

HOW TO ADD MULTIFACTOR AUTHENTICATION (MFA) ON YOUR MS365 ACCOUNT

What is Multi-Factor Authentication (MFA)?

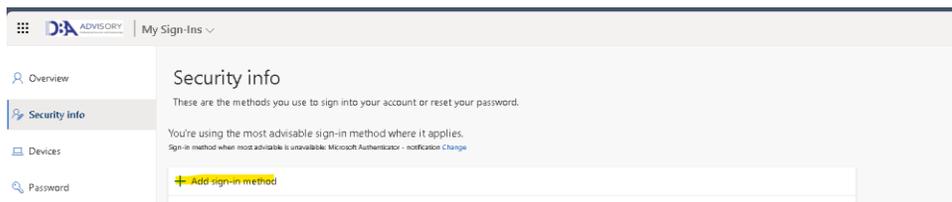
Multi-factor Authentication (MFA) is an authentication method that requires the user to provide two or more verification factors to gain access to a resource such as an application, online account, or a VPN. MFA is a core component of a strong [identity and access management \(IAM\)](#) policy. Rather than just asking for a username and password, MFA requires one or more additional verification factors, which decreases the likelihood of a successful cyber-attack.

To enable MFA on your MS365 account follow the steps provided below:

1. First you must download and install Microsoft Authenticator Application on your mobile device.
 - a. Install the latest version of the Microsoft Authenticator application based on your operating system.
 - b. Google Android. On your android device, go to Google Play Store to download and install Microsoft Authenticator app.
 - c. Apple IOS. On your Apple IOS Device, go to the App Store to download and install Microsoft Authenticator app.



2. To Set up the Microsoft Authenticator app, open your web browser and enter this link <https://aka.ms/mfasetup> to sign in to your MS365 account.
3. Click on **Add sign-in method**.



4. On *Add a method* page, select *Authenticator app* from the list, and then select *Add*.



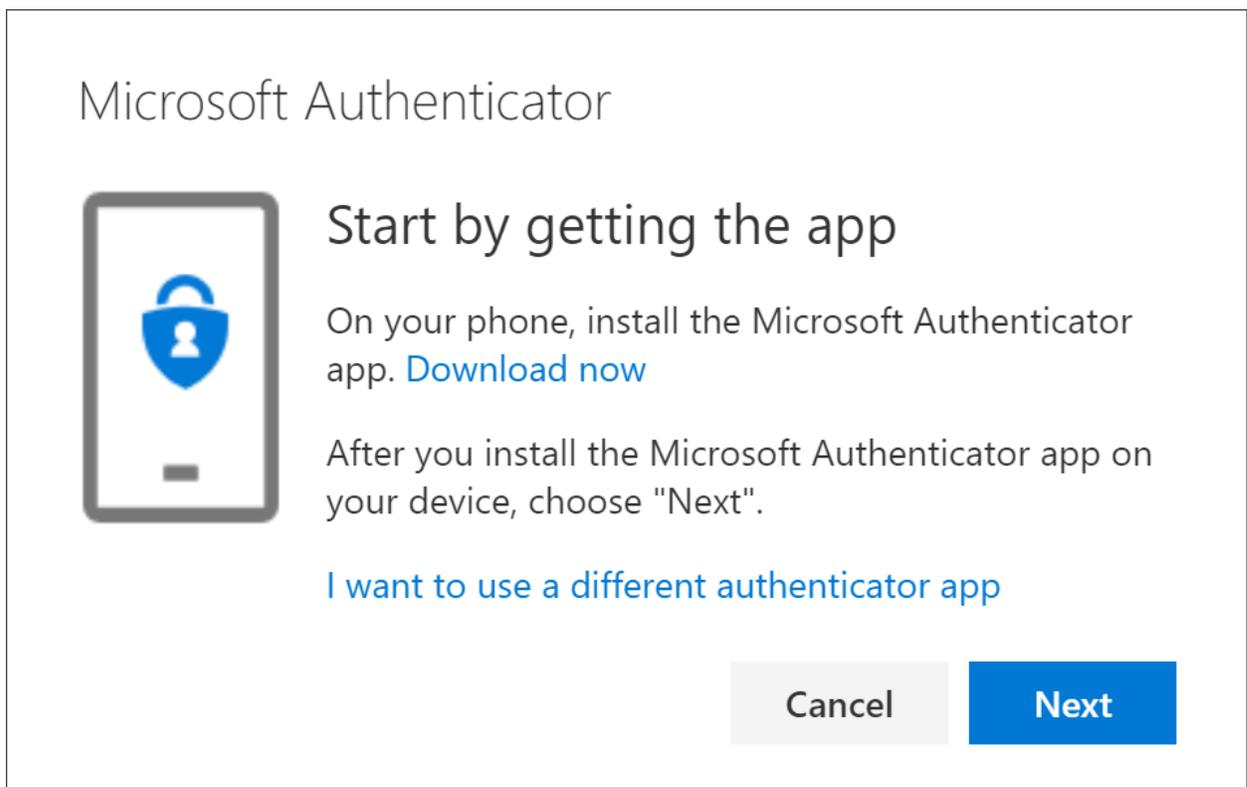
Add a method ✕

Which method would you like to add?

Authenticator app ▾

Cancel **Add**

5. On the *Start by getting the app* page select *Next*.



Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel **Next**

6. Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device.
7. Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select Work or school account.

Note: The first time you set 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. If you don't allow the camera, you can still set up the authenticator app, but you'll need to add the code information manually. For information about how to add the code manually, see [Manually add an account to the app](#).

8. Return to the **Set up your account** page on your computer, and then select **Next**. The Scan the QR code page appears.

Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

[Can't scan image?](#)

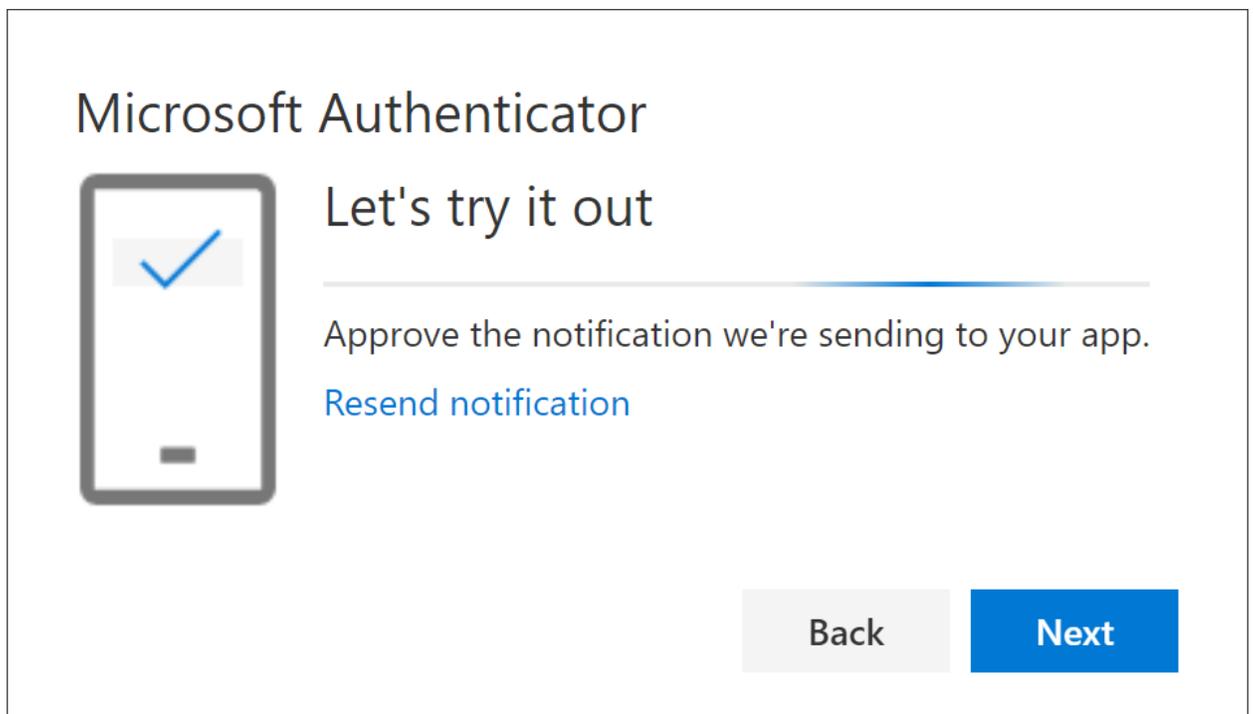
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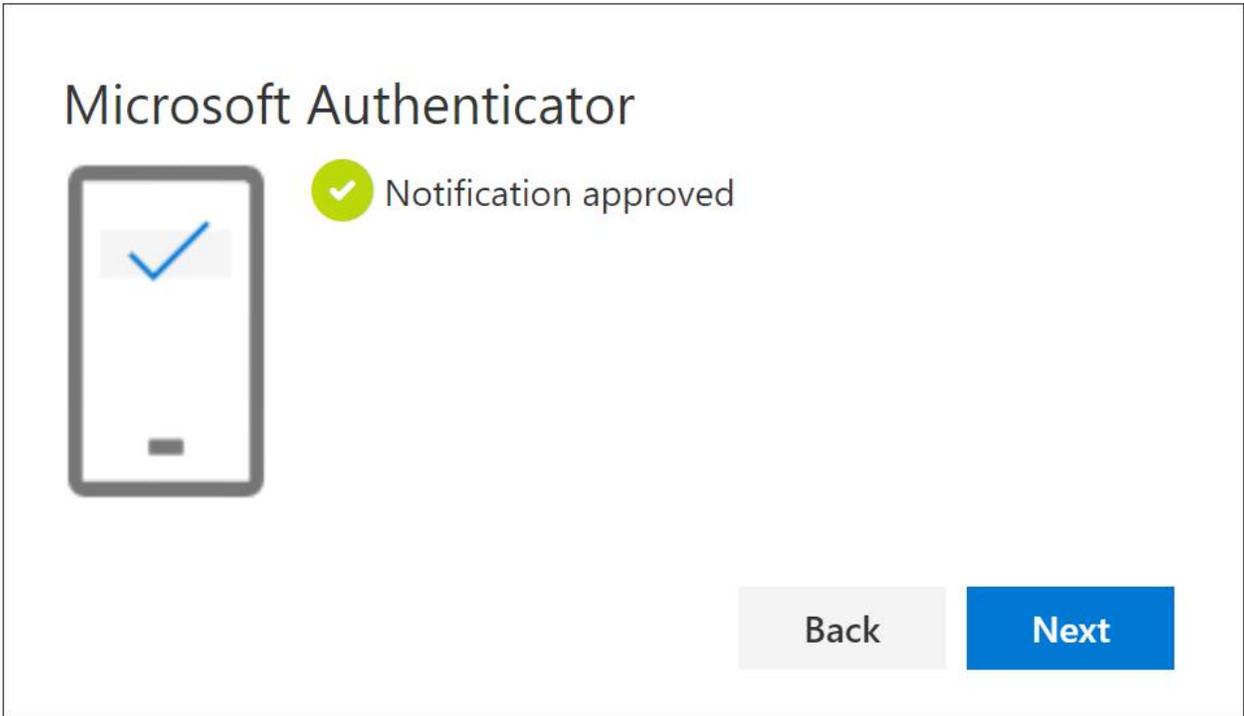
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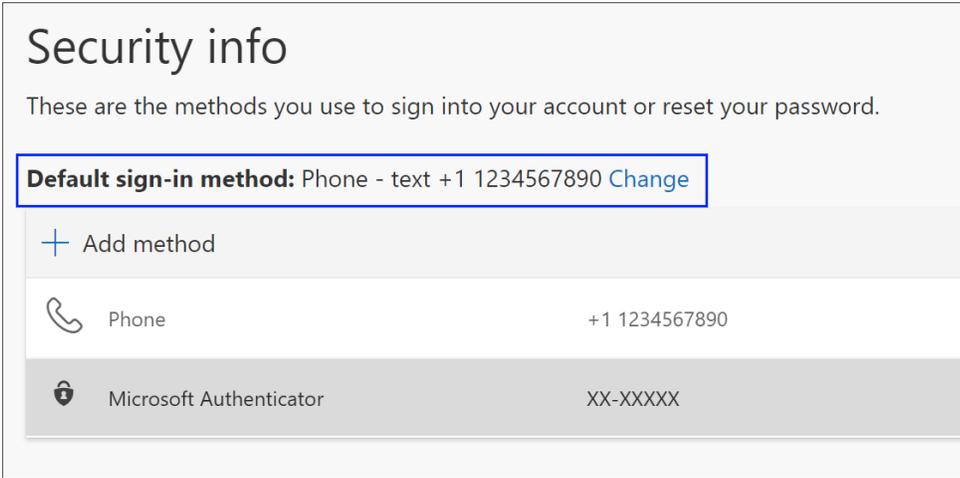
9. Scan the provided code with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your work or school account in Step 6.
10. The authenticator app should successfully add your work or school account without requiring any additional information from you. However, if the QR code reader can't read the code, you can select **Can't scan the QR code** and manually enter the code and URL into the Microsoft Authenticator app.
11. Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.



12. Approve the notification in the Microsoft Authenticator app, and then select **Next**. Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.



- 13. Change your default sign-in method to Microsoft Authenticator.
 - a.
 - b. On the **Security info** page, select **Change** next to the **Default sign-in method** information.



- c. Choose **Microsoft Authenticator - notification** from the list of available methods. If you're not using the Microsoft Authenticator app, select the **Authenticator app or hardware token** option.

- d. Select **Confirm**. The default method used for sign-in changes to the Microsoft Authenticator app.

Change default method

Which method would you like to use to sign in?

Microsoft Authenticator - notification ▾

- Phone - call +1 1234567890
- Phone - text +1 1234567890
- Microsoft Authenticator - notification**
- Authenticator app or hardware token ...