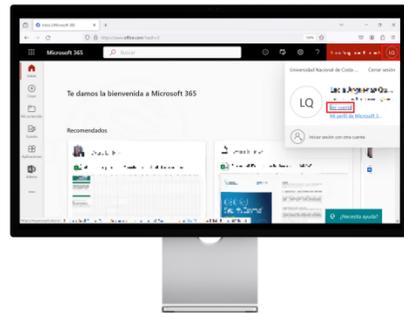
Dé clic sobre su nombre y luego sobre  
"Ver cuenta"

The diagram illustrates the process of navigating to the Microsoft 365 account settings page for 2FA configuration. It features a central monitor displaying the Microsoft 365 dashboard. A red arrow points to the user's profile icon (LQ) in the top right corner. A second red arrow points to the "Ver cuenta" link in the profile dropdown menu. To the left, a smaller monitor shows the password change screen, with a left-pointing arrow indicating the previous step. To the right, another smaller monitor shows the security information page, with a right-pointing arrow indicating the next step. The DTIC logo is in the bottom left, and the UNA Universidad Nacional Costa Rica logo is in the bottom right.



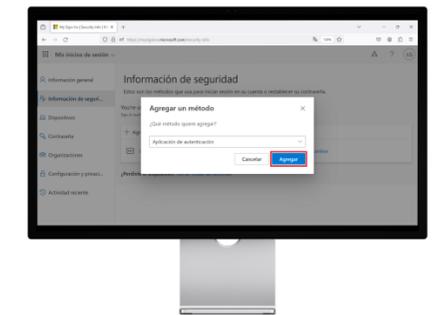
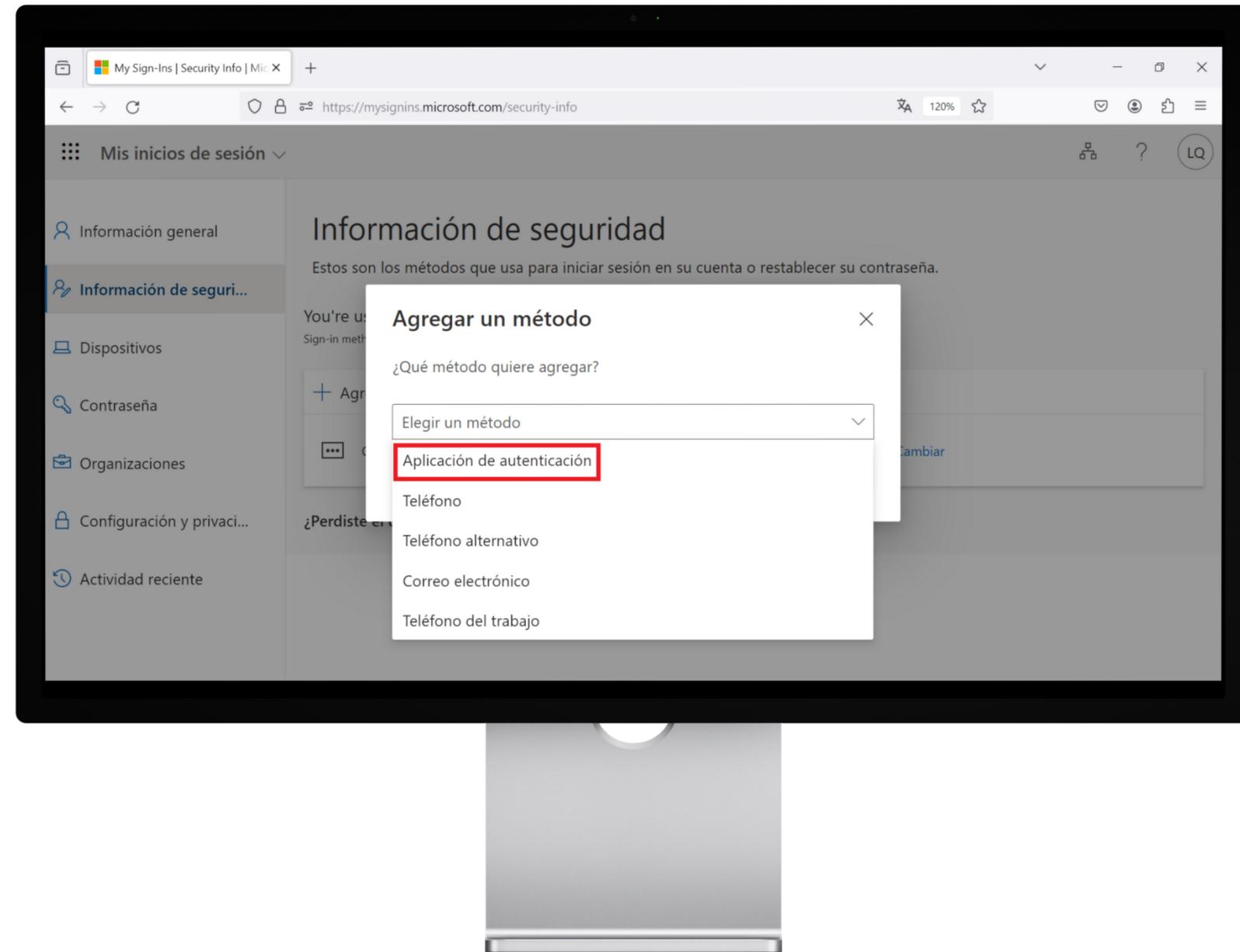
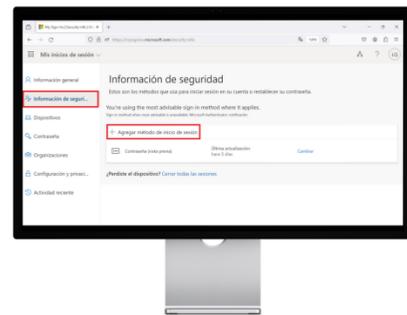
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



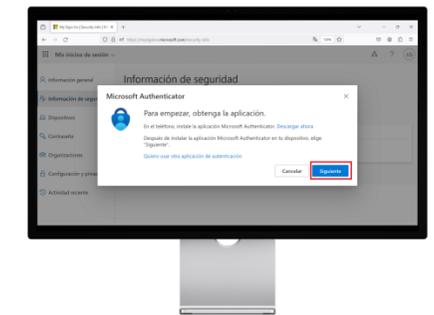
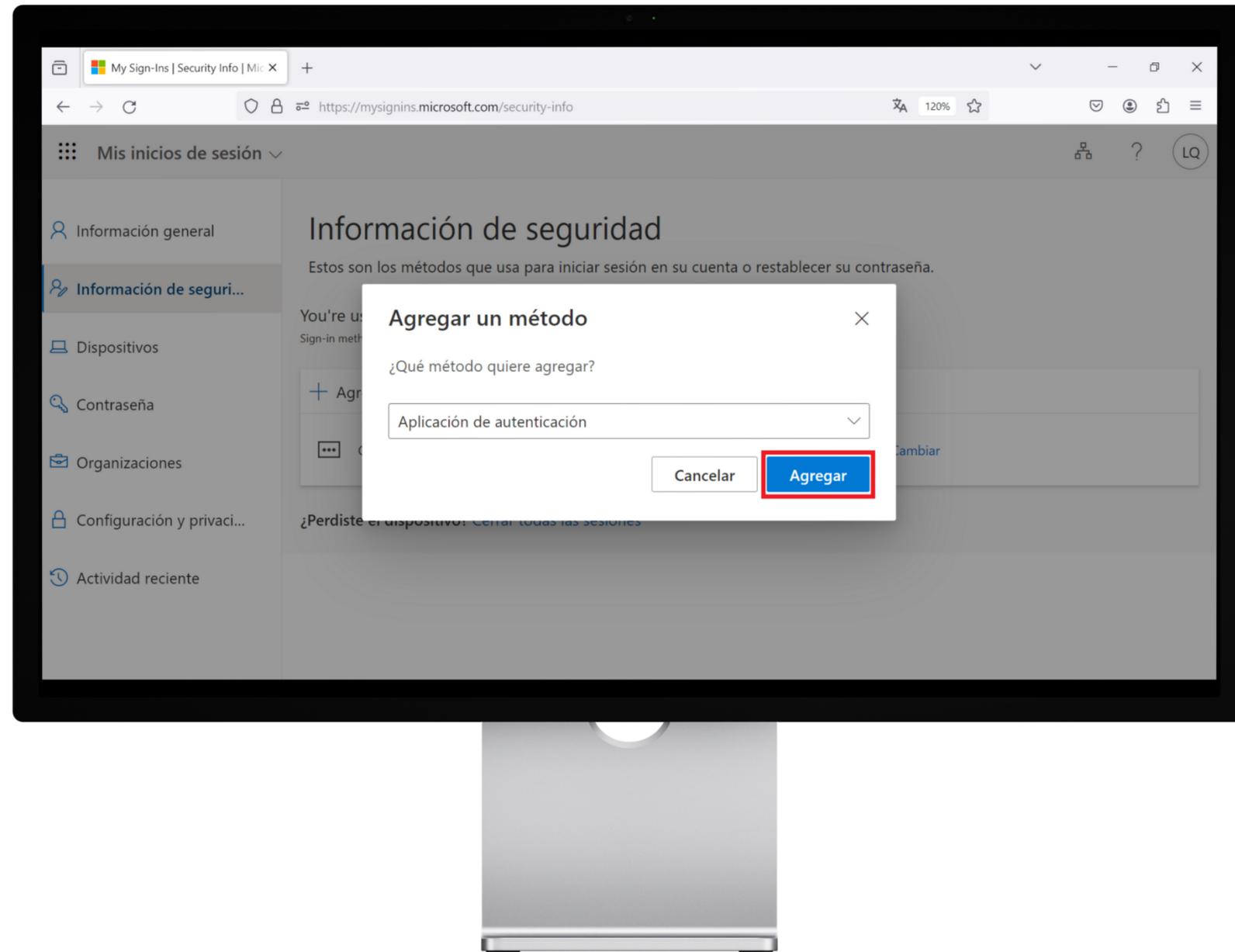
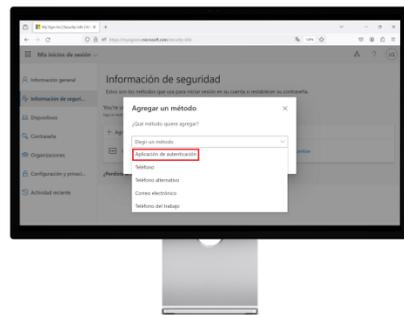
# CONFIGURACIÓN 2FA - MICROSOFT 365

Seleccione "Aplicación de autenticación"



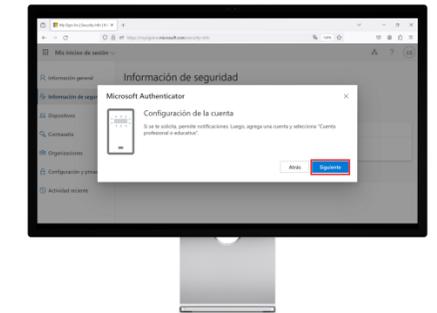
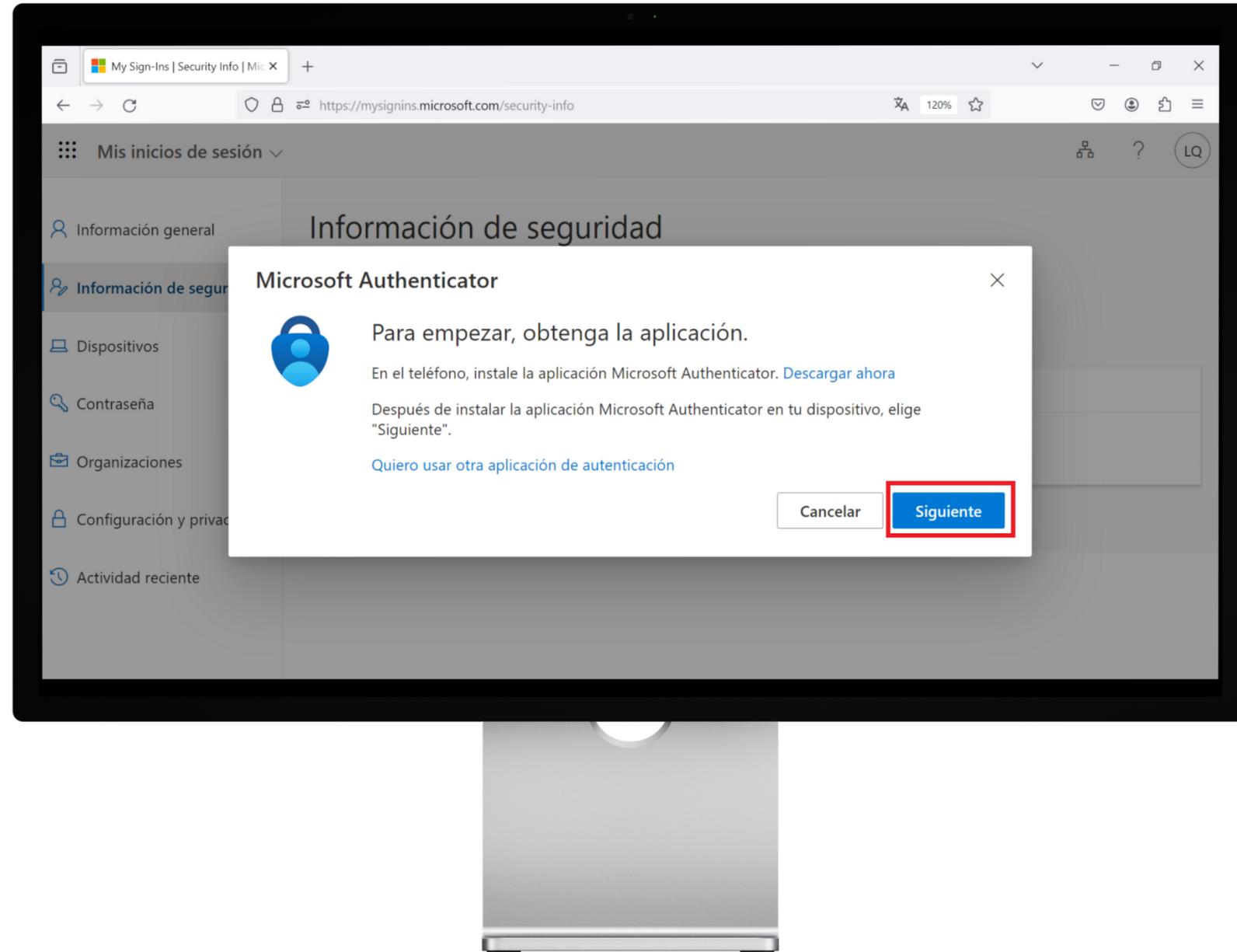
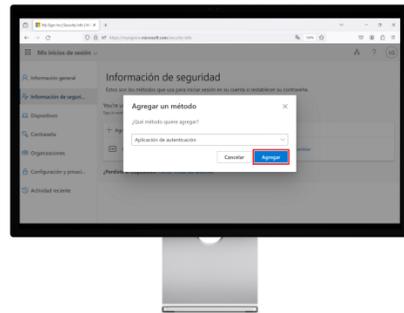
# CONFIGURACIÓN 2FA - MICROSOFT 365

Dé clic sobre "Agregar"



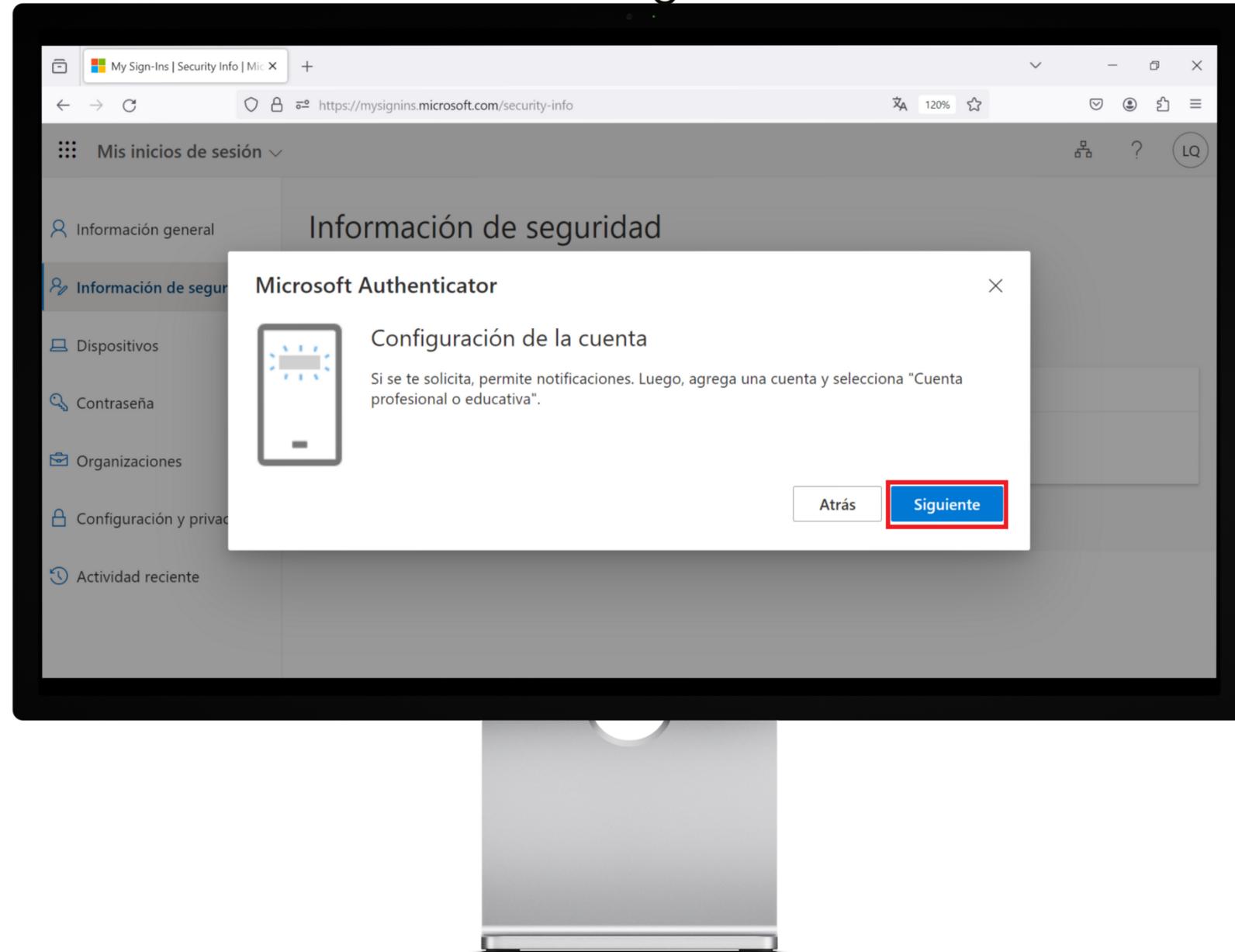
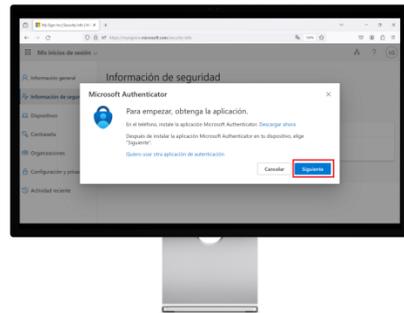
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



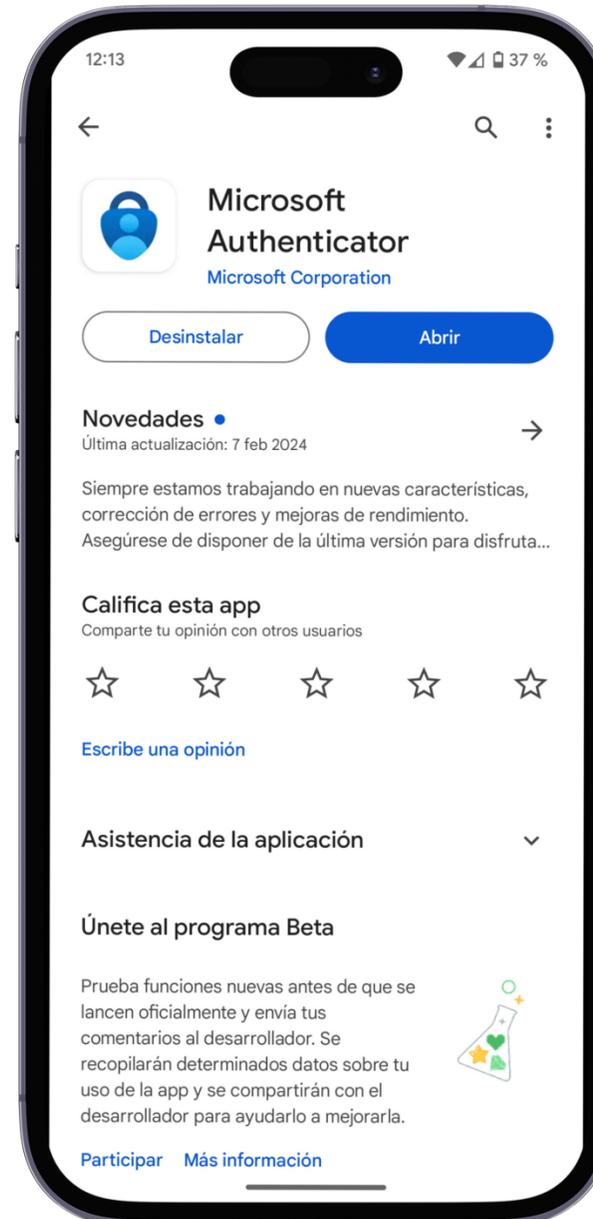
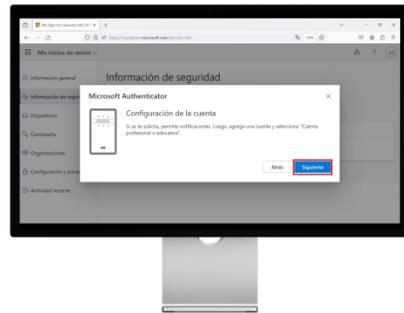
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



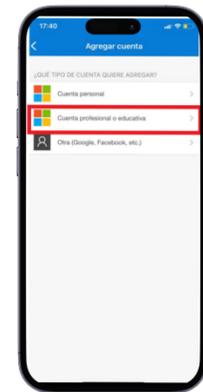
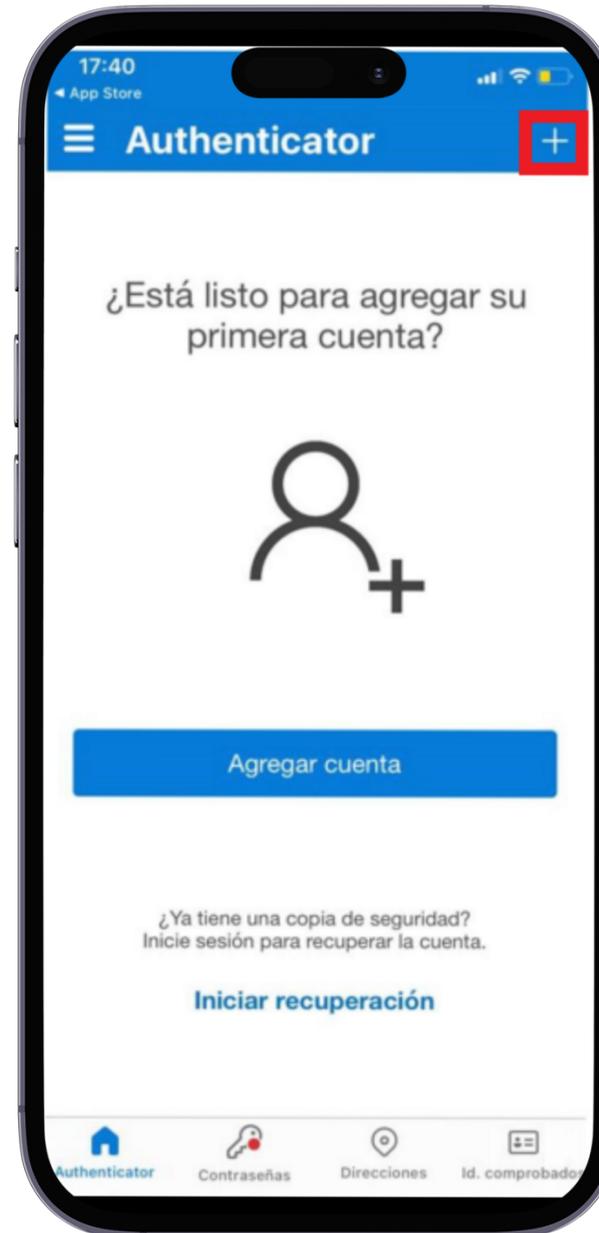
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



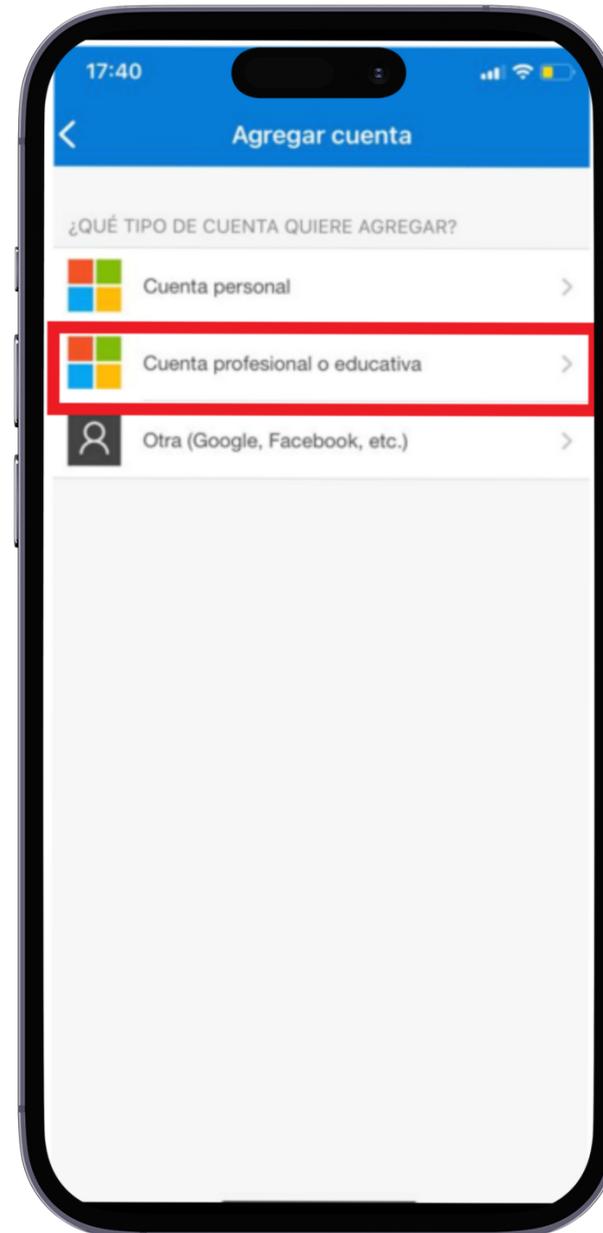
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



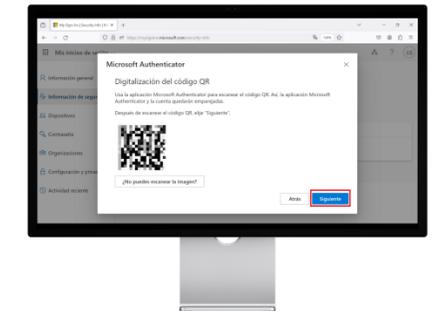
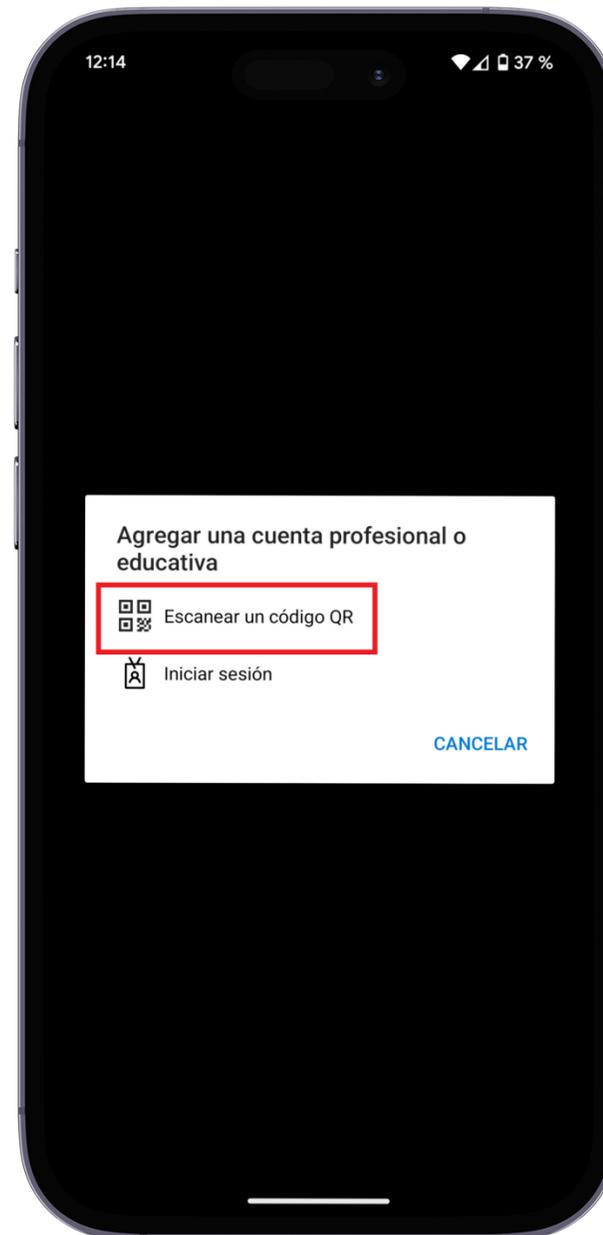
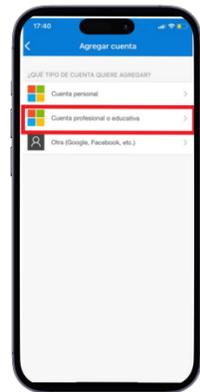
# CONFIGURACIÓN 2FA - MICROSOFT 365

Seleccione "Cuenta profesional o educativa"



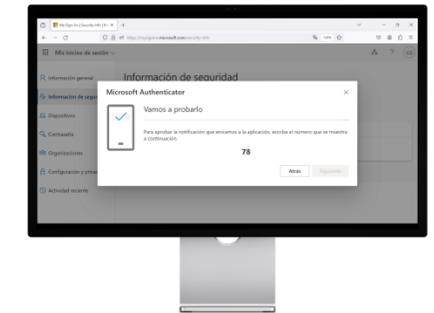
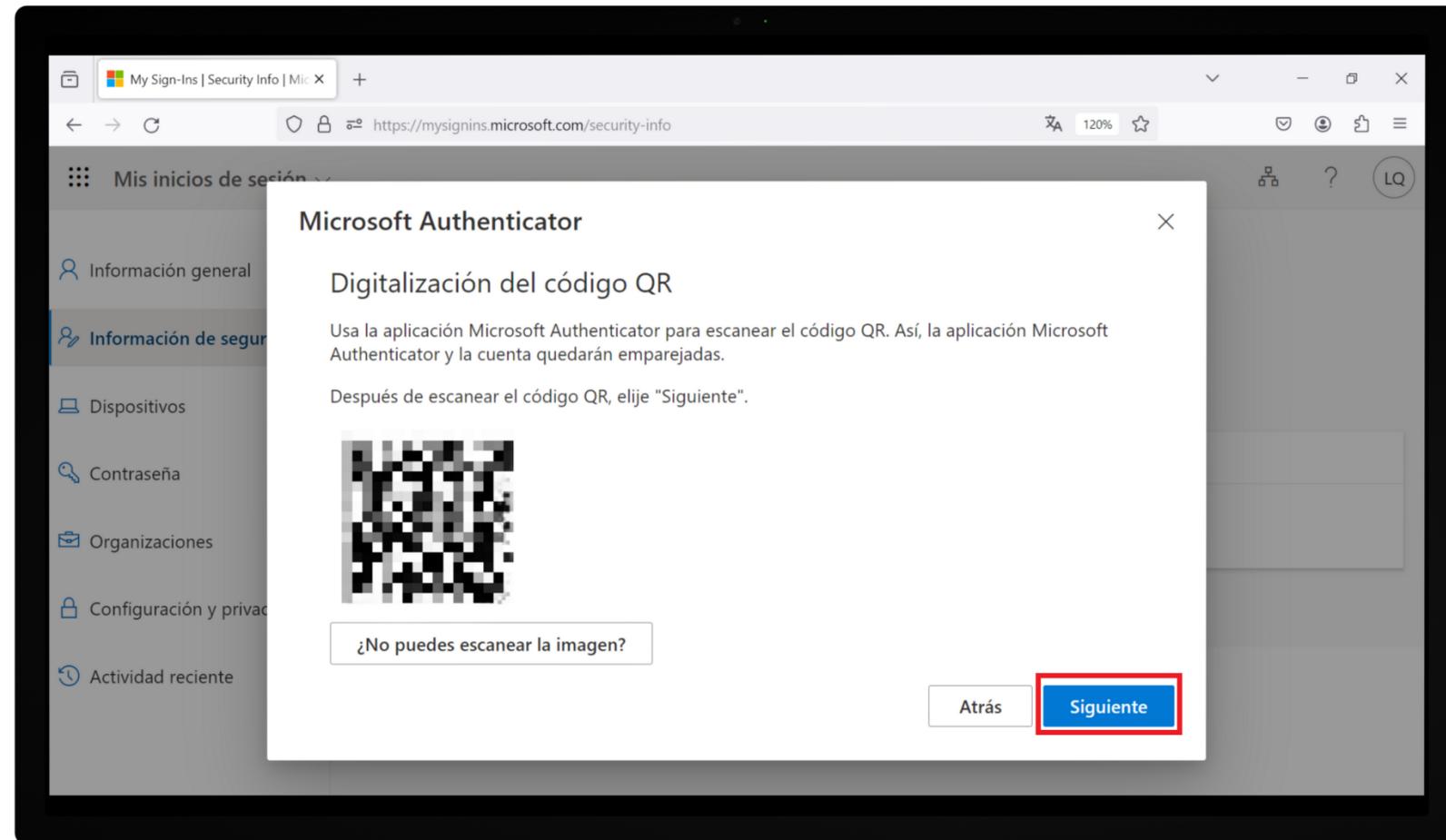
# CONFIGURACIÓN 2FA - MICROSOFT 365

Dé clic sobre "Escanear un código QR"



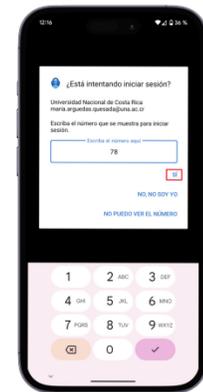
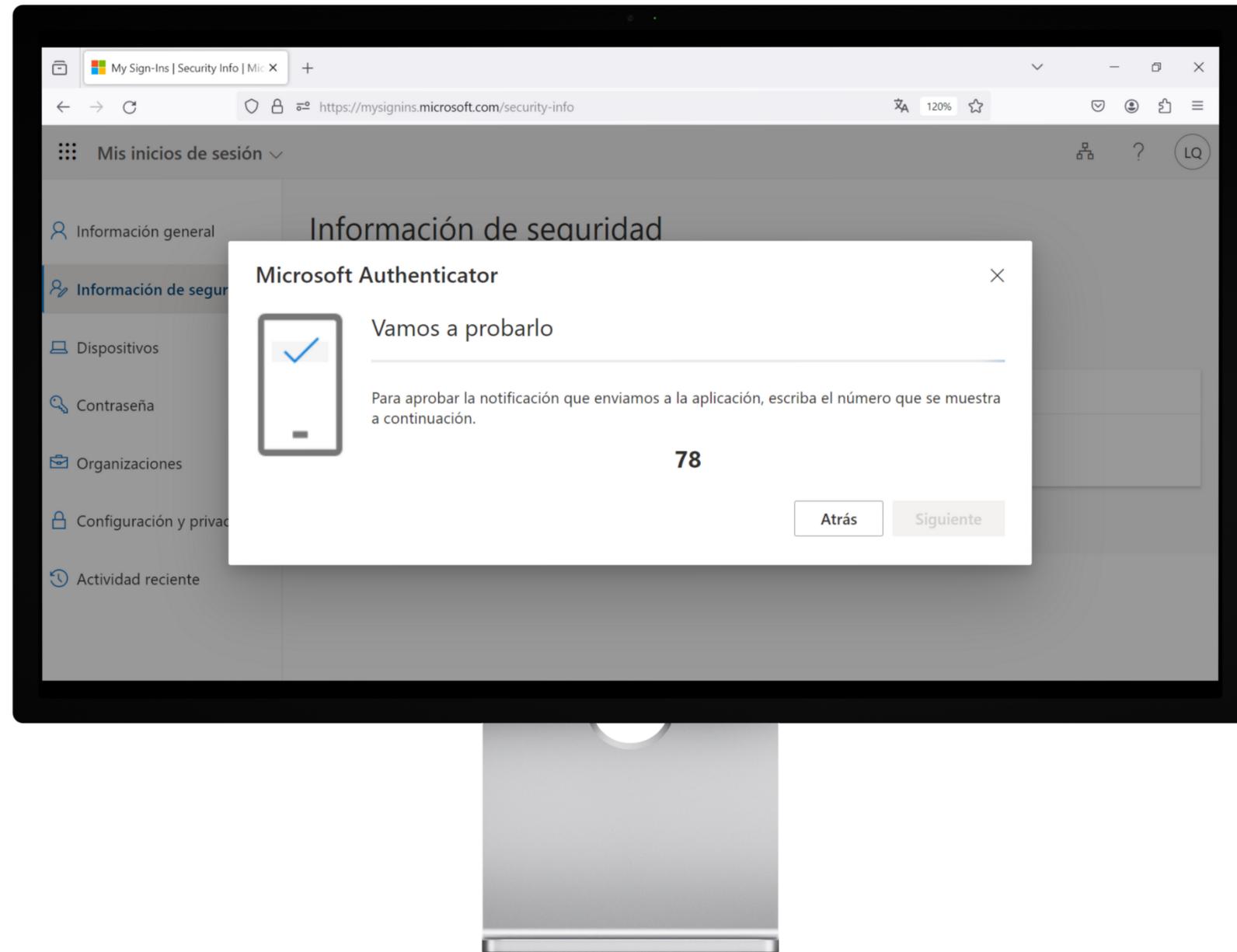
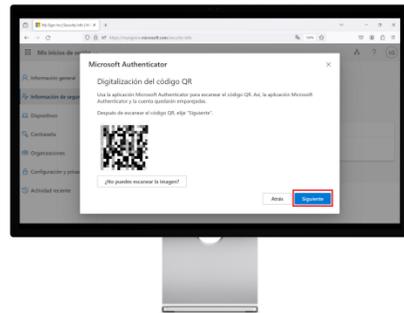
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



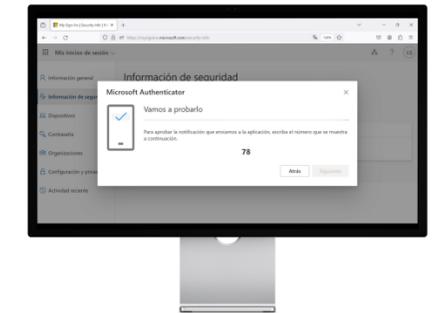
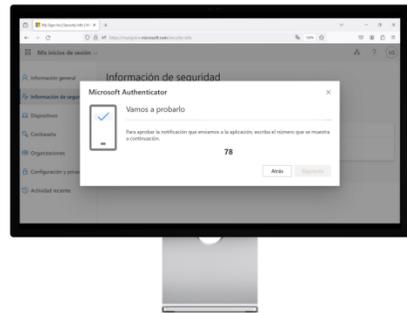
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



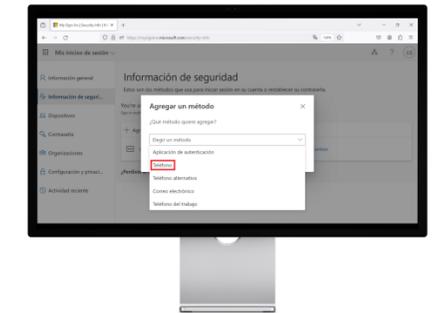
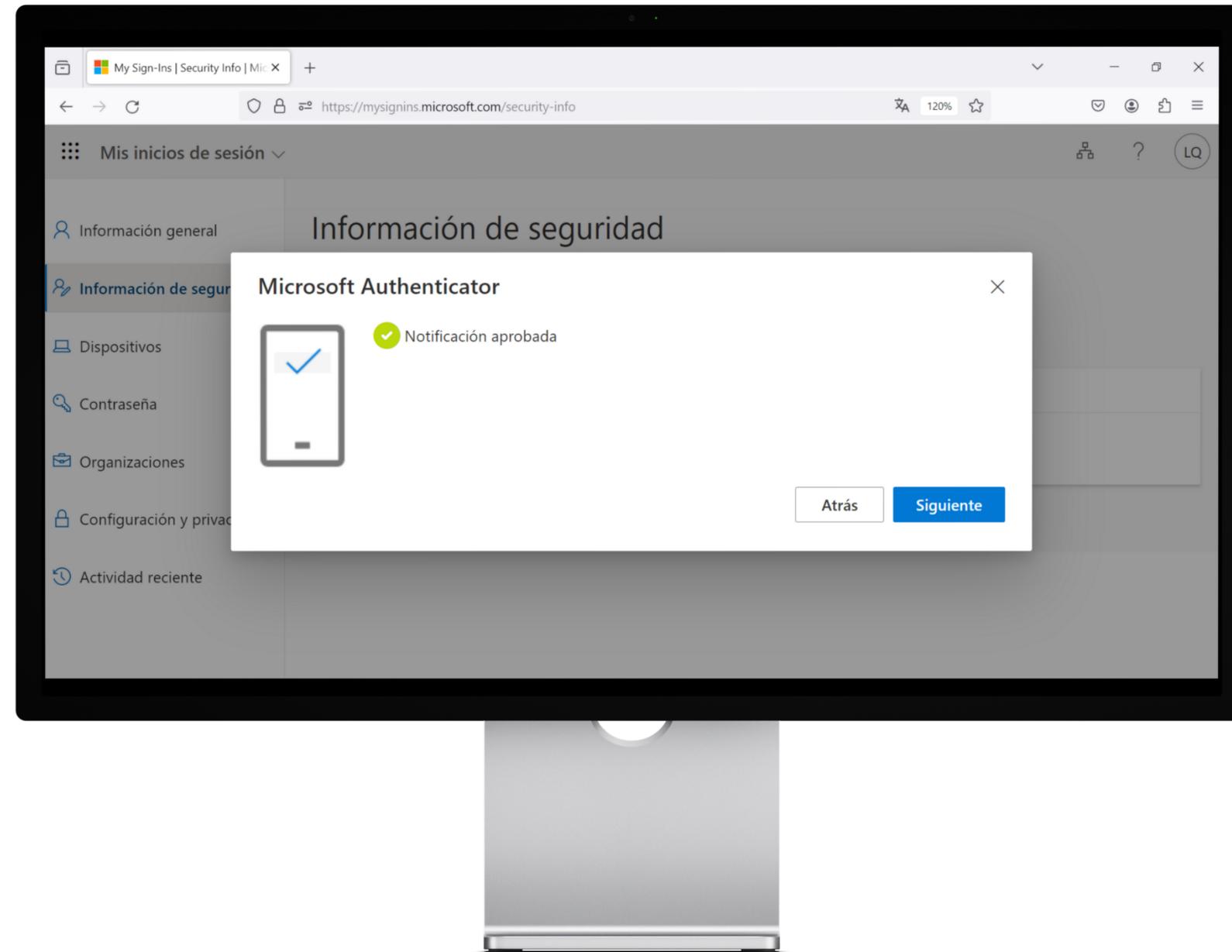
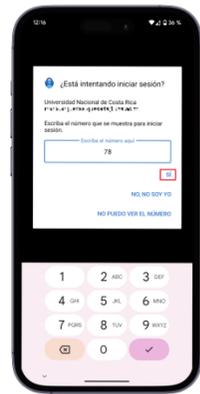
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



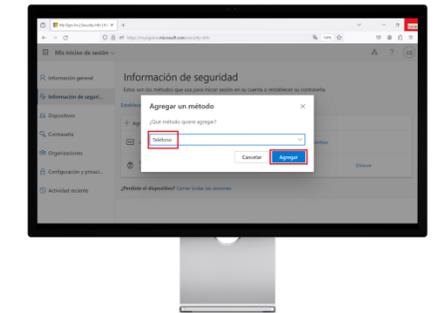
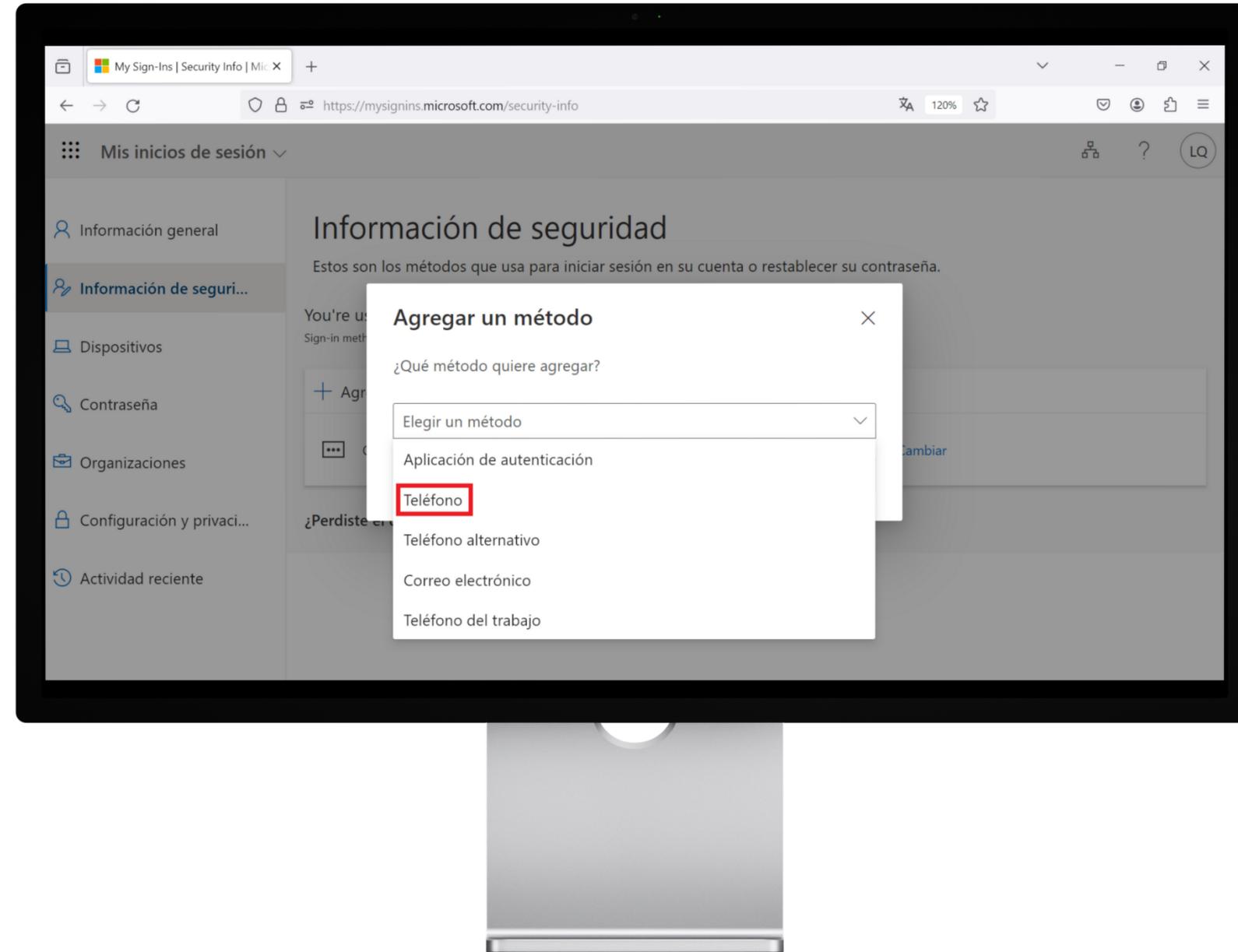
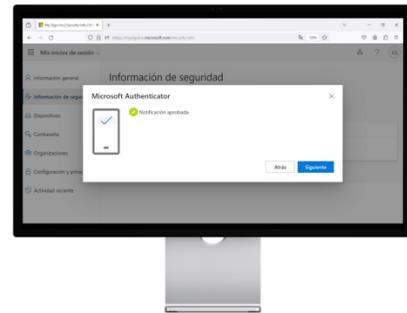
# CONFIGURACIÓN 2FA - MICROSOFT 365

Y listo, ya tendrá configurado Microsoft Authenticator



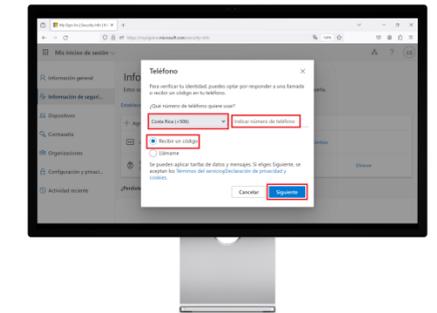
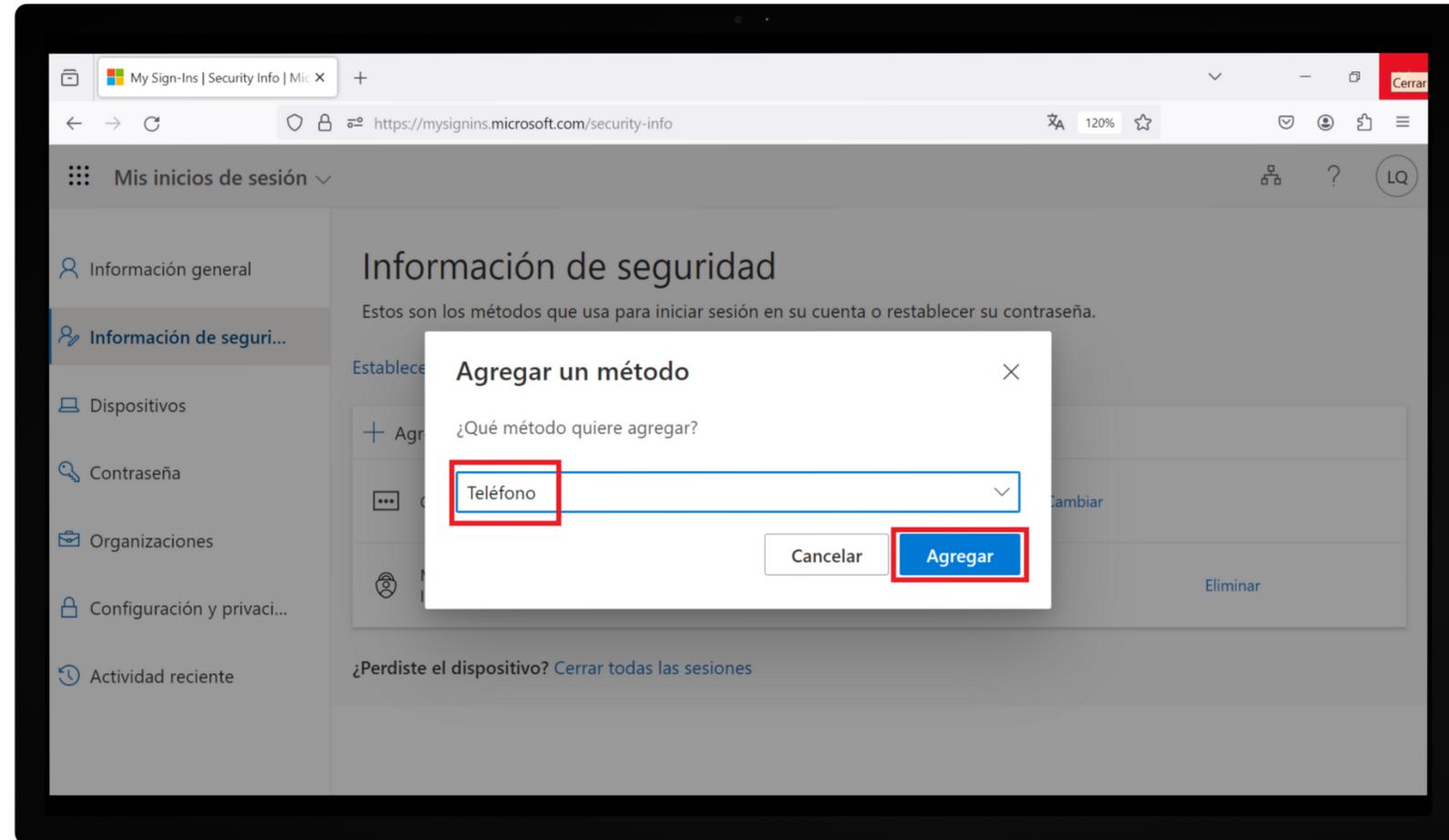
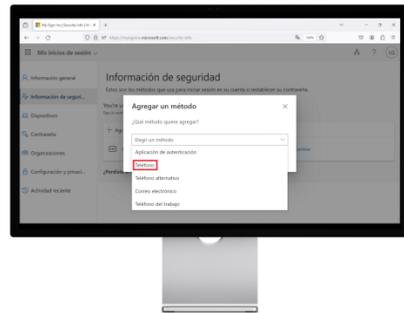
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



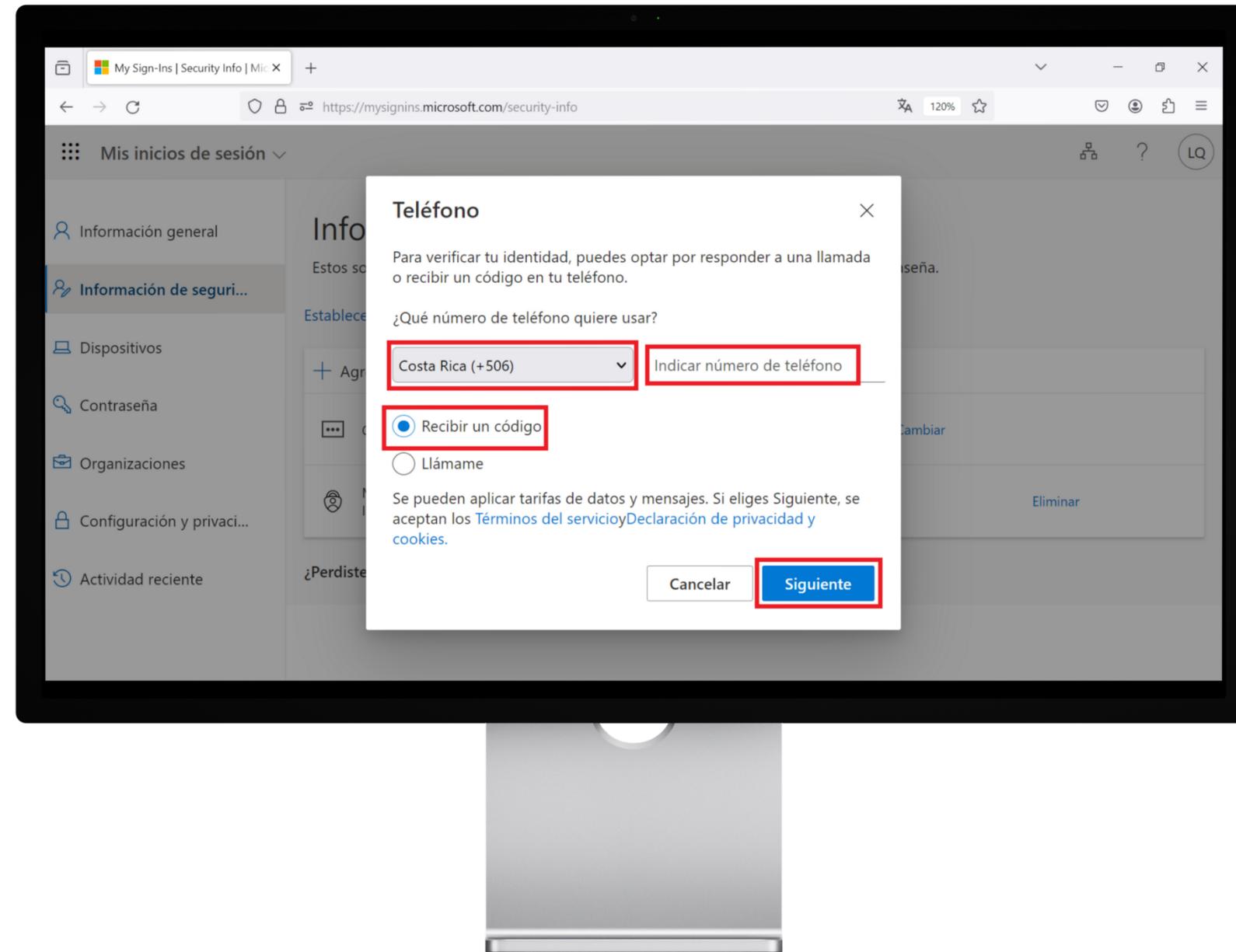
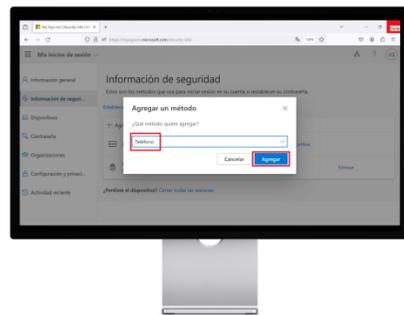
# CONFIGURACIÓN 2FA - MICROSOFT 365

Damos clic en "Agregar"



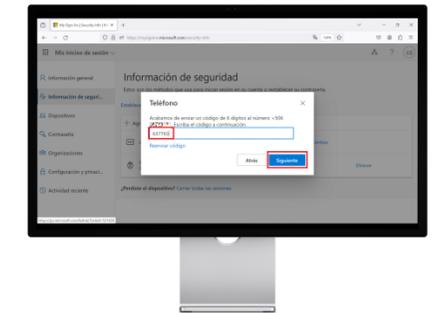
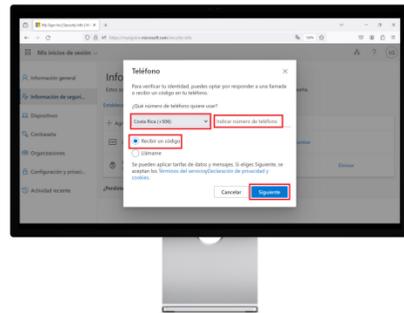
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



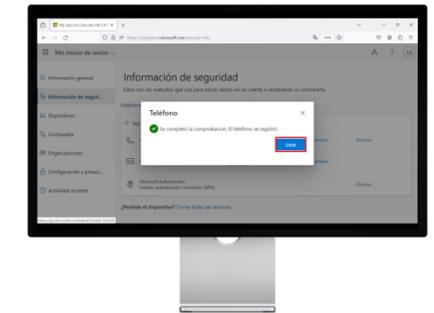
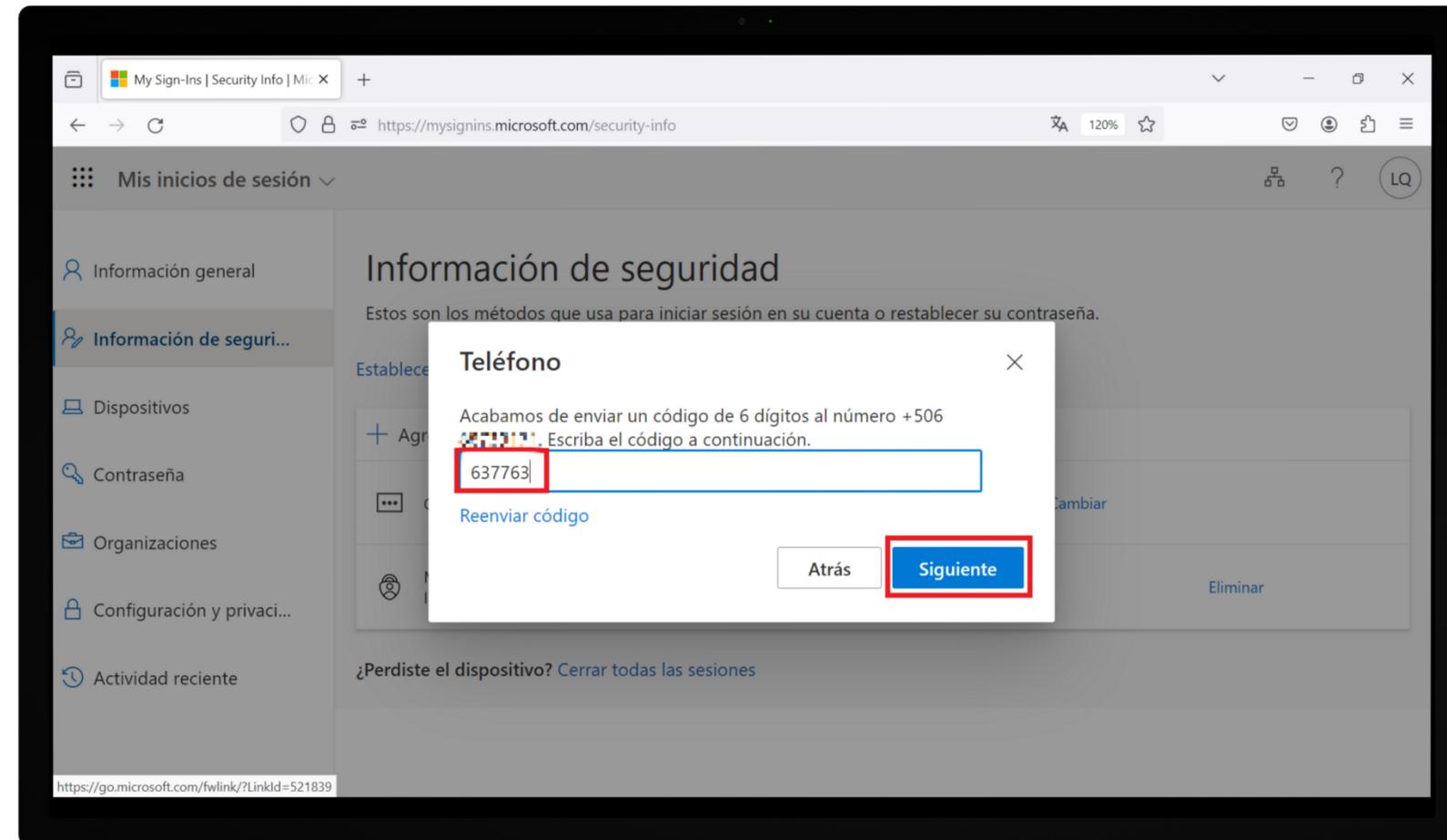
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



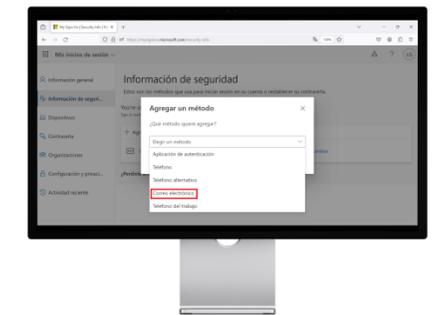
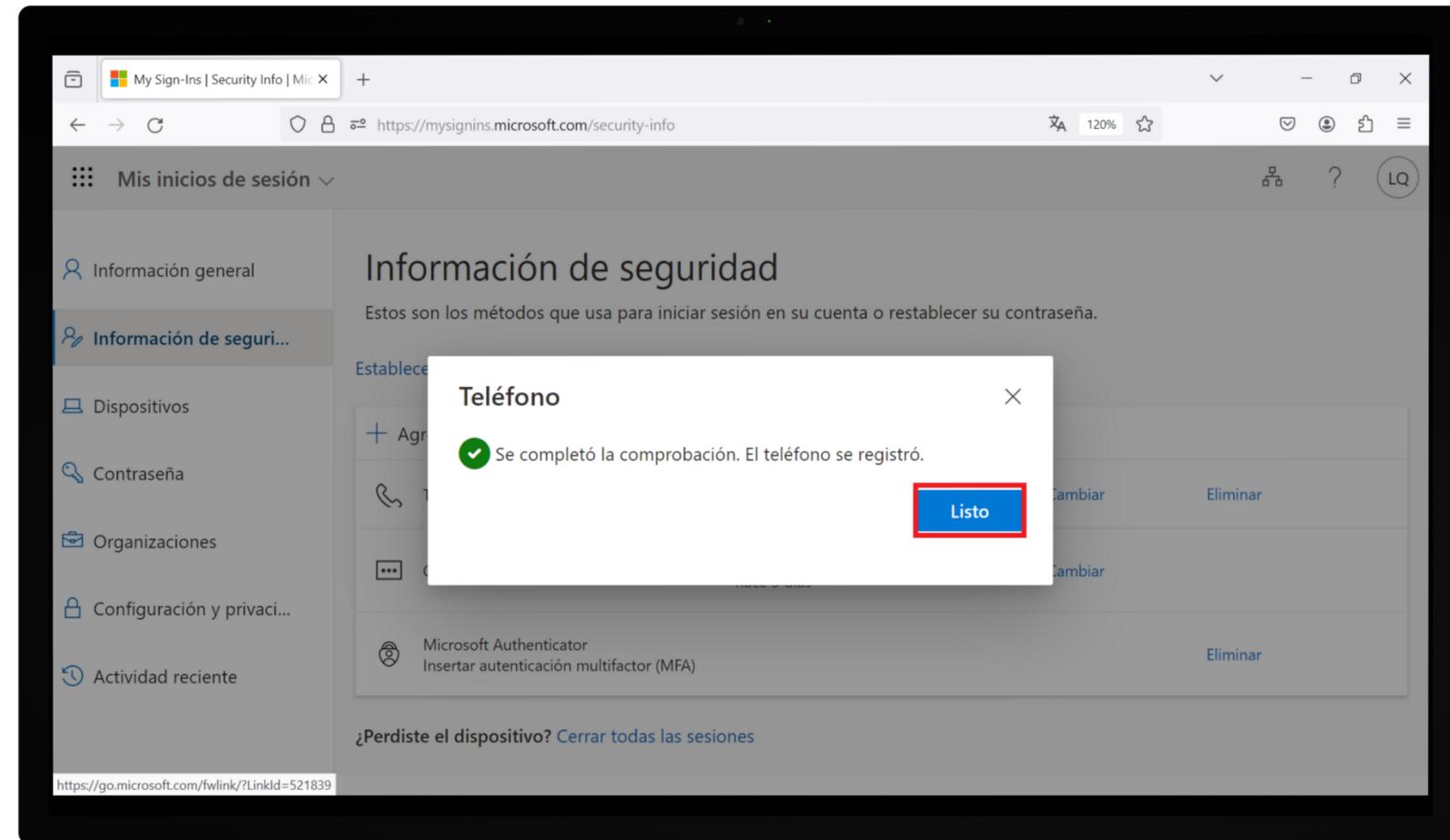
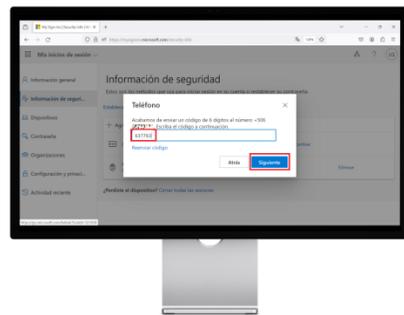
# CONFIGURACIÓN 2FA - MICROSOFT 365

Colocamos el código y damos clic en "Siguiente"



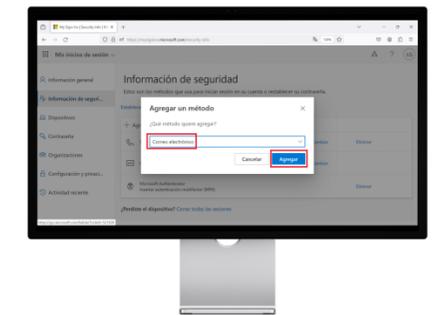
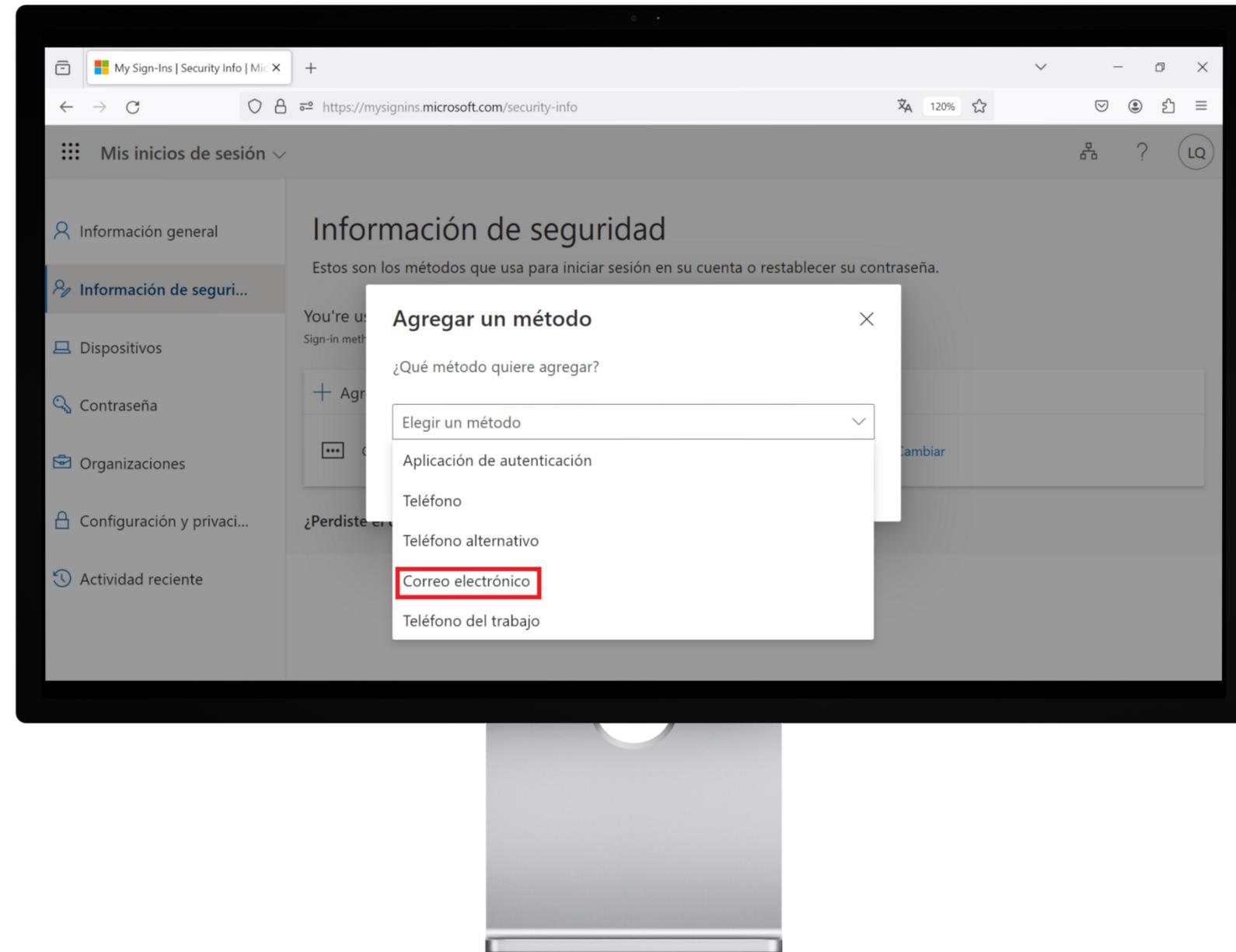
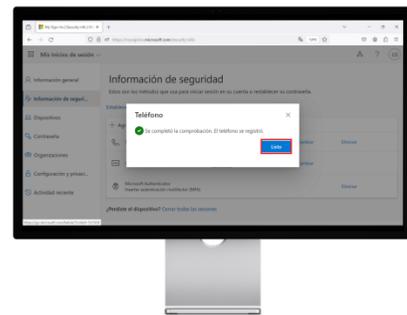
# CONFIGURACIÓN 2FA - MICROSOFT 365

Y listo, ya habremos configurado el teléfono



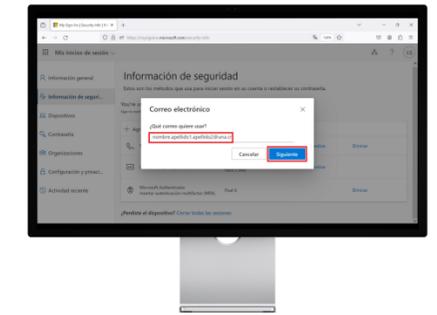
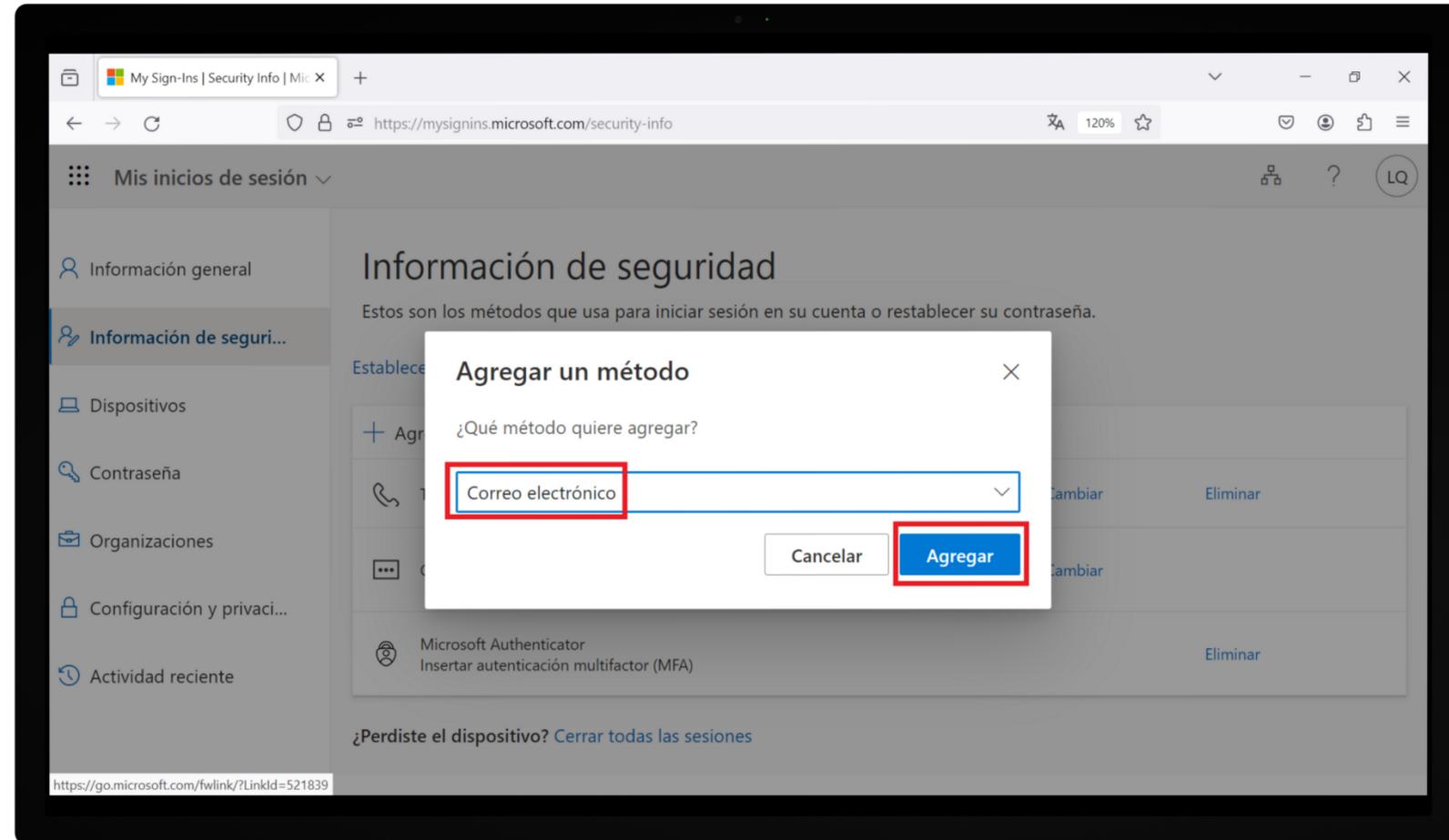
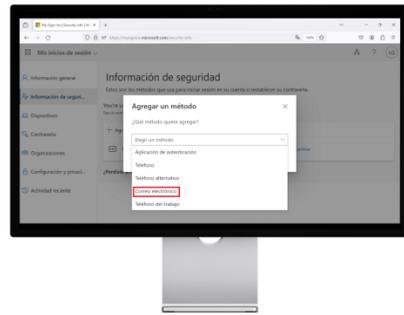
# CONFIGURACIÓN 2FA - MICROSOFT 365

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



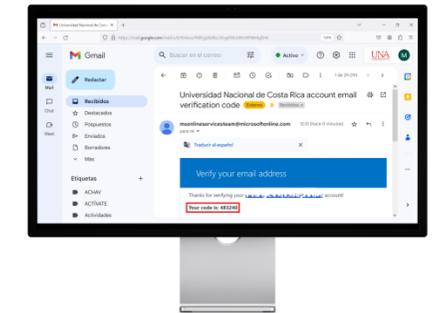
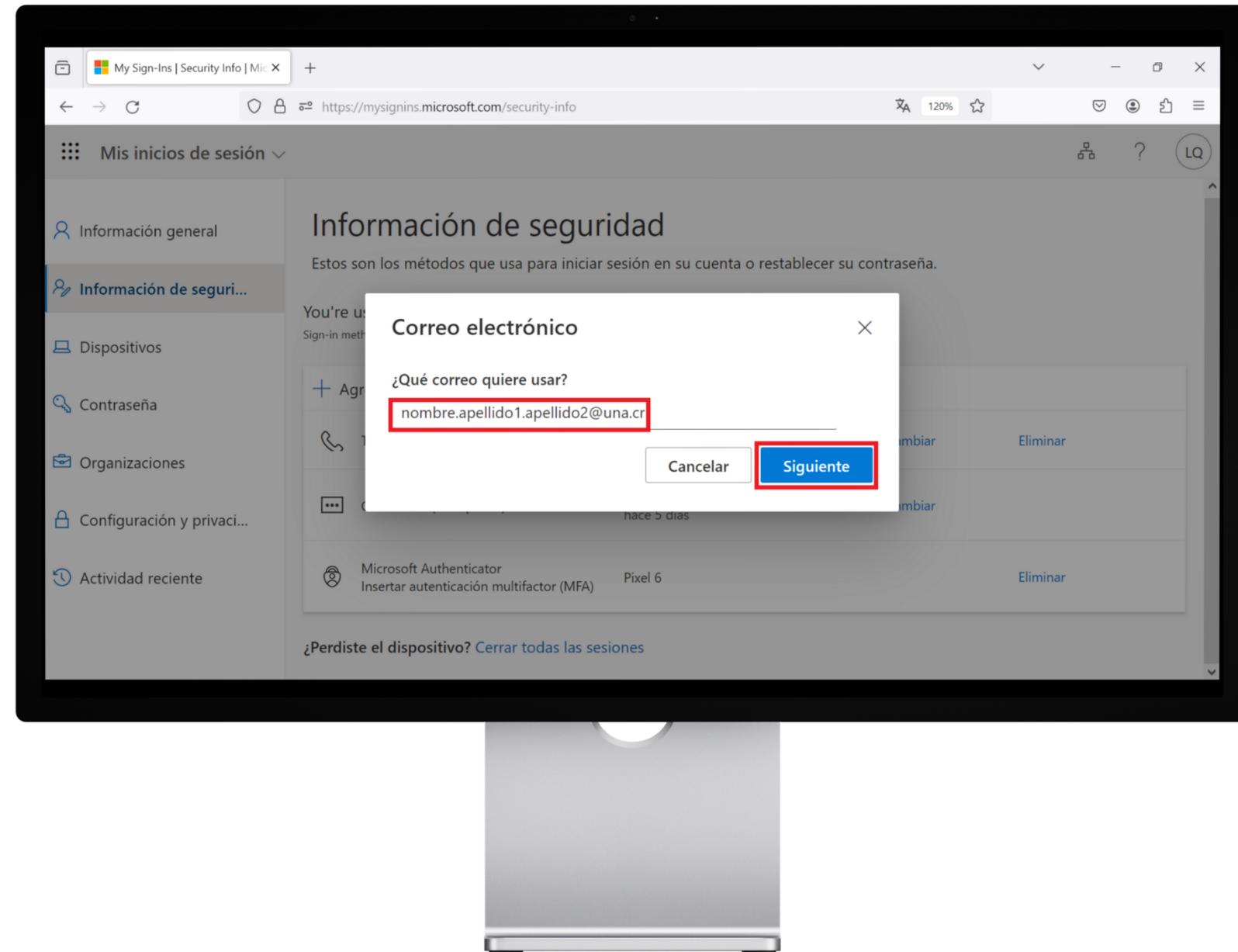
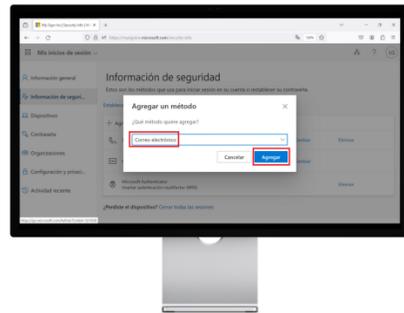
# CONFIGURACIÓN 2FA - MICROSOFT 365

Damos clic en "Agregar"



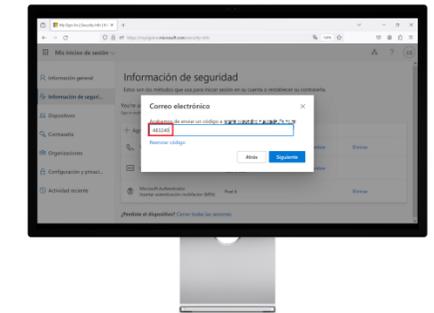
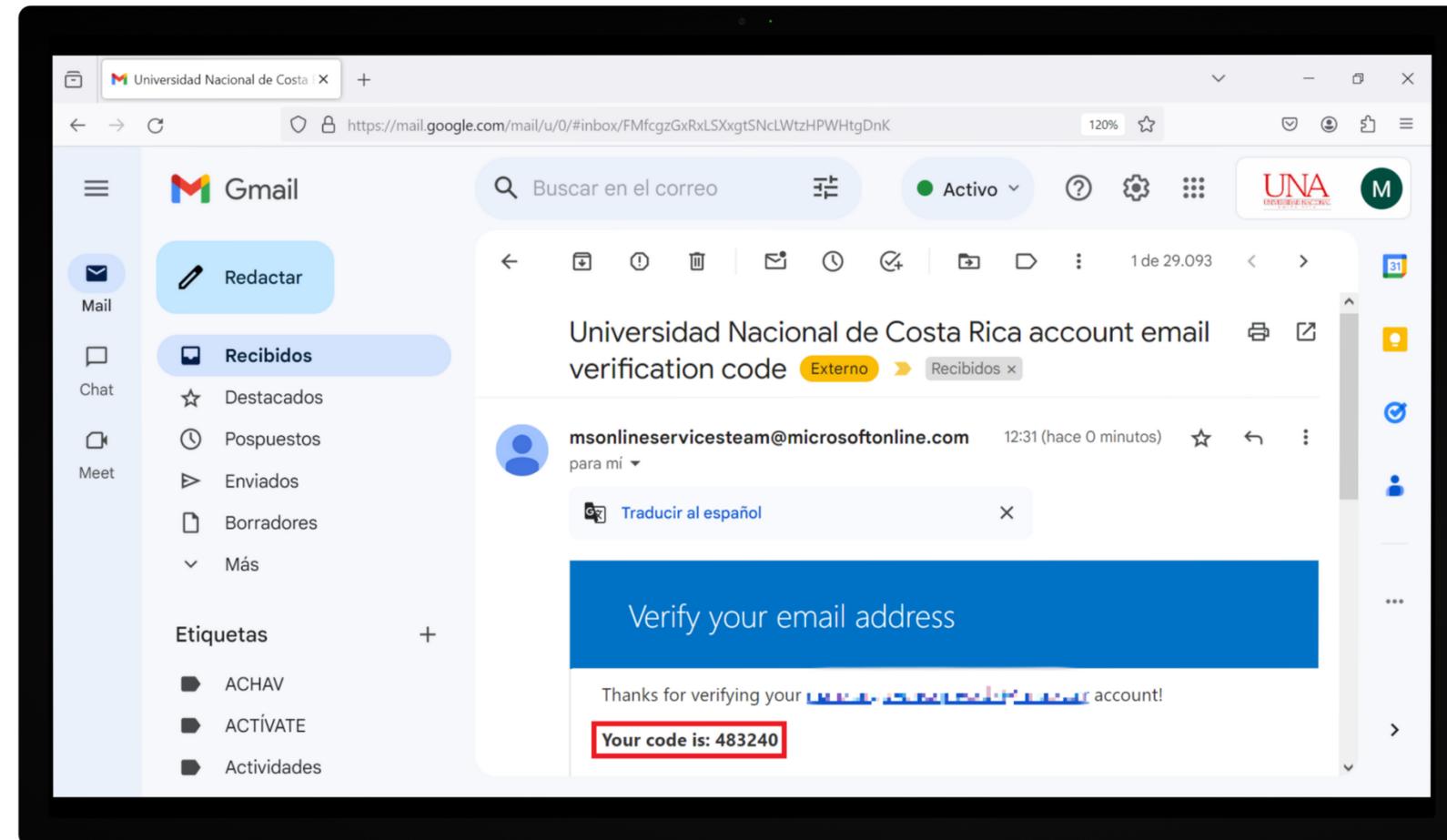
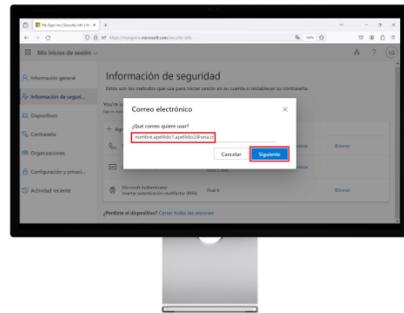
# CONFIGURACIÓN 2FA - MICROSOFT 365

Escribimos nuestro correo institucional y damos clic en "Siguiente"



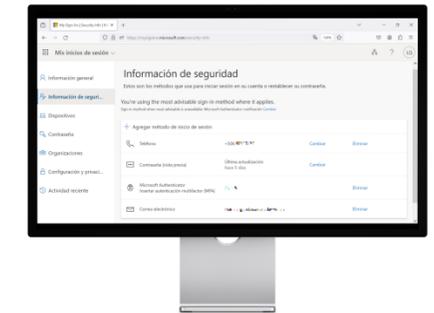
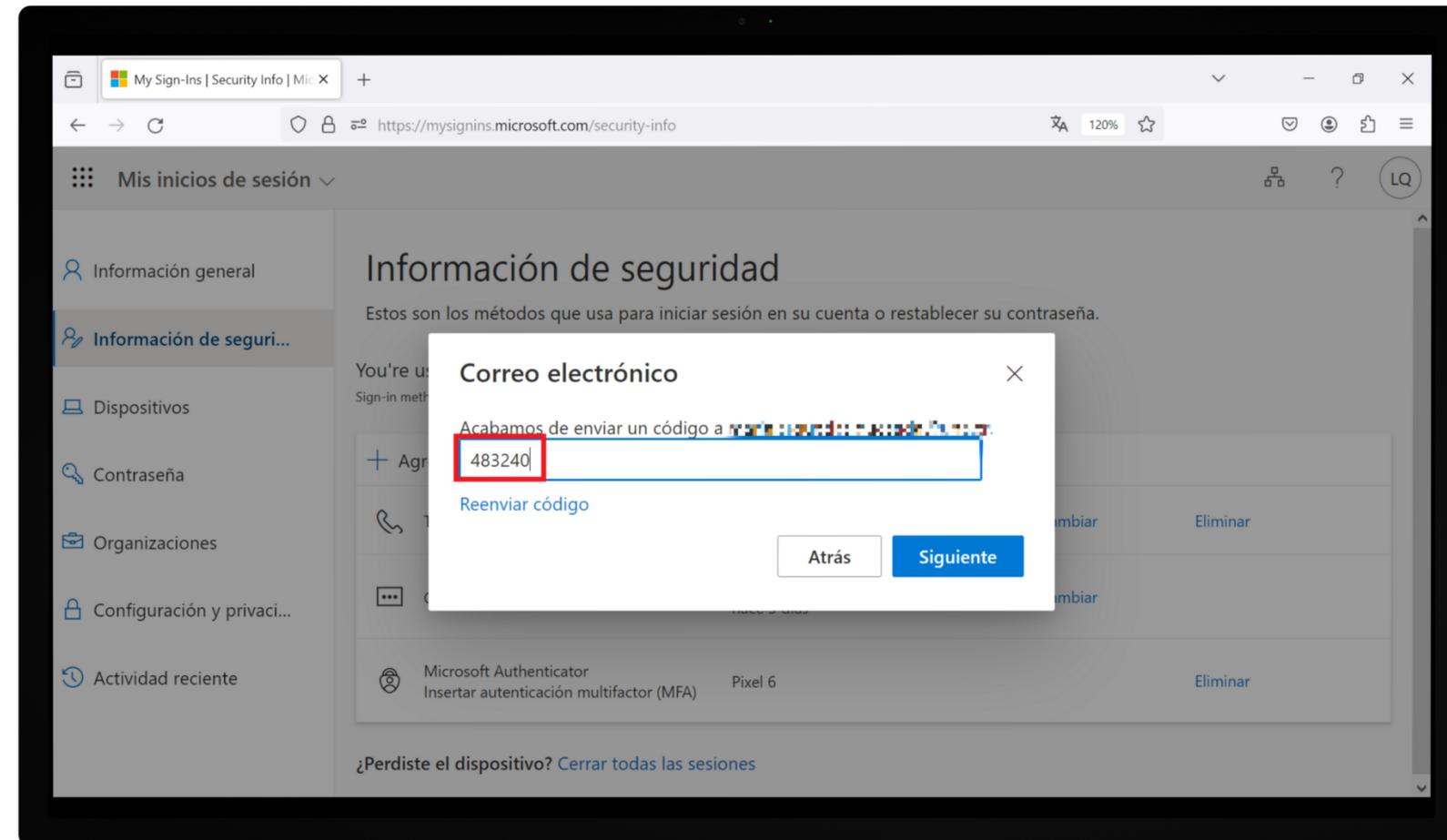
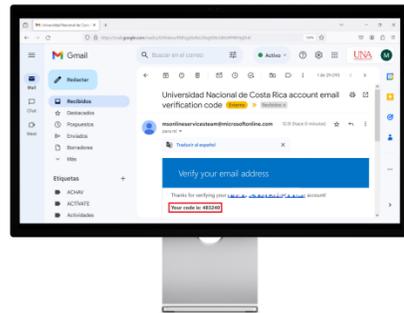
# CONFIGURACIÓN 2FA - MICROSOFT 365

Nos llegará un correo con un código que debemos copiar



# CONFIGURACIÓN 2FA - MICROSOFT 365

Copiamos el código y damos clic en "Siguiente"



# CONFIGURACIÓN 2FA - MICROSOFT 365

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

