How to change your Microsoft Multi-Factor Authentication (MFA) Method and Settings

Log into your account on the web
1. Browse to office.com
2. Enter your school account information (ULID@louisiana.edu) and password

Navigate to the Security info page
1. Click on your name in the upper right corner
2. Click on “View Account”
3. On the account page click on the “UPDATE INFO” on the Security info card
Settings and Method can be changed here

1. Change sign-in method – using the drop down select the new method you would like to use

2. Change the phone number associated with your account – enter a new number and follow the prompts

3. If you no longer have access to the device associated with your account, Sign out of everywhere.