Setup Process for Office365 2 Factor Authentication

Note: *Read and follow the steps outlined in this document*

- Open a browser session on your college workstation.
- Navigate to https://aka.ms/MFASetup into browser.
- Select Sign In
    - If prompted choose work login
    - Enter your college email (i.e. knolan@fletcher.edu)
    - Click Next
    - You may or may not get prompted for your password before getting to the screen below. If prompted to enter password enter your **computer** password.
    - Click Sign In
    - You should see the screen below
    - Click the Next Button

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- On this page you can choose one of three ways for Microsoft to validate your login (Primary):
    - o Authentication Phone (call or text (cell) you at this number).
    - o Office Phone (**Don't Select**).
    - o Mobile App (Preferred, requires you to install Microsoft Authenticator on your cell phone).
- *Mobile App Option*:
    - o Select **Mobile App** in drop down under "How should we contact you?"
    - o Select **Receive notifications for verification** in next drop down
    - o Click setup button
    - o The following will appear (Do not take picture of QR code in this document, use the one on your workstation screen):

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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 t

<div style="text-align:right">Next   cancel</div>

- o On Your Cell Phone do the following:
    - Go to the App Store
    - Search for Microsoft authenticator app
    - Select Get
    - Once installed select Open
    - Skip the three intro screens until you get to add new account.
    - Select work account and enter your college email account {(ex. account@yourcollege.edu (i.e. @fletcher.edu)}
    - Allow to use the phone camera.
    - A screen may appear to capture the QR code on your workstation screen (***not the QR code on this document***) If it does use your phone to scan the QR code.
    - Click on the Next button
    - Screen will show revolving dial while setting up the account
    - Click Next when button appears
    - You will get an Approve sign-in prompt on your phone through the Microsoft authenticator app
        - Access the App
        - select Approve

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- In case you lose your phone please provide a backup phone number that can be used as a backup in the step above.
- Select county code and enter backup phone number (cell or land line).
- Click on Next Button
- Click on Done

- ***Authentication Phone Option***:
  - Select **Authentication phone** in drop down under "How should we contact you?"
  - Select your country or region
  - Enter your phone number in box to the right of the "Select your country or region field.
  - Select Method of Choice
  - Click Next