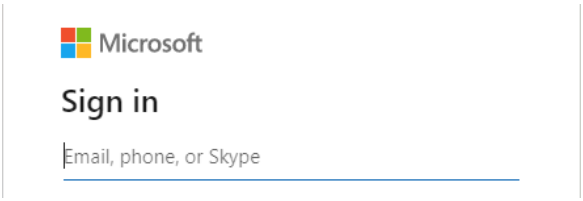
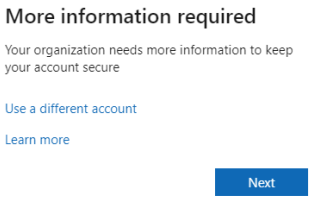
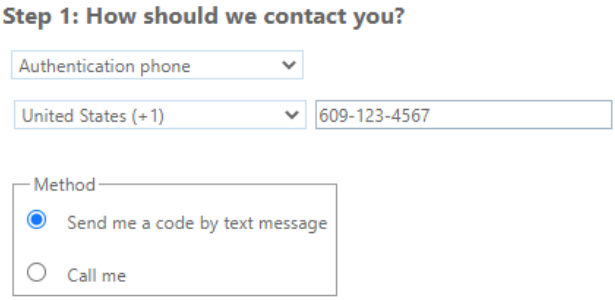
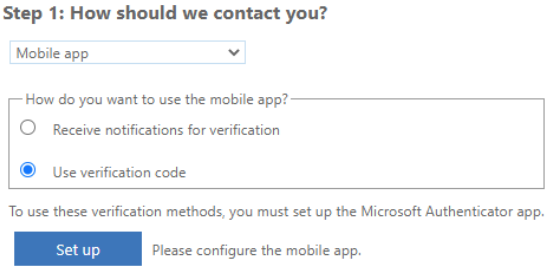


MULTI-FACTOR AUTHENTICATION – OFFICE 365

SET-UP QUICK GUIDE

DIRECTIONS	PICTURE WALK
1. Go to Set-Up Link: https://aka.ms/MFASetup 2. You will be prompted to Sign In to District Email	
3. You will receive notice – More information required, click 'Next'	
4. Select your authentication method using the drop-down ***(Mobile app is recommended using Verification Code*):*** Authentication Phone (Text or Call) or **Mobile app** (Notifications or Verification Code*) **Does NOT require cellular or internet service*	
5. Authentication Phone a. Select Country Code b. Enter number c. Click 'Next' d. Follow prompts accordingly	
6. **Mobile App** (MS Authenticator App) a. Select 'Use verification code' b. Click 'Set up'	
b. A pop-up shows a QR code – STOP HERE – Install the MS Authenticator App on your mobile device (steps 1-3) c. Once App installed on your mobile device, follow prompts accordingly	