

Enabling Multi-Factor Authentication (MFA) in Office 365

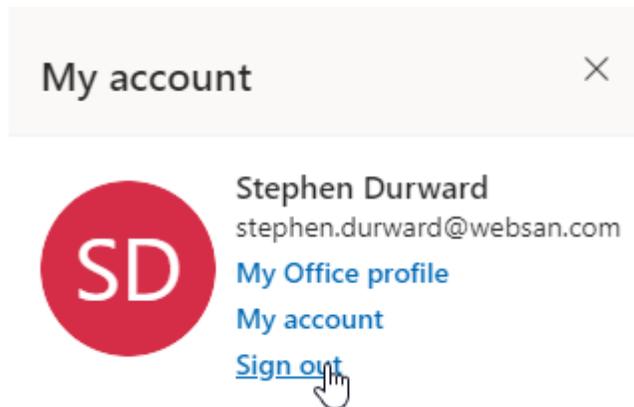
Step 1:

Log out of all instances of Office 365 where you are currently logged in. This includes closing your Outlook client and any other Office applications you may have open (Word, Excel, etc.)

Please don't just close your browser but log out of your portal/outlook session altogether.



In the upper right of your browser window you will see either your photo or your initials. Click on that and choose "Sign Out" from the options listed.



After you have logged out, close your browser – all tabs must be closed, not just the Office one.

Step 2:

Login to Office 365 using your browser: <https://portal.office.com>.

Enter your username in the first window and your password in the second window:

Enabling Multi-Factor Authentication (MFA) in Office 365



Sign in

stephen.durward@websan.com

[Can't access your account?](#)

Back

Next



← stephen.durward@websan.com

Enter password

.....

[Forgot my password](#)

Sign in

Welcome to Office 365! If you have any issues logging in, please reach out to your WebSan System Administrator.

If this next window appears, click Yes or No depending on your preference. It is best practice for anyone with an administrator account to choose No.

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stephen.durward@websan.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

Welcome to Office 365! If you have any issues logging in, please reach out to your WebSan System Administrator.

Step 3:

Begin MFA setup:

You will notice that a new window will appear informing you that more information is needed.



More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

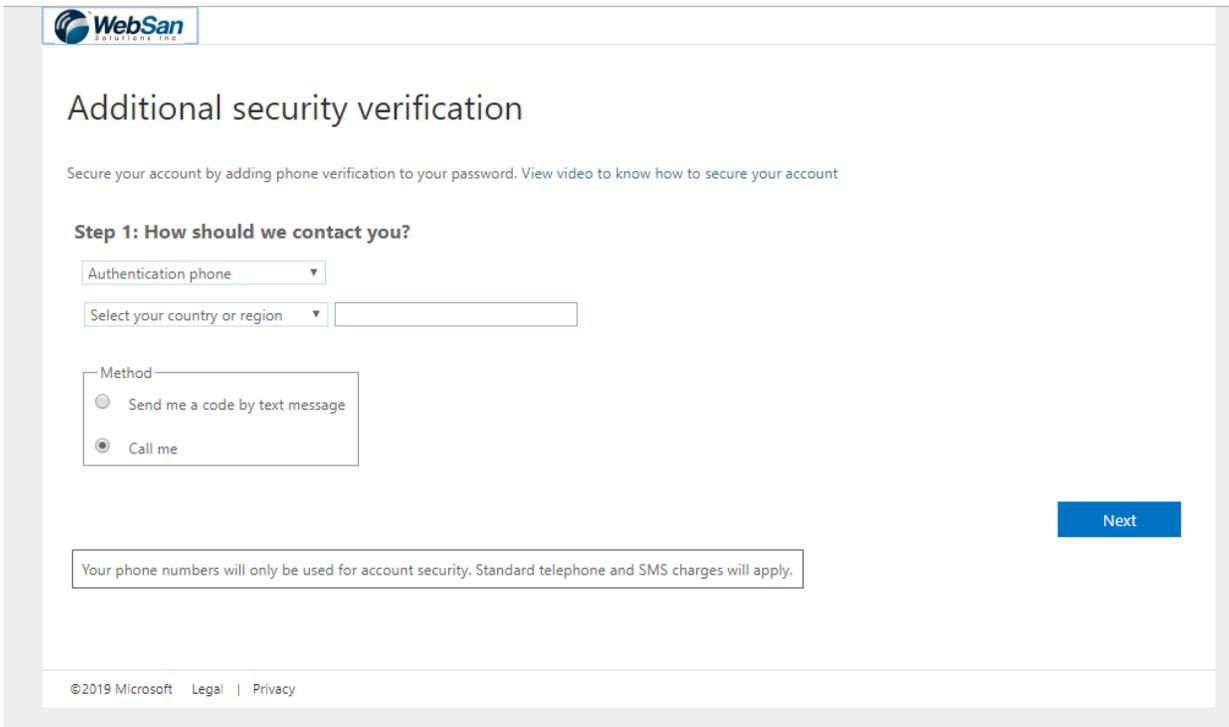
[Next](#)

Welcome to Office 365! If you have any issues logging in, please reach out to your WebSan System Administrator.

Click the "Next" button.

The following window will appear asking for additional security information:

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WebSan SOLUTIONS INC.

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

Method

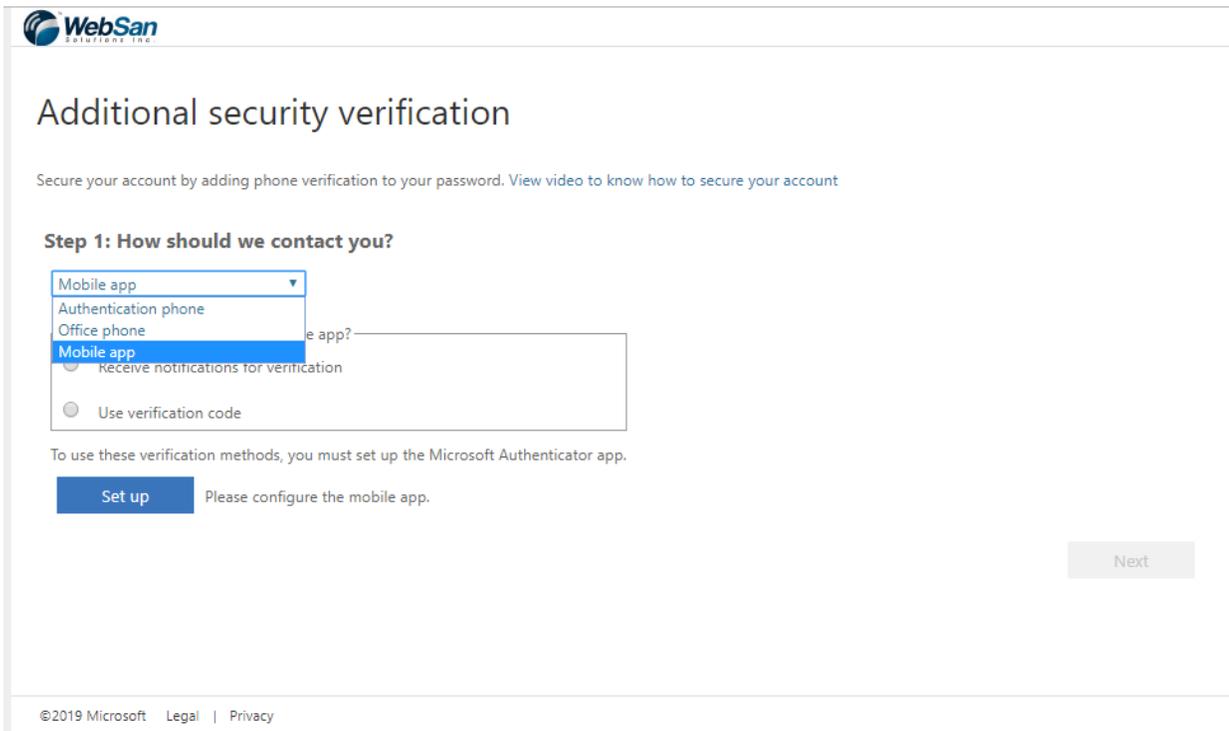
- Send me a code by text message
- Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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From the top drop-down box, you need to choose Mobile app. (This is the easiest way to do your MFA, if you need a different method, please contact IT)



WebSan SOLUTIONS INC.

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?

Mobile app

Authentication phone

Office phone

Mobile app Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Please configure the mobile app.

[Next](#)

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Next, you will choose the “Receive notifications for verification” radio button in the middle of the window:

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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?

Mobile app ▾

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next

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Next, you will click on “Set up” to begin configuring the mobile application on your smartphone:

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Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 211 149 493

Url: <https://bn1napad07.na.phonefactor.net/pad/830935874>

If the app displays a six-digit code, choose "Next".

Next

cancel

The Microsoft Authenticator app can be found in the Play Store on Android, and AppStore on iOS devices. Install this application as you would any other. Run the application once it is installed and agree to all the prompts, and skip the tutorial.

Once the program comes up looking for you to scan something, scan the QR code that appears in your browser, NOT the one in this document. The phone app will configure itself and will display a 6-digit number that renews every 60 seconds.

Click "Next".

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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?

Mobile app ▾

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Mobile app has been configured for notifications and verification codes.

[Next](#)

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Next, you will be asked for additional security information, just in case your MFA authenticator doesn't work for any reason. Choose your country from the drop-down:

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Additional security verification

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

Step 3: In case you lose access to the mobile app

Select your country or region ▾

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Enter your phone number in the space provided (you may use your office DID or cell phone number here):

Enabling Multi-Factor Authentication (MFA) in Office 365



Additional security verification

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Step 3: In case you lose access to the mobile app

Canada (+1)

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Click "Done".



Additional security verification

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

Step 4: 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:

gknqbfwhmmzncfmx 

Done

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You have now set up your Multi-factor Authentication!