

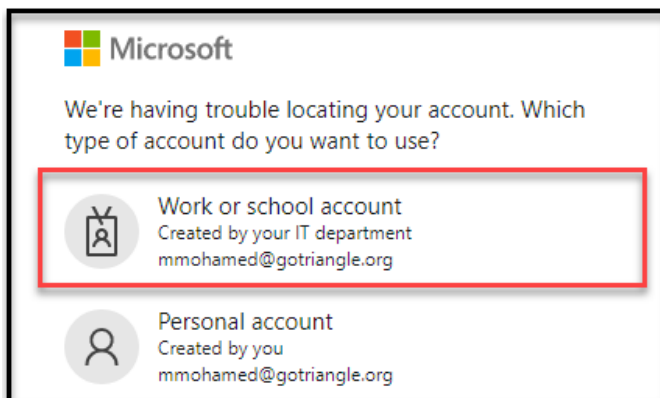
## How to Set up Multi-Factor Authentication for Your Microsoft 365 Account

### **Explanation:**

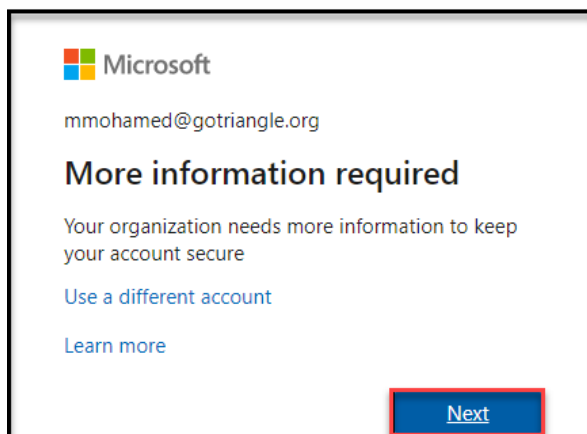
Multi Factor Authentication (MFA), also called 2-step verification, adds an extra layer of security to your Microsoft 365 account sign-in. For example, when signing in, you must type in your password and, when prompted, you must authenticate with your mobile device that you are attempting to login.

### **Initial Setup:**

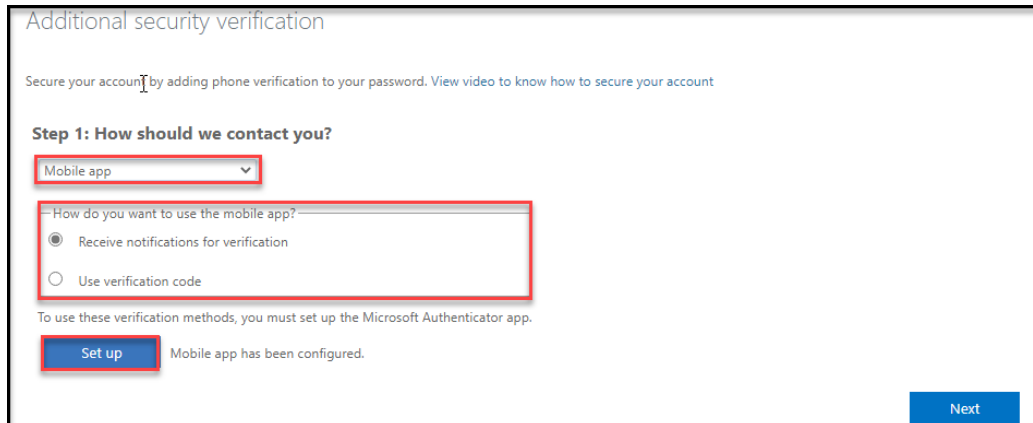
1. Go to <https://aka.ms/MFASetup>, and sign in with your email address and password. You will get a message asking which account type that you want to use, choose **Work or school account**.



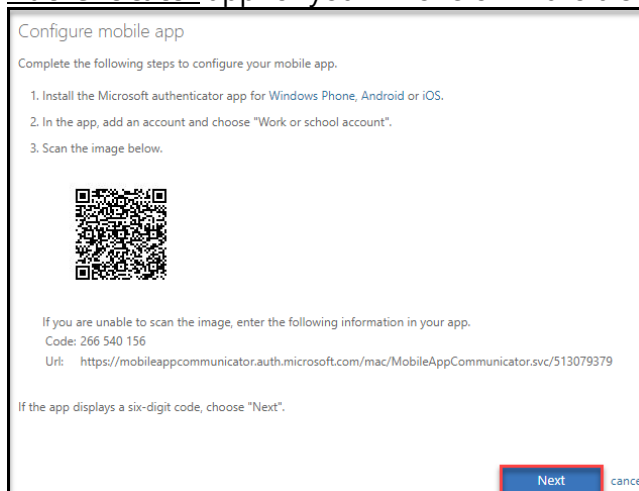
2. Enter your **work e-mail**, and **password**.
3. When prompted with "More information required" Click **Next**.



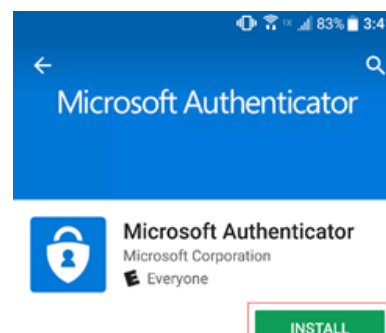
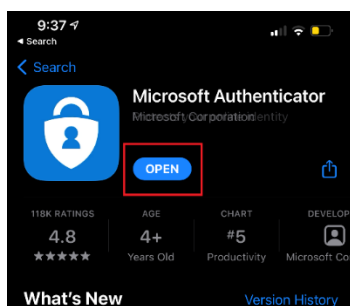
- Under "How should we contact you?" make sure **Mobile App** is selected. Then select **"Receive notification for verification"** Click **Setup**. **Note** – This instruction is based on setting up a mobile app MFA (IT recommended). Check the Intranet IT page for step-by-step on how to set up phone only MFA.



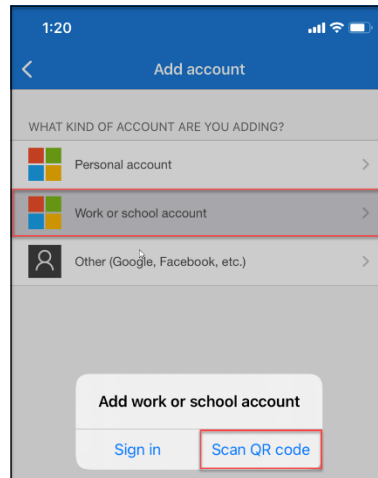
- You will land to the next page with steps on how to download the **Microsoft Authenticator** app for your iPhone or Android smartphone.



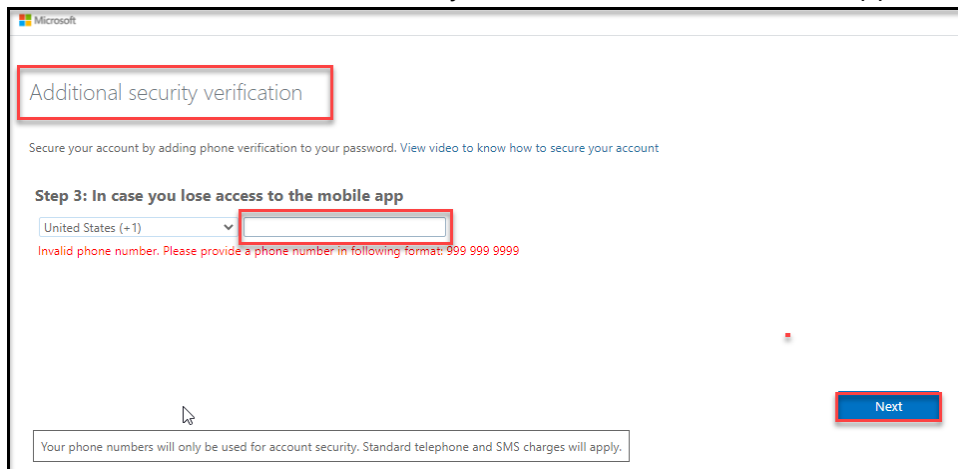
- Go to your **App Store** or **Google Play Store** and download the app.



- Once installed launch the **Microsoft Authenticator** app. Make sure to **Allow Camera and Notifications**.
- Once opened select **Work or School Account**, and select **Scan QR Code**.



- Once scanned your computer will redirect you to the next page. Add your **work** or **cell phone number** in case you are not able to access your mobile app. It will send a SMS or call with an authentication code if you are not able to access the app.



- Click **Done**.