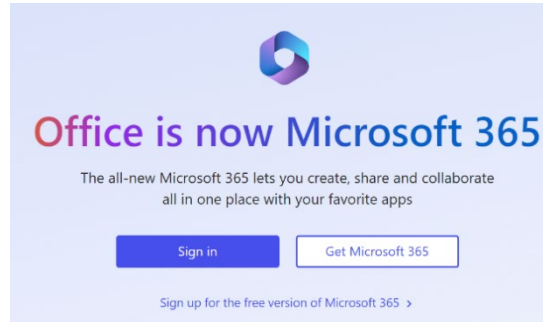


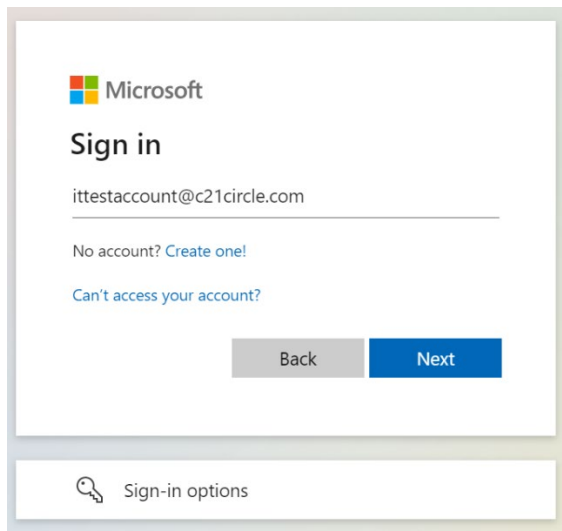
Setting Up MFA on your Circle Account

This is a step-by-step guide that will show you how to set up your Multi-Factor-Authentication for your Circle account.

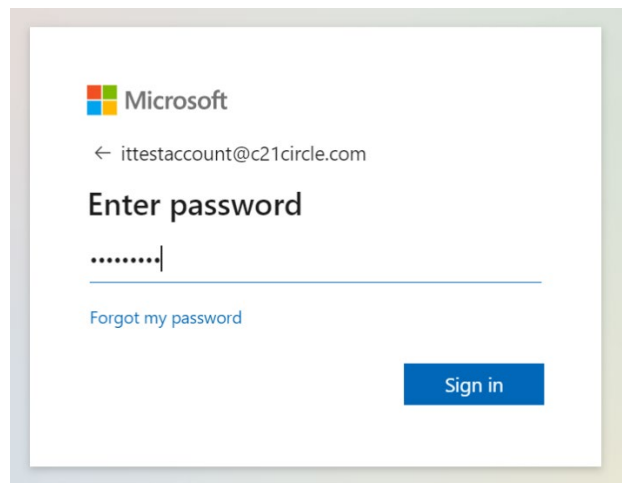
1. Visit the website <https://outlook.office.com/> and click **Sign In**.



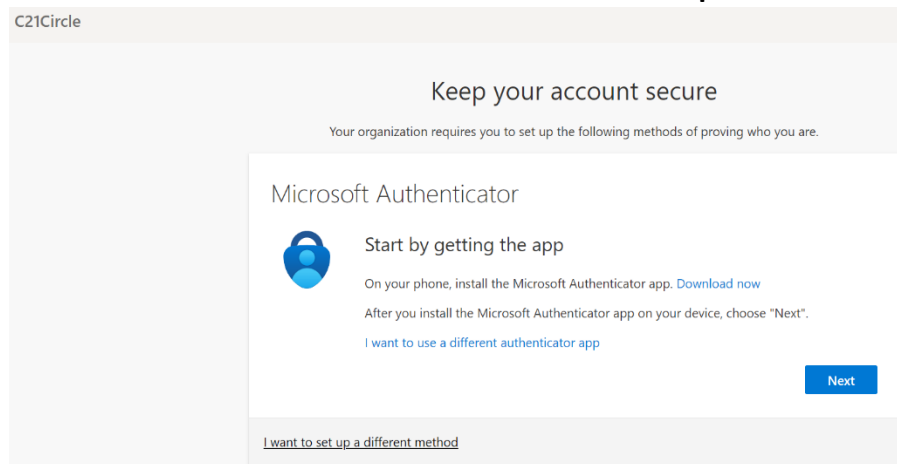
2. Enter your Circle email then click **Next**.



3. Enter your password then click **Next**.



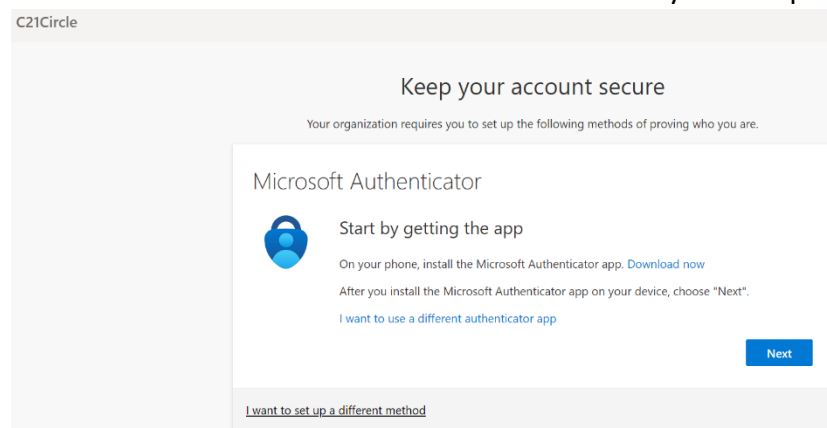
4. The next screen will give you two options. 1) Continue Setting up Microsoft Authenticator (will require an app download). 2) You can set up text codes with your cellphone number. You will need to **click on “I want to set up a different method”**.



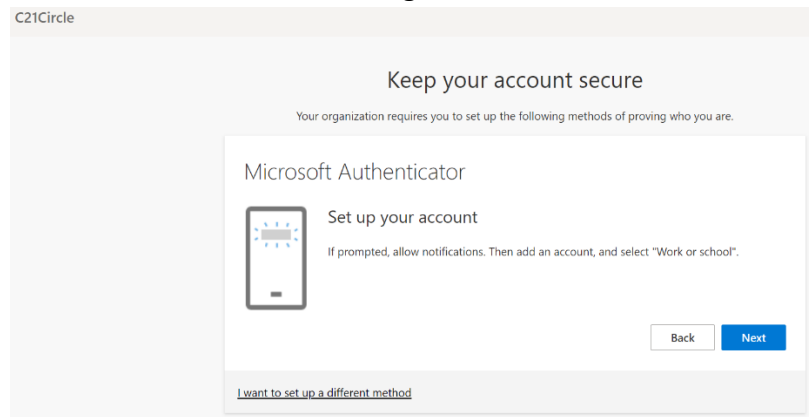
5. To set up Microsoft Authenticator. Go to the app store on your phone and download.



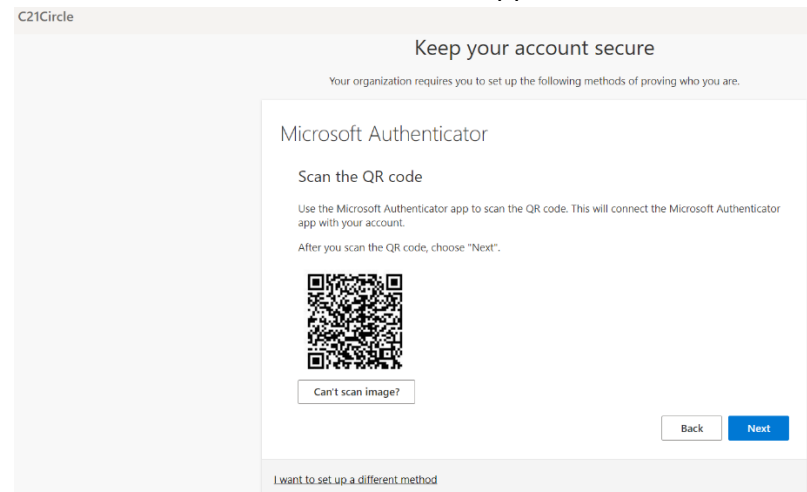
6. Click **Next** on the Microsoft Authenticator screen on your computer.



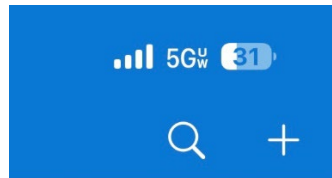
7. Click **Next** once again on this screen.



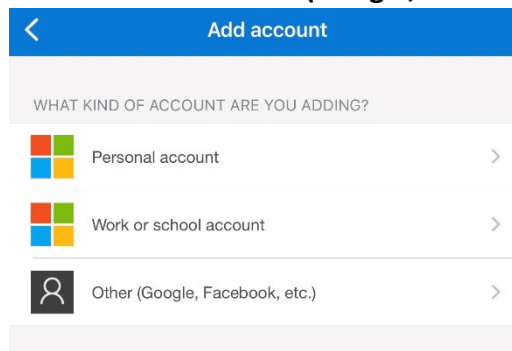
8. Once you get to this **QR code** screen head over to your phone and open the Microsoft Authenticator app.



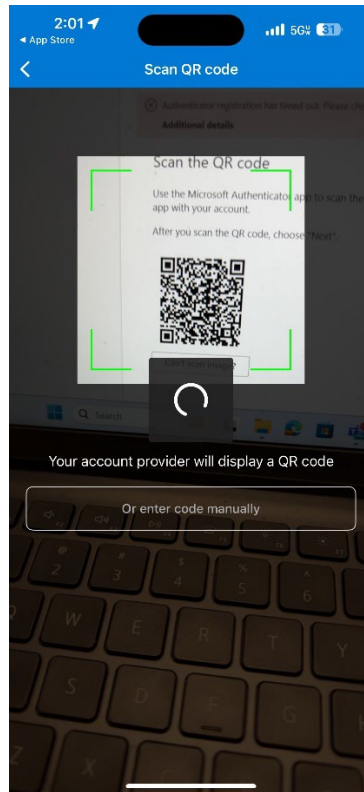
9. In the Microsoft Authenticator app on your phone click the **Plus Sign** (top-right corner).



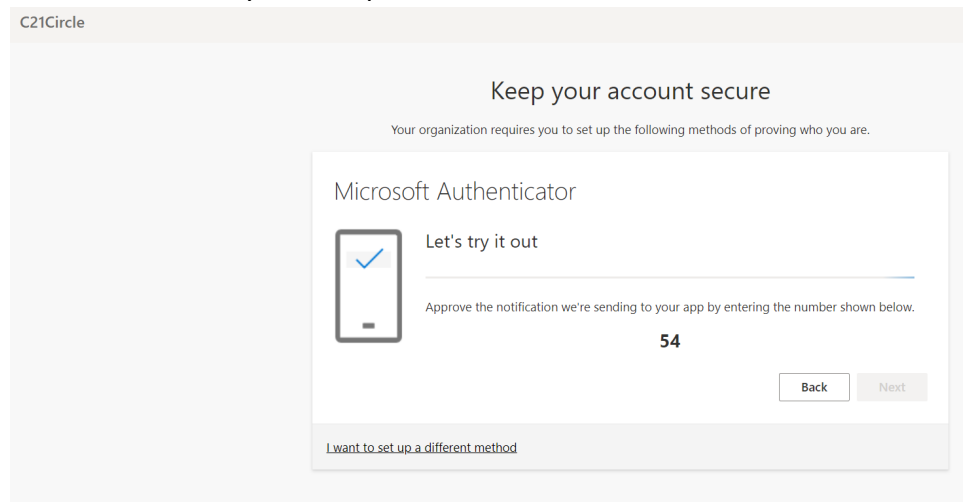
10. On this next screen click **“Other (Google, Facebook, etc.)”**.



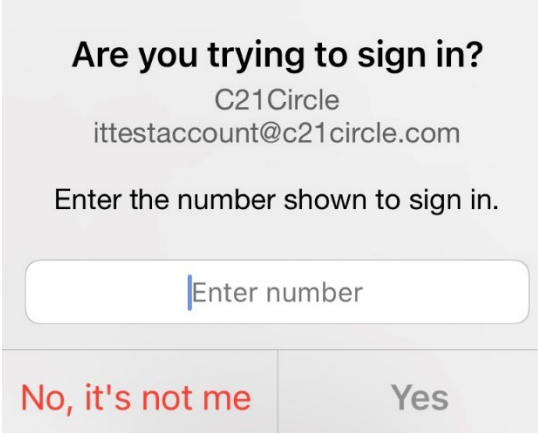
11. Allow the app to access the camera and point your phone to the **QR code** displayed on your computer. This will automatically go away once it scans.



12. Click **Next** on your computer. You will see a screen with a number.



13. Your phone will have a pop-up with a place where to enter this number. Enter the number and then **Yes**.



A light gray dialog box with the title "Are you trying to sign in?". Below the title, it displays "C21Circle" and the email address "ittestaccount@c21circle.com". The text "Enter the number shown to sign in." is followed by a white input field with the placeholder text "Enter number". At the bottom, there are two buttons: "No, it's not me" in red text and "Yes" in gray text.

14. Once you proceed from both screens you will see this green check mark on your computer. This means you have completed the setup. Click **Next**.

Microsoft Authenticator

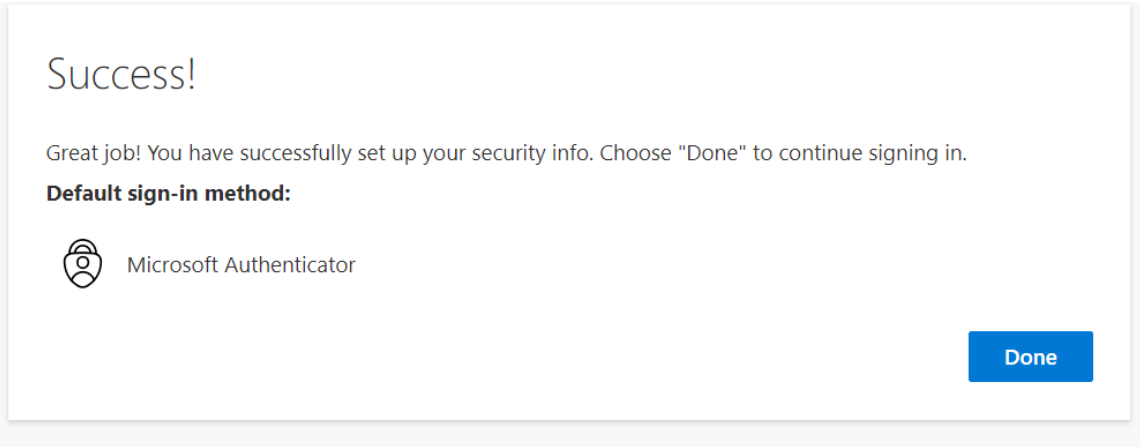


✓ Notification approved

Back

Next

15. You will receive a final message stating the setup was successful.



A light gray dialog box with the title "Success!". Below the title, it says "Great job! You have successfully set up your security info. Choose "Done" to continue signing in." Under the heading "Default sign-in method:", there is a lock icon and the text "Microsoft Authenticator". A blue "Done" button is in the bottom right corner.

16. You are all set.

Please contact the HelpDesk at c21techsupport@c21circle.com if you encounter any issues during the setup.