PennGlobal

AN INTEGRITY ⫤ COMPANY

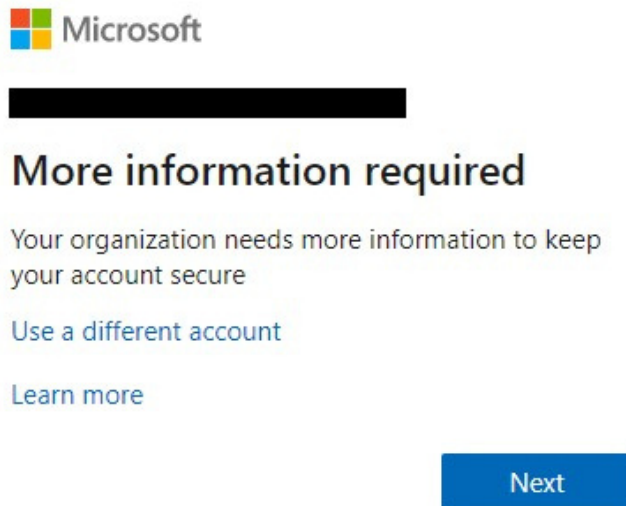## MICROSOFT

MFA

## MULTI FACTOR AUTHENTICATION

User enrollment into MFA:

1. Sign into Office 365 (www.office.com) with your work account and password like normal. After you choose **Sign in**, you'll see this page:

2. Choose **Next**. MFA can be setup using a text message, phone call, or authenticator app. We recommend setting up MFA with the authenticator app with "receive notification for verification" for the most secure and easiest end user experience.

3.
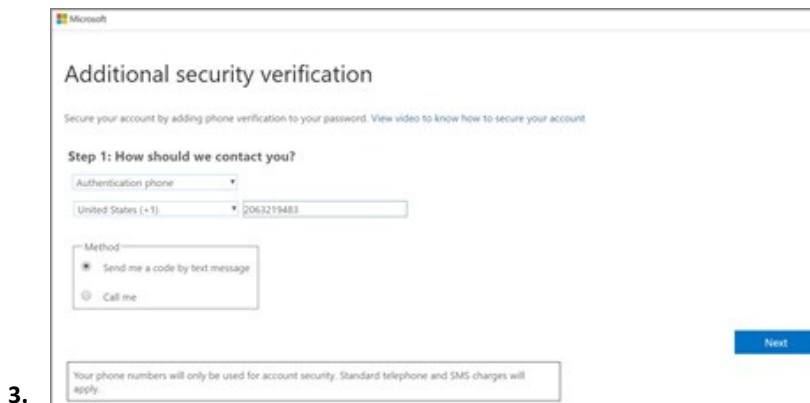
4	After you verify your alternate contact method, choose **Next**.
.	
5	At the end of the enrollment you will be provided an App password. This App password will be needed if you access email via the built in **Apple Mail app or Android Gmail mail app.** Choose the copy icon to copy the password to your clipboard and stored in a safe location. You won't need to memorize this password.
.	

Additional security verification

Secure your account by adding phone verification to your password. View video to

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phor
password" to use in place of your work or school account password. Learn more

Get started with this app password:

yqkmkmpvmtmsfqyb

6. Once you complete the instructions to specify how you want to receive your verification code, the next time you sign in to Office 365, you'll be prompted to enter the code that is sent to you by text message, phone call, etc.

Steps for setting up MFA with the authenticator app:

1. Select your authentication method: Mobile App

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

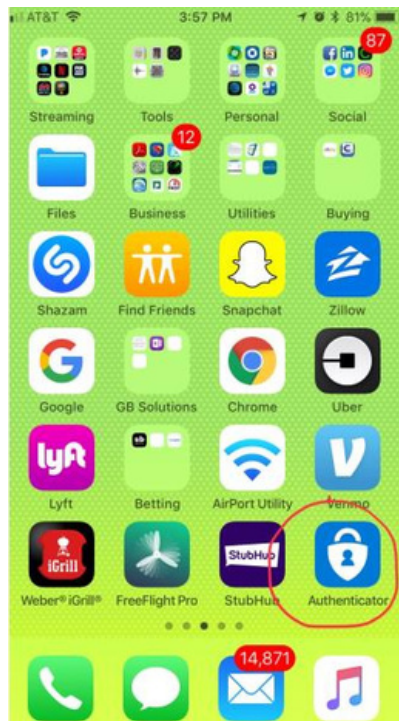To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up] Mobile app has been configured for verification codes.

2. Mobile App - Use verification code - **Select Set up**

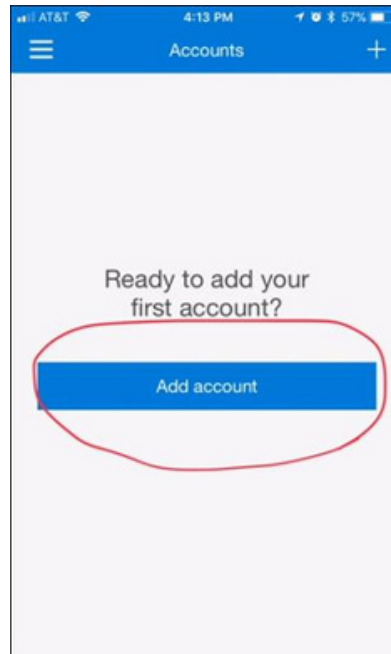3. Once you click Set up, you will need to download the Microsoft Authenticator app to proceed.

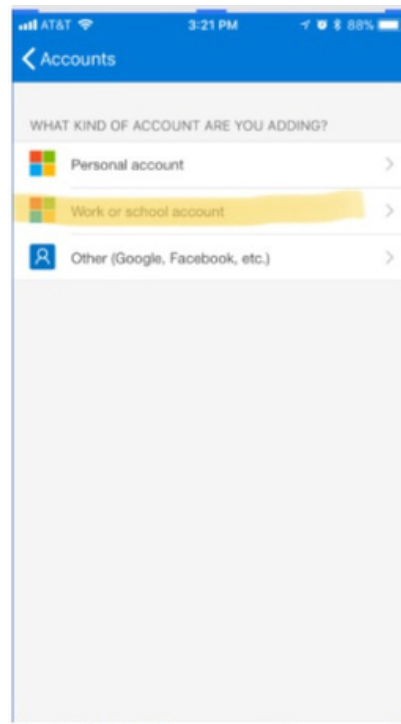4. Once it is downloaded, Open the App

5. Once open, select the Add account button

6. Choose Work or School Account and sign in with you work email and password.

7. Scan the QRS code on your computer screen and select Next

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.

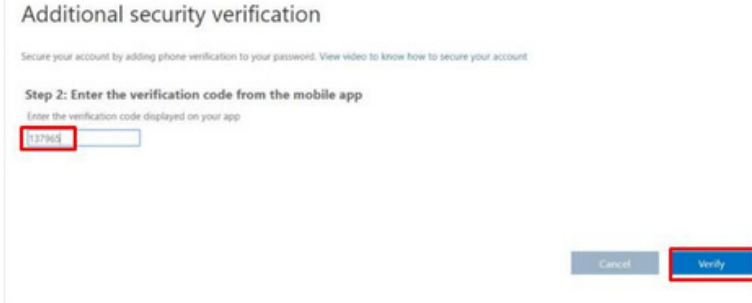Configure app without notifications

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

Code: 379 686 815

Url: https://bn1pfpad10.phonefactor.net/pad/371368137

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

Next

8. Next

9. Enter the authentication code into the windows or approve the sign in request from your phone if you

   chose to setup the app using notifications

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

137965

Cancel   Verify

10.

11. Click **verify** and next through the verification of your cell phone.

12. Lastly, you will get an app password that you can use with Outlook, Apple Mail, etc.

Additional security verification

Secure your account by adding phone verification to your password. View video to

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phor
password" to use in place of your work or school account password. Learn more

Get started with this app password:

yqkmkmpvmtmsfqyb   [copy icon] ←

PennGlobal

AN INTEGRITY][COMPANY