

# Multi-Factor Authentication for Microsoft Services

## PREPARATION AND ACTIVATION OF MULTI-FACTOR AUTHENTICATION FOR MICROSOFT SERVICES

### Preparation

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Multi-factor authentication (MFA) will be implemented at your company for access to Microsoft services such as Outlook email, OneDrive, SharePoint, etc.

MFA adds an additional layer of security for accessing company resources by requiring you to enter a one-time code or accept the sign-in attempt on your mobile device after entering your usual login credentials.

1. Before you can activate and begin using MFA you must have an Android or Apple phone and install **Microsoft Authenticator** from your App Store.



a.

Scan QR Code or [Click Here](#) to Download the App

- b. **OR** Search “**Microsoft Authenticator**” in your app store and install the App



**Microsoft Authenticator**

- c. Alternatively, if you follow the activation instructions below from your phone you will be given a direct link to download the app
2. Once you have the app installed you are ready to activate it using the steps below

## Activation

You will be given a time frame for when MFA will be implemented for your company. If activation is not completed before this implementation occurs, you may not be able to access Microsoft resources such as e-mail.

1. Visit the following link to begin activation: <https://mysignins.microsoft.com/security-info> This can be done from your phone or a computer. The steps in this guide assume you are doing it from a computer.
  - a. Log in with your company e-mail and password and click **next** on the following screen.

### More information required

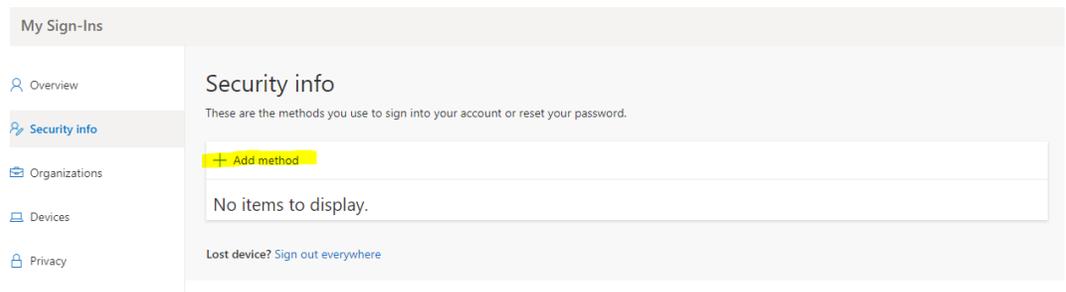
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

- b. Under Security info select **“Add method”** and select **“Authenticator App”**



- c. If you have not yet downloaded the app you will be giving a link to do this. Otherwise click next to continue and follow the instructions.
    - d. When you see a QR displayed on your computer screen, from your Authenticator app on your phone choose the **+** icon to add an account, choose **“Work or school account”** and **“Scan QR code”**
    - e. Press next on the computer and approve the test sign-in on your mobile device
    - f. You should now see **“Microsoft Authenticator”** listed in the authentication methods
    - g. (optional) Add a cell phone number in case of lost access to the mobile app using **Add Method > Phone**
    - h. At the main security info screen under Default sign-in method be sure that **“Microsoft Authenticator”** is set for the best experience. Text message verification should only be used as a backup. Click on **Change** if you need to change the method. If everything looks okay, you are finished!

When your company begins requiring MFA, future logins to Microsoft online products will require you to validate your login through the Authenticator app after first logging in with your usual e-mail and password.