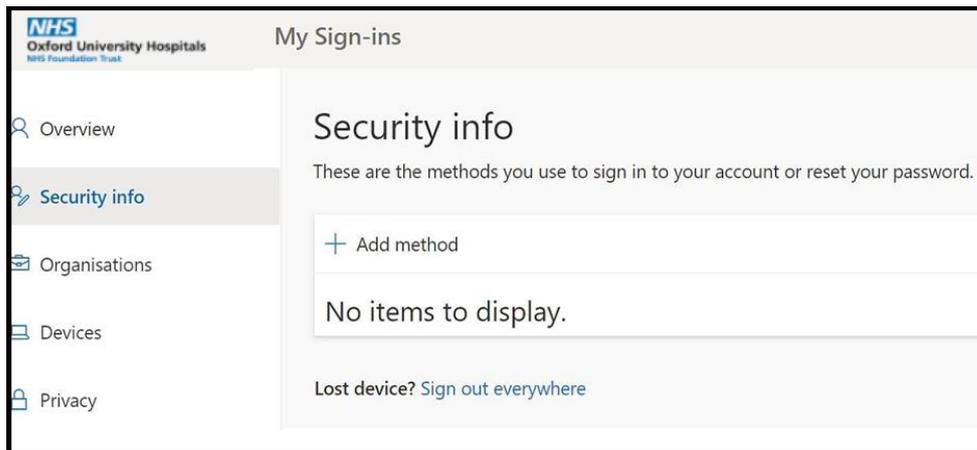


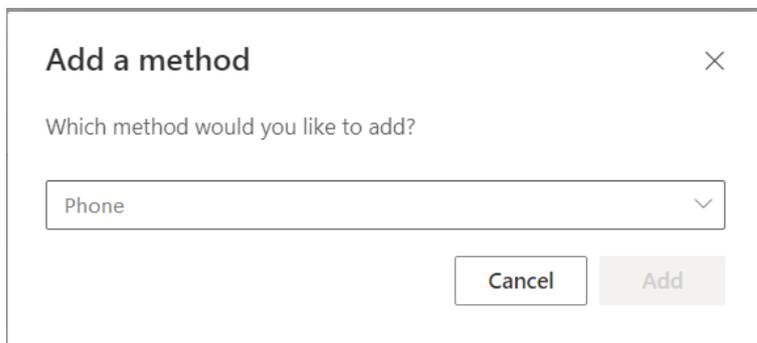
Setting up MFA without a smartphone

If you don't have a smartphone you can set up MFA using this guide.

1. Before proceeding make sure you are logged into your OUH account. It's important that you set this up on your OUH account (@ouh.nhs.uk) as this will link it to your OUH username and password.
2. On your PC / tablet go to <https://mysignins.microsoft.com/security-info>
3. If prompted make sure you log in with your OUH email address and password.
4. You will now see the 'my sign ins' security info page. Click **+Add method**.



5. Select **Phone** from the drop-down list and then **Add**



6. Select your **country code** and **enter your phone number** and select **text me a code**.
7. Enter the code sent to your phone number to confirm your MFA setup.
8. On the security page, you can then set the default authentication method to either call or text. We recommend **Text**.
9. **Congratulations** - You have now set up MFA.

For all users: We strongly recommend that you add at least one alternative authentication method if you can.

- Being able to authenticate on a second device will enable you to access your accounts if you lose or forget your primary mobile device or if you need to set up MFA on a new phone. It's

also a good idea to set up different authentication methods on the same phone if you can, so you can choose between the app, phone call, or SMS.

- To set up another authentication method simply return to <https://mysignins.microsoft.com/security-info> and follow the on-screen instructions.

Remember that you need to have your authentication device with you when logging in with your OUH username and password.

- If you are having difficulties with MFA please contact the IM&T Service Desk:
 - Tel: 01865 (2)22822
 - Email: imandtservicedesk@ouh.nhs.uk, Web: <http://ouhimservicedeskonline.oxnet.nhs.uk/hes/>