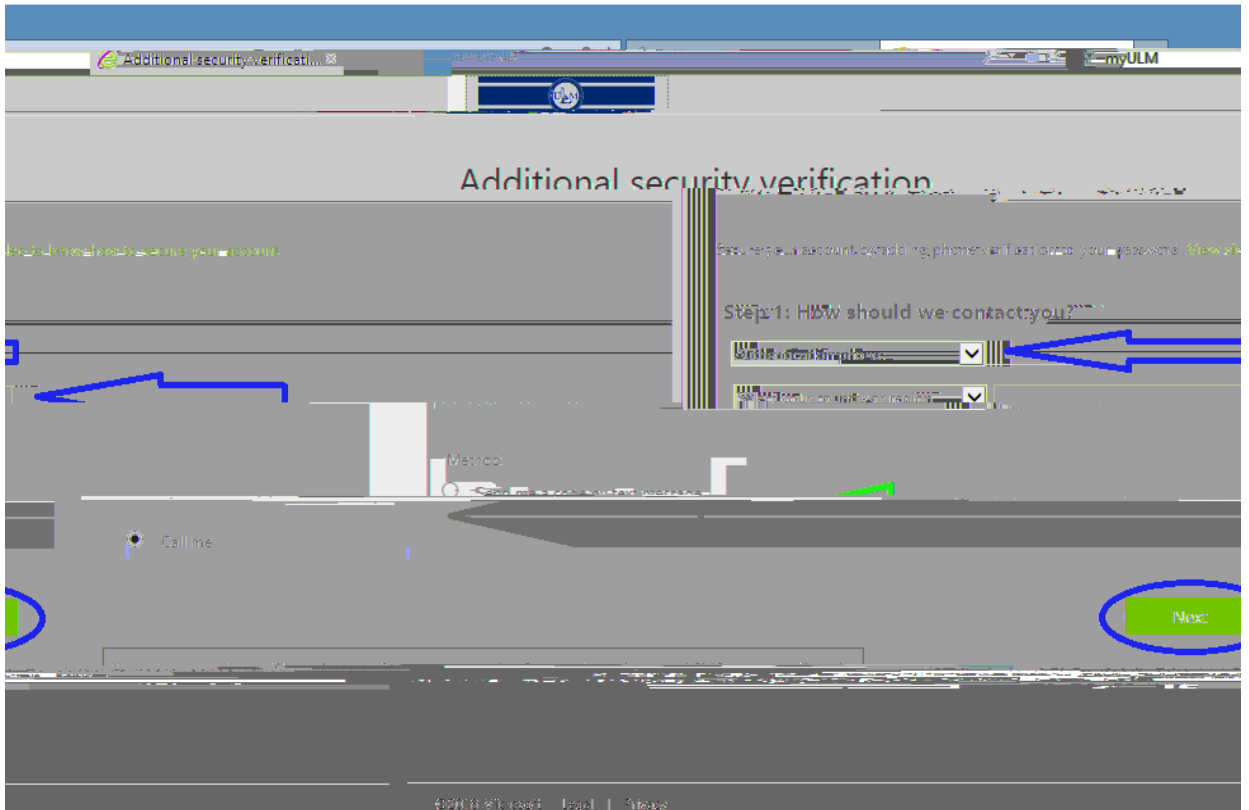


Setup Multi-Factor Authentication

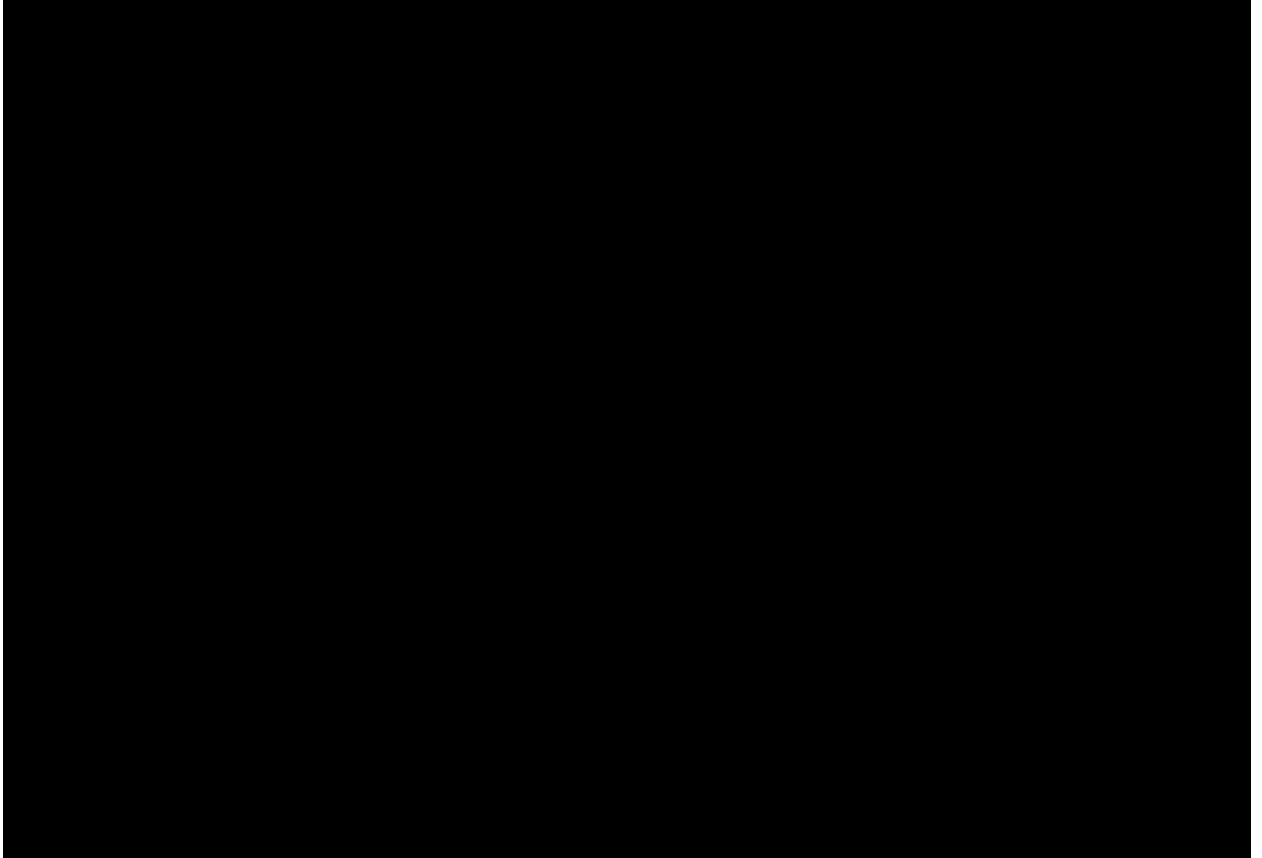
Note: No matter how you access your email, MS Outlook Desktop, Outlook Web Access (OWA) or via a mobile device, you need to follow the steps below to setup MFA. Additional steps may be required after setting up MFA.

- 1.

- When the "Additional Security Verification" screen comes up, choose the following and click "Next". Note: You can come back later and setup the Mobile App option.



4. When you click "Next", you should see the screen below and an automated caller from Microsoft should be calling you. When you answer, press the pound sign (#) and you will be logged in. If you chose to receive a text message, you will be required to enter the security code that was texted to from Microsoft. Either option will work, but I find the call method is quicker.



5. You have now setup your MFA for MS Office 365. NOTE: There is one important piece of information you receive that will need to be recorded. After MFA setup is completed, it will give you an "APP PASSWORD". You need to record this password somewhere safe. The copy to clipboard option is right beside the password. If you lose or forget this password, you can create another one no problem, but it will require additional steps. I recommend doing a screenshot or copy/paste it into a file saved in your documents. (You can always write it down too if you are not sure how to do the above.)

