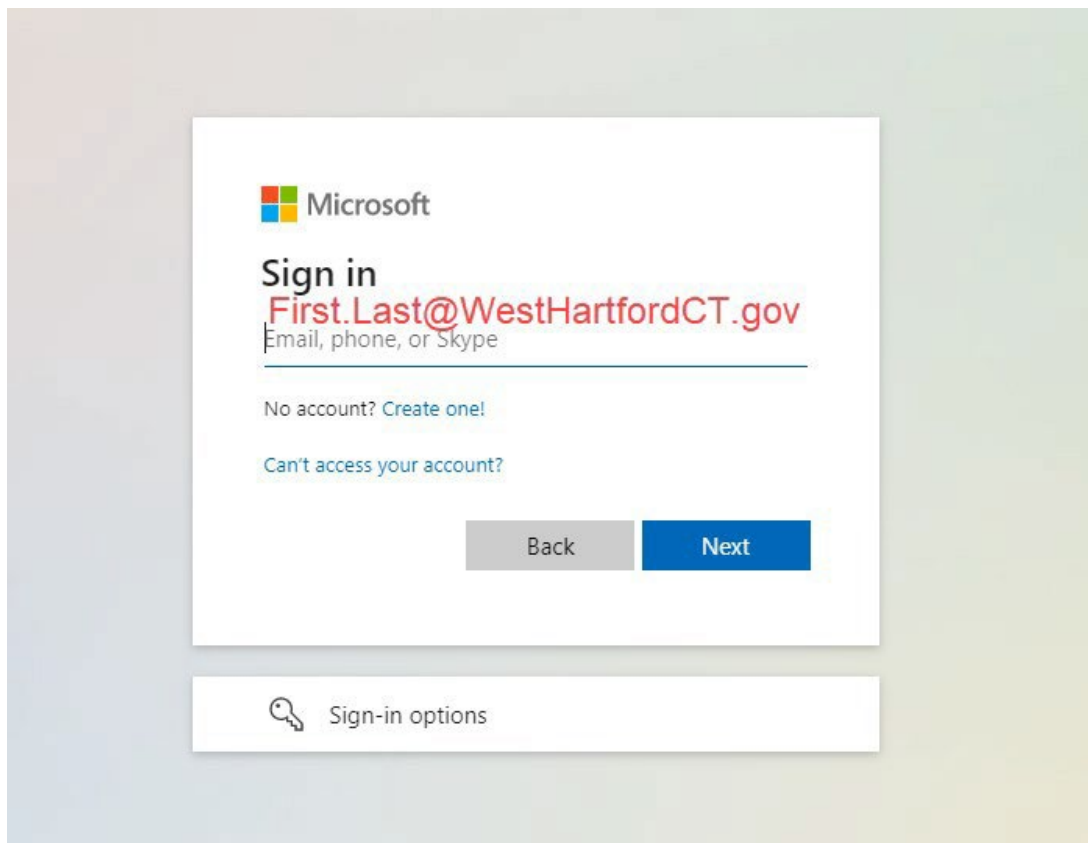
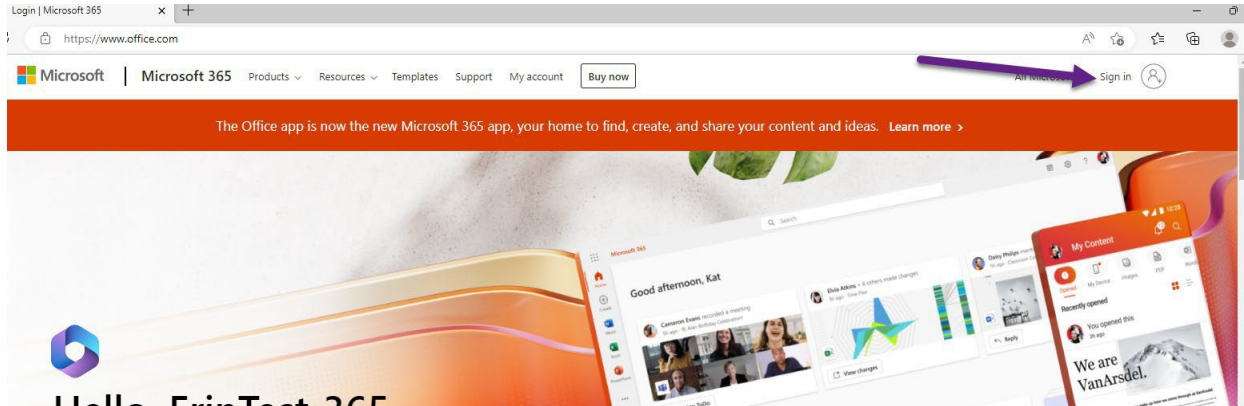
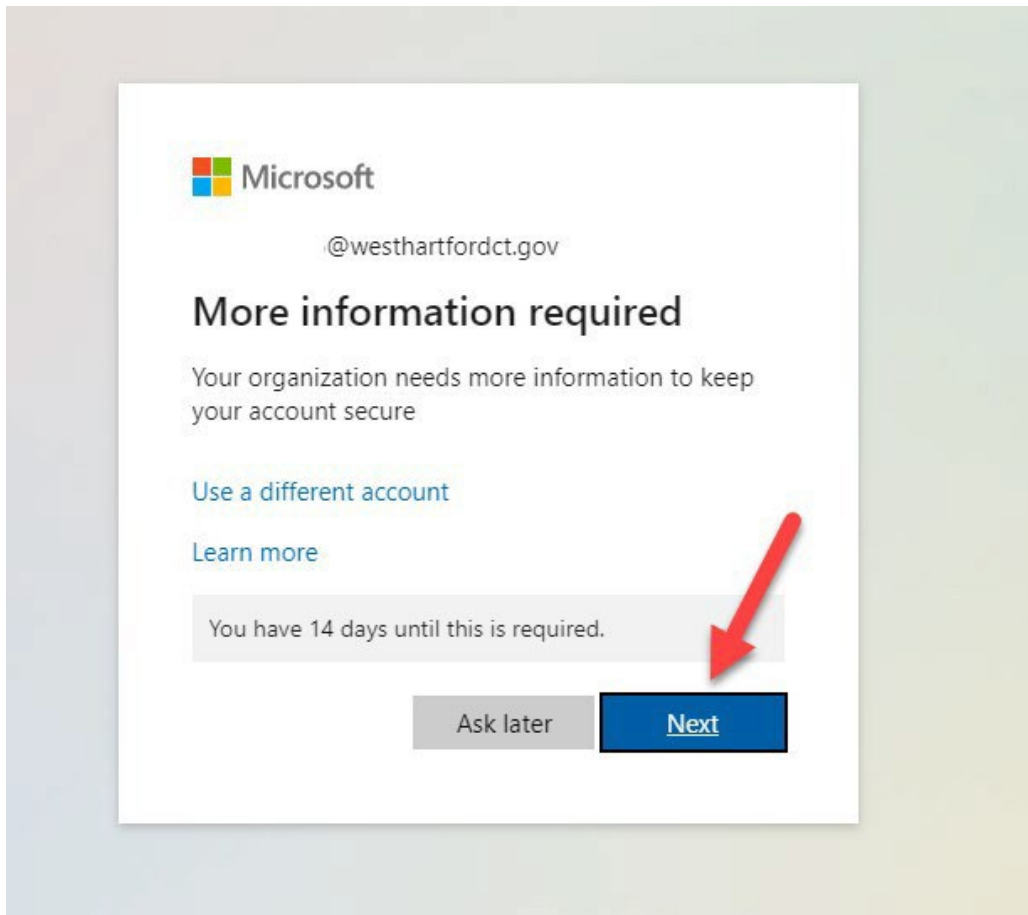


## Configure MFA for Email

1. DO NOT OPEN OUTLOOK JUST YET
2. Open a web page and go to office.com
3. Sign-in with the West Hartford email account created for you. Unless specified, all email addresses follow the same format [First.Last@WestHartfordCT.gov](mailto:First.Last@WestHartfordCT.gov)
4. Enter the same password you setup when signing into the town computer



5. After entering the password, on the next screen click Next



6. You will now need to install the Microsoft Authenticator App on your personal phone. Microsoft Authenticator App is free to download from Google Play, Microsoft Store, or the Apple App store.

Look for the icon that looks like a blue lock.



## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



#### Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

7. Once downloaded, go back to the computer and click next. You will be prompted to scan a QR code with your iPhone/Android camera which will configure the app for you.

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

8. Click next and you will then be asked to test the connection/configuration.

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back

Next

9. When prompted on your phone, approve the sign-in

10. Once complete and successful, you'll receive a "Notification approval" message, click Next

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



✔ Notification approved

Back

Next

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**



Microsoft Authenticator

Done

11. Click Done

**Please note – Passwords expire every 210 days. You will need the MS Authenticator App again when changing your password to confirm your login, so do not delete the App from your phone. You will need the App every time you update your password.**