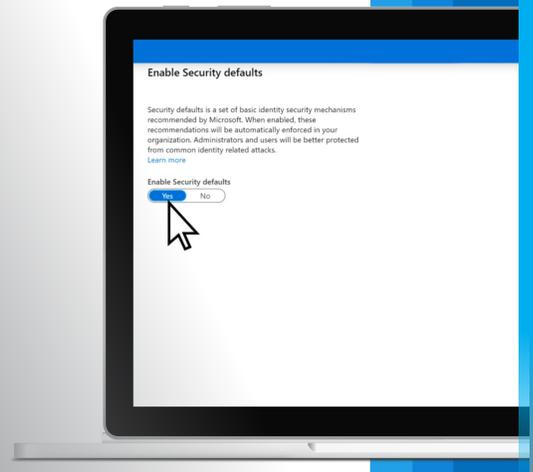


How to sign-up for **Multi-Factor Authentication** for Microsoft 365



This is the first step all companies must take to prevent cyber crime.

What is Multi-Factor Authentication (MFA)? MFA is a better way to login to secure sites and applications. After you fill in your username and password, an application will ask you for a numerical code (*either from a text, email, or dedicated authentication app on your phone*).

Why do I need MFA? A great deal of sensitive data is kept in a Microsoft account. From documents to emails, this all needs to be protected. By enabling MFA, each user will be notified if someone attempts to use their credentials to login to their account. No users will be able to access the data without the secondary authentication of a code or approval by the user. If an MFA user gets a notification but are not currently logging in, contact your IT department immediately to update and change passwords and secure your data before an intrusion occurs.

How to set it up:

To begin, **you must have a Microsoft 365 account and administrator access.** (Note: The IT professional who set up your account can do this for you.)

- Step 1:** Have anyone with Global Administration access login to **admin.microsoft.com**. If you are logged into your 365 account on a browser there will be a cluster of 9 dots on the top right and you can select Admin from those options to access your admin portal.
- Step 2:** On the left side menu, select Setup (*you might need to expand the menu options to find this—just click “Show All”*).
- Step 3:** There should be an option to “protect your org with Security Defaults”. Click on **NOT STARTED YET**.
- Step 4:** Click on the prompt to “Get Started” and follow the remaining steps.

You are all set.

Setting up for employees:

- Step 1:** Have all employees download on iOS or Android the “Microsoft Authenticator” app from their mobile device app store.
- Step 2:** Once they download the app, follow the prompts to login. It will ask for either a sign on or a QR Code.
- Step 3:** To use the QR Code, sign into Microsoft 365 from any desktop browser and follow the prompts to update passwords (*if necessary*) and get the code. On their mobile device with this browser window still open, follow the prompts to use the QR Code (*take a photo of the code on their computer screen*) and complete the process.

Now they are all set. Next time they sign on to 365 from a browser or mobile device, the Microsoft Authenticator will ask them to approve of the device (*and this can be saved for 14 days, meaning they will not have to do this every time they use a Microsoft product*).



Need further assistance? Ask your IT administrator.