

Microsoft Multi Factor Authentication in a Browser

Initial Set Up

- ◇ Select a Method
- ◇ Authenticator Phone
- ◇ Mobile App

Change Verification Method After Set Up

Notes:

- It is advised that users reset their O365 password prior to setting up MFA
- MFA is applied to Staff accounts, Contractor Accounts and Teacher in Training Accounts

Initial Set Up

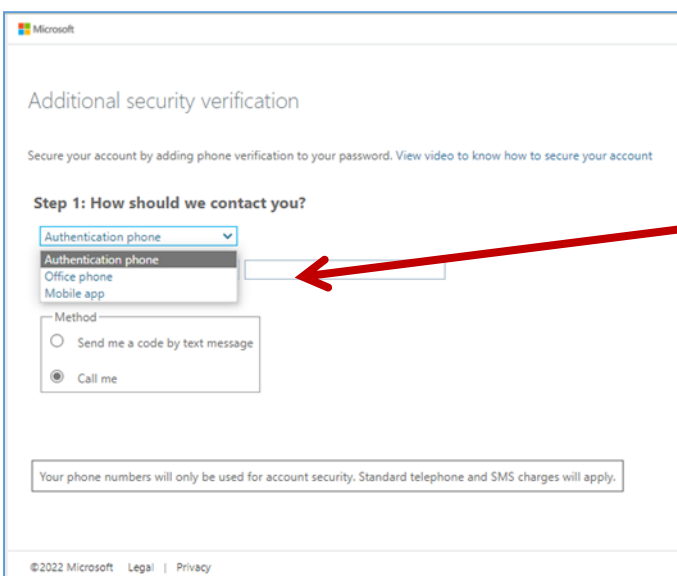
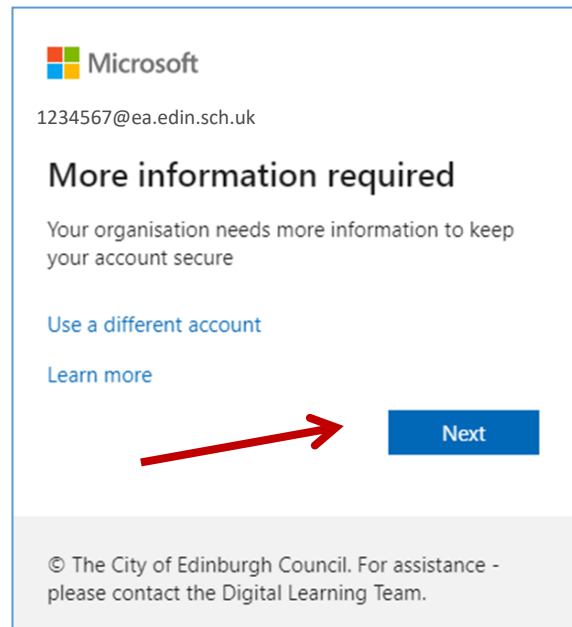
Select a Method

Log into O365 in the browser via the Office 365 link [here on our website](#).

If you have difficulties logging in, ask a Admin Full colleague to reset your password.

If MFA has been switched on for you and you have not set it up yet, you will get a 'More information required' message.

Click **Next**



Select either [Authentication Phone](#) or [Mobile App](#) as your authentication method.

If selecting **Mobile App**, [install the app](#) before proceeding.

If you want to change or add an additional method later.

This can be changed by:

- Log into you O365 account in the browser
- Click on your **User Icon** at the top right
- Click **View Account**
- Click **Security Info**
- Click **Add sign-in method**

Initial Set Up

Authentication phone

- Select **Authentication Phone**
- Select the **Country** and add your **mobile phone number**
- Select a **Method** to verify the account
- Click **Next**
- **Text** - enter the verification code from the text message. Click **Verify**
- **Call** - follow the instructions on the automated phone call
- Make a note of your **app password**
- Click **Finished**

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

Red arrows point from the list items to the corresponding fields in the form: 'Authentication Phone' to the phone number field, 'Country' to the country dropdown, 'Method' to the radio buttons, and 'Next' to the bottom right area.

Additional security verification

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

Step 4: Keep using your existing applications

In some apps, such as Outlook, Apple Mail and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

Finished

Microsoft guidance for App Passwords can be found [here online](#)

Mobile App

[Install the app](#) before proceeding.

- Select **Mobile App**
- Select how to use the app
- Click **Set Up**

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

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.

Red arrows point from the list items to the corresponding fields in the form: 'Mobile App' to the dropdown, 'Select how to use the app' to the radio buttons, and 'Set Up' to the button.

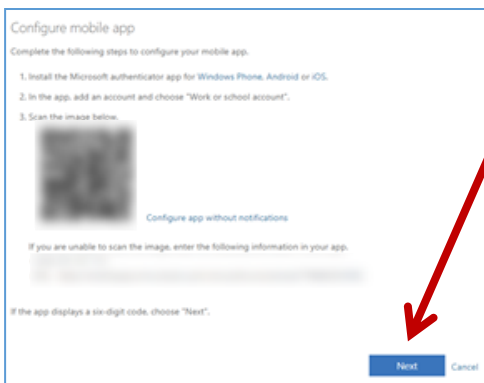
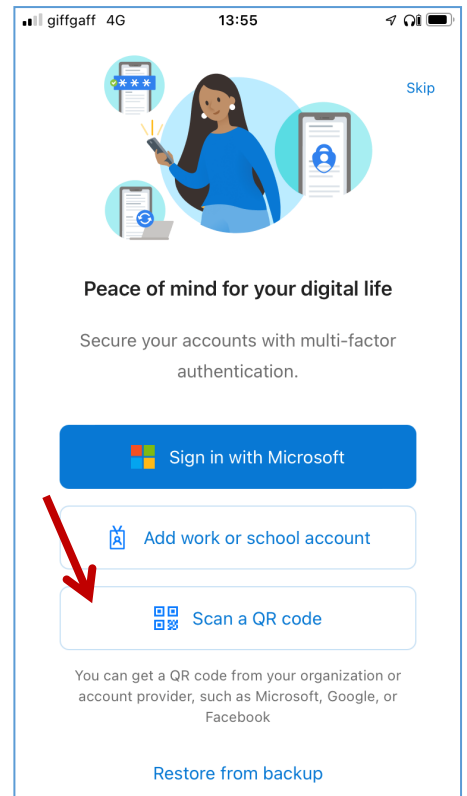
A QR code will be displayed on the screen

Initial Set Up

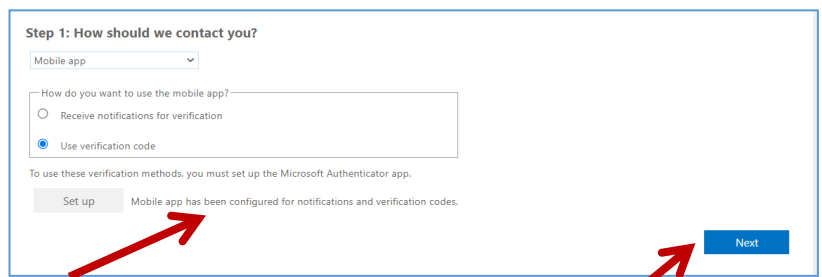
Mobile App Cont...

Open the Microsoft Authenticator app which you have installed on your mobile device

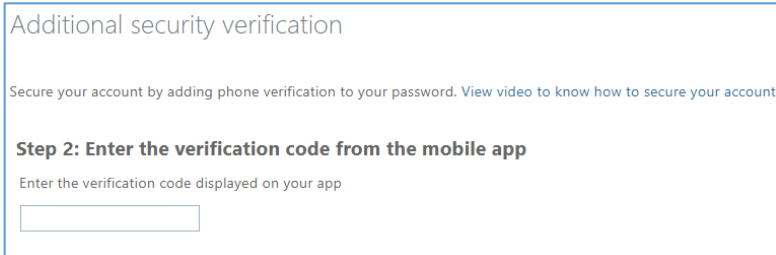
- Click **Scan a QR code**
- Tap **OK** if asked to allow access to the camera
- Scan the QR code from your browser
- Your account will now appear in the app



- Click **Next** on the QR code pop-up in the browser



- You will get a note saying Mobile app has been configured. Click **Next**

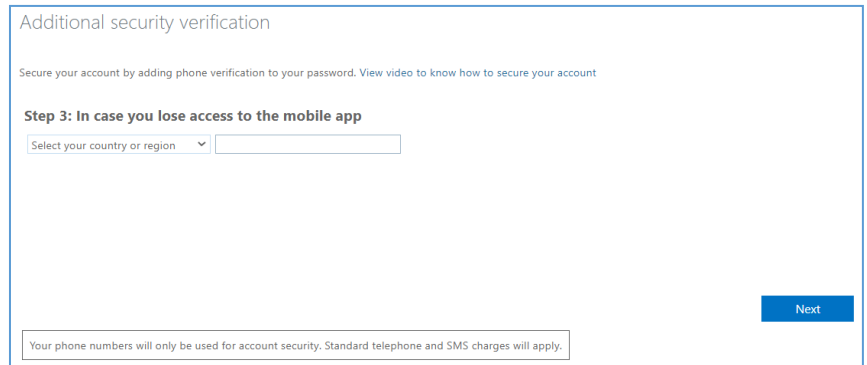


- You'll be asked for a verification code.—you get this from the app
- Tap your account in the app and enter the One-time passcode displayed

Initial Set Up

Mobile App Cont...

- Add your mobile phone number and click Next (please note - this will only be used for account security)



Additional security verification

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

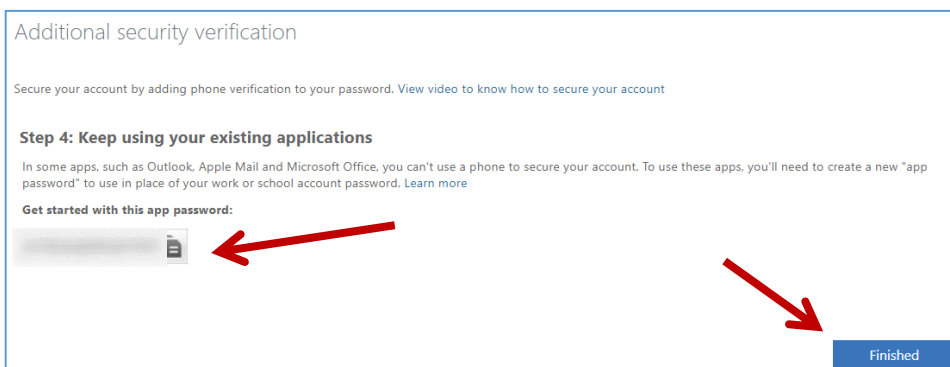
Step 3: In case you lose access to the mobile app

Select your country or region

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- Make a note of your **app password**
- Click **Finished**



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