

Multi-Factor Authentication – Office 365

Multi-Factor Authentication or MFA is a login process that requires multiple requirements to gain access to a network service. These instructions will guide you through the process of setting up MFA for your district Office 365 account.

1. Once MFA has been enabled on your account, you will need to complete the setup using your computer and a cell phone.
2. Login to <https://login.microsoftonline.com> and enter your email address and password.
3. You will see a screen that More Information is required to access your account. Please choose next on this screen. (Figure 1)

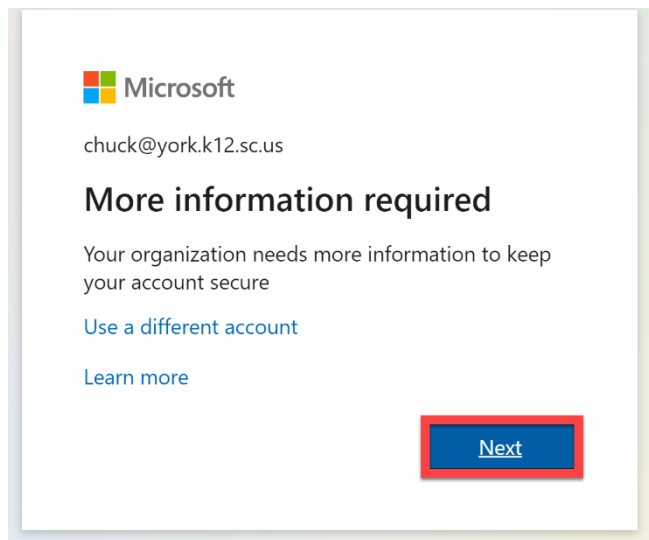


Figure 1

4. You will be redirected to the Additional security verification page. (Figure 2)

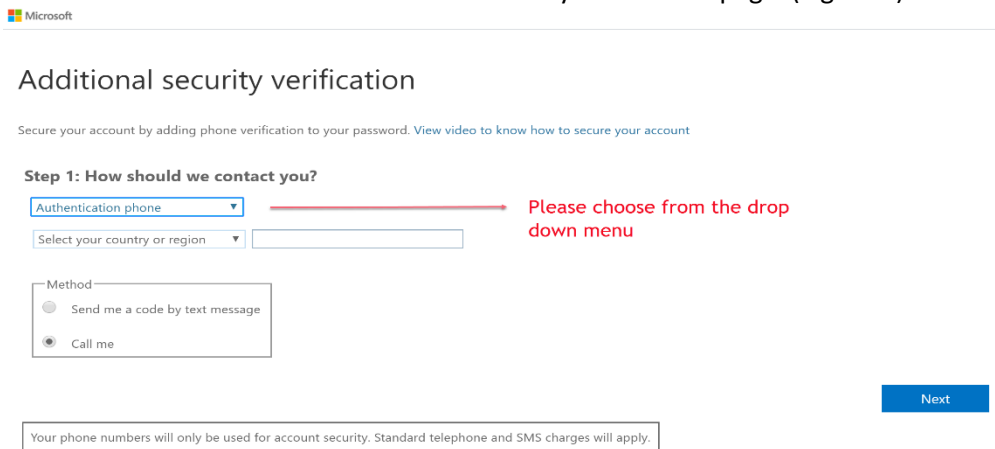
A screenshot of the 'Additional security verification' page. At the top left is the Microsoft logo. The main heading is 'Additional security verification'. Below this is the text 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The sub-heading is 'Step 1: How should we contact you?'. The form contains a dropdown menu for 'Authentication phone', a text input for 'Select your country or region', and radio buttons for 'Send me a code by text message' and 'Call me'. A red arrow points to the 'Authentication phone' dropdown with the text 'Please choose from the drop down menu'. At the bottom right, there is a blue button with the text 'Next' inside. At the bottom left, there is a text box with the text 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

Figure 2

- On this page you will be presented with two options for verification methods. Please read both descriptions so you make the correct decision before you proceed with the setup. (Option 2 is the preferred method)

OPTION DESCRIPTIONS

OPTION ONE – Authentication Phone

this option will text your cell phone with a 6-digit verification code that you will need to enter on your computer to complete the login process.

OPTION TWO – Mobile App

***This is the District's preferred method: if you choose this method please download Microsoft Authenticator App from the Apple iStore or the Google Play store.**

This option includes two other choices:

Choice 1 – Receive notifications for verifications - This option will send an alert to your phone that someone is trying to access your email account. To complete the login process you just need to approve the request on your cell phone.

Choice 2 – Use verification code – This option will require you to launch the MS Authenticator App on your mobile device to retrieve a 6-digit verification code, that you will have to enter on your computer to complete the login process.

NOW BACK TO YOUR REGULARLY SCHEDULED INSTRUCTIONS

5. Once you have made your choice on your secondary authentication method you will need to set up the option you chose.
 - Authentication Phone (Figure 3): (please keep in mind you will need cell service to use this method)
 - i. Select United States as the country or region
 - ii. Enter your phone number including area code
 - iii. Choose your Method of contact
 1. Send me a code by text – You will be sent a SMS text message with the 6-digit code.
 - iv. Click Next

Additional security verification

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

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Next

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

Figure 3

- **Mobile App** (Figure4): (This is the preferred method of secondary authentication)
- * **NOTE – STEP 4 of the Enrollment Process is the most important part! Don't RUSH***
 - i. Download the free MS Authenticator app from the Apple App Store or from the Google Play store.
 - ii. Once you have downloaded the app you are ready to proceed
 - iii. Choose how you want to use the app- (we suggest using the receive notifications for verification option descriptions for both can be found in the option descriptions section)
 - iv. Click the Setup button to start configuration of the mobile app

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.

Figure 4

- v. You will be taken to the Configure Mobile app page (Figure 5)

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 you are unable to scan the QR code please enter the 9 digit code listed below


If you are unable to scan the image, enter the following information in your app.

Code: 006 880 082

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/995187978>

If the app displays a six-digit code, choose "Next".

Figure 5

- vi. Launch the MS Authenticator on your Smart Phone 
- vii. When you launch the app for the first time it should take you to the add account page. If not please click the + in the top right hand corner of the app. (Figure 6)

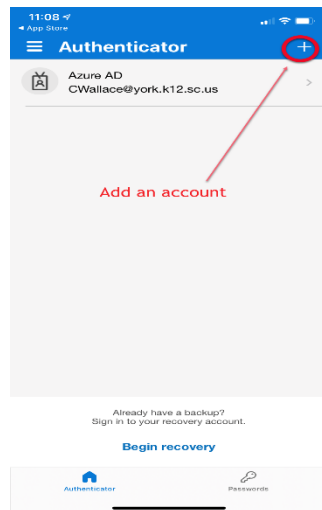


Figure 6

- viii. If you had to select the + button you will be asked to select the type of account you want to add, please choose Work or School Account (Figure 7)

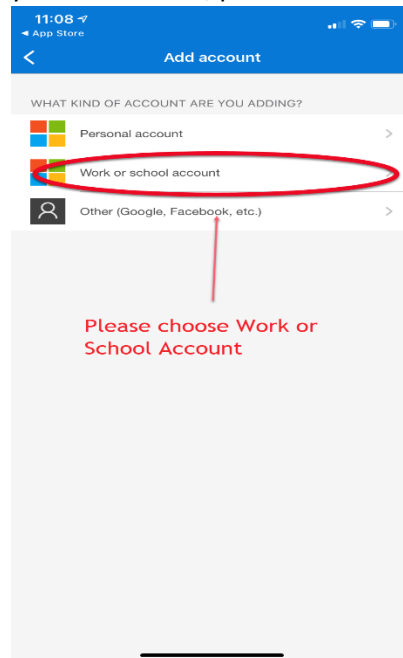


Figure 7

- ix. This should launch your camera application on your device. You should be able to scan the QR code to finish the setup on your phone. If you cannot scan the QR code you can manually enter the 9-digit code. (Figure 8)

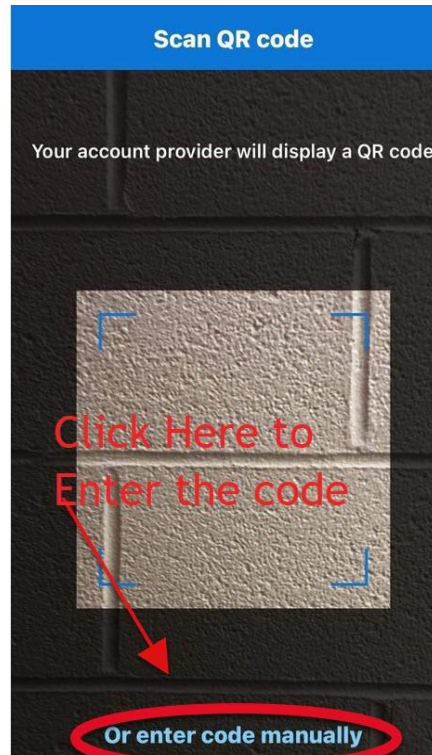


Figure 8

- x. This will take you to step three of the online process where you should enter your mobile phone number in case you lose access to the app. This will allow you to receive a text message with a one-time code to access your account. (Figure 9)

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

You can only enter a mobile phone number in this location. This is for backup purposes and will send you an SMS message if you lose access to the MS Authenticator app.

Next

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

Figure 9

- xi. STEP 4 OF THE ONLINE ENROLLMENT PROCESS IS THE MOST IMPORTANT STEP!! (FIGURE 10)**
- 1. This page contains a password that you must keep in a safe place. This password is how you will log in to the OUTLOOK application on your computer and also will be the password you will use to access email on your phone.**


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, like 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:

ybcmmmdzxtkfyjv 

PLEASE KEEP THIS PASSWORD IN A SAFE LOCATION.

Figure 10

Once you have completed the enrollment process there are a few things you will need to know going forward.

1. If you use the Outlook desktop application you will not have to dual factor authenticate while you are in the district. You will enter the password that was retained in Figure 10.
2. Outlook will continue to work for up to 24 hours without entering this password once Outlook has stopped working it is safe to enter the application password
3. This password will also be used to access email on your smartphone
4. Anytime you access the online version of office or email you will be asked to provide a secondary method of authentication.