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

FOR IPHONE 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.
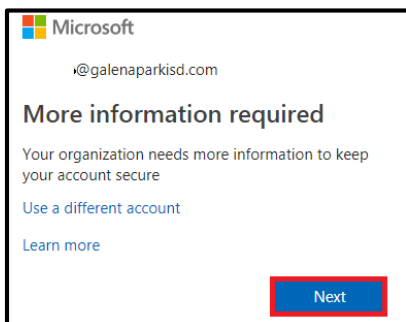
Before Starting: Call x1500 to be added to the Multi-Factor Authentication list.
Note: **When you are added to the list, you must complete these directions before you will be able to utilize your email.**

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:
   iPhone: https://itunes.apple.com/app/microsoft-authenticator/id983156458

3. 🖥️ **Log In:** Log into your email

4. 🖥️ Follow the Screen Directions
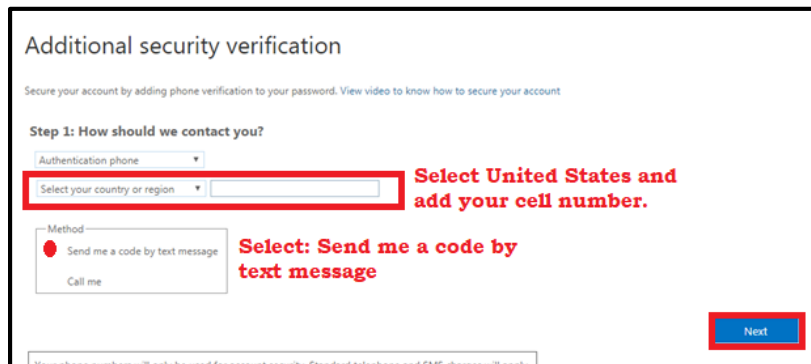
Additional security verification

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
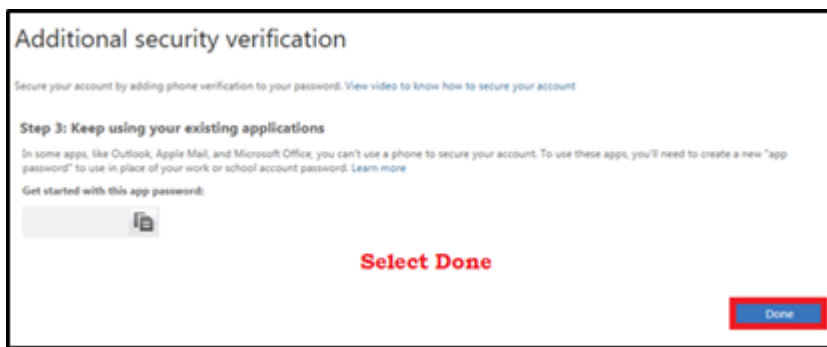
Get started with this app password:

Select Done

Done

5. 🖥 In your email – click on your **initials or picture** found on the upper right of the screen
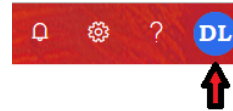
6. 🖥 Select **My Account**
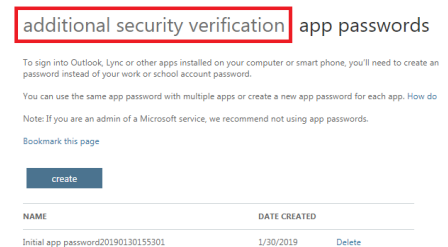
7. 🖥 On the left panel, select: **Security & Privacy**

8. 🖥 Select **Additional Security Verification**

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

10. 🖥 Select **Additional Security Verification**

additional security verification | app passwords

To sign into Outlook, Lync or other apps installed on your computer or smart phone, you'll need to create an password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. How do

Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

Bookmark this page

create

NAME	DATE CREATED	
Initial app password20190130155301	1/30/2019	Delete

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

12. ☎ Open the Microsoft Authenticator App on your phone
13. ☎ Popup screen, **"Authenticator" Would like to send you notification**, select **Allow**
14. ☎ Select **Skip** and **OK**
15. ☎ Select **Add Account**
16. ☎ Select **Work or School Account**
17. ☎ Select **OK** – to Authorize camera
18. ☎🖥 Place phone over the QR code on your computer
19. 🖥 On Computer, Select **Next** (it will verify on the computer, may take a moment)
20. ☎ On phone, select: **Approve** to authorize sign in
21. Once the computer returns to verification screen – you are done.
22. 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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