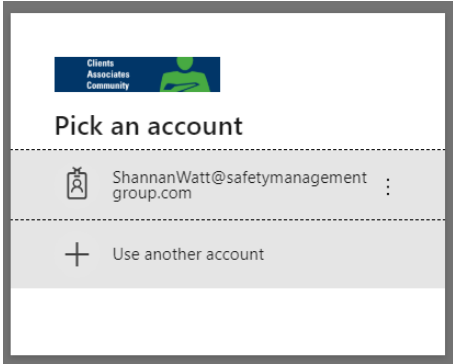
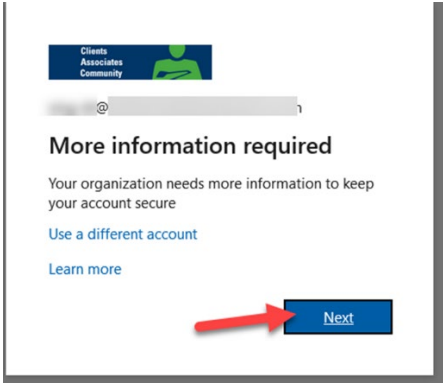


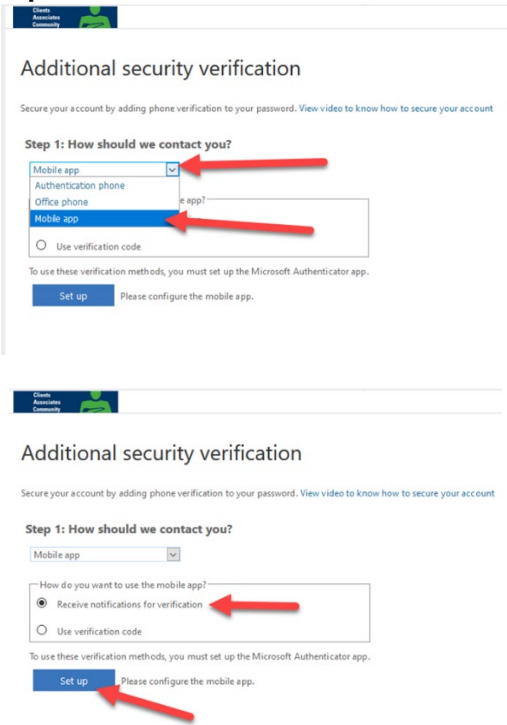
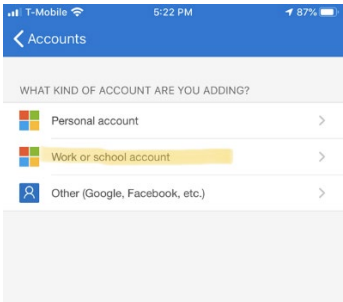
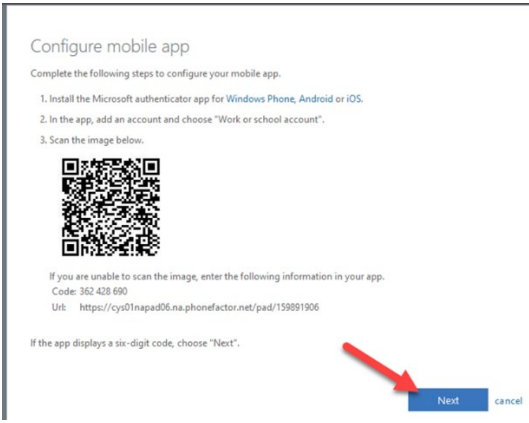
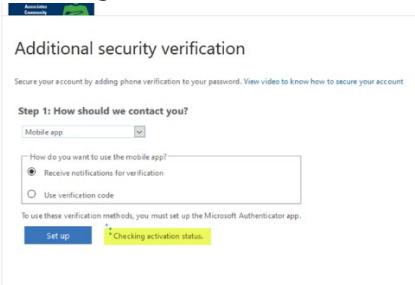
# Enable Multi-factor Authentication

Required items to complete enabling:

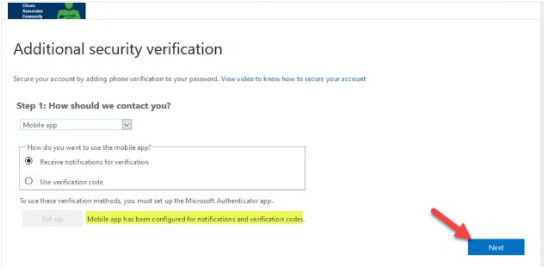
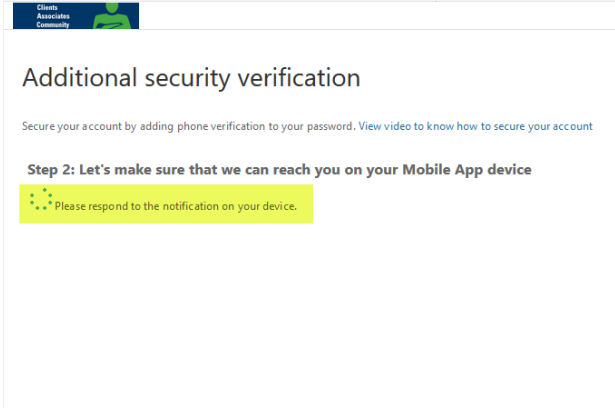
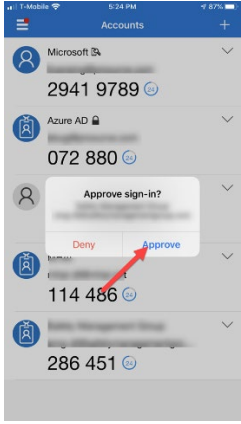
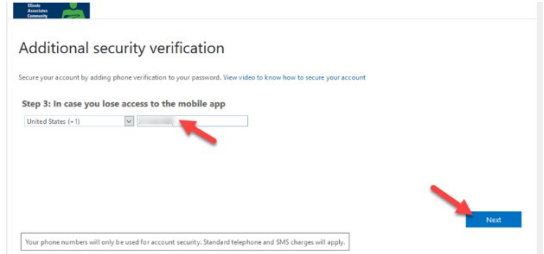
1. Microsoft account password
2. SMG mobile phone
3. Company-issued computer and/or tablet

Step	Action	Notes
1	In your mobile device app store, download <b>Microsoft Authenticator</b>	💡 You must have your SMG phone and laptop/tablet to complete this process
2	Go to <a href="https://aka.ms/MFASetup">https://aka.ms/MFASetup</a> from your laptop or tablet	💡 Multi-factor Authentication is an added security measure that reduces the ability of anyone but you accessing your Microsoft account
3	Sign into your <b>Microsoft Online</b> account  	💡 If you do not know your password, please contact Ron Hanson
4	Click Next  	

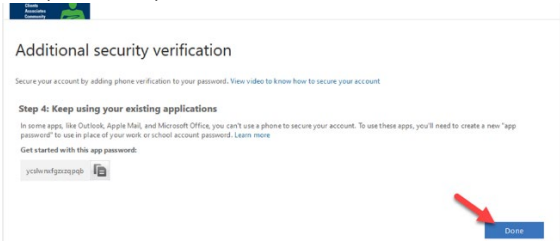
# Enable Multi-factor Authentication

Step	Action	Notes
5	<p>In your browser, complete the <b>Additional Security Verification</b></p> <ul style="list-style-type: none"> <li>✓ Select <b>Mobile App</b> from the drop down</li> <li>✓ Select <b>Receive notifications for verification</b> radio button</li> <li>✓ Click <b>Set up</b></li> </ul> 	<ul style="list-style-type: none"> <li>💡 You will be required to verify access to all existing Microsoft services (email, OneDrive, apps) on all your devices</li> <li>💡 Going forward, you will need to verify logins from new devices and occasionally re-verify existing devices</li> </ul>
6	<p>Open the <b>Microsoft Authenticator</b> app and add a new account</p>	<p>Choose <b>Work or School Account</b></p> 
7	<p>Grant permission for app to use your camera, scan QR code in your browser then click <b>Next</b></p> 	<p><b>Checking activation status</b> will occur</p> 

# Enable Multi-factor Authentication

Step	Action	Notes
8	<p>Click <b>Next</b> when configuration is complete</p> 	
9	<p>Check your phone for an approval request</p> 	
10	<p>Approve the sign-in request on your phone</p> 	
11	<p>Setup backup approval by text in case app is not available</p> 	

# Enable Multi-factor Authentication

Step	Action	Notes
12	Click <b>Done</b> to complete setup 	💡 Setting up an app password isn't necessary; all SMG Office applications use modern authentication which bypasses the need for app passwords
13	If your email and/or calendar have stopped syncing to your mobile device(s), please contact your Team Admin or Ron Hanson	