

Multi-Factor Authentication Setup User Guide

To enable MFA you need a mobile device with a camera that is capable of installing an application (i.e a smart phone or tablet). This will be used to authenticate you when logging in so it must be a device you regularly have access to.

Go to <https://aka.ms/mfasetup> in a web browser

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Log in using your **365 account details**. This will be your primary work **email** and **password**.

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You will then be prompted to set up your Multi-Factor sign in method, click **next**.

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You will then be prompted to then download the **Microsoft Authenticator App** on your mobile device.

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Follow the prompt within the app to add an account, or if you already have the app click the 3 dots in the top right and choose **add account** then **work or school**.

You will then be prompted to scan the QR code shown on your screen with your mobile device's camera. Click **next**.

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Now a notification on your mobile device will ask you to approve the sign in, click **approve** when the prompt appears on your mobile device.

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Then back in the web browser click **next**.

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You have now set up Multi-Factor Authentication for your account. This will prompt you any time a new login is detected for your account.

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