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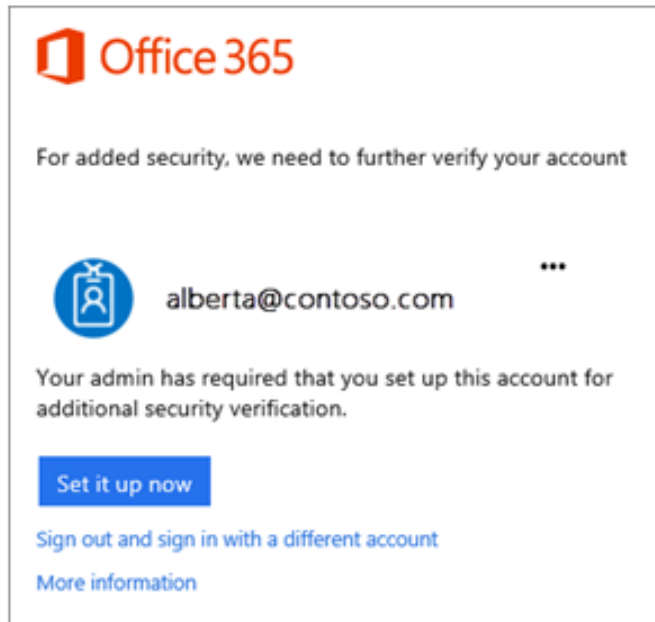
# Multifactor Authentication Guide

- <https://aka.ms/MFASetup>
- We recommend choosing the “Mobile Authenticator App” for the method of authentication.

# Multifactor Authentication Guide

## Phone Method

2. Sign in to Office 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll see this page:

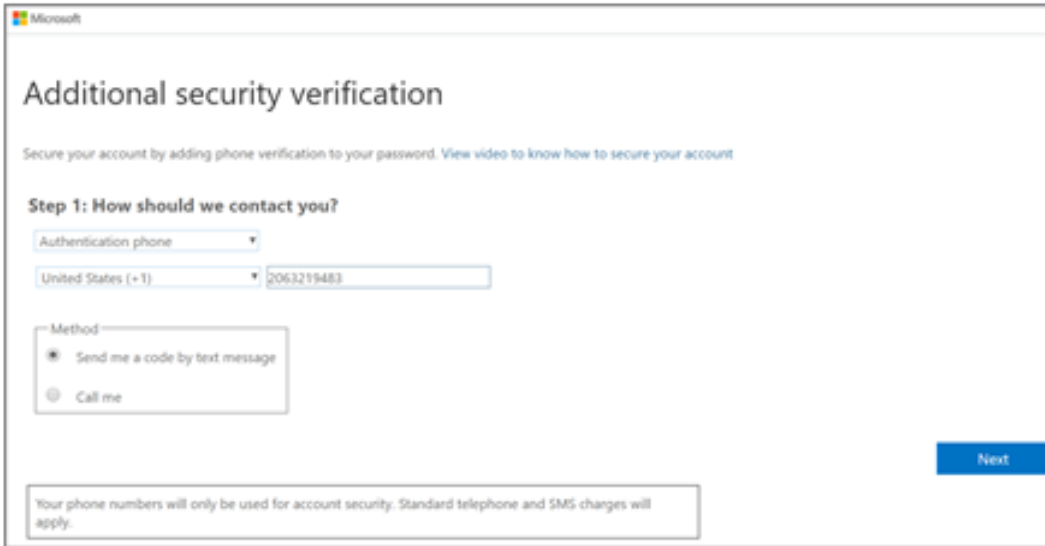


3. Choose **Set it up now**.

# Multifactor Authentication Guide

## Phone Method

4. Select your authentication method and then follow the prompts on the page. Or, watch the video to learn more.



The screenshot shows a Microsoft account security page titled "Additional security verification". Below the title is a sub-header "Step 1: How should we contact you?". The form includes a dropdown for "Authentication phone", a country selector set to "United States (+1)", and a text input field containing the phone number "2063219483". Under the "Method" section, there are two radio button options: "Send me a code by text message" (which is selected) and "Call me". A blue "Next" button is located at the bottom right of the form. A small disclaimer box at the bottom left states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

5. After you verify your alternate contact method, choose **Next**.

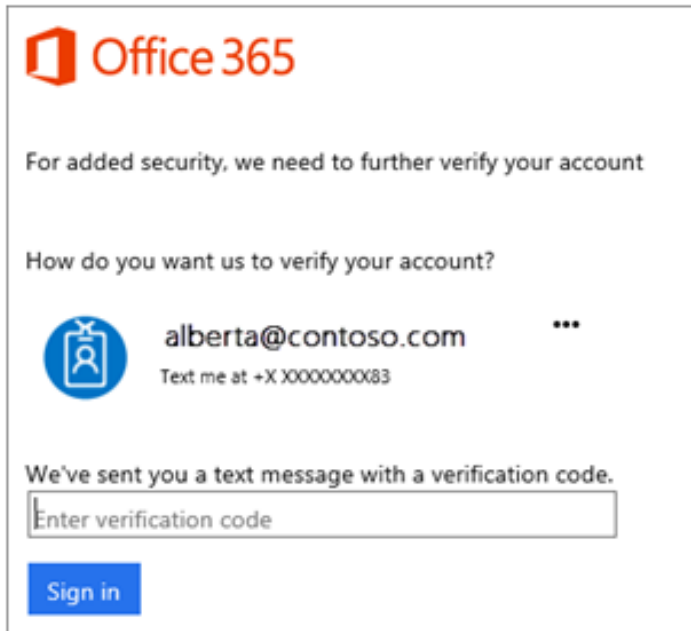
**Upon hitting Next, you will see a window asking for a code that was sent to your phone to verify your cell phone number. Input the code you received as a text message and hit "Verify"**

# Multifactor Authentication Guide

## Phone Method

7. Once you complete the instructions to specify how you want to receive your verification code, the next time you sign in to Office 365, you'll be prompted to enter the code that is sent to you by text message, phone call, etc.

To have a new code sent to you, press F5.



The screenshot shows the Office 365 authentication interface. At the top left is the Office 365 logo. Below it, the text reads: "For added security, we need to further verify your account". The question "How do you want us to verify your account?" is followed by a selection for the email address "alberta@contoso.com" and a phone icon. Below the phone icon, it says "Text me at +X XXXXXXXXX83". A message states "We've sent you a text message with a verification code." Below this is a text input field with the placeholder "Enter verification code". At the bottom left is a blue "Sign in" button.

**This only prompts you when you are off the COM Campus, for example at home, traveling or public WIFI. You can choose a tick box to not prompt you for 60 days, after which you will have to reauthenticate.**

# Multifactor Authentication Guide

## Microsoft Authenticator App

- Follow the same instructions, but instead of choosing Cell Phone as your method, you will choose Authenticator App.
- From the drop down menu for “How should we contact you?” Select “Mobile App” and hit Next
- Make sure “Receive notifications for verifications” is selected.

# Multifactor Authentication Guide

## Microsoft Authenticator App

Wait for configuration pop-up box.

You should see a window on your computer that looks like this.

### Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Azure 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.



[Configure app without notifications](#)

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

Code: 555 555 555

Url: <https://urlheretocopy.phonefactor.net/555555555555>

If the app displays a six-digit code, you are done!

# Multifactor Authentication Guide

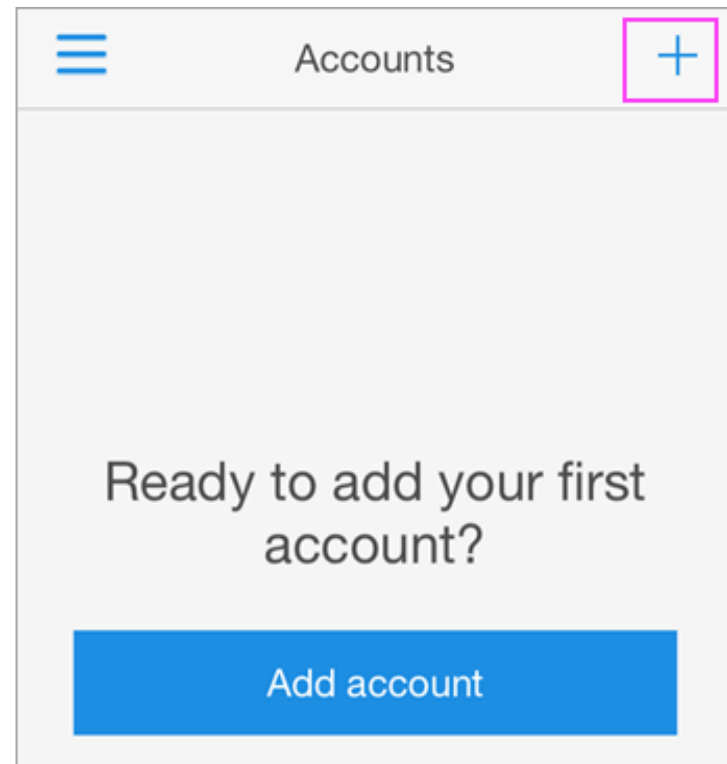
## Microsoft Authenticator App

1. Open the Microsoft Authenticator app on your phone.
2. Tap the + > **Work or school account**.
3. Use your phone to scan the QR square that is on your computer screen.

### Notes:

- iPhone users may have to enable the camera in Settings in order to scan.
- If you can't use your phone camera, you'll have to manually enter the 9 digit code and the URL.

4. Your account will be added automatically to the app and will display a six-digit code.





# Multifactor Authentication Guide

## Microsoft Mobile Authenticator

Confirm activation status on your computer

1. Switch back to your computer and click **Done**.
2. Now wait for the **Checking activation status** text to finish configuring your phone.
3. When it's complete, you'll be able to click the **Contact me** button on the right.

**Note:** If configuration fails, just delete and retry the previous steps again.

### Additional security verification

Secure your account by adding phone verification to your password. [View video](#)

#### 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 Azure Authentication app.

Set up

Mobile app has been configured for notifications and verification codes.

Contact me

# Resources

- <https://support.office.com/en-us/article/set-up-2-step-verification-for-office-365-ace1d096-61e5-449b-a875-58eb3d74de14?ui=en-US&rs=en-US&ad=US>
- <https://support.office.com/en-us/article/use-microsoft-authenticator-with-office-365-1412611f-ad8d-43ab-807c-7965e5155411#ID0EAADAAA= Step 1>