

## Hazelden 4th Step Guide

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whenever you sign in to your microsoft account you may also get sign in approval notifications in the outlook mobile app you will see sign in requests appear either on the lock screen or in the outlook

to create an e sign request you'll need to sign into your account with an available e signature provider such as adobe sign or docuSign if you don't have an account it's easy to start a free trial or create an

sign in to your account with your username and password open your authenticator app and type the randomly generated code for your account into the enter code box

if you are allowed by your admin to use phone sign in using authenticator you'll be able to go through device registration to get set up for passwordless phone sign in and microsoft entera multifactor

you can use modern approvals in lists and libraries to create approval requests for list items or files respond to approval requests and view the approval status

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