Reset MFA guide:

Step 1: Log-in your MCL account

![Outlook Login](Image)

Step 2: More information required window will appear. Just click Next.

![MCL Email Account](Image)
Step 3: Click **I want to set up a different method**. Just click **Next**.

![Microsoft Authenticator](image)

Step 4: On the choose a method drop down box, choose **Phone** then click **Confirm**.

![Choose a different method](image)
Step 5: Enter your **active mobile no.** Then choose between **text me a code** or **call me** then click **Next**

Enter the code if you choose the text option then click **Next**
Step 6: Click **Next** then **Done**. You successfully update your MFA in M365. 😊

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Phone**

- ✓ SMS verified. Your phone was registered successfully.

**Next**

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Success!**

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

- Phone

  *Your registered mobile no.*

**Done**