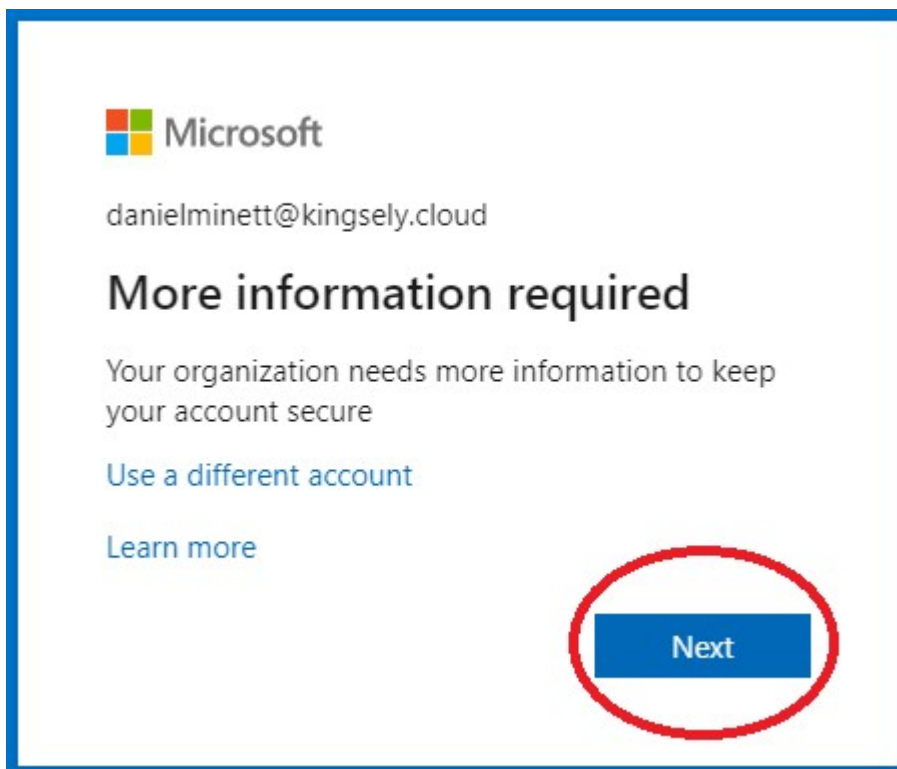


## Multi-factor Authentication Setup – Microsoft Authenticator App

1. Install the Microsoft Authenticator app using your phones App Store.
2. On a computer, go to office.com and click sign in. If you are already signed in, you will need to sign out and go back to office.com and sign in again.
3. Enter your username and password as normal.
4. You will then be prompted with a request for more information, click **Next**.



5. On the next page that appears, select **Mobile app** from the drop-down menu, select **Receive notifications for verification** from the checkbox list then click **Set up**.

## Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

### Step 1: How should we contact you?

Mobile app ▼

How do you want to use the mobile app?

Receive notifications for verification

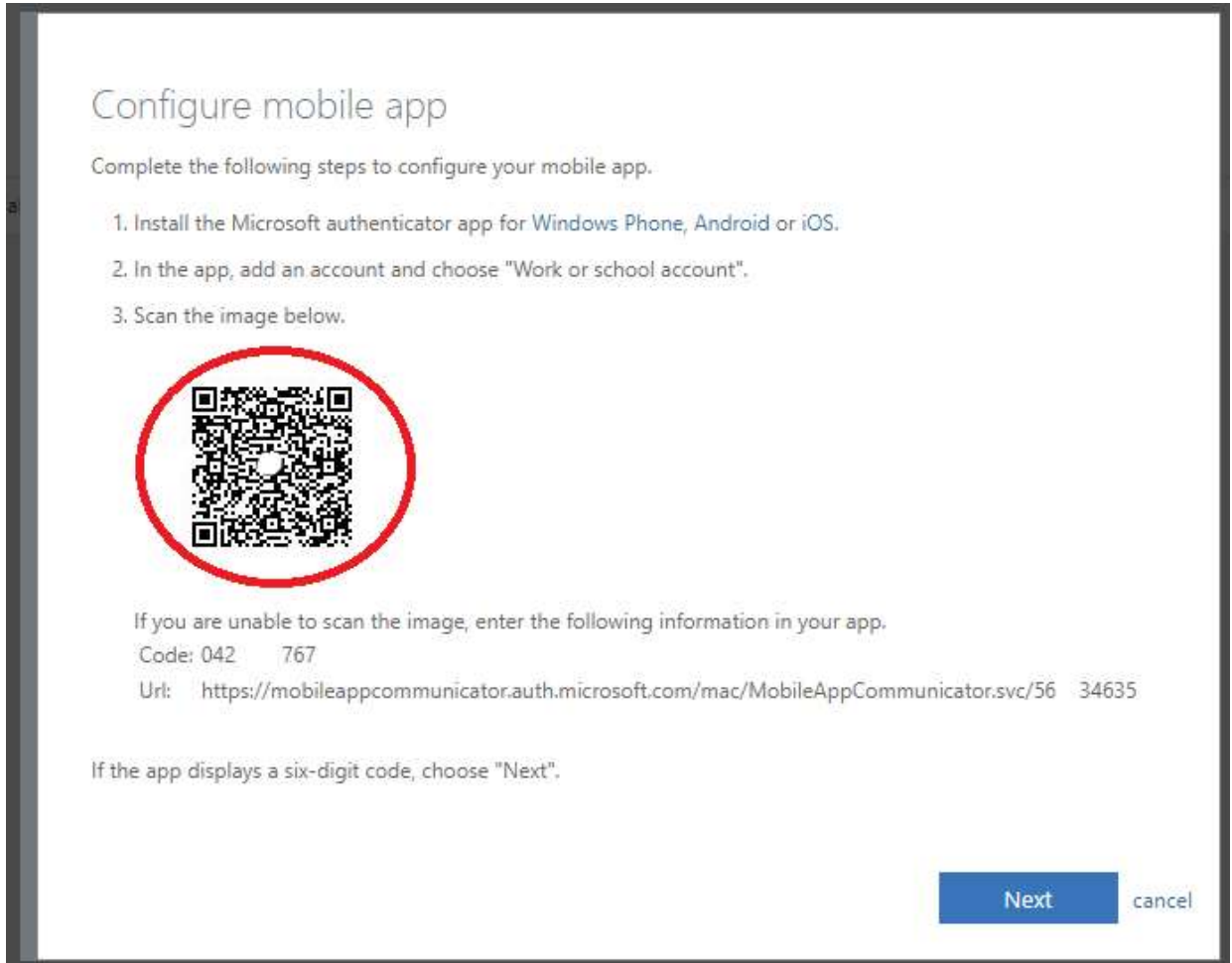
Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.


6. Leave the popup that shows a QR code open after clicking **Set up** in the previous step, you will now need your mobile phone.



Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

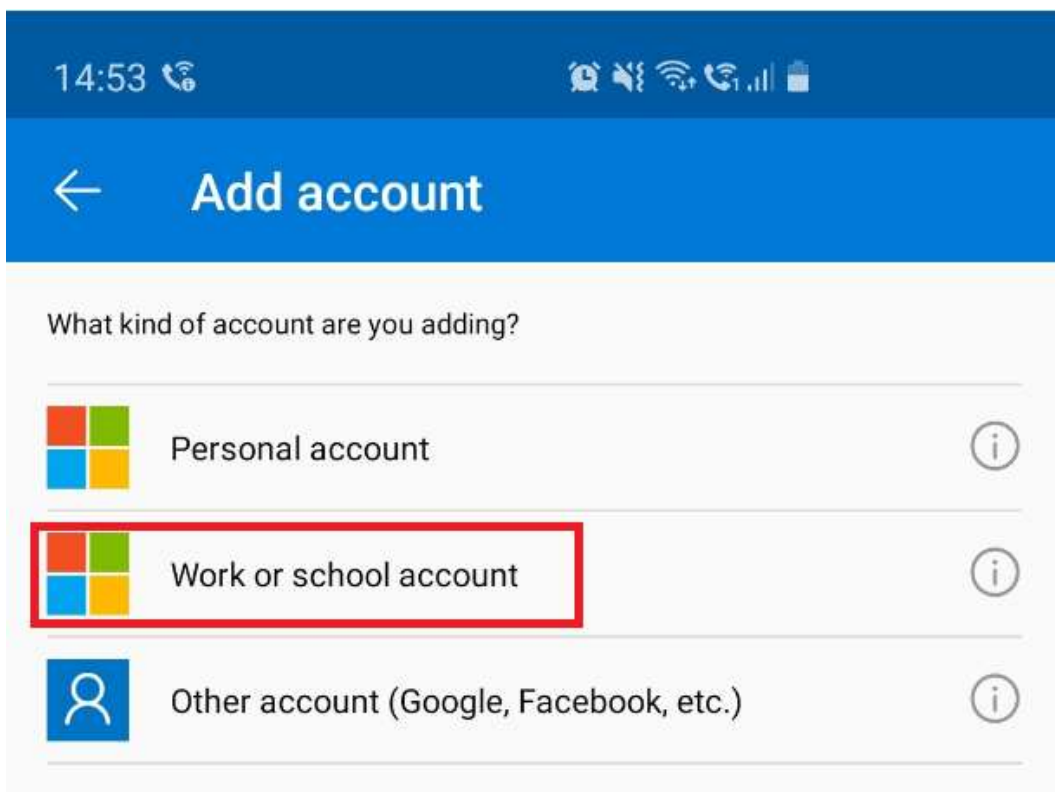
Code: 042 767

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/56 34635>

If the app displays a six-digit code, choose "Next".

Next cancel

7. Open the **Microsoft Authenticator** app, skip through the first time use slides and then tap the + icon.
8. Select **Work or school account**. The phone will then show the camera to scan the QR code shown on the popup left open in step 6. [Scan this QR code](#).



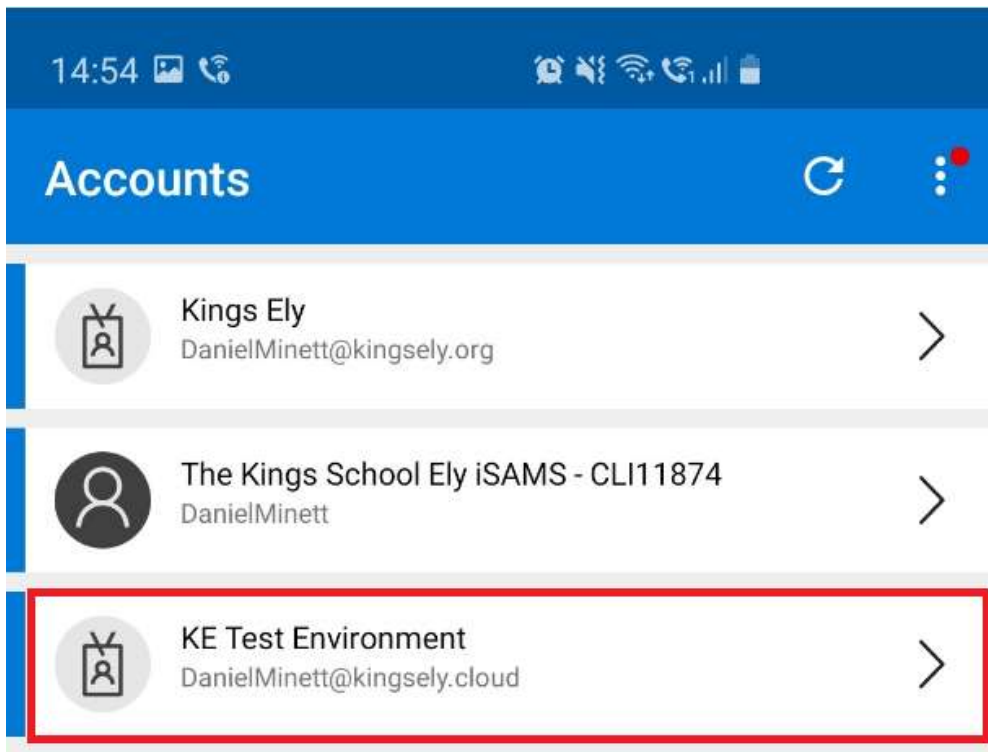
14:53

← Add account

What kind of account are you adding?

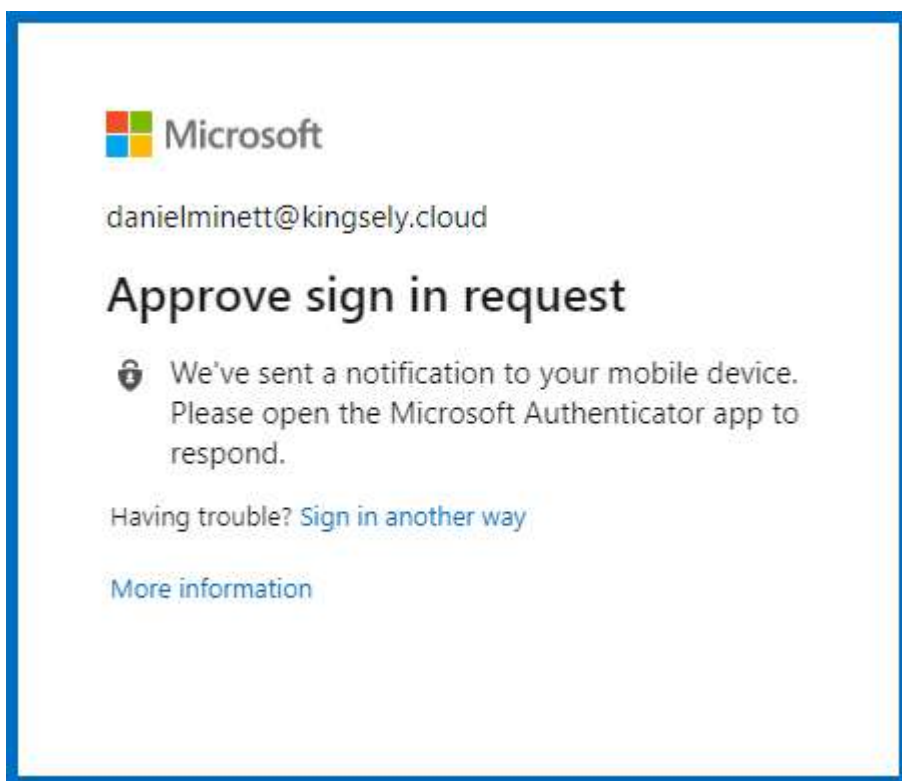
- Personal account
- Work or school account**
- Other account (Google, Facebook, etc.)

9. Once you have scanned the QR Code, you will be returned to the main screen of the Microsoft Authenticator app, you will see the new account has been added.

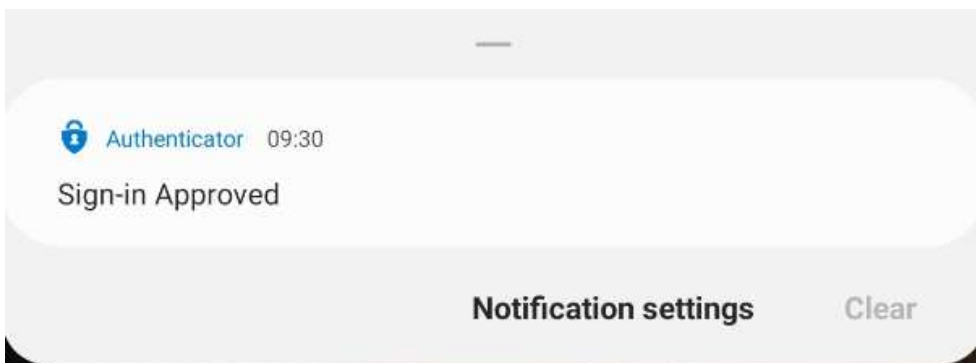
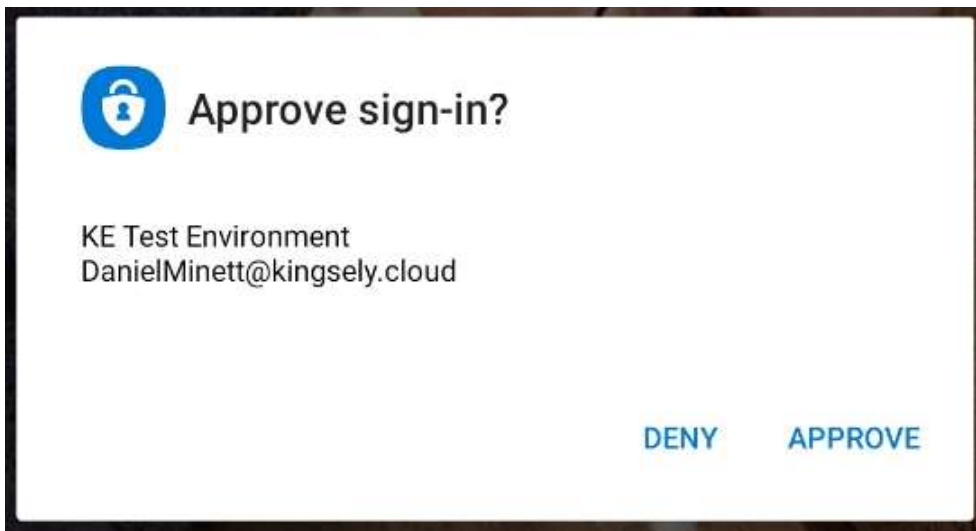
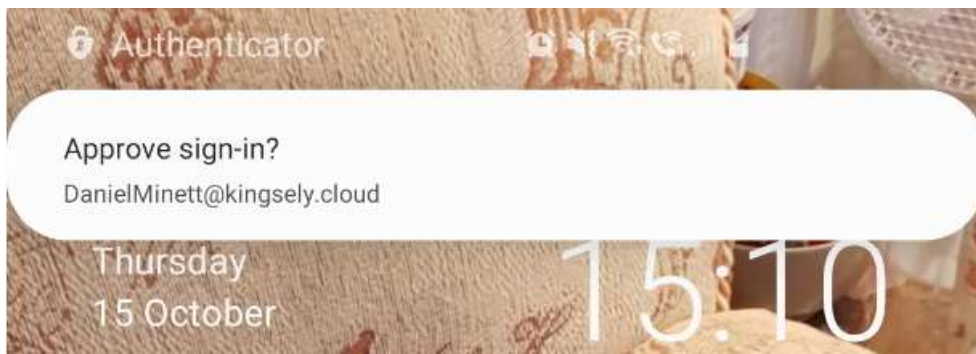


On your computer, click on the 'Next' button and a test will occur to make sure MFA has been setup correctly. Please click on 'Approve' when it pops up on your mobile device.

10. The next time you sign into a Microsoft service such as an Office 365 product or a service such as iSAMS or FireFly which uses the same Microsoft O365 login method when working away from school, you will be prompted to approve your sign in attempt, to prove you are the account owner.



You will see a variation of the below notification style, please accept this to finished the login process.



11. Please be aware that, at this time the authenticator notification does not specify the source of the request, so if you have not just signed into a service requiring Multi-factor Authentication, please **DENY** the request. This is to ensure malicious users who could have obtained your login credentials **DO NOT** gain access to your account.

If unsolicited requests are sent frequently, please make the IT Team aware.