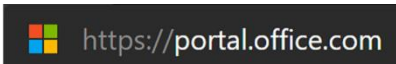
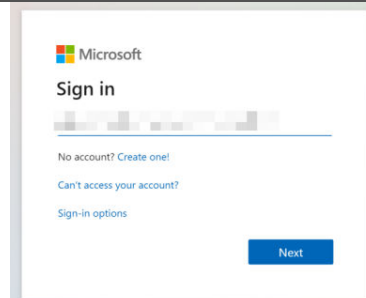


Microsoft 365

Configuring Multifactor Authentication



1 Go to <https://portal.office.com>



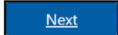
2 Sign in with your Email address and password.

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



3 Click **Next** in the "More information required" screen.

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



4 Choose for **Authentication by 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](#) Please configure the mobile app.

5 Choose **"Receive notifications for verifications"**



6 Download the Authenticator app from the App/Play store

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: 815 885 934
URL: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/309456169>

7 Scan the QR code with the authenticator app and choose **Next**



8 Approve the Sign in attempt in the phone app.

Additional security verification

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

Step 3: Keep using your existing applications

In some apps, such as Outlook, Apple Mail and Microsoft Office, you can't use "password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

bbypjplnmqpdtdh

9 Once completed you might receive an app password (Microsoft is getting rid of these in the long run). Save this password in a safe location.

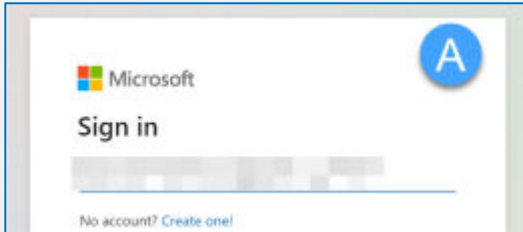
MFA Setup Complete

This completes the setup of MFA.

Microsoft will start updating their servers with this information.

After a while you'll notice that some applications like Outlook and Teams will ask you to reenter your password details. Which password it needs varies:

If it looks like **(A)** use your email address and password



If it looks like **(B)** use your email address and password.

If this doesn't work, use the app password you've saved in a safe location.

