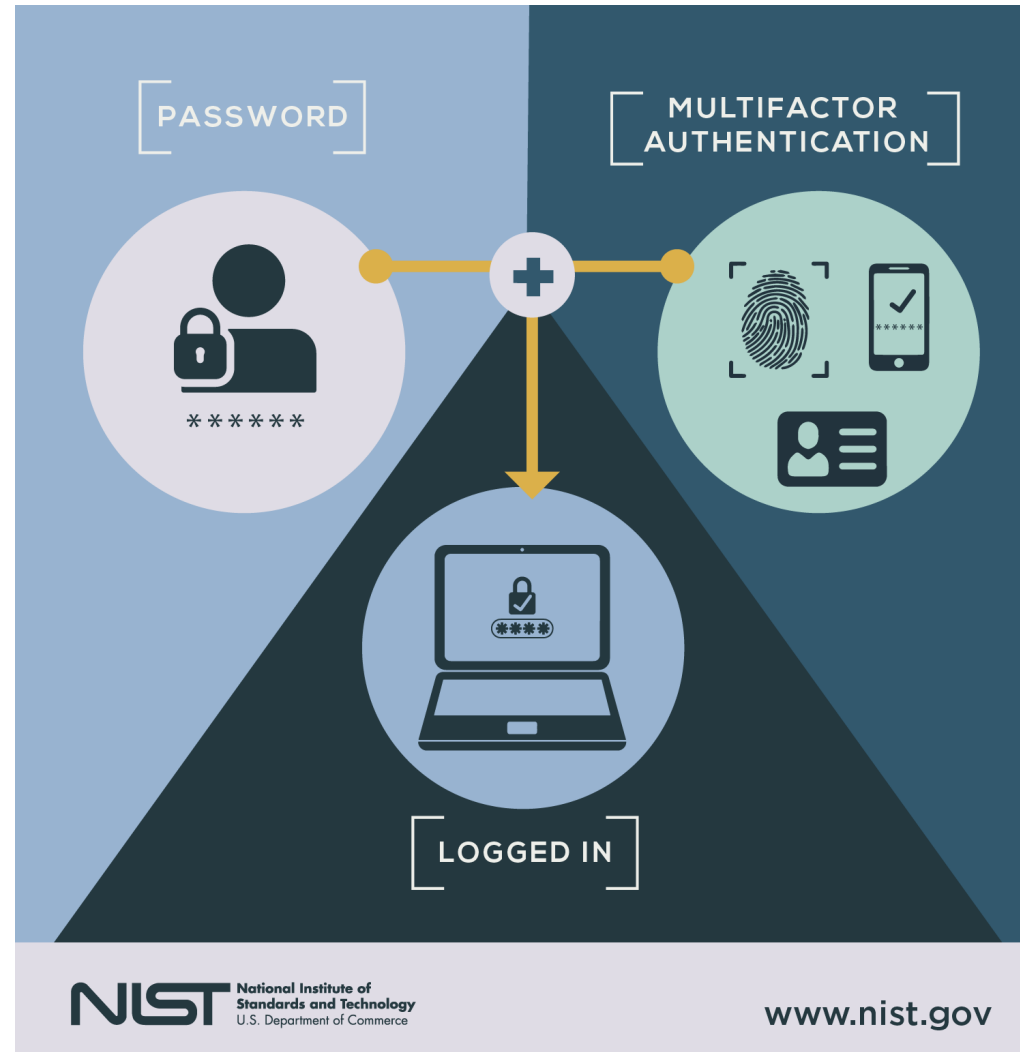


Multi-Factor Authentication (MFA)



Setting up Multi-Factor Authentication (MFA)

- MFA is an additional security system designed to better secure your online account by using a two-step verification.
- If you have not set up your account for additional security verification, you will get a prompt to “set it up now” on your next log-in attempt and be expected to fill out 2 of the 3 Authentication requirements. (1)
- Otherwise, you will either be texted a security code by phone/SMS, or authenticator app.
- **IMPORTANT:** SMS from Microsoft will charge you for the text. If your phone plan is not unlimited texting or call, you should probably choose either authenticator app or email for the authentication.
- **NOTE:** MFA is required every time you use the Outlook (Website), but for the Local Outlook (Application), after the first authentication, it only requires it after 90 days before it requires another authentication; or if you haven't been active on it for more than 14 days.

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](#)

The screenshot shows a Microsoft authentication interface. At the top left is the Microsoft logo. Below it, a redacted email address is followed by "@nysid.edu". The main heading is "Enter code". Below this, a message states: "We texted your phone +X XXXXXXXXXX15. Please enter the code to sign in." There is a text input field labeled "Code" with a cursor. Below the input field are links for "Having trouble? Sign in another way" and "More information". A blue "Verify" button is positioned at the bottom right of the input area. At the very bottom of the screen, a grey bar contains the text: "Please enter your NYSID's email Password."

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so you can stay secure. Your admin requires you to set up at least 1 of the options below.

✓ Authentication Phone is set to +61 . [Change](#)

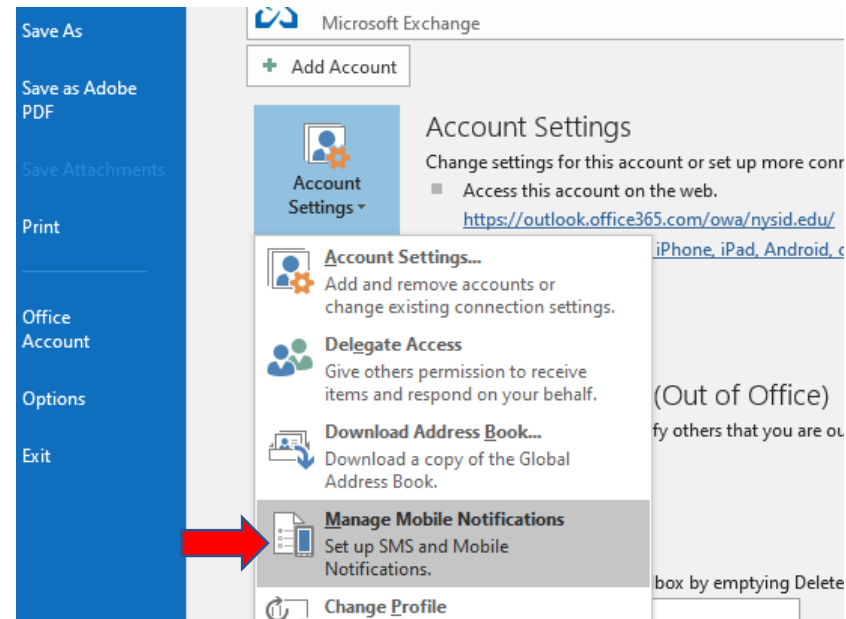
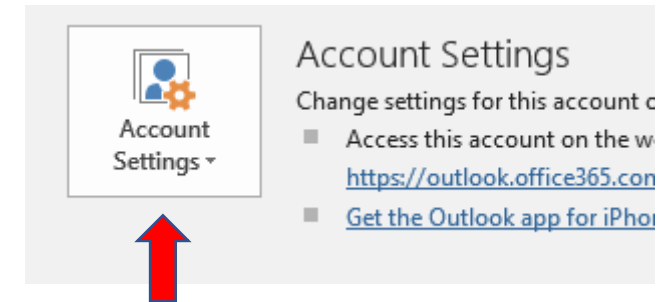
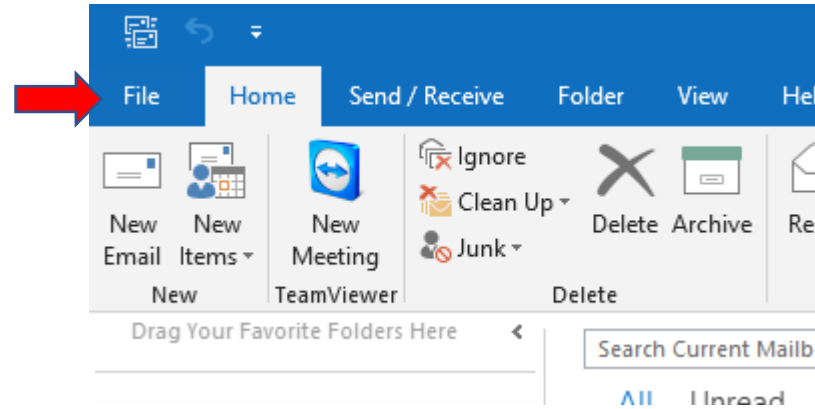
✓ Authentication Email is set to @outlook.com. [Change](#)

! Security Questions are not configured. [Set them up now](#)

(1)

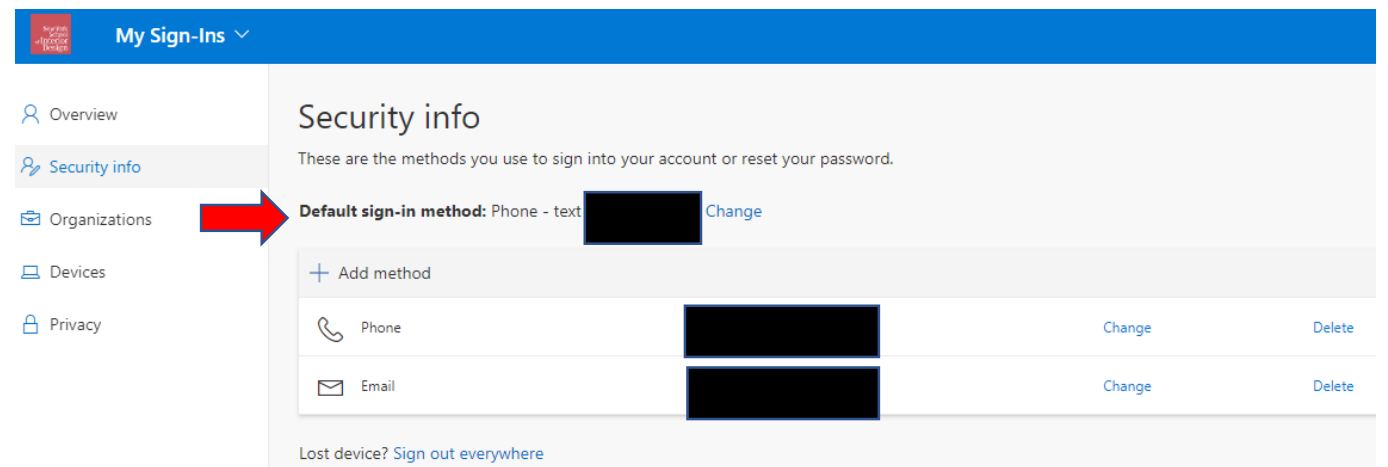
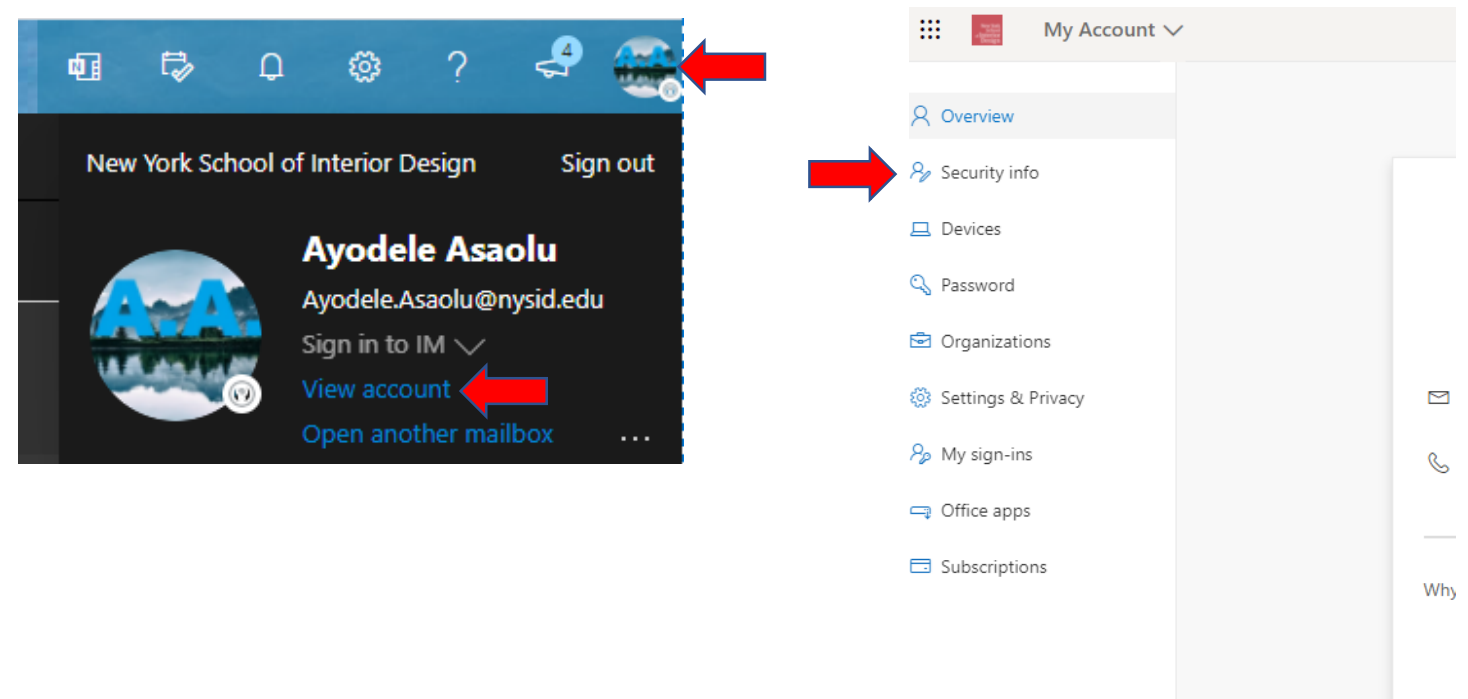
Setting up Multi-Factor Authentication (MFA)

- Outlook APP: Click the “File” tab.
- Click on the dropdown box of “Account Settings”.
- Finally, click on the “Manage Mobile Notifications” tab to bring you to the Outlook web page.



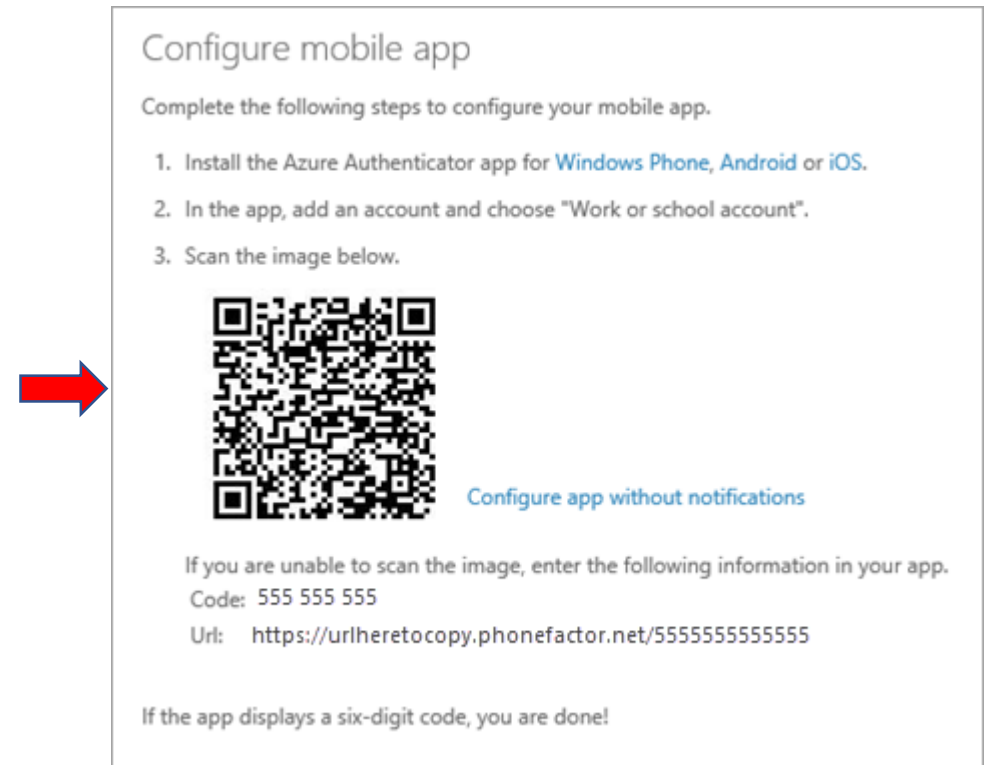
Setting up Multi-Factor Authentication (MFA)

- Outlook Web: Click on your initials Icon at the top right of your screen, then click on “view account,” and then “Security Info”.
- Choose/Change the number for the “Default sign-in method” to the number you prefer for authentication. You can choose to put your personal or work number.
- You can also edit your phone number and email here.
- **NOTE:** If you want to set up Microsoft Authenticator App, click on the “Add Method;” hit next until you get to screen that shows QR code. WAIT HERE.
- Now go to your phone App store and download Microsoft Authenticator.



Setting up Multi-Factor Authentication (MFA)

- Download the Microsoft Authenticator App on your phone and then open it.
- Tap the “+” > Work or School account, accept/allow the app permissions
- Now use your phone to scan the QR Square that was on your computer screen (NOT the one on this slide, it's just for reference)
- Note: iPhone users must enable camera in settings in order to scan. If you can't use your phone, manually enter the 9 digit code and the URL
- Your account will be added automatically to the app and will display a six-digit code on your phone which you will then plug in on the computer. You May be prompted to add a backup phone number in case you lose access to mobile app. If you already have one, then hit done.
- On Your iPhone, you can have it set to facial recognition (which means you don't have to type down anything if it scans your face), or passcode.



Setting up Multi-Factor Authentication (MFA)

- Additionally, to have more options for additional security verification, click on the hyperlink here: [Additional Verification Security](#)
- Now check the boxes you would like to use for verification. If you want to use the App, you must click on the drop down option and click “Notify me through app”
- Then below, make sure you check the “Authentication App” and click save.

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

(highlighted by a red arrow)

- Call my authentication phone
- Text code to my authentication phone** (highlighted)
- Call my office phone
- Notify me through app
- Use verification code from app or token

Authentication phone United States (+1) xxx-xxx-xxxx Invalid phone number. Please provide a phone number in following format: 999 999 9999

Office phone Select your country or region xxx-xxx-xxxx Do not use a Lync phone. Country code required.

Extension

Alternate authentication phone Select your country or region

Authenticator app or Token **Set up Authenticator app** (highlighted by a red arrow)