

Multi-Factor Authentication (MFA) - Client Version

First: Complete the Multi-Factor Authentication (MFA) – **Web Version of Office 365**.

After the Web Version Multi-Factor Authentication is complete, you can then setup the client version. This setup will require you to login to both the web version and the client version.

The client version of Multi-Factor Authentication is per device because it is software that is installed on your computer. If you utilize more than one computer, you will have to repeat this process for each device.

1. Log into the Web Version of Office 365. Outlook.office.com

2.  In your email – click on your **initials or picture** found on the upper right of the screen



3. Select **My Account**

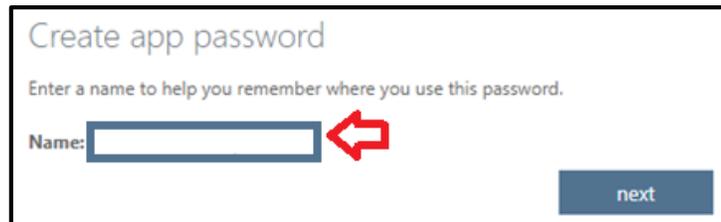
4. On the left panel, select: **Security & Privacy**

5. Select **Additional Security Verification**

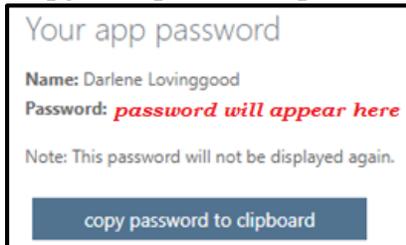
6. Select **Create and manage app password**

7. Select **Create**

8. Type in your name and select **Next**



9. Copy the provided password.



10. Open the Client Version of Office. Paste the password into the password section (use the “app password” instead of your normal password).

Select **Yes** to save your password.

Note: If you choose not to save the password, you will have to enter the computer generated password each time.

The setup is complete.

This process will work as long as the Authenticator on your cell phone is not changed. This process is tied to the QR Code that was setup during the web version directions.

This is a security feature utilized to prevent unauthorized use of your email.