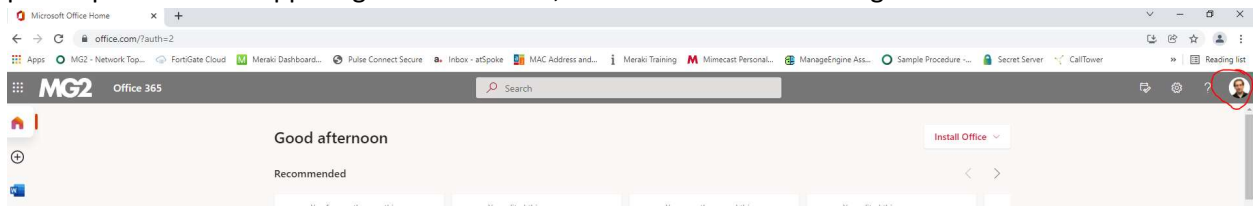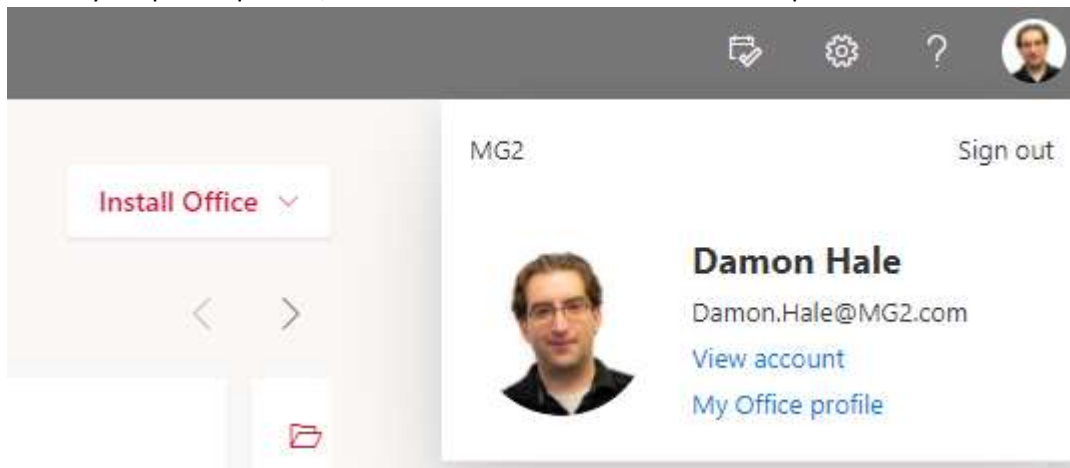# How to change the phone used for MS Authenticator
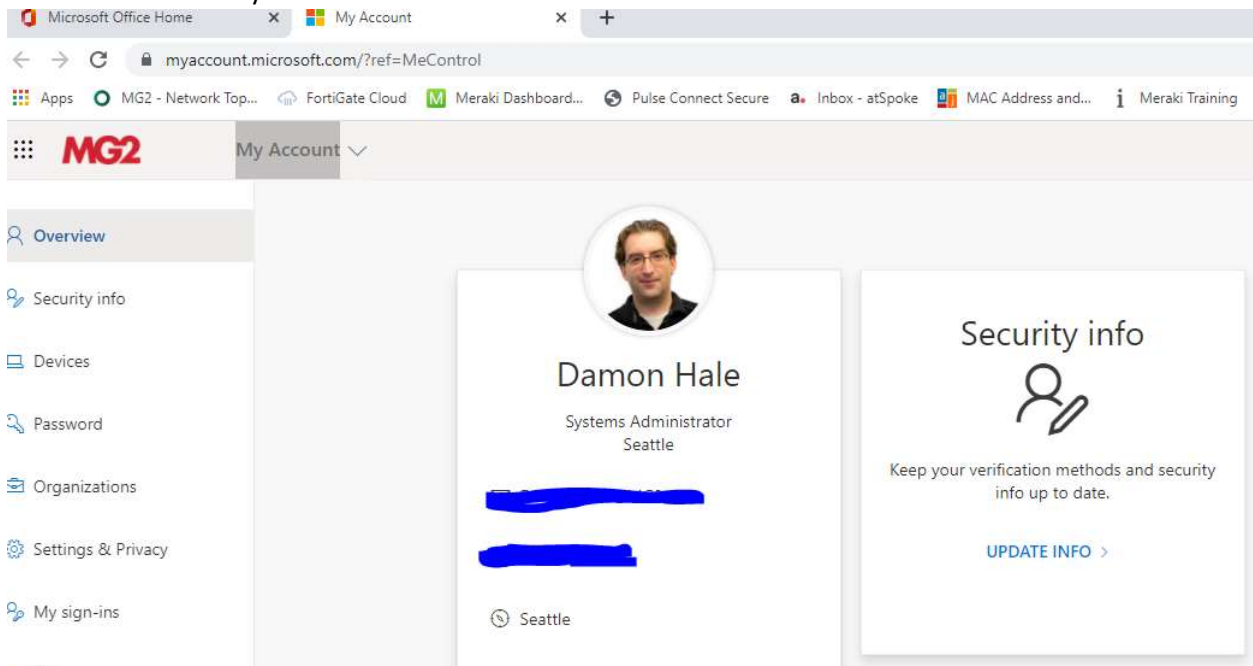
1. Go to http://office.com and make sure you are signed in with your MG2 email. You should see your profile picture in the upper right corner. If not, click the blank icon and sign in.
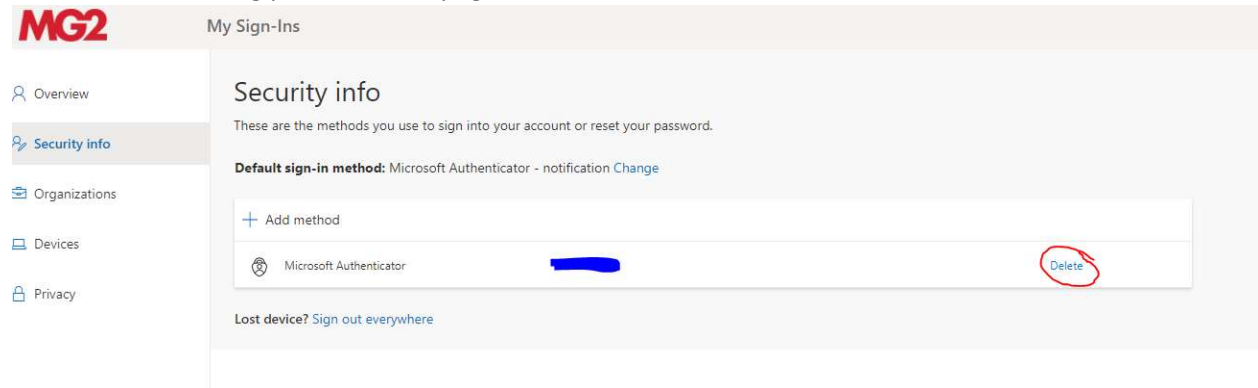

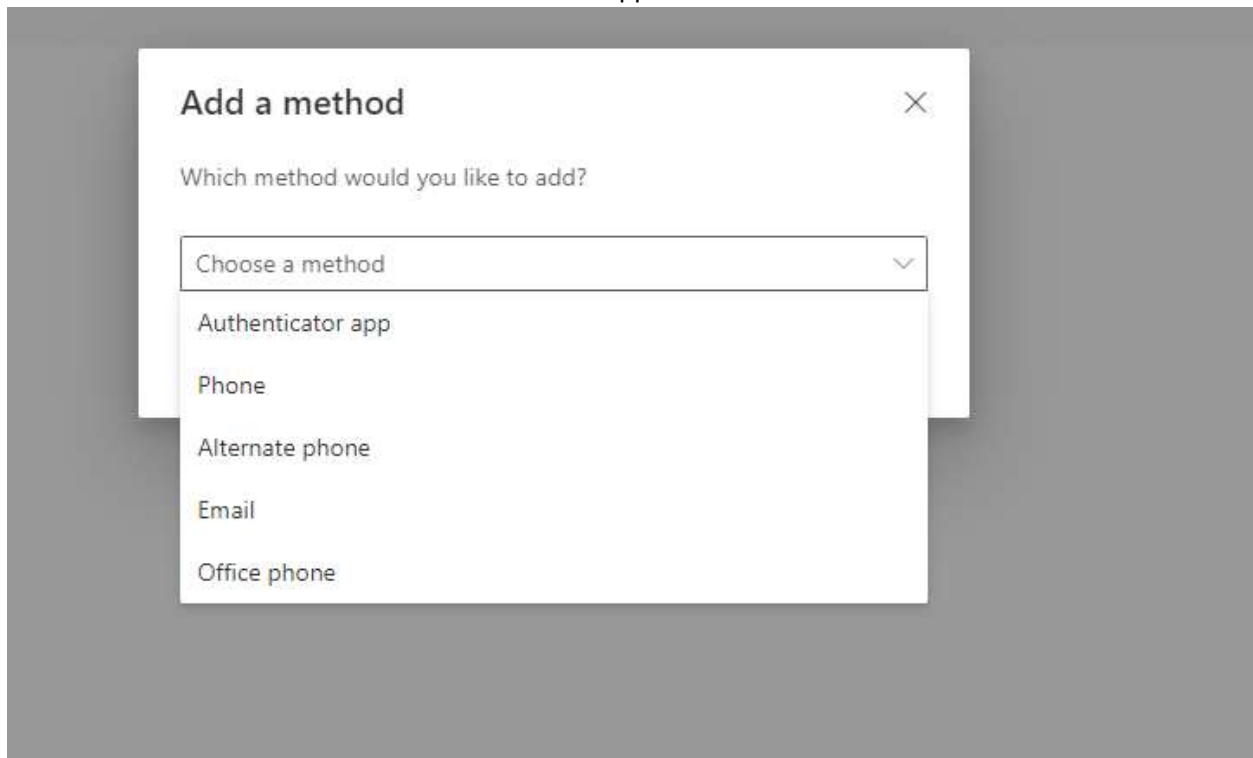2.Click your profile picture, then select "View account" from the options

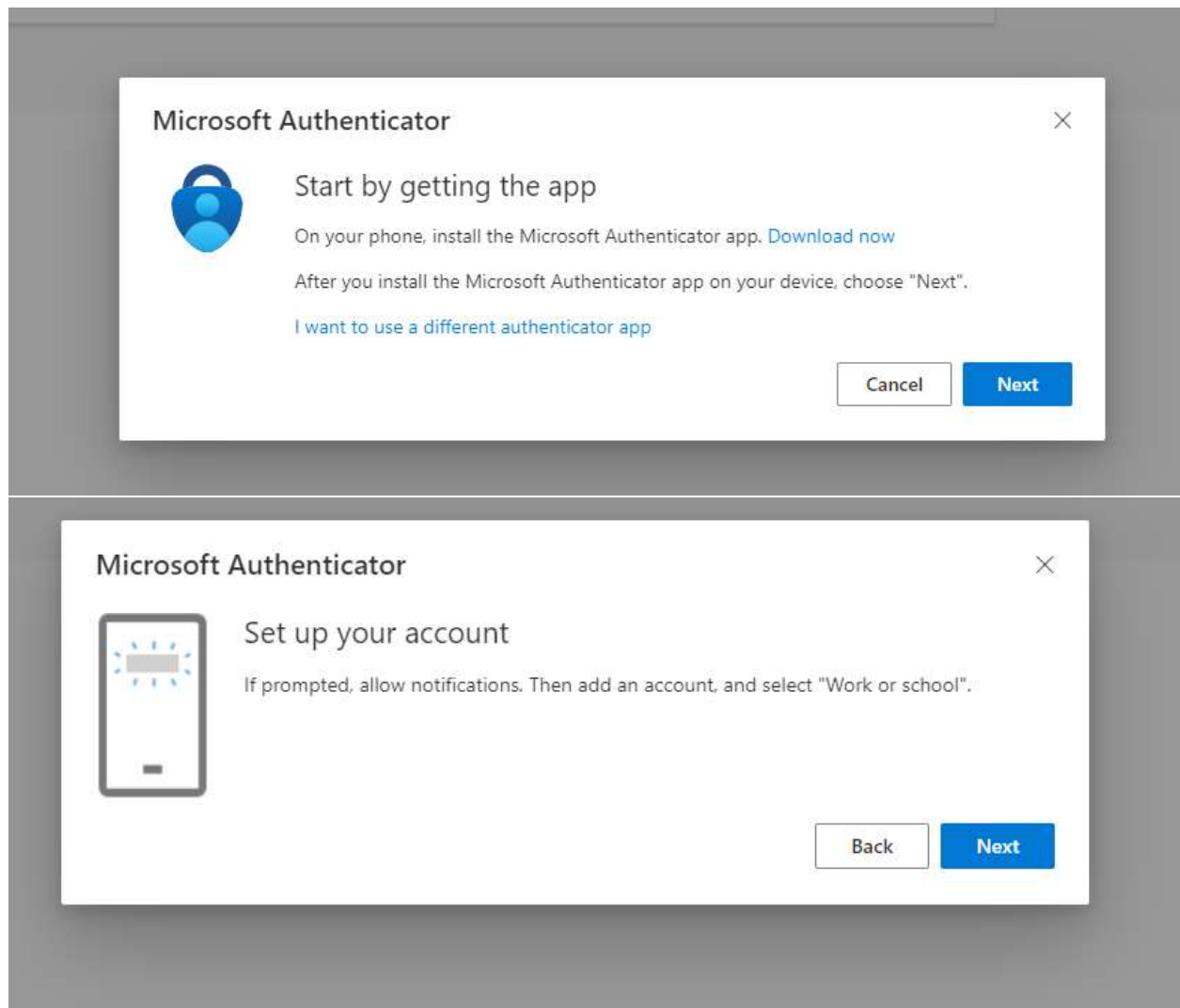
3. Go to the "Security info" box and select "UPDATE INFO >"

4. Delete the existing phone on this page

5. Click "Add method" and choose "Authenticator app"

6. If you already have the Authenticator app on your new phone, delete it and redownload it, then add your work email account to it. Back on your "My Sign-ins" page, click "Next", and "Next" again.

7. On the next page, there will be a QR code to scan with the Microsoft Authenticator app. Do so and then click "Next" again. After that, your phone will should prompt you to sign into the app and approve or deny the request. Approve, and you should be done.

Note: Make sure that the default sign-in method on the Security Info page is Microsoft Authenticator

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification Change