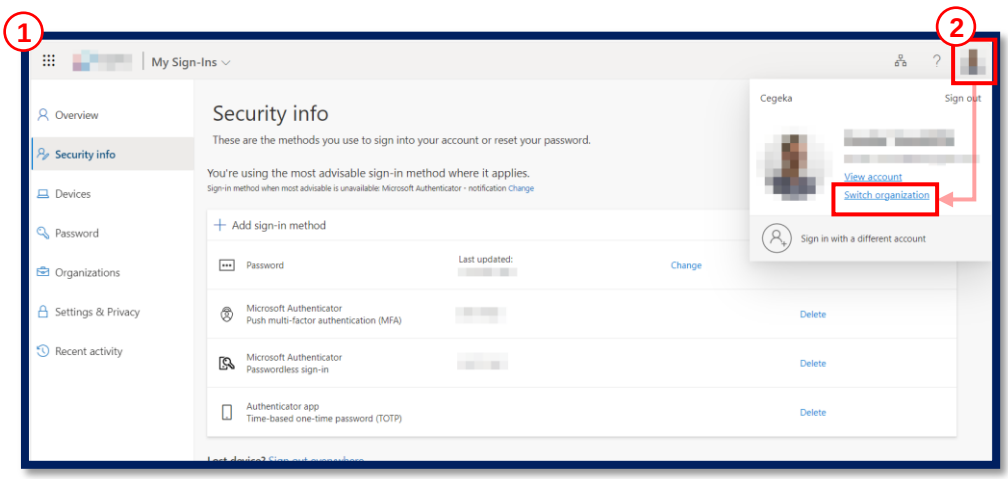
Transfer MFA

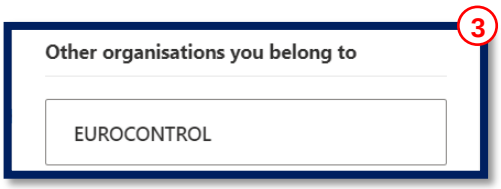
Important: This process is designed exclusively for company accounts with a Microsoft subscription. If you are using a personal Microsoft account, you can follow this link and add a new sign-in method there.

1. **Connect to the security dashboard** in your M365 account by using the provided link. **Sign in** with your organization email and password to view your organization's MFA information.

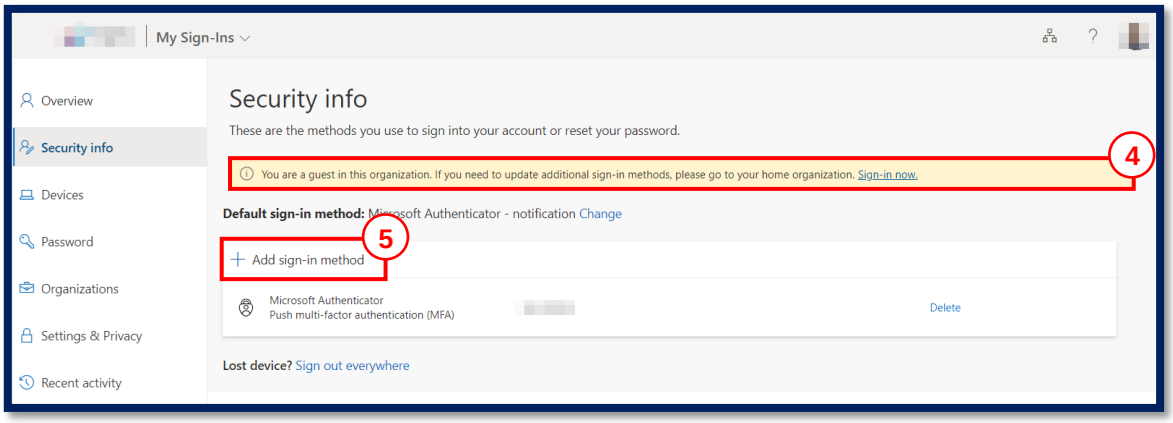
2. **Click** on **your profile icon** at the top right corner, then **select**, **switch organization**.

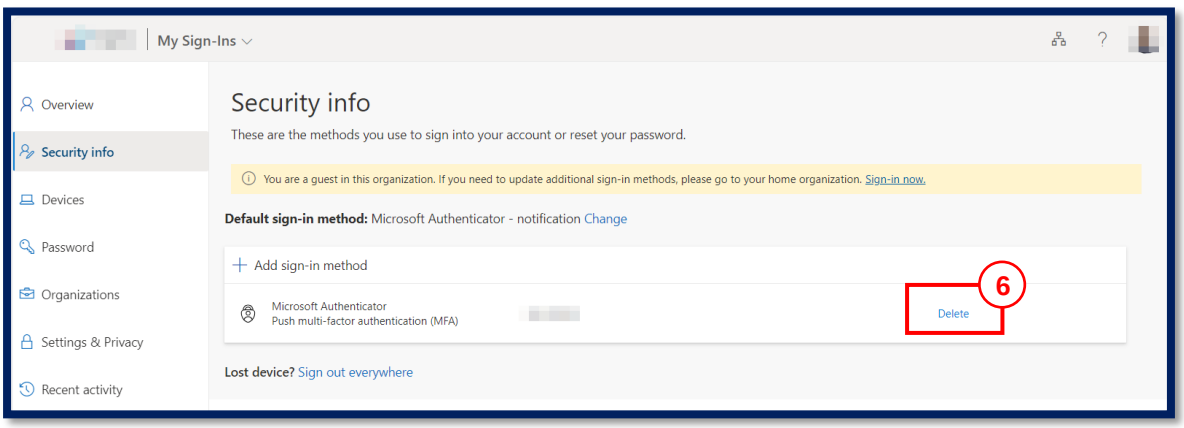


3. **Select EUROCONTROL** from the list of organizations displayed.



4. A yellow banner will confirm that you are now viewing the security settings of EUROCONTROL.
5. **Click Add sign-in method** to start the registration of your new device.
   Select Authenticator app from the dropdown list and **click** "**Add**".



Follow the steps for registering MFA on a new device. You can find the procedure on the portal where you found this guide.

6. After registering your new device, it will appear in the device list. You can now safely. **remove your old device by clicking on "Delete" next to it in the list.**