Office365 Multi-factor Authentication Setup

Beginning Spring 2020, all ASU Students will be required to access Office365 using Multi-Factor Authentication (MFA). This document will demonstrate how to setup MFA on your mobile app or cellular device on a computer or laptop. All students must ensure to have a primary and secondary method selected.

Please follow the steps below:

1. Sign in to Office 365 with your ASU credentials by navigating to www.office.com

After successfully signing in, the following message should appear:



2. Select "Set it up now".

Select one of the following set-up options below:

Additional secur	ity verification			- 1
ecure your account by adding phon	verification to your password. Vie	w video to know how to secure your a	scount	
Step 1: How should we co	ntact you?			_
United States (+1)	2293644836			
Method Call me				- 1
				Next
		telephone and SMS charnes will apply	1	
Your phone numbers will only be u	sed for account security. Standard t	response and sond charges will apply.	and the second sec	
Your phone numbers will only be u	sed for account security. Standard t	weighterne ante send Charges mit apply-	_	
		telephone and SMS charnes will apply	L-	

Option 1: Cellular Device

Option 2: Mobile App

This method requires that you first download the Microsoft Authenticator App on your device App Store. **Note:** It is highly recommended for students to use Option 2 as the primary method.

	iPhone Users	
Microsoft Authenticator Microsoft Corporation � € Everyone INSTALL	Microsoft Authentica Microsoft Corporation	
Additional security ver	ification	
Additional security ver Secure your account by adding phone verification t Step 1: How should we contact you	ification o your password. View video to know how to secure your account ?	
Additional security ver Secure your account by adding phone verification t Step 1: How should we contact your Mobile app	ification o your password. View video to know how to secure your account ?	
Additional security ver Secure your account by adding phone verification t Step 1: How should we contact you Mobile app	ification o your password. View video to know how to secure your account ?	
Additional security ver Secure your account by adding phone verification to Step 1: How should we contact your Mobile app How do you want to use the mobile app? Receive notifications for verification	ification o your password. View video to know how to secure your account ?	
Additional security ver Secure your account by adding phone verification to Step 1: How should we contact your Mobile app How do you want to use the mobile app? Receive notifications for verification Use verification code	ification o your password. View video to know how to secure your account ?	
Additional security ver Secure your account by adding phone verification to Step 1: How should we contact your 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 of	ification o your password. View video to know how to secure your account ? up the Microsoft Authenticator app.	

Once the authenticator app is installed, return to the Office 365 setup page. You will then complete the steps below to configure your mobile app. (*Please view the instructions to Download the QR Reader needed for your device*)

Configure mobile app Complete the following steps to configure your mobile app.
 Install the Microsoft authenticator app for Windows Phone, Android or iOS. In the app, add an account and choose "Work or school account". Scan the image below.
If you are unable to scan the image, enter the following information in your app. Code: 793 481 023 Url: https://cys01napad06.na.phonefactor.net/pad/667983046
If the app displays a six-digit code, choose "Next".

1. Select "Receive notifications for verification" or "Use verification code".

<u>Note</u>: Students will "Receive Notification", which requires just a single click to authenticate within the app. The alternative verification method requires manually typing a code displayed in the app.

2. Select "Set up".

3. On the screen that follows, a QR code will be displayed. Open the Microsoft Authenticator app on your mobile device, select "**Work or School Account**", then scan the provided QR code with your mobile device.

4. Click next on the Office 365 Page, then select "Authenticate me now".

5. Using your mobile device, select "Approve" when your device is notified.

The authenticator app is now set up for use. However, one last step remains. In the event that your mobile device is unavailable, the system will allow you to authenticate via a phone call to an alternate telephone number. Please associate and alternate phone number on the final screen of this setup process.

Additional se	ecurity verification		
Secure your account by addi	ig phone verification to your password. View video	to know how to secure your account	
Step 3: In case you United States (+1)	ose access to the mobile app 2293198325		
			Next

6. Select "*Next*" to complete the setup process.

<u>Note</u>: Students do not need to utilize the Outlook App password if you are not using an installed version of Office on their computer and using Outlook as a mail client.

Disclaimer: For students who do not have a cellular device, please contact the ITS Helpdesk ahead of the MFA set-up for further assistance.

ASU Students that continue to experience log-in issues or need additional assistance, please come to the ITS Helpdesk, call or email with the information below.

ITS Helpdesk Number: 229.500.4357

West Campus Location: Technology Building, rm. 139

East Campus Location: James Pendergrast Library, 1st Floor 105

ITS Helpdesk Email: <u>helpdesk@asurams.edu</u>