Microsoft 365 Multi-Factor Authentication

1) Log in to <u>Office 365</u>, click your profile photo (may just be your initials) in the top right corner, and select **view account**.



2) In the Security Info section, select Update Info.



3) The Security info screen will show your default method for sign in and list all methods currently connected to your account. Select **Add method** to register the Authenticator App.

H My Sign-Ins \vee			
A Overview	Security info		
⅔ Security info	These are the methods you use to	sign into your account or reset your password.	
🖵 Devices	+ Add sign-in method		
🔍 Password	Password	Last updated: an hour ago	Change
Organizations	Lost device? Sign out everywhere		
A Settings & Privacy			
S Recent activity			

4) Choose Authenticator app from the method drop down menu and click Add.

ecurity info			
nese are the methods you use to s	ign into your account or reset your pas	sword.	
- Add sign-in method			
••• Password	Last updated: an hour ago	Change	
: device? Sign out everywhere			
		Add a method	
		Add a method	×
		Which method would you like to add?	×
		Which method would you like to add?	×
		Which method would you like to add? Authenticator app Cance	X V Add

5) Download the app from the link on your screen or visit <u>Microsoft's Authenticator App page</u> for direct links to the Apple and Google Play app stores. Once downloaded on your phone click **Next** on the following 2 prompts (See images below) from your browser, then continue setting up the Microsoft Authenticator App on your phone using steps 6-8.

Security info			
These are the methods you use to sign into your a	ccount or reset your passw	vord.	
+ Add sign-in method			
••• Password	Last updated: an hour ago	Change	
Lost device? Sign out everywhere			
	Microsoft	Authenticator	×
		Start by getting the app	
		On your phone, install the Microsoft Authenticator app. Download now	
		After you install the Microsoft Authenticator app on your device, choose "Next".	
		I want to use a different authenticator app	
		Cancel	Next
			+
Security info			
These are the methods you use to sign into your a	ccount or reset your pass	word.	
You're using the most advisable sign-in method	where it annlies		
Sign-in method when most advisable is unavailable. Microsoft Authentic	ator - notification		
+ Add sign-in method			
••• Password	Last updated: 19 hours ago	Change	
Lost device? Sign out everywhere	Microsof	t Authenticator	×
		Set up your account	
	2 <u></u>	If prompted, allow notifications. Then add an account, and select "Work or school	r.
		Back	Next

6) Once downloaded, open the app on your phone and select Add Account.



7) Select Work or school account.



8) Select **Sign in** or **Scan QR code** (this tutorial shows the QR code method, but the sign in process is similar).

		-
÷	Add account	
Wha	t kind of account are you adding?	
	Personal account	()
	Work or school account	(j)
8	Other account (Google, Facebook, etc.)	()
1	Add work or school account	
	A Sgn in	CANCEL
0	When you are signed in with personal account, all stored pater autobil who will be available on this device.	words, addresses, and other

9) Scan the QR code using your app and click **Next**.

Security info			
These are the methods you use to sign into	your account or reset your passwo	d.	
+ Add sign-in method			
Password	Last updated: an hour ago	Change	
Lost device? Sign out everywhere	Microsoft A	Authenticator	×
	Scan the	QR code	
	Use the Mic app with you	osoft Authenticator app to scan the QR code. This w ur account.	ill connect the Microsoft Authenticator
	After you sc	an the QR code, choose "Next".	
	Can't sca	n image?	
			Back

10) If using an iOS device, you may be prompted to approve the sign in on the app after signing in or scanning the code. Select **Approve**.

11) You will see a confirmation message that the sign in has been approved. Click **Next**.

- Add sign-in method			
••• Password	Last updated: an hour ago	Change	
device? Sign out everywhere			
	Microsoft Au	thenticator	>
		Notification approved	
	• • • • • • • • • • • • • • • • • • •	Notification approved	

12) Your Security info will update showing the Authenticator App is connected to your account.

Sec	urity info				
These a	re the methods you use to sign into yo	our account or reset your password.			
Set defau	ılt sign-in method				
+ Add	l sign-in method				
•••	Password	Last updated: an hour ago	Change		
٢	Microsoft Authenticator Push multi-factor authentication (MFA)			Delete	

13) **Please note:** You may be prompted to re-authenticate to multiple Office 365 services (Teams, Outlook, etc.).