

INSTRUCTIONS FOR MFA-USER SELF SERVICE

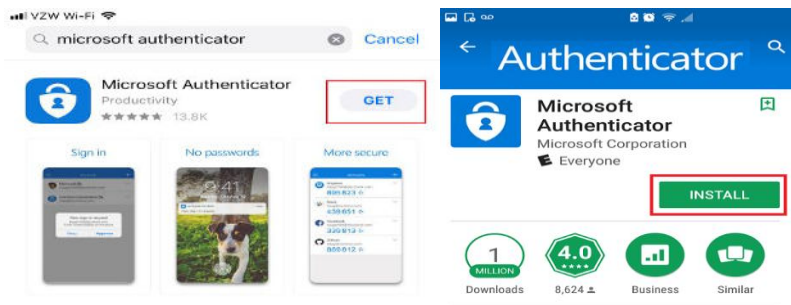
Revised 07/29/2024

Multi-Factor Authentication (MFA) for Office 365 allows for greater security of your email, SharePoint, and OneDrive data by requiring an additional authentication mechanism beyond username/password. This additional authentication is only needed on newly enrolled mobile devices or computers once and every 24 hours for SharePoint portal access, or to Office365 online services (outlook online/OneDrive online). Microsoft has provided a platform that makes this process very easy. There are several methods you can use, but the most convenient method is to use “push” notification when you must authenticate.

The steps below will guide you step-by-step on how to enroll your mobile device for authentication.

Note: Only one mobile device needs the Microsoft authenticator app, additional mobile devices need only be authorized from the first device if signing into outlook, OneDrive, or other office 365 service. We highly recommend using Microsoft Authenticator App for this as it provides the most effective security and ease of use. You will need a computer and your mobile device to complete set up!

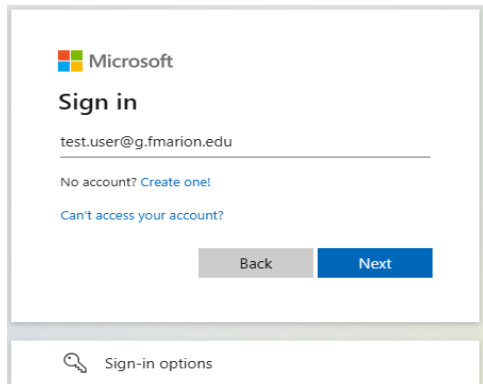
1. Download/Install the **Microsoft Authenticator App** from the Apple app store or Google Play on your mobile device.



2. From a computer, navigate to portal.office.com




3. Enter your appropriate username (email address) Click **Next**. (**NOTE: Students use @g.fmarion.edu**)

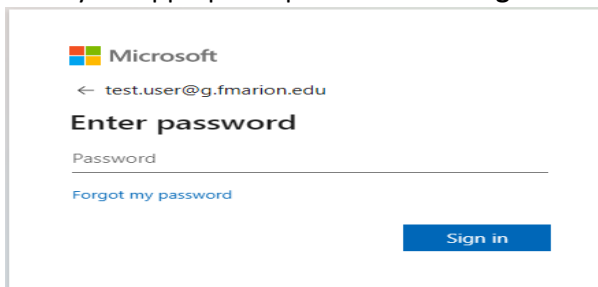


Microsoft
Sign in
test.user@g.fmarion.edu
No account? [Create one!](#)
[Can't access your account?](#)

[Back](#) [Next](#)

 Sign-in options

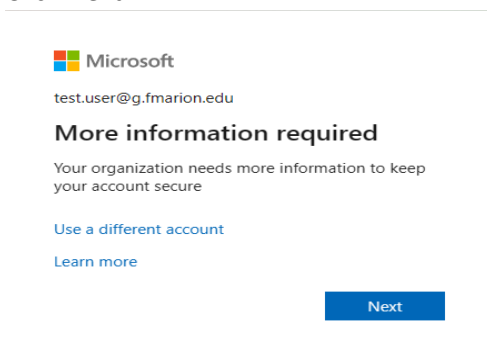
4. Enter your appropriate password. Click **Sign in**



Microsoft
← test.user@g.fmarion.edu
Enter password
Password
[Forgot my password](#)

[Sign in](#)

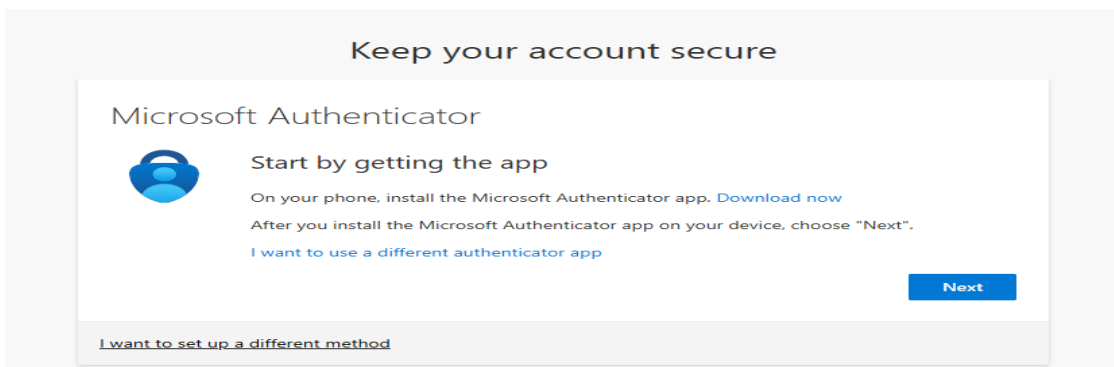
5. Click Next



Microsoft
test.user@g.fmarion.edu
More information required
Your organization needs more information to keep your account secure
[Use a different account](#)
[Learn more](#)


[Next](#)

6. Click Next.



Keep your account secure

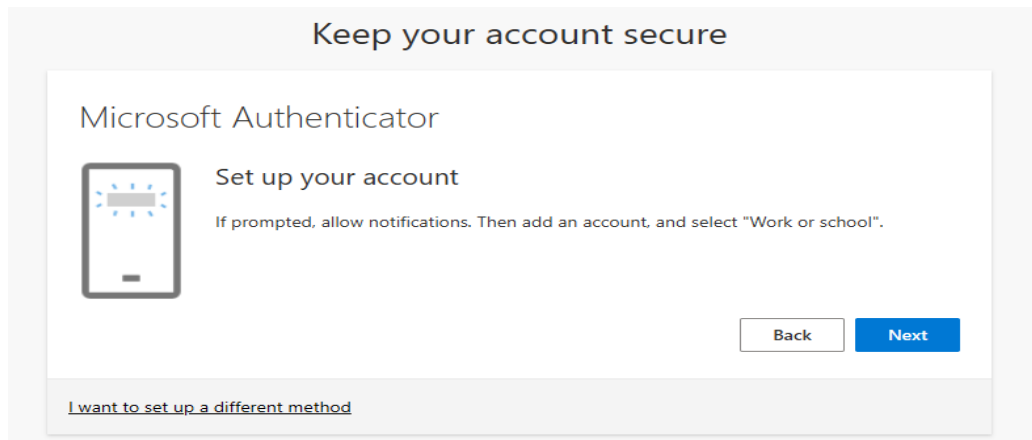
Microsoft Authenticator

 **Start by getting the app**
On your phone, install the Microsoft Authenticator app. [Download now](#)
After you install the Microsoft Authenticator app on your device, choose "Next".
[I want to use a different authenticator app](#)

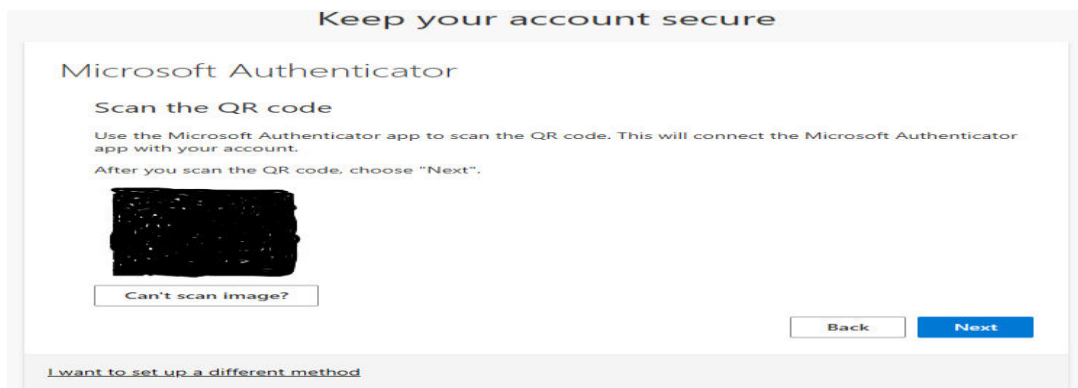
[Next](#)

[I want to set up a different method](#)

7. Click Next.

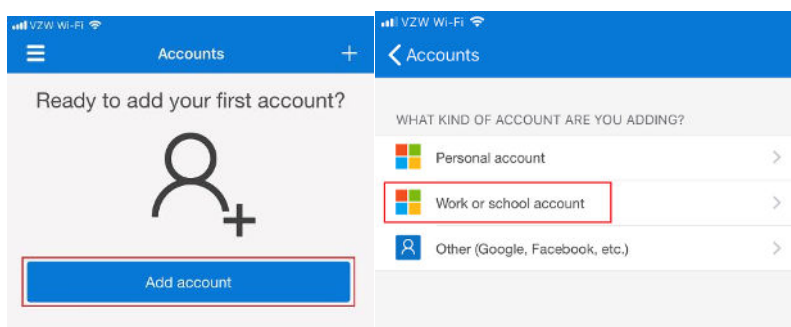


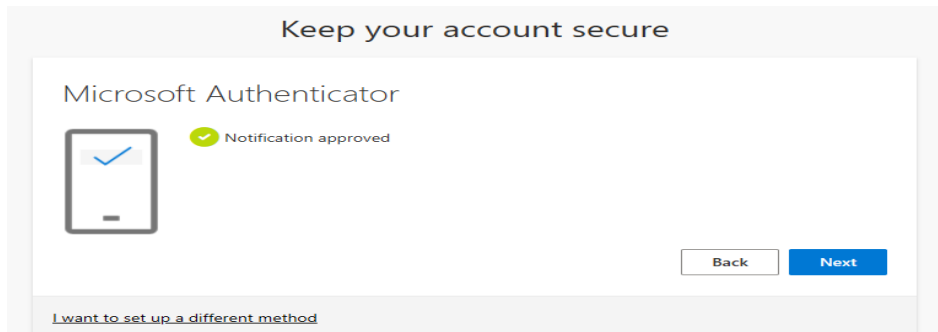
8. This window will appear with a QR code. Open **(DO NOT SCAN THE CODE BELOW IT IS ONLY FOR AN EXAMPLE)**



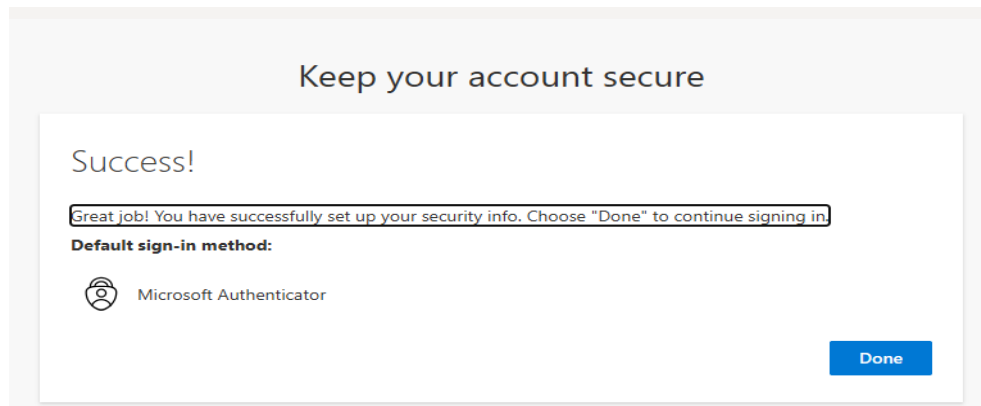
From the mobile device, open the **Microsoft Authenticator app** that you previously downloaded to scan the code (Select ok or allow if prompted for notifications and allow the app to use the camera on your mobile device)

9. Select **"Add Account"** then select **"Work or school account"**.

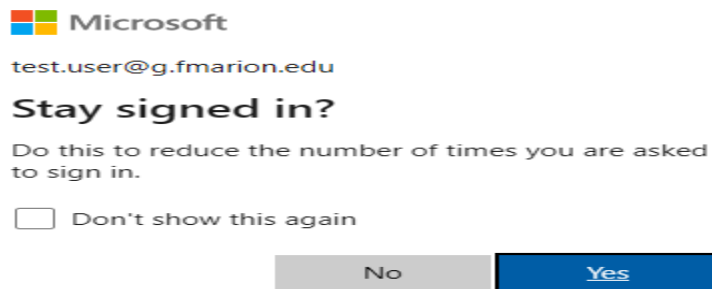




10. You should see the following screen or similar below and click **Done**.



11. Select Yes.



You should now be successfully signed into your Microsoft 365 account.

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