

Your Microsoft Login is Changing

A guide on how to add passkeys to your Microsoft account

YOUR MICROSOFT LOGIN IS CHANGING: HERE'S WHAT TO DO

What Are Passkeys?

Passkeys are phishing resistant credentials to replace “*phisable*” methods such as passwords, SMS codes, and software/email one-time passcodes.

If you go to <https://aka.ms/mfasetup> you can see all your existing login options. You might see Microsoft Authenticator but ensure it says Passkey. If you see at least one option saying Passkey then you are all set!

What is Changing

Microsoft is replacing SMS and voice authentication with Passkeys – a faster, phish resistant way to sign into your accounts. Passkeys are becoming the default sign-in method for Microsoft accounts. There's no opting out of the final deadline – but you do have options for how to make the switch.

Important Dates



What You Need To Do

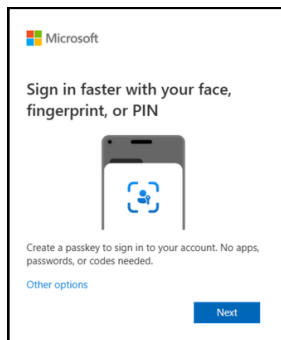
Start planning now. Review the Passkey options below and choose the one that fits best with how you use your devices and how you sign into your accounts.



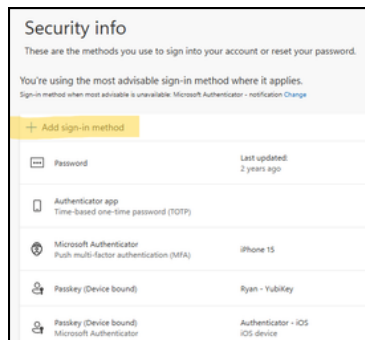
HOW USERS CAN ADD A MORE PHISH RESISTANT METHOD

Add a Passkey

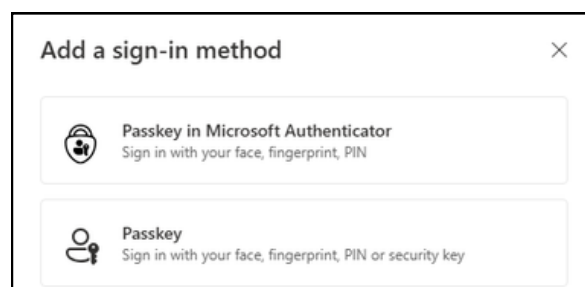
When prompted by Microsoft follow the steps to create a Passkey. If you're not prompted, manually go to <https://aka.ms/mfasetup> and follow the prompts below.



Prompt Message:



If manually, select
'Add sign-in method'



Select which Passkey is best for
how you use your devices

Option A: Add a Microsoft Authenticator Method

Our recommendation is also the simplest option as most users already have the Microsoft Authenticator app on their phone. Even if you already use the Authenticator App, you *must* create a Passkey.

Option B: Windows Hello For Business

If you primarily use a Windows computer, you can setup a biometric (fingerprint or face ID), pin, or hardware passkey to unlock your computer that then you can pass through a passkey to Outlook, OneDrive, your browser, etc.

Search 'Windows Hello' in your taskbar and select "Sign-in options." Then follow the steps provided.

Option C: 3RD Party Passkeys or Hardware Token

You may also use a 3rd party Passkey. Instead of Microsoft Authenticator, you could use LastPass, Google Authenticator, Apple Keychain, iCloud Passkeys, etc. You may also use a Hardware Token; a physical key that you plug into your computer that only you have the password too. For more information on those options, **contact us!**

