

Multi-Factor Authentication (MFA) - Web Version of Office 365 (outlook.office.com)

FOR ANDROID USERS

This is a security feature utilized to prevent unauthorized use of your email. Multi-Factor authentication will require you to select “Approve” on your cell phone before you can log into your email.

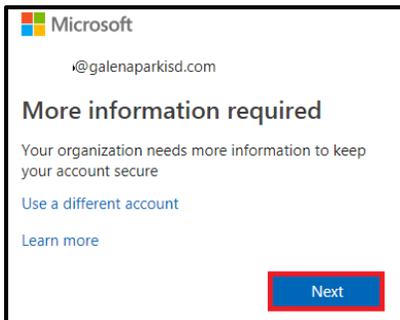
Before Starting: Call x1500 to be added to the Multi-Factor Authentication list.

Note: **When you are added to the list, you must complete these directions before you will be able to utilize your email.**

Items Needed: Computer and Cell Phone. For these directions you will use both your computer and your cell phone. The icons next to each step identifies which device you are on.

Computer:  Cell Phone: 

1.  **Log Out:** Log out of your email
2.  Download **Microsoft Authenticator** onto your phone. Icon: 
Android: <https://play.google.com/store/apps/details?id=com.azure.authenticator>
3.  **Log In:** Log into your email
4.  Follow the Screen Directions



Microsoft
@galenaparkisd.com

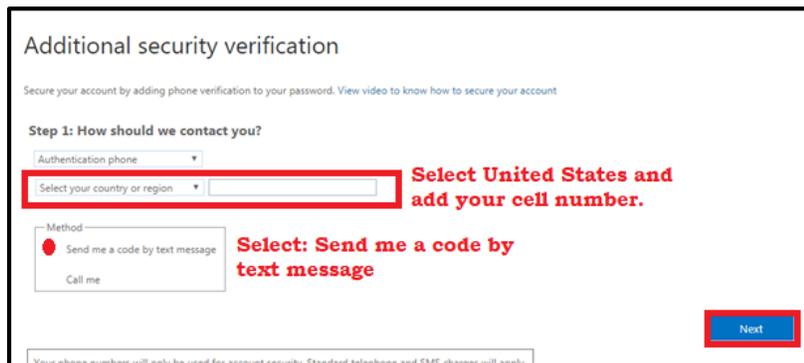
More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next



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?

Authentication phone

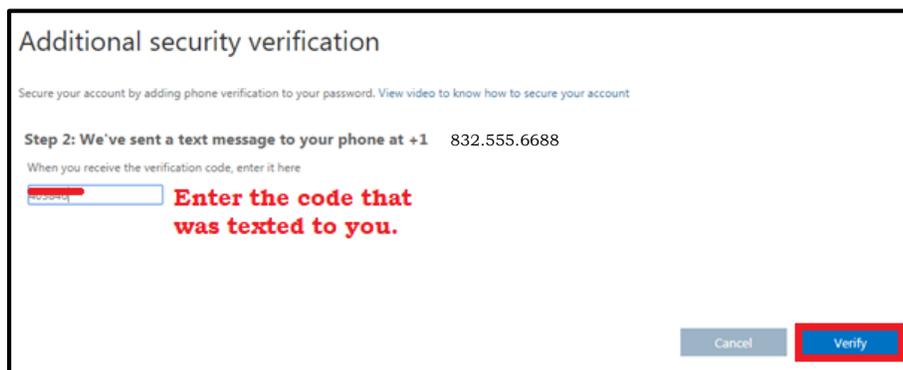
Select your country or region **Select United States and add your cell number.**

Method

Send me a code by text message **Select: Send me a code by text message**

Call me

Next



Additional security verification

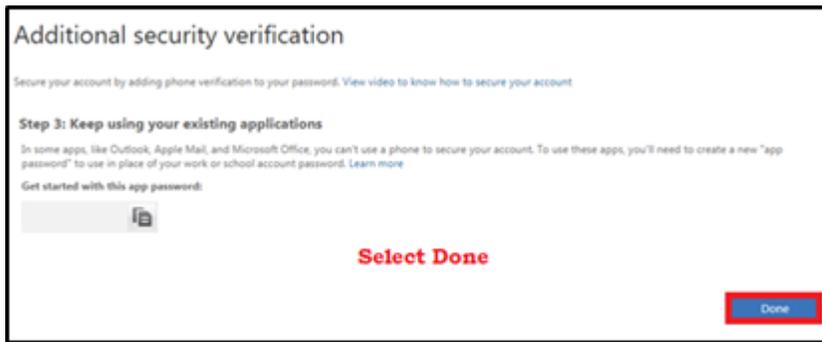
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1 832.555.6688

When you receive the verification code, enter it here

Enter the code that was texted to you.

Verify



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



6. 🖥️ Select **My Account**

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

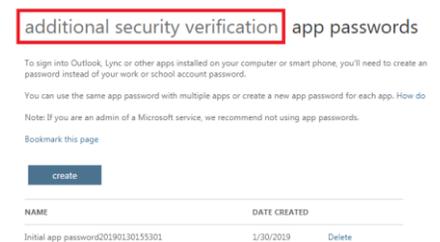
8. 🖥️ Select **Additional Security Verification**

9. 🖥️ Select **Create and Manage App Password**

10. 🖥️ Select **Additional Security Verification**



11. 🖥️ Select **Setup Authenticator App** (a screen with a QR code will appear)



12. 📞 Open the Microsoft Authenticator App on your phone

13. 📞 Select Skip and OK

14. 📞 Select Add Account

15. 📞 Select Work or School Account

16. 📞 Popup screen, **Allow Authenticator to take picture and record video**, select **Allow**

17. 📞🖥️ Place phone over the QR code on your computer

18. 🖥️ On Computer, Select Next (it will verify on the computer, may take a moment)

19. 📞 On phone, select: **Approve** to authorize sign in

20. Once the computer returns to verification screen – you are done.

21. Close app.

From now on when you log into your email, you will receive a notice on your phone. Simply select approve and your email will automatically log in.

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