# **Multi-factor Authentication (MFA) Setup Guide**

#### Version-1.0

#### Go to office.com

You will be presented with the screen (1) below once you attempt to log in to office 365.

Microsoft	Additional security verification
	Secure your account by adding phone verification to your password. View video to know how to secure your account
More information required	Step 1: How should we contact you?
Your organisation needs more information to keep your account secure	Mobile app v
Use a different account	How do you want to use the mobile app?  Bo Receive notifications for verification
	O Use verification code
	To use these verification methods, you must set up the Microsoft Authenticator app.
Next	Set up Please configure the mobile app.

The next stage is to select the authentication method you will use, we recommend you download the 'Microsoft Authenticator App' from the IOS or Android store.

- Select 'Mobile App' if you always have mobile data when notat the college or 'Phone' to receive a text instead.
- 3. Please follow the steps in the screenshot below

Configure mobile app Complete the following steps to configure your mobile app.	
Install the Microsoft authenticator app for Windows Phone, Android or iOS.     In the app, add ap account and choose "Work or school account"	R Hannah
3. Scan the image below.	
3	Additional security verification Secure your account by adding phone verification to your passend. View video to know how to secure your account Step 2: Let's make sure that we can reach you on your Mobile App device Verification accound. Using you to the read step.
If you are unable to scan the image, enter the following information in your app. Code: 985 891 771 URL: https://mobileappcommunicator.auth.microsoft.com/activate/449198816/NEU	4
If the app displays a six-digit code, choose "Next".	Next
Next Cancel	

4. Once completed, click on 'Next'. This completes the process of setting up MFA.

How to register for Azure Multi-Factor Authentication - YouTube Video

### Register to receive a text

1. Include your mobile number and choose text or call

Keep your accou	INT SECURE
Method 1 of 2: PI	ione
Phone You can prove who you are by answering a call on your phon What phone number would you like to use? United Kingdom (+44)  The Coll me Call me Message and dhar after may apply: Choosing Next means the and cookes statement.	e or texting a code to your phone

2. If you opted for 'text me a code', enter the code sent to your phone and Click Next

Keep your accou Your organization requires you to set up the follow Method 1 of 2: PI Phone	Int secure ving methods of proving who you are. none
Phone We just sent a 6 digit code to +44 07545733240. Enter the co Enter code Resend code	de below Back Next
Keep your acco	UNT SECURE
Method 2 of 2: Phone	Done

3. Select **Done.** MFA Registration is complete.

## If you wish to change your authentication method

- 1. Log into office.com
- 2. Click on your initial on the far-right corner or profile picture.
- 3. Select 'View account'.

- 4. Click on 'Security info'.
- 5. Select "Add sign-in method" to add or remove a method.

8		Lambeth College	Overview
		A	℅ Security info
		View account My. Office. profile	
	<ul> <li>You edited this</li> <li>Fri at 1734</li> </ul>	(A) Lamberth College	🔾 Password
			Crganisations
			🔅 Settings & Privacy
	Drawing5		℅ My sign-ins
			Cffice apps
_		<u>^</u>	Subscriptions

Security info				
These are the methods you use to sign into your account or reset your password.				
Default sign-in method: Microsoft Authenticator - notification Change				
+ Add sign-in method				
S Phone	Enable two-step verification	Delete		
Microsoft Authenticator		Delete		
Microsoft Authenticator		Delete		
Email	Change	Delete		
Lost device? Sign out everywhere				

Default sign-in method: Microsoft Authenticator - notification Change			
+ Ac	ld sign-in method	Add a method	$\times$
S	Phone 5	Which method would you like to add?	
ූ	Microsoft Authentica	Choose a method	$\sim$
		Authenticator app	
٢	Microsoft Authentica	Alternative phone	
	Email	Security key	
	Temporary access pass	Office phone	_