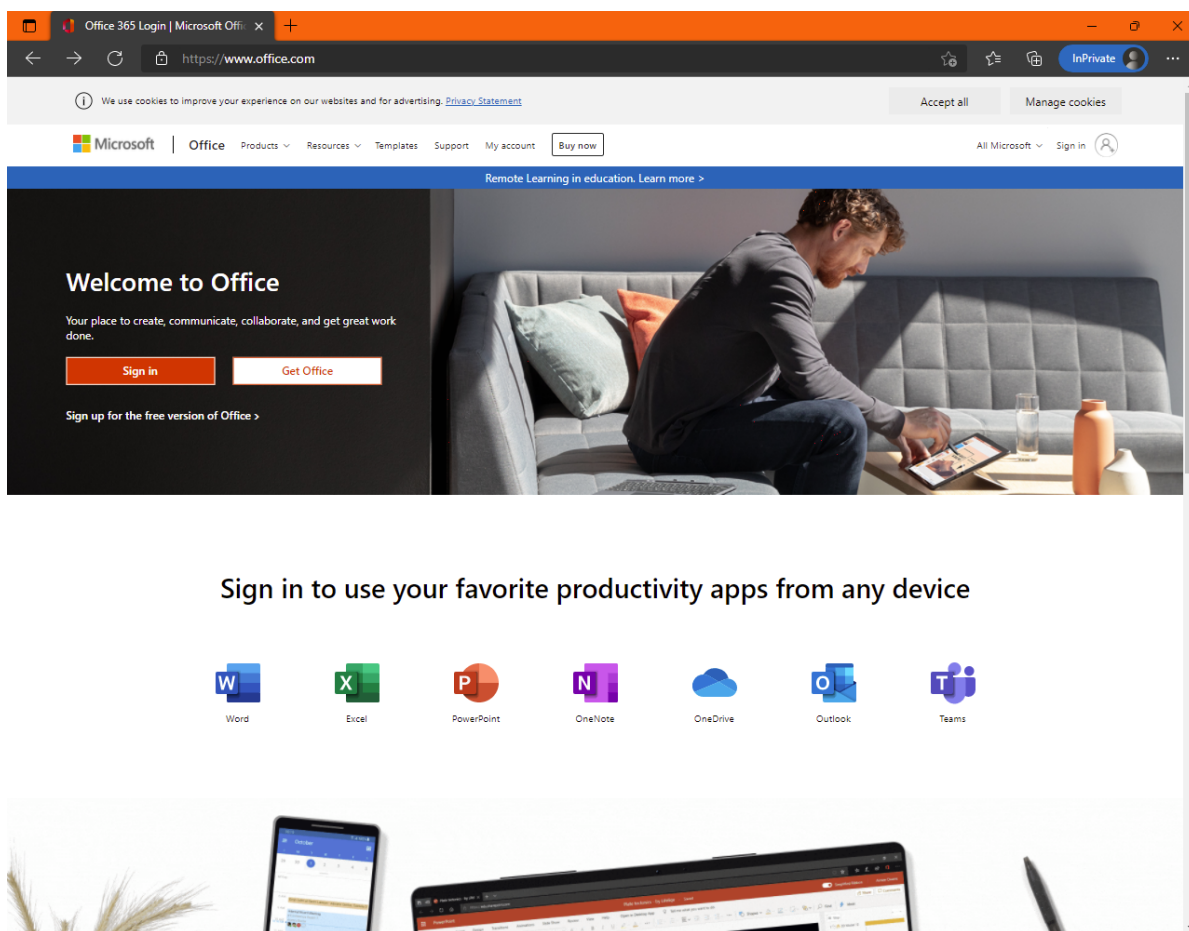


Multi-Factor Authentication Setup User Guide

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



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

Microsoft

Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

Microsoft

← test@

Enter password

.....

[Forgotten my password](#)

[Sign in](#)

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

Microsoft

test@

More information required

Your organisation needs more information to keep your account secure

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Learn more](#)

[Next](#)

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

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

Once you've installed the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

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**.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app to your account.

Once you've scanned the QR code, choose "Next".



Can't scan image?

Back


Next

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.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back


Next


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

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



 Notification approved

Back

Next

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Microsoft Authenticator

Done

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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