

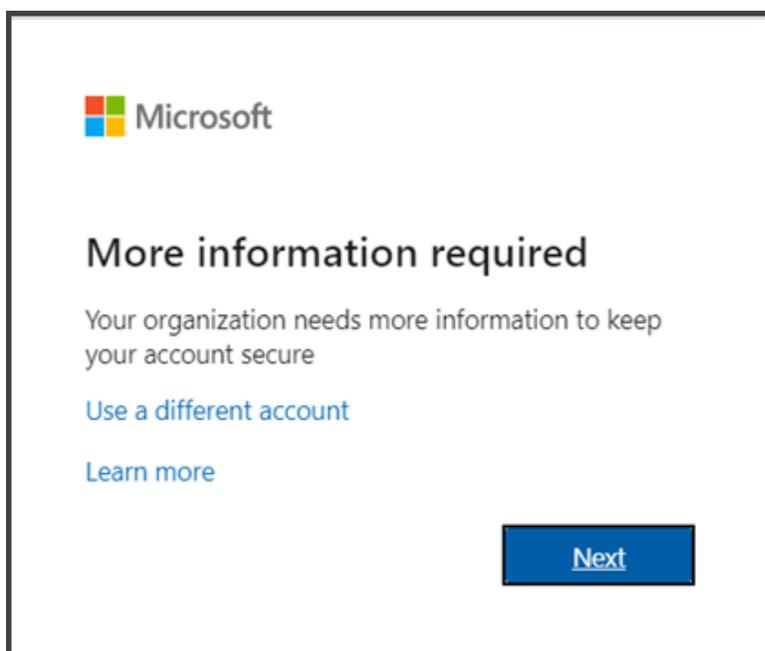
## Multi-Factor Authentication for Email and Office 365 Overview

Multi-Factor Authentication (MFA) uses two forms of authentication to verify your identity. First, you enter your Millsaps user ID and password. Then you need a physical device such as your mobile phone, tablet, or landline phone to complete the login. This approach protects your Millsaps account from fraudulent access.

By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically generated verification code provided by an authenticator app or sent to your phone.

**IMPORTANT NOTE ABOUT EMAIL:** Since not all Mobile phones support Multi-factor authentication, you will need to also download the Outlook App for your Mobile device to access your email on your mobile device after MFA is setup.

1. Sign in to Microsoft 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.



2. Choose **Next**.
3. The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.

If you would rather use SMS (text) messages sent to your phone instead, select **I want to set up a different method**. Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.

**Tip:** For a faster, and more secure, experience we recommend using an authenticator app rather than SMS verification. (SEE BELOW.)

4. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

**Note:** Generally, you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password. You probably won't be asked for the additional verification code on a daily basis, unless your organization requires it.

## Use Microsoft Authenticator with Microsoft 365

Your organization is using multi-factor authentication (MFA) for Microsoft 365, the easiest verification method to use is the Microsoft Authenticator smart phone app. It's just one click instead of typing in a 6-digit code. And if you travel, you won't incur roaming fees when you use it.

### Download and install Microsoft Authenticator app

- Download and install the Microsoft Authenticator app for [Android](#), or [iOS](#).
- **Set up the Microsoft Authenticator app**

#### Step 1

##### **Choose the mobile app**

Open a browser on your computer and go to [portal.office.com](https://portal.office.com). Sign in to your Office 365 for business account.



For added security, we need to further verify your account



you@contoso.com

Your admin has required that you set up this account for additional security verification.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

1. Click **Set it up now**.
2. Choose **Mobile app** from the dropdown.
3. Make sure "**Receive notifications for verifications**" is selected. Click **Set up**.

## Step 2

**Wait for configuration pop-up box.**

You should see a window on your computer that looks like this.

## Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Azure 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: 555 555 555

Url: <https://urlheretocopy.phonefactor.net/555555555555>

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

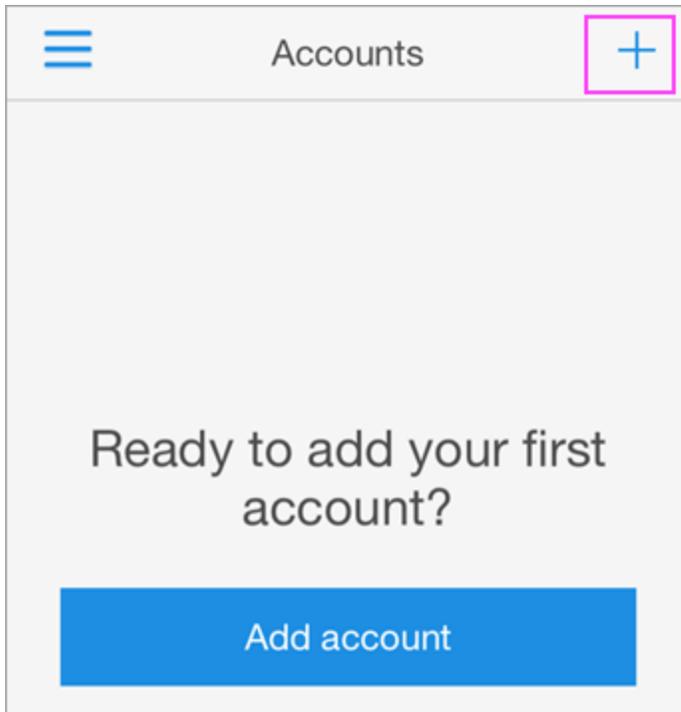
### Step 3

#### Add account to Microsoft Authenticator

1. Open the Microsoft Authenticator app on your phone.
2. Tap the + > **Work or school account**.
3. Use your phone to scan the QR square that is on your computer screen.

#### Notes:

- iPhone users may have to enable the camera in Settings in order to scan.
  - If you can't use your phone camera, you'll have to manually enter the 9-digit code and the URL.
4. Your account will be added automatically to the app and will display a six-digit code.



#### Step 4

##### Confirm activation status on your computer

1. Switch back to your computer and click **Done**.
2. Now wait for the **Checking activation status** text to finish configuring your phone.
3. When it's complete, you'll be able to click the **Contact me** button on the right.

**Note:** If configuration fails, just delete and retry the previous steps again.

### Additional security verification

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

#### 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

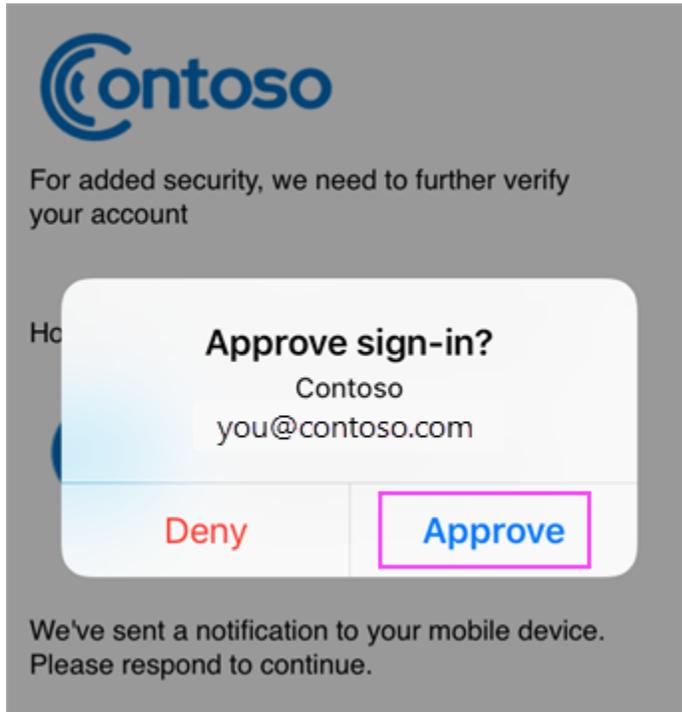
To use these verification methods, you must set up the Azure Authentication app.

Mobile app has been configured for notifications and verification codes.

## Step 5

### Approve sign in on your phone

1. Switch back to your phone and you'll see a notification for a new sign in.
2. Go to the Microsoft Authenticator app.
3. Tap **Approve** to allow it.



## Step 6

### Finish set up

1. Back on the computer, follow any prompts that you might see such as adding a mobile number.
2. You're good to go!

From now on, whenever you have a new sign in or add your Microsoft 365 work or school account to an app, you'll open the Authenticator app on your phone and tap **Approve**.