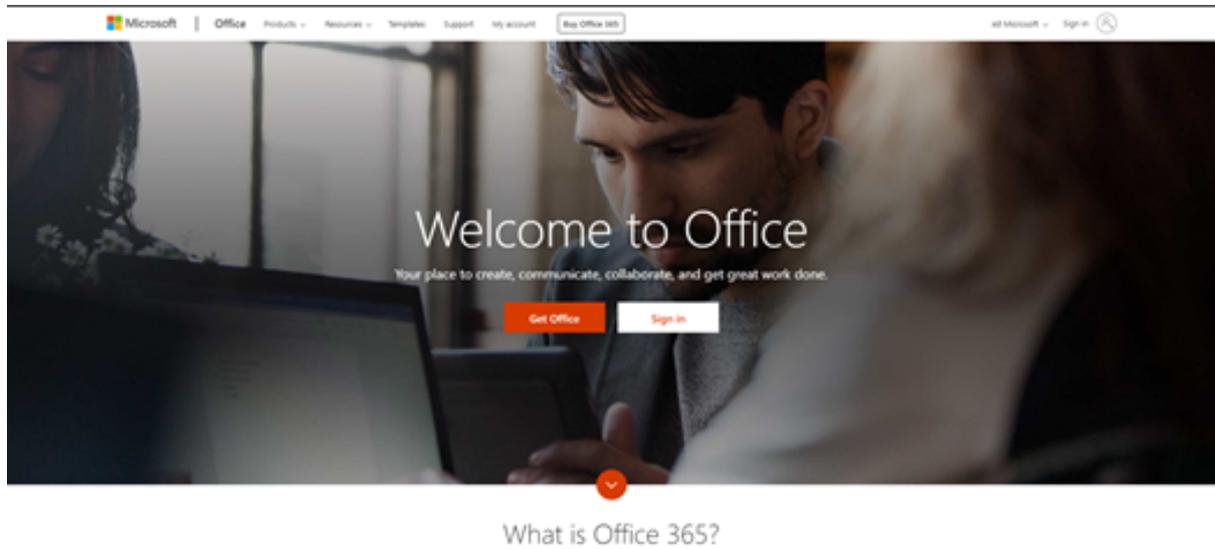


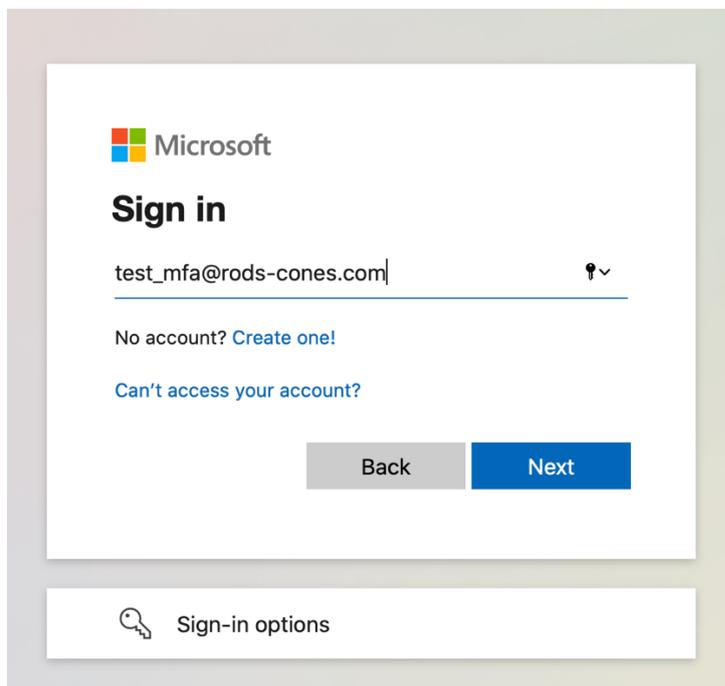
Office 365 MFA Step-by-Step Setup

Let's get started!

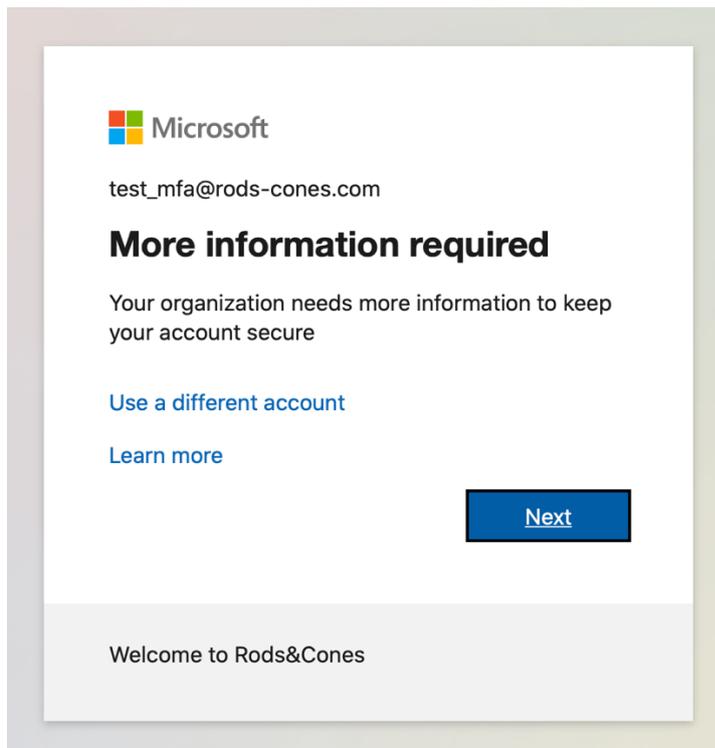
1. Goto <https://office.com> in a browser of your choice



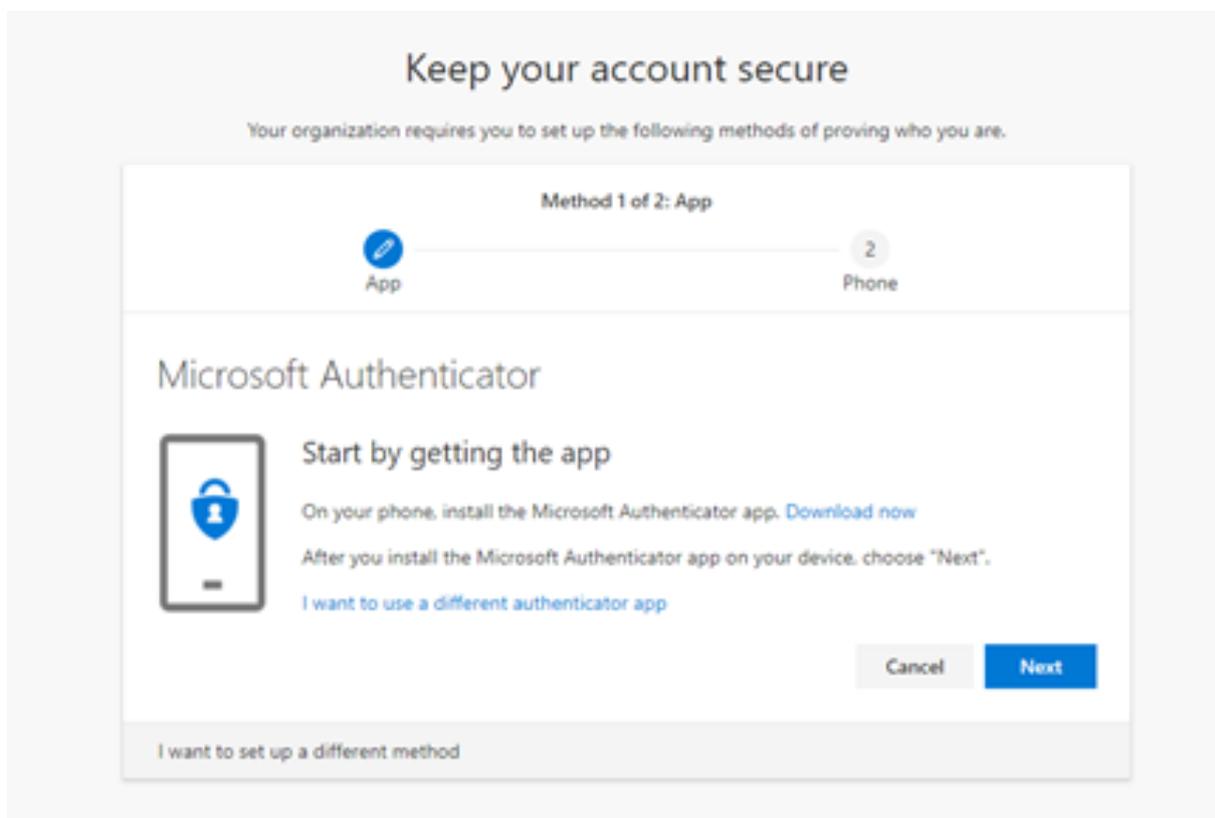
1. Click on **Sign in**
2. Type your username and click **Next**
3. Type your password and click on **Sign in**
4. You will now be required to provide more information and start enrolling your device against your Office 365 account.

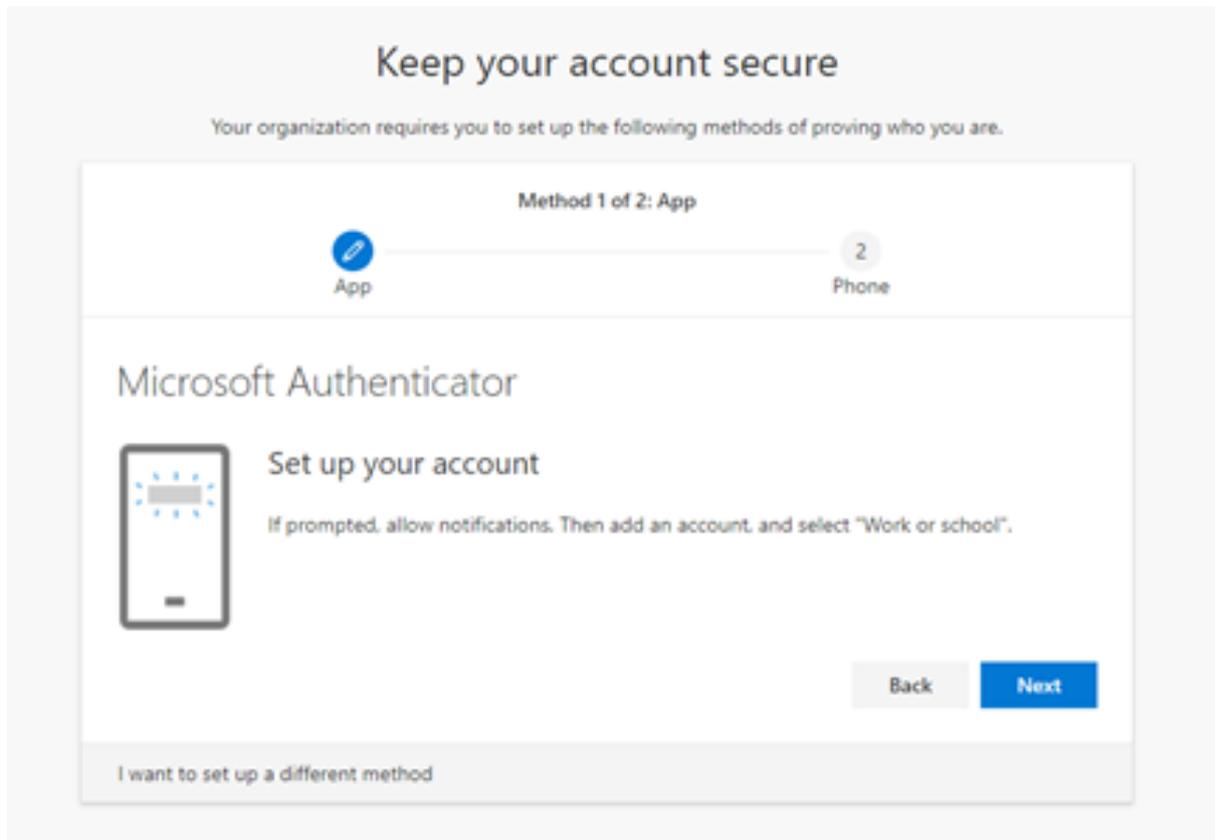


1. Click **Next** in the screen below

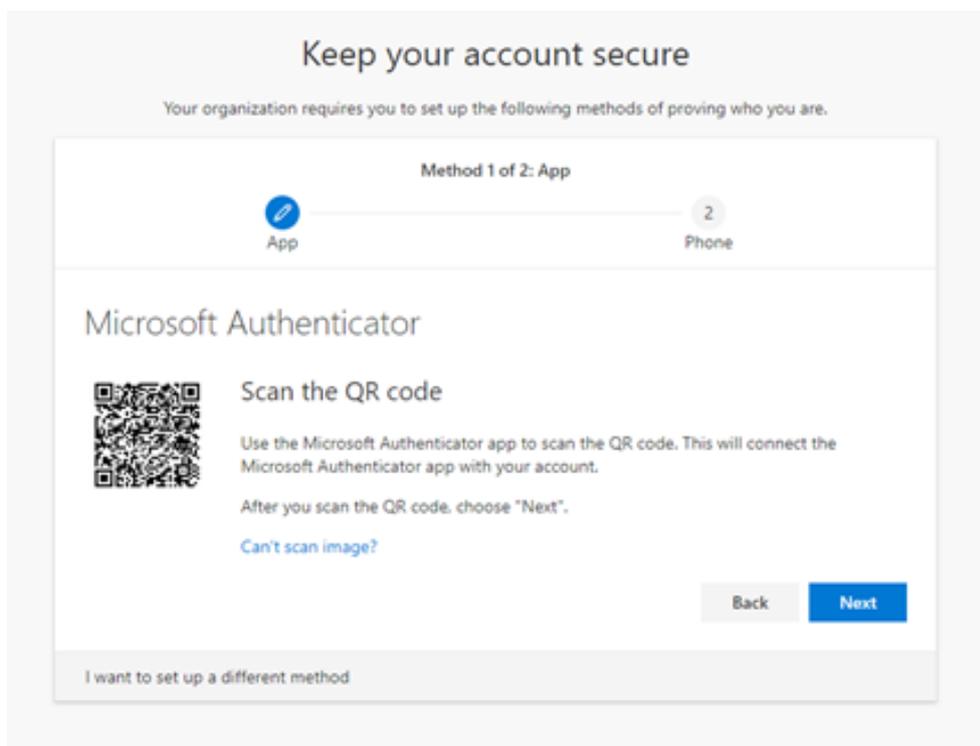


6. You will now be presented with a wizard to install the Microsoft Authenticator app on your phone. To do this you look in the specific store of your phone (e.g.: App Store on iPhone, Play store on Android) for the app with the name Microsoft Authenticator.

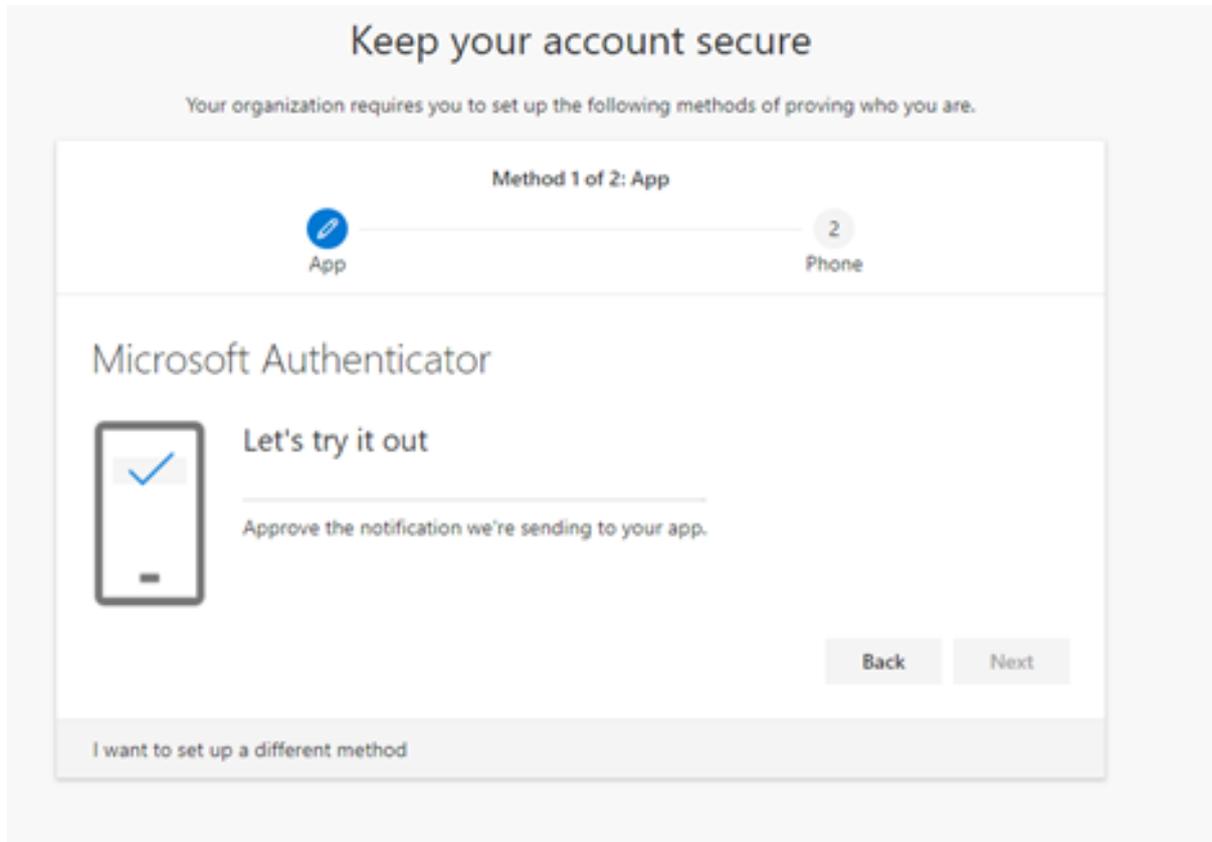




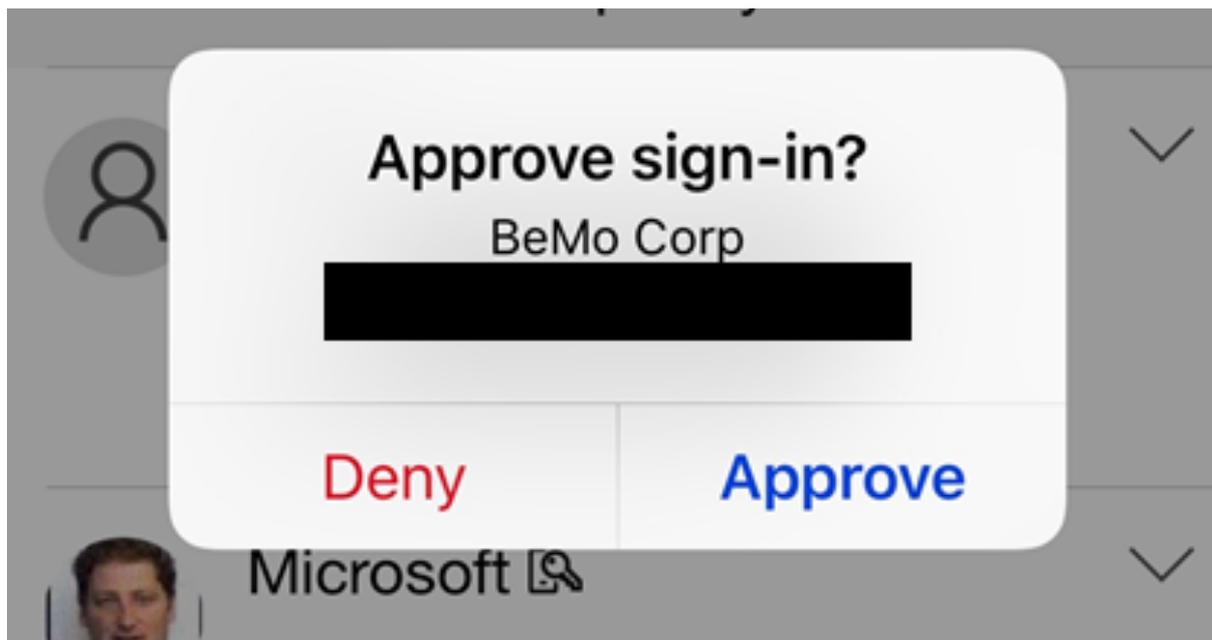
Once you have downloaded the app, please make sure you allow the Microsoft Authenticator app to use your camera (if asked). If the app cannot use the camera, you will not be able to complete the setup correctly. Once the app is installed, you will need to set up your account to connect to the app. In the Authenticator app you click on the + sign in the right upper corner. You choose for Work- or Schoolaccount and then you choose to add the account using a QR code.



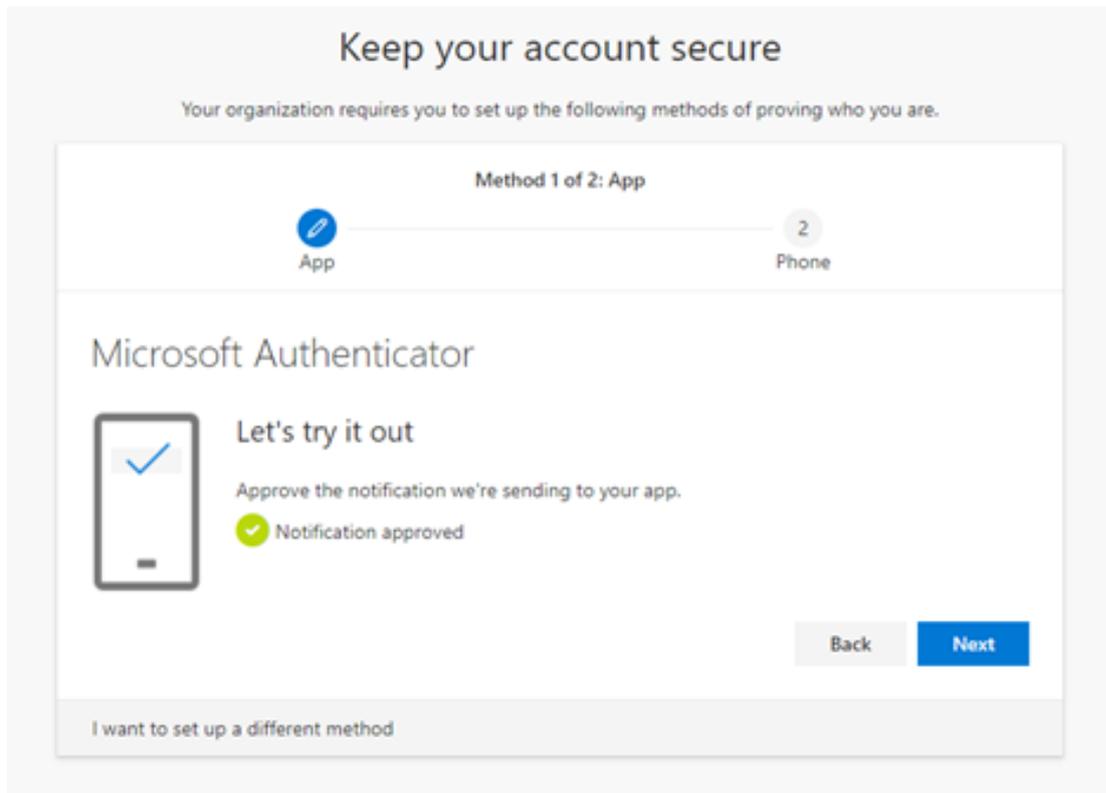
Now that the app has been registered against your account, let's validate that it has been set up correctly



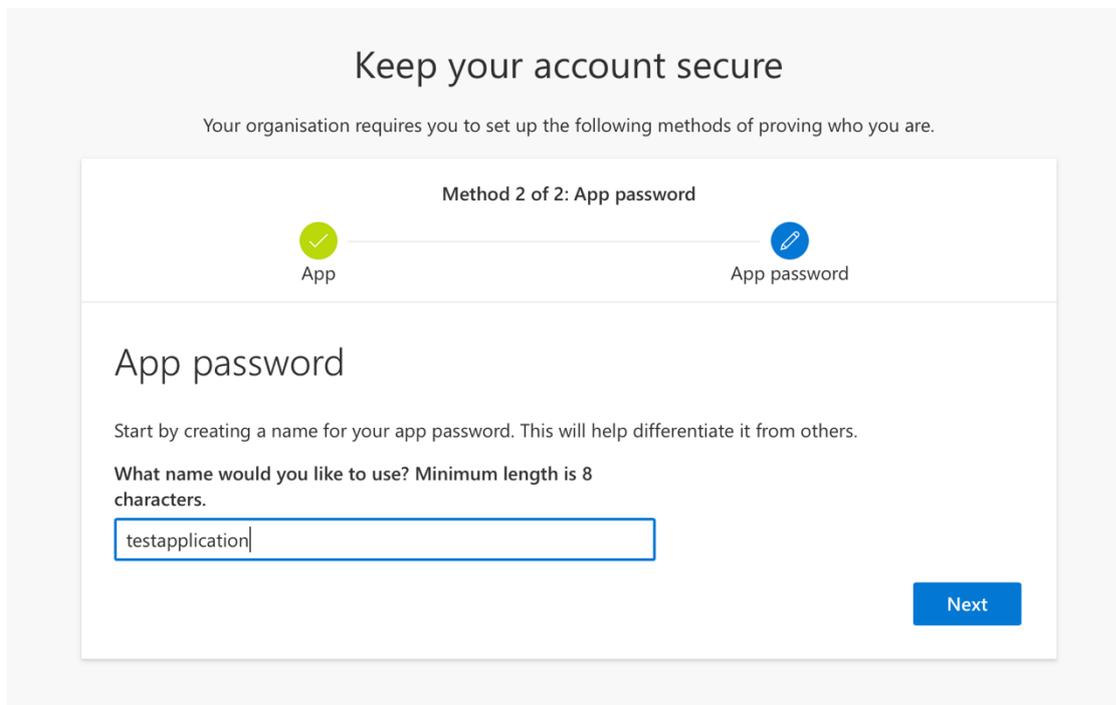
You will receive a 'pop up' notification from Microsoft Authenticator. You will need to press the Approve button to move forward. The nice thing is that, compared to SMS, MFA does not require you to type any number, making the process faster and easier.



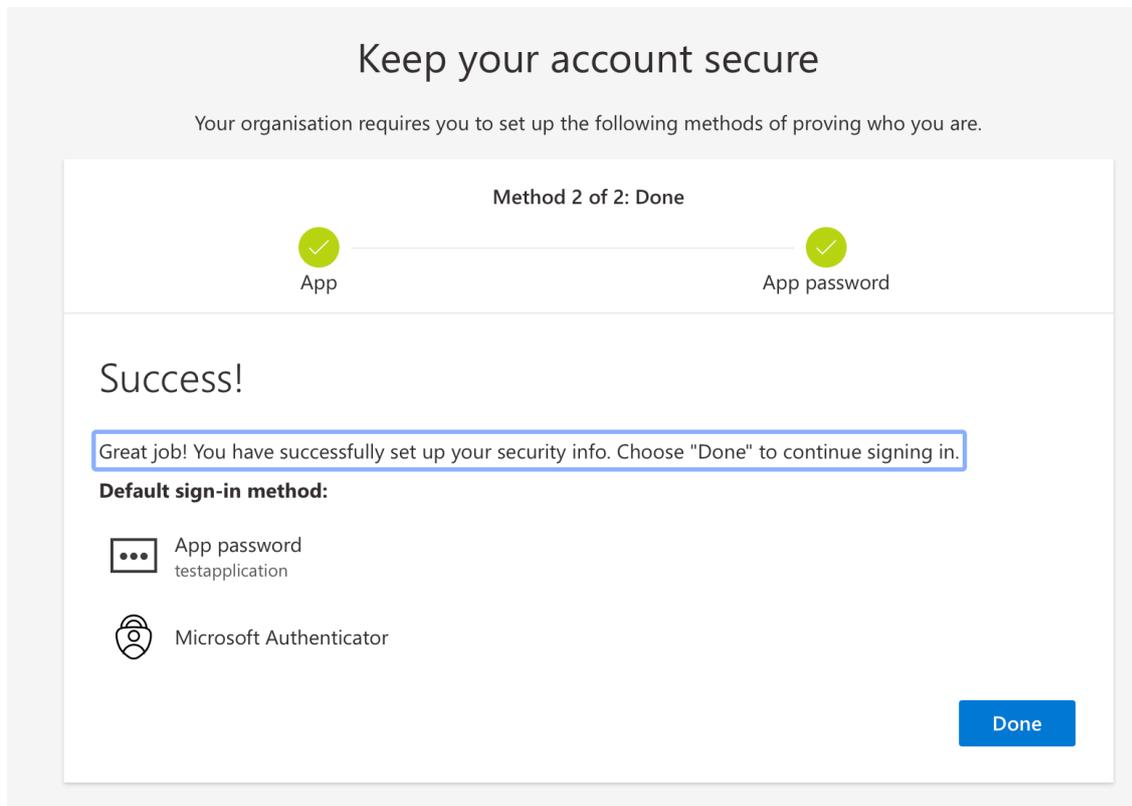
If the setup is successful, you will receive the following confirmation: "Notification approved"



Now, you will get the screen for an App password. You can name this "testapplication" and click on the button Next.

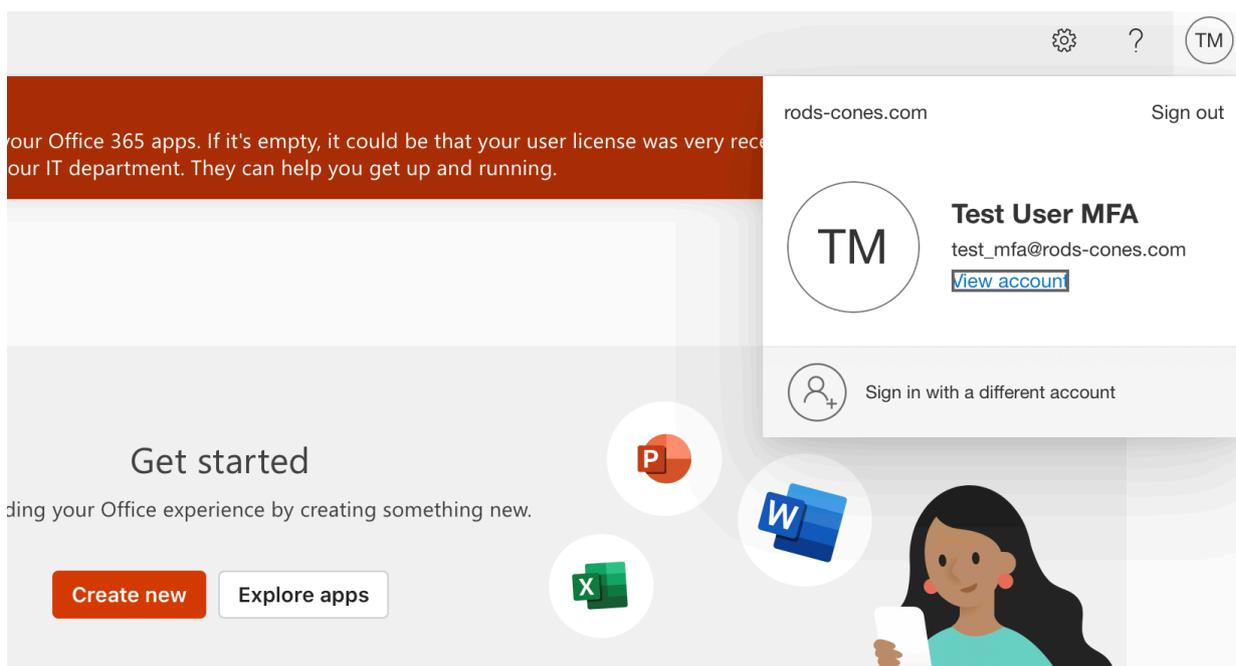


On the next screen you find this App password (you can save this for your reference, but is not very imported nowadays).

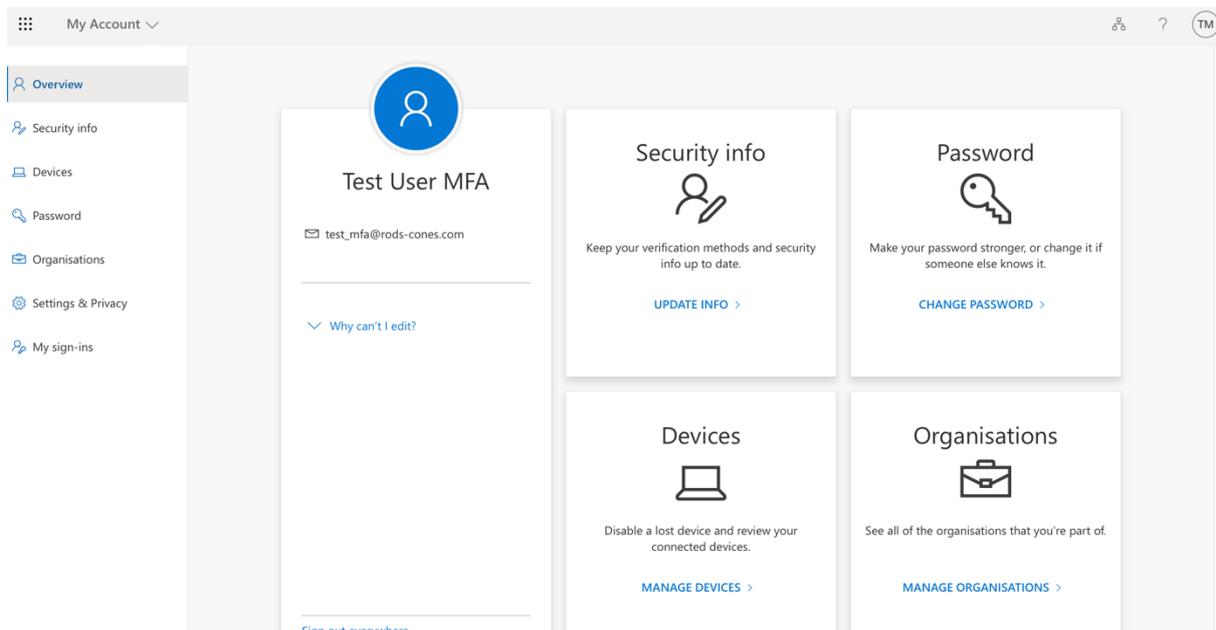


We strongly advice you to setup a Phone number as backup method for verification. This is imported to be able to restore your access in case you lose access to your phone without needing IT Support.

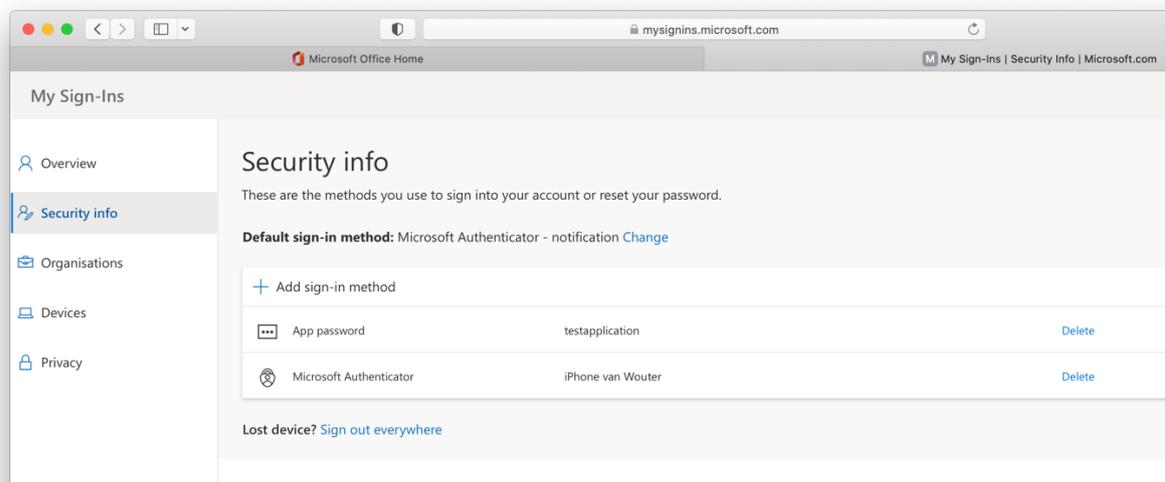
Continue to your account and click on your initials in the right upper corner.



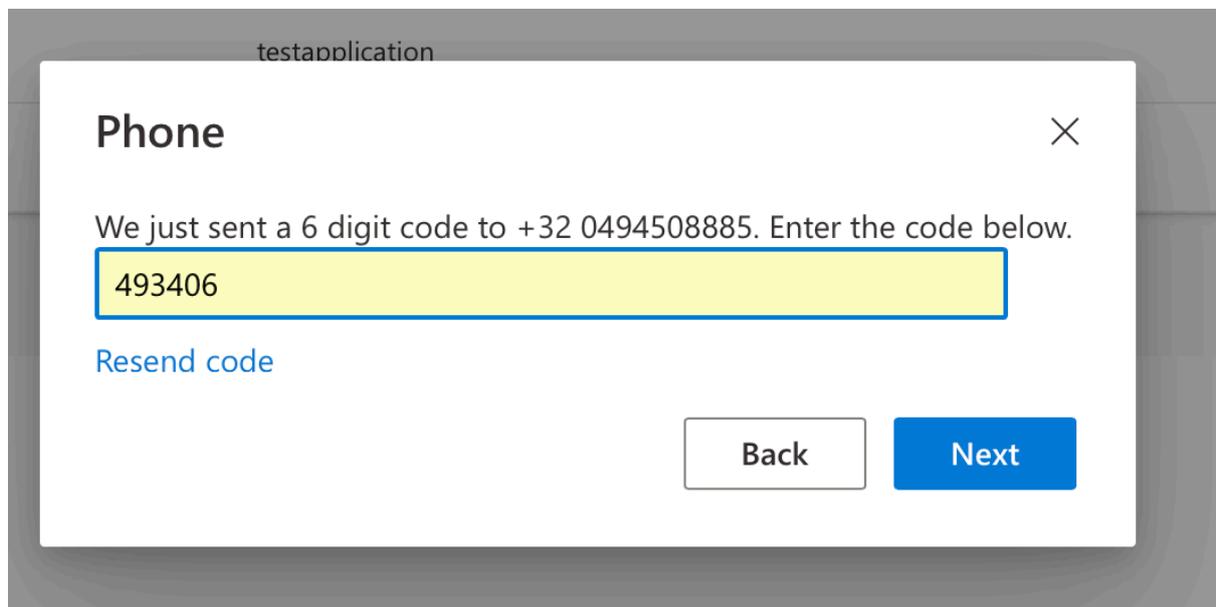
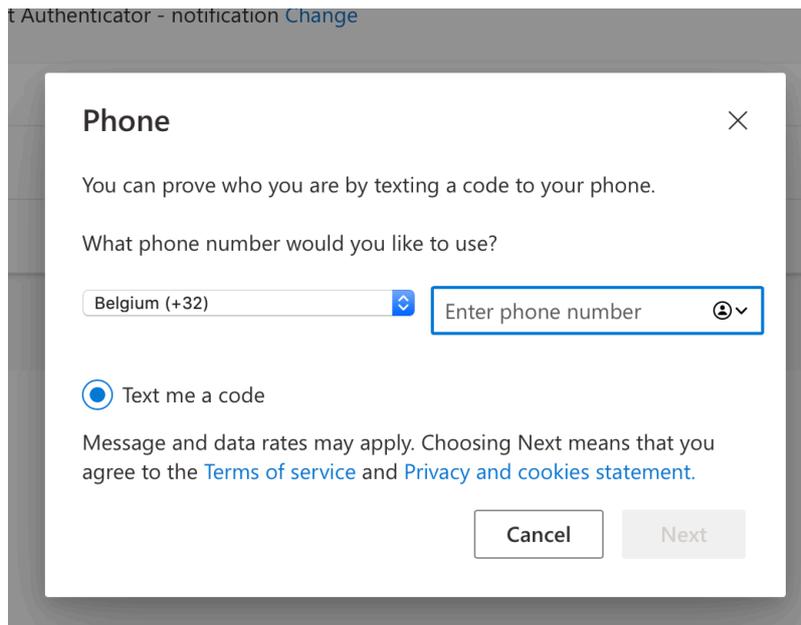
Click on View Account.



Under Security info click on Update info.



Click on Add sing-in method and choose Phone. Then follow the necessary steps to add your Phone number (see screenshots on next page).



Congratulations ! You have now setup your Mult Factor Authentication using the Authenticator App and you phone as a backup method.