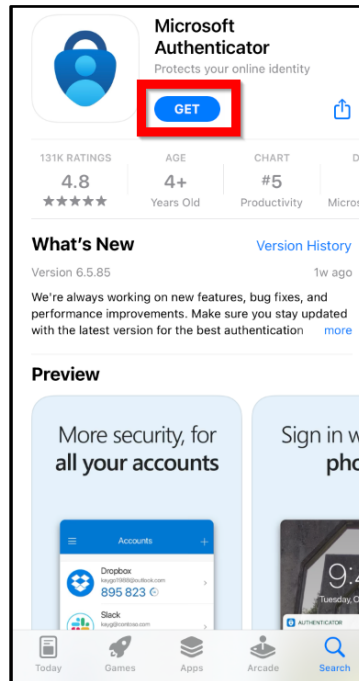


ENABLING TWO-FACTOR AUTHENTICATION FOR OFFICE 365

Step 1: Installing Mobile Phone Application

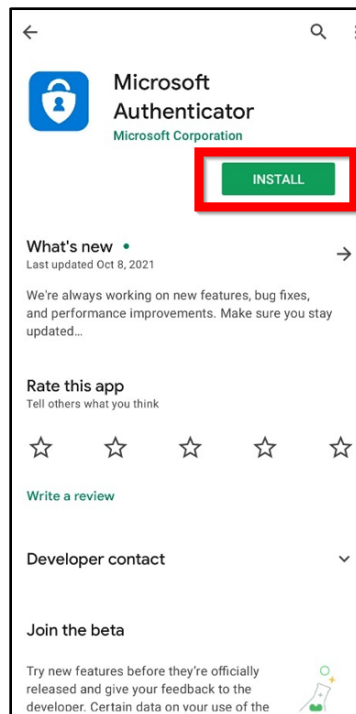
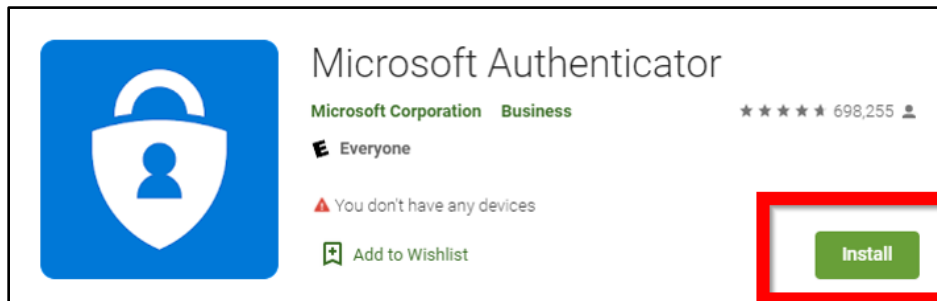
- a. Instructions for iPhone Products (Android users proceed to page 2 of the guide):
 - i. Navigate to bit.ly/ios-msauth on your mobile phone's preferred internet browser (Safari or Google Chrome)
 - ii. This link will automatically open the correct **Microsoft Authenticator** app from the iOS App Store
 - iii. Download and install the app:



- iv. Proceed to Page 3

b. Instructions for Android products

- i. Navigate to bit.ly/google-msauth on your mobile phone's preferred internet browser.
- ii. This link will automatically open the correct **Microsoft Authenticator** app from the Google Play Store
- iii. Download and install the app:

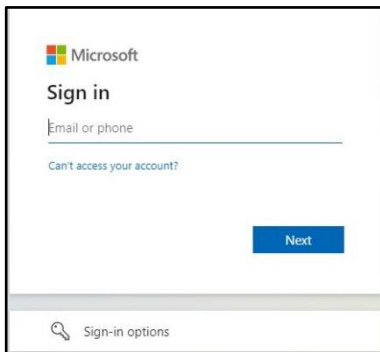


Step 2: Adding Security Verification to Email

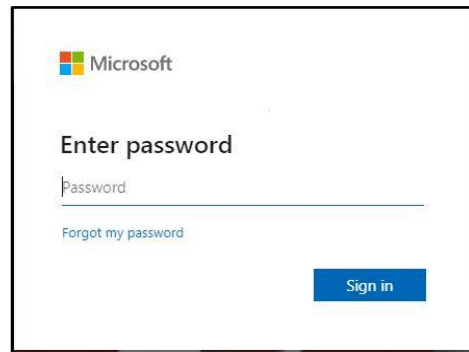
b. Instructions for Microsoft Email

a. Navigate to bit.ly/365mfasetup

b. Enter your email address and proceed to login with your current Password:

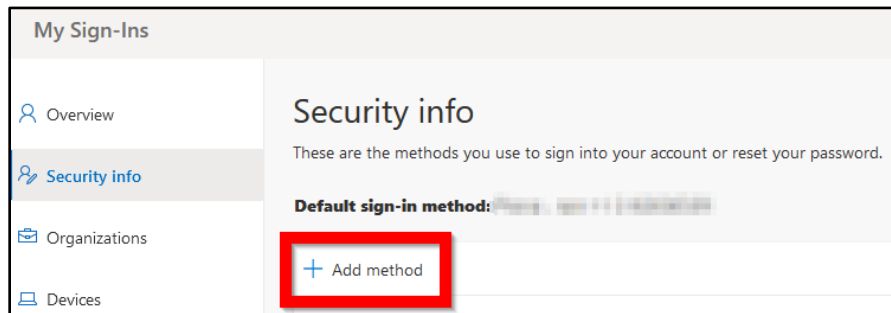


Microsoft
Sign in
Email or phone
Can't access your account?
Next
Sign-in options



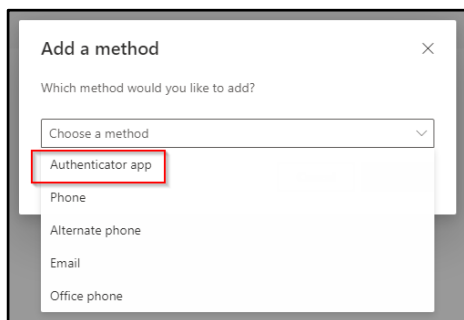
Microsoft
Enter password
Password
Forgot my password
Sign in

c. Click on Add Method

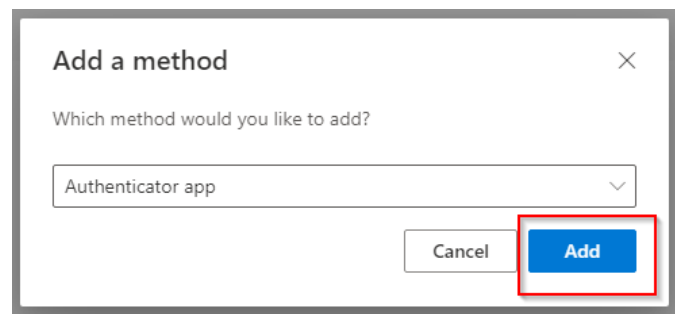


My Sign-Ins
Overview
Security info
Organizations
Devices
Security info
These are the methods you use to sign into your account or reset your password.
Default sign-in method: Phone, app or [redacted]
+ Add method

d. Choose Authenticator App and Add

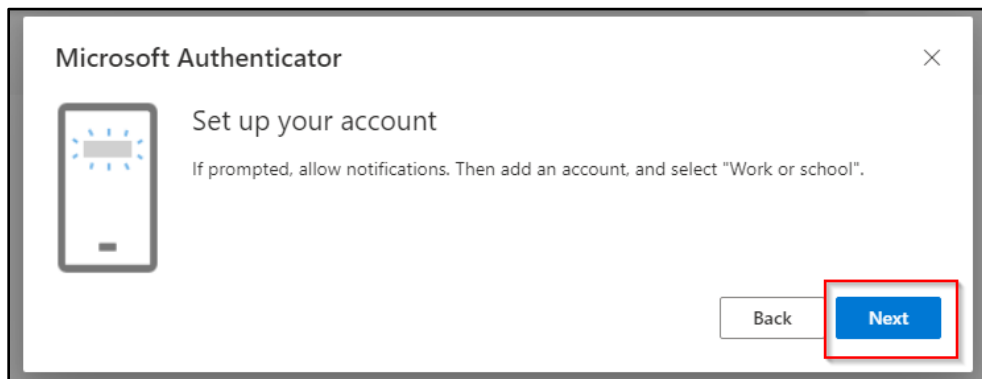
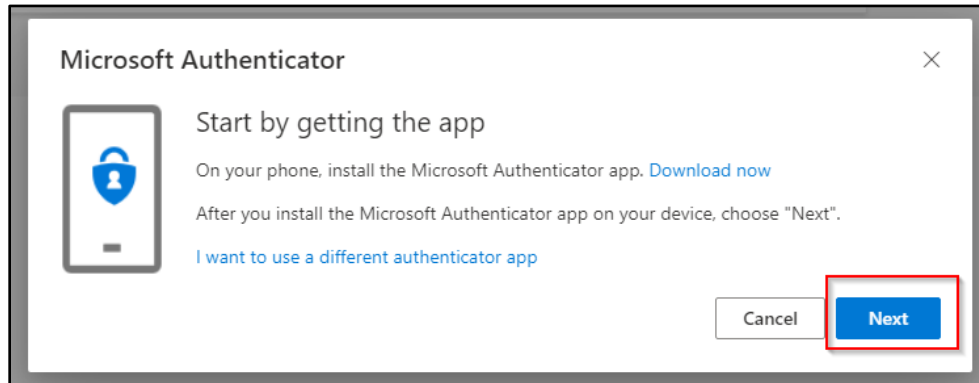


Add a method
Which method would you like to add?
Choose a method
Authenticator app
Phone
Alternate phone
Email
Office phone



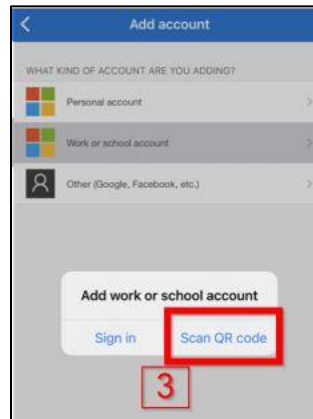
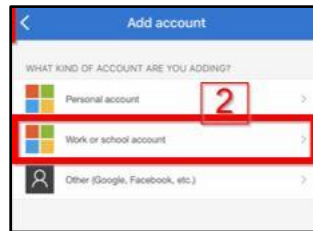
Add a method
Which method would you like to add?
Authenticator app
Cancel Add

e. Follow the prompts:

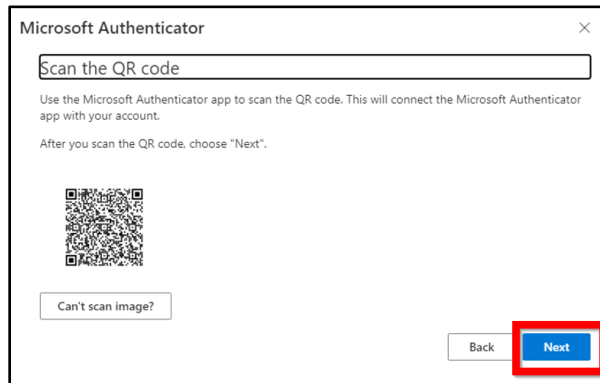




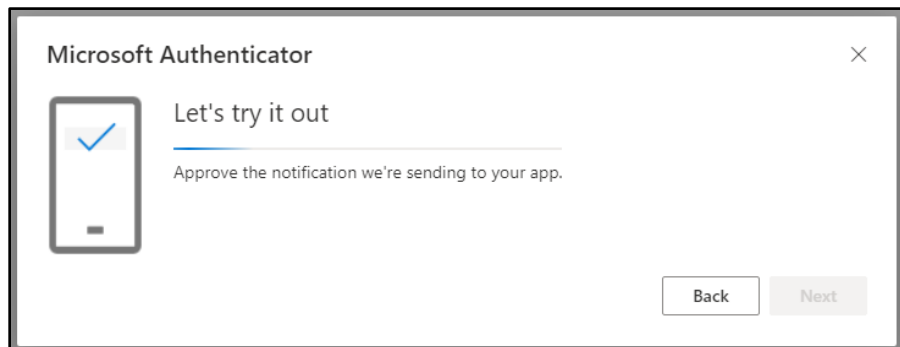
- f. Open your Mobile Phone and open the **Microsoft Authenticator** app
 - i. Select the **PLUS (+)** icon
 - ii. Select **Work or School Account**,
 - iii. Select **Scan QR Code**



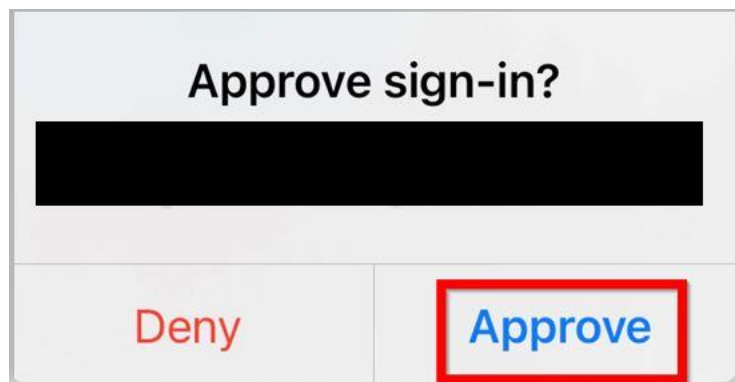
- g. Your phone will populate a small square on the screen. Aim the square at the newly generated QR Code on your computer screen. It will look something like this:



- h. This action will initiate the first Identify Verification Process:



- i. Click **Approve** on your phone MS Authenticator Application – **SUCCESS!**





Additional Notes and Daily Use

- When logging into your Microsoft Email via the Outlook application, you will be prompted to verify your identity approximately every 15 days.
- If you login to your email through using an internet browser [<https://www.office.com/>], you will be prompted to verify your identity at each login.

FAQ

Q. What is MFA/2FA (Multi-Factor Authentication/Two-Factor Authentication)?

A. MFA/2FA is a combination of something you know (username and password) and something you have (your mobile phone with a time-based token). The time-based token changes every 30 seconds so it cannot be predicted by a third party trying to gain malicious access to your account.

Q. Why am I doing this?

A. Two-factor authentication ensures only you, the account owner, has access to your email account. This is an important security measure that we are implementing per your organization's directive.

Q. I'm being asked to approve a login and it wasn't me.

A. Immediately click deny and then contact DIS Computers to have your password changed and to be assessed for any active security breach.

Q. I'm having trouble setting this up!

A. Call us at (440) 838-4111 or email us at support@discomputers.com and we'll be happy to assist you.