

THE DEANERY

Church of England High School and Sixth Form College

How to Guide

Getting Started with Microsoft Multi-Factor Authentication

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An education for life

Introduction

For added security of your Microsoft 365 account we will shortly be implementing Multi-Factor Authentication (MFA) that will make it easier to add more security to your Microsoft account. This means that we add an extra verification step to make sure that you are who you say you are! After you register, you will be able to add a safe and secure two-step verification method for your online credentials from a range of authentication options (such as phone call, text message, or mobile app notification) to access your applications

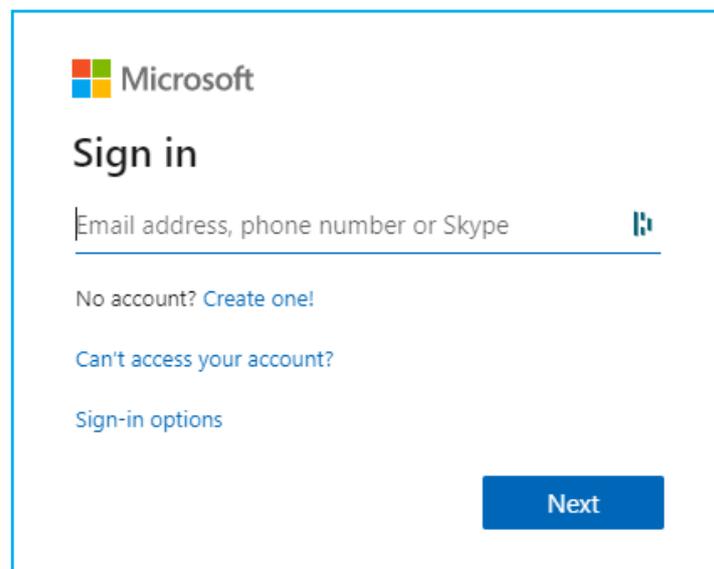
What is MFA?

Your passwords can be easily compromised. MFA immediately increases your account security by requiring multiple forms of verification to prove your identity when signing into a Microsoft 365 application.

Setup MFA

Multi-Factor authentication will be mandatory on all accounts to increase security and therefore you will need to complete the following steps in order to setup your account.

1. Visit the following website : <https://aka.ms/mfasetup>
2. Sign in with your email address and password

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email address, phone number or Skype" and a small icon to its right. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

Microsoft

Sign in

Email address, phone number or Skype

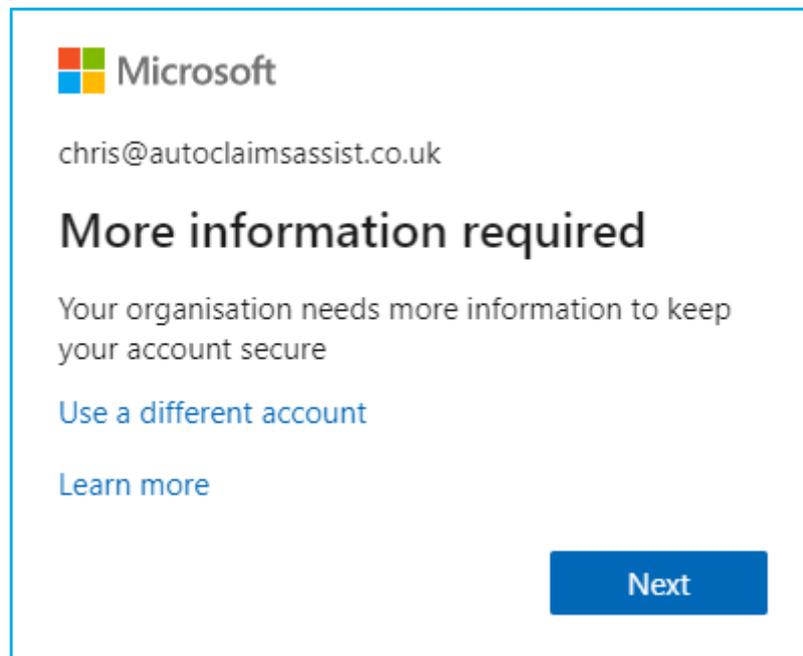
No account? [Create one!](#)

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

[Sign-in options](#)

Next

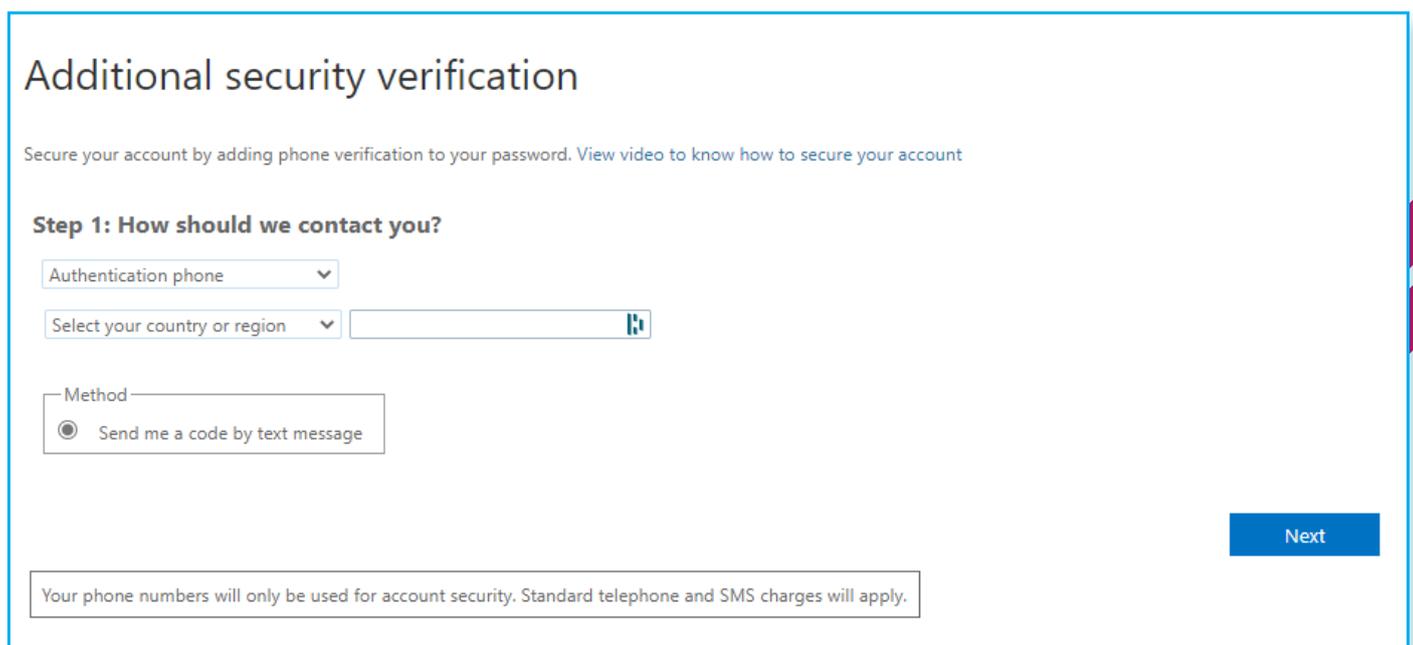
3. Click **Next** on the “More Information Required” Screen



4. On the next screen you can choose how to receive your MFA security code for when logging into online applications.

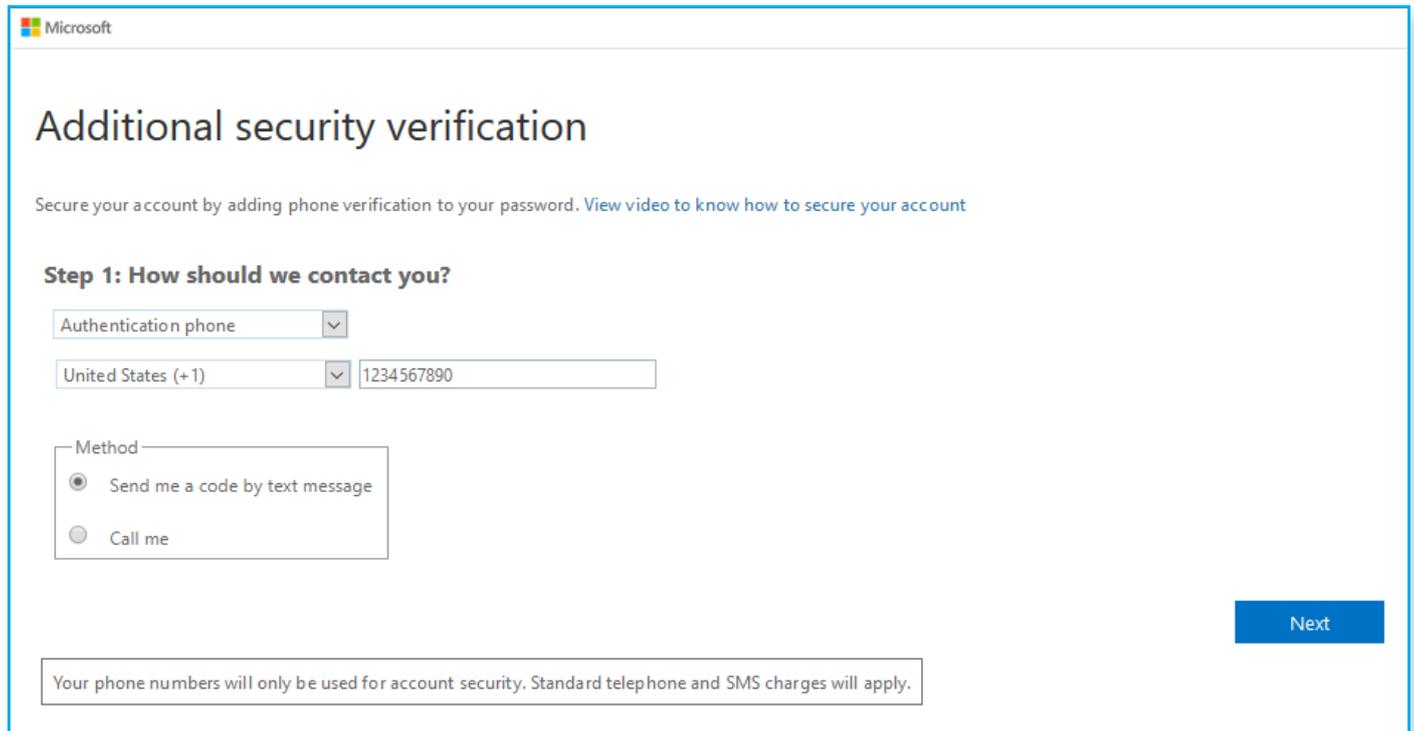
- a. **Authentication Phone** – This will send you a text message to a mobile number of your choice.
- b. **Mobile App** – This will use the Microsoft Authentication App which can be downloaded from the Apple App Store or Google Play Store.

Please choose which option you would prefer to use and follow the on-screen instructions to setup your chosen method.



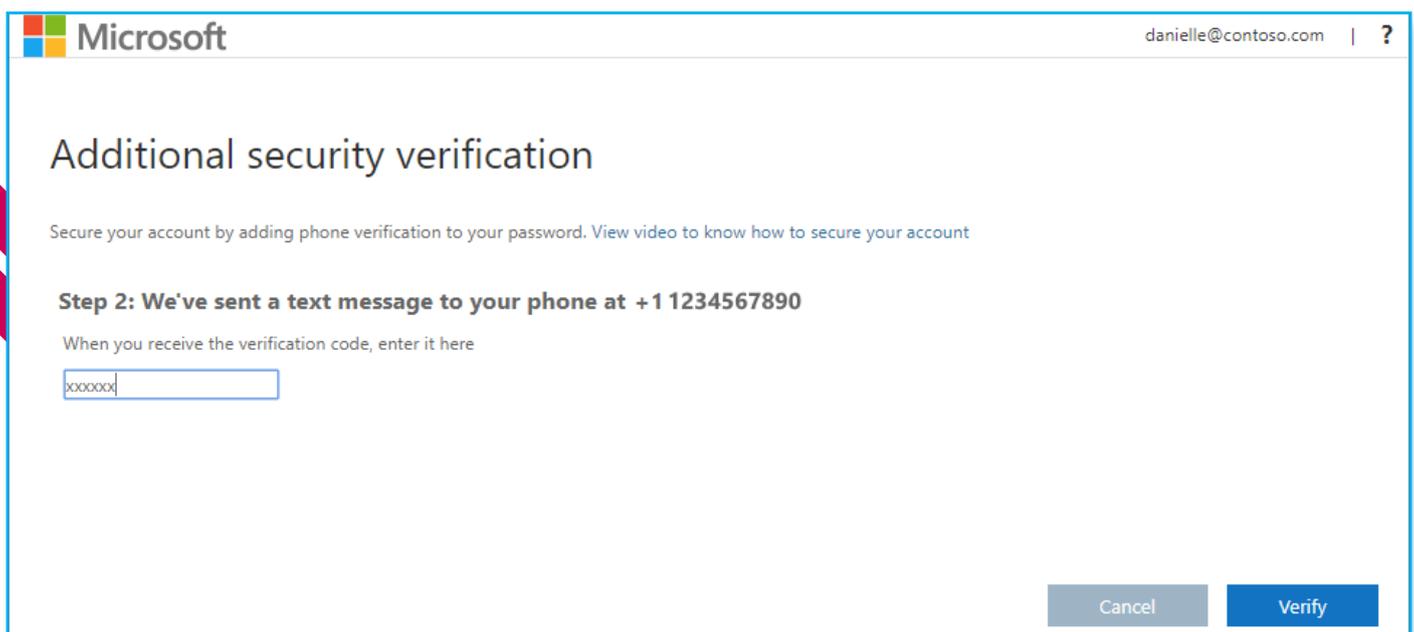
Set up a mobile device as your Multi-Factor verification method.

1. On the **Additional security verification** page, select **Authentication phone** from the **Step 1: How should we contact you** area, select your country or region from the drop-down list, and then type your mobile device phone number.
2. Select **Send me a code by text message** from the **Method** area, and then select **Next**.



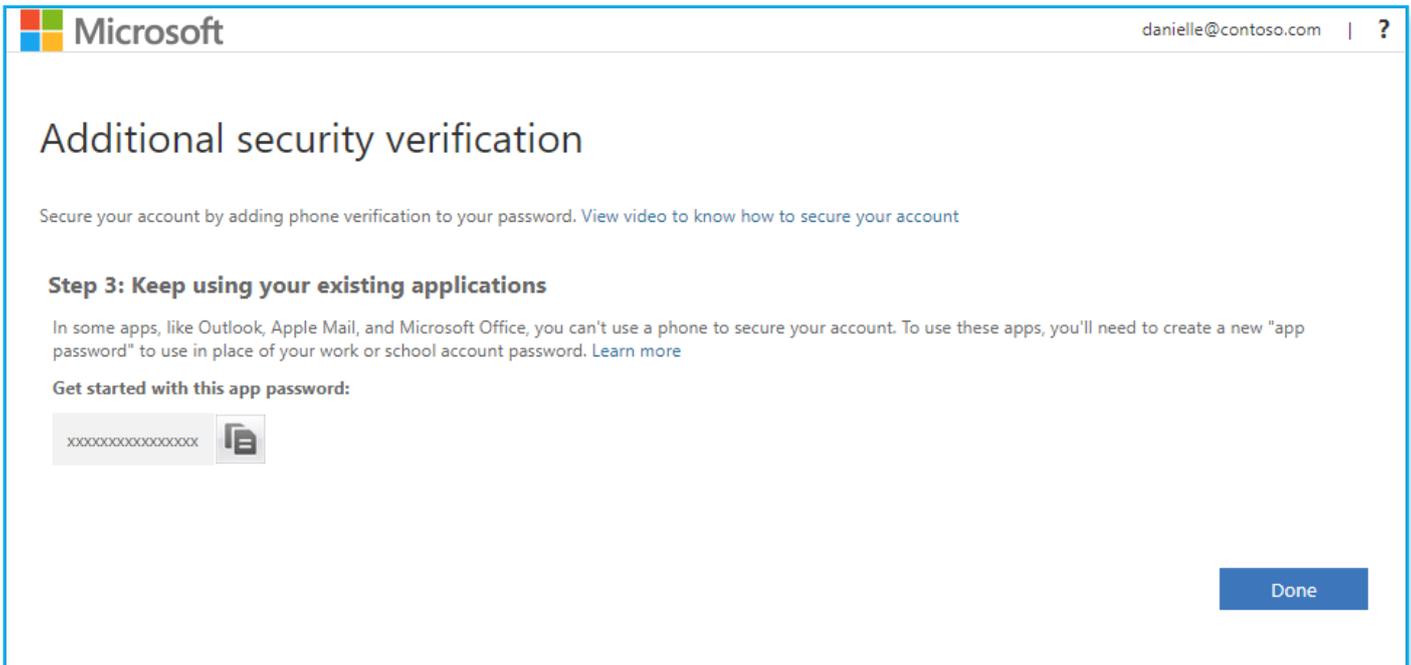
The screenshot shows the Microsoft 'Additional security verification' page. The title is 'Additional security verification'. Below the title is a subtitle: 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 1: How should we contact you?'. There are three input fields: 'Authentication phone' (a dropdown menu), 'United States (+1)' (a dropdown menu), and '1234567890' (a text input field). Below these is a 'Method' section with two radio buttons: 'Send me a code by text message' (selected) and 'Call me'. A blue 'Next' button is located at the bottom right. At the bottom, there is a disclaimer: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

3. Type the verification code from the text message sent from Microsoft into the **Step 2: We've sent a text message to your phone** area, and then select **Verify**.



The screenshot shows the Microsoft 'Additional security verification' page. The title is 'Additional security verification'. Below the title is a subtitle: 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 2: We've sent a text message to your phone at +1 1234567890'. Below this is a sub-heading: 'When you receive the verification code, enter it here'. There is a text input field containing 'xxxxxx'. At the bottom right, there are two buttons: 'Cancel' and 'Verify'.

4. From the **Step 3: Keep using your existing applications** area, copy the provided app password and paste it somewhere safe



The screenshot shows a Microsoft account security verification page. At the top left is the Microsoft logo, and at the top right is the email address 'danielle@contoso.com' with a help icon. The main heading is 'Additional security verification'. Below it is a sub-heading 'Step 3: Keep using your existing applications' and a paragraph explaining that some apps require an app password. A text box contains a masked app password 'XXXXXXXXXXXXXXXXXX' next to a copy icon. A 'Done' button is located in the bottom right corner.

Microsoft danielle@contoso.com | ?

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

XXXXXXXXXXXXXXXXXX 

[Done](#)

Set up an authenticator app as your two-factor verification method

1. On the Additional security verification page, select **Mobile app** from the **Step 1: How should we contact you** area.
2. Select **Receive notifications for verification** from the **How do you want to use the mobile app** area, and then select **Set up**.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Next

The **Configure mobile app** page appears.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 857 634 999

Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

Next

cancel

3. Open the Microsoft Authenticator app, select **Add account** from the **Customize and control** icon in the upper-right, and then select **Work or school account**.

Note

If this is the first time you're setting up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.

4. Use your device's camera to scan the QR code from the **Configure mobile app** screen on your computer, and then choose **Next**.

- Return to your computer and the **Additional security verification** page, make sure you get the message that says your configuration was successful, and then select **Next**.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app ▼

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured for notifications and verification codes.

Next

The authenticator app will send a notification to your mobile device as a test.

- On your mobile device, select **Approve**.
- On your computer, add your mobile device phone number to the **Step 3: In case you lose access to the mobile app** area, and then select **Next**.

We strongly suggest adding your mobile device phone number to act as a backup if you're unable to access or use the mobile app for any reason.

- From the **Step 4: Keep using your existing applications** area, copy the provided app password and paste it somewhere safe.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

XXXXXXXXXXXXXXXXXXXX 

Done



