

Setting up MFA for Microsoft 365

Once Multi-Factor Authentication (MFA) is enforced by the IT team, users will be blocked from all Microsoft Apps until MFA setup is complete. **If MFA isn't enforced yet, you will not see the window on 'Setup Microsoft 365 MFA – Step 3'.**

Installing Microsoft Authenticator

1. On your mobile device, go to the Playstore (Android) or Appstore (Apple iPhone) and search for “Microsoft Authenticator”
 - a. Be wary of alternative / fake authenticators being at the top of the search due to advertisement. Look for the App with this logo (Figure 1):



Figure 1 - Microsoft Authenticator Logo

2. Once installed, open the app and accept the privacy statement
3. Press continue without toggling the “Share your app usage data”
4. Tap on “Add Work or School Account”
5. Tap on “Scan QR Code”
6. If a popup appears asking for you to allow notifications, tap “allow”
7. If a popup appears asking for permission for the app to access the camera, tap “allow”
8. Close the App

Set up Microsoft 365 MFA

1. On your computer / laptop, open a browser and navigate to www.office.com
2. Sign in with your Microsoft 365 credentials
3. You should see a new step stating “More Information Required”. See figure 2

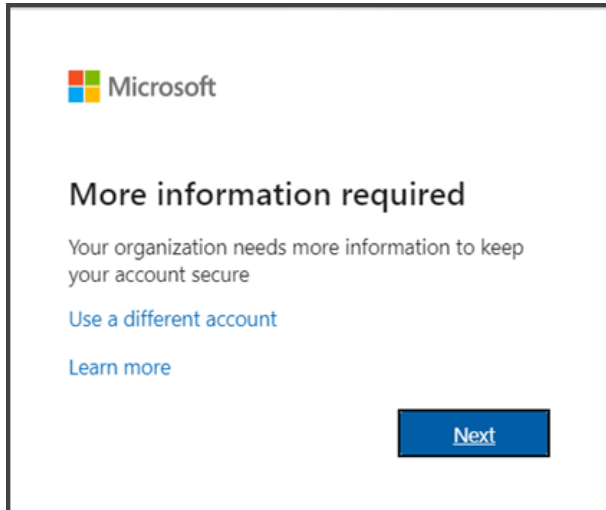


Figure 2 - Microsoft 365 MFA Setup Screen

4. Choose “Next”
5. The next screen will ask you to install Microsoft Authenticator, which we have done on Step 1. Click “Next”
6. The window will now ask you to allow notifications. We have completed this on Step 1f, however if the window has yet to appear, don’t worry. Click “Next”

Go To Your Mobile Phone

7. Open the Microsoft Authenticator app on your phone
8. On the top right corner, tap on the “+” icon to add a new account
9. Select “Work or School Account”
10. Select “Scan QR Code”, then direct your camera to the QR code on your computer screen
11. Once done, the account will be added to your Microsoft Authenticator

Go To Your Computer / Laptop

12. Click “Next”
13. A Notification should be sent to your phone. You will need to input the 2 digits as seen on your computer / laptop, into your Microsoft Authenticator notification approval request
14. When you have approved the login, you’ll have successfully added MFA to your 365 account. The next screen may ask you to create an “App Password”. Type anything 12-characters-long in the box and press next. You do not need to remember or use this App password anywhere

Video Guide from Microsoft Documentation: <https://learn.microsoft.com/en-us/microsoft-365/admin/security-and-compliance/set-up-multi-factor-authentication?view=o365-worldwide>