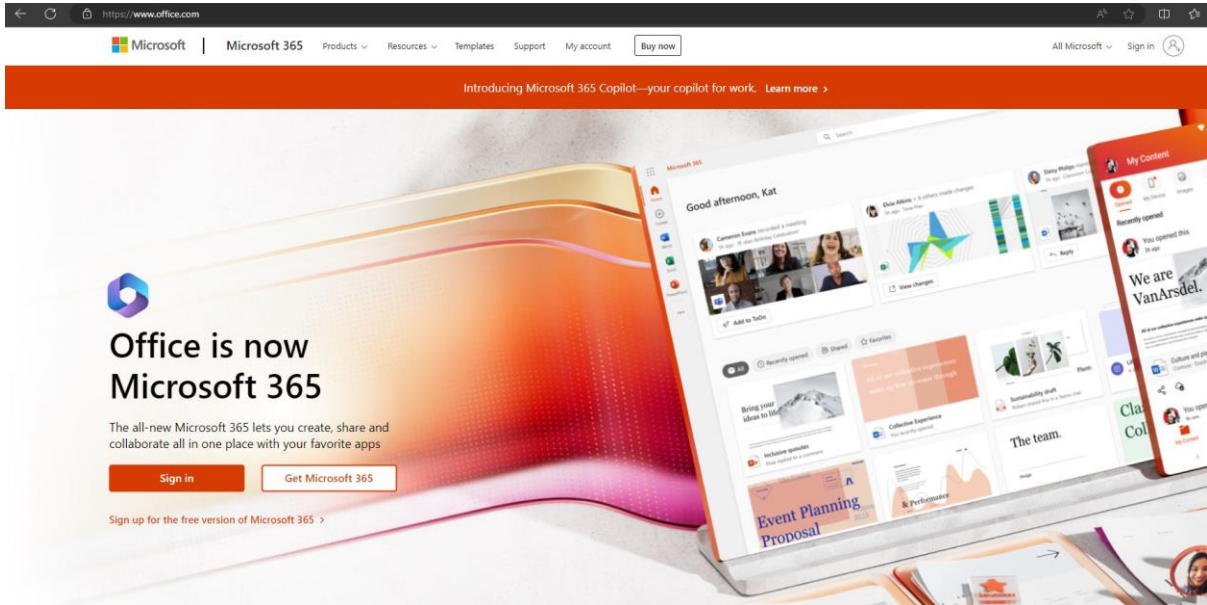


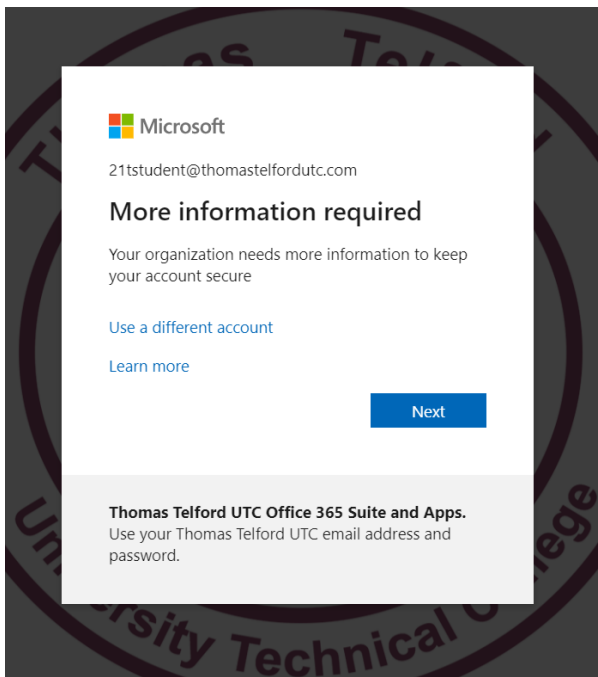
MFA (Multi Factor Authentication) Guide

Please follow this guide if you are having difficulty setting up MFA when accessing 365 resources from outside of school.

Go to www.office.com



Log into your school account, it will state "More Information required".

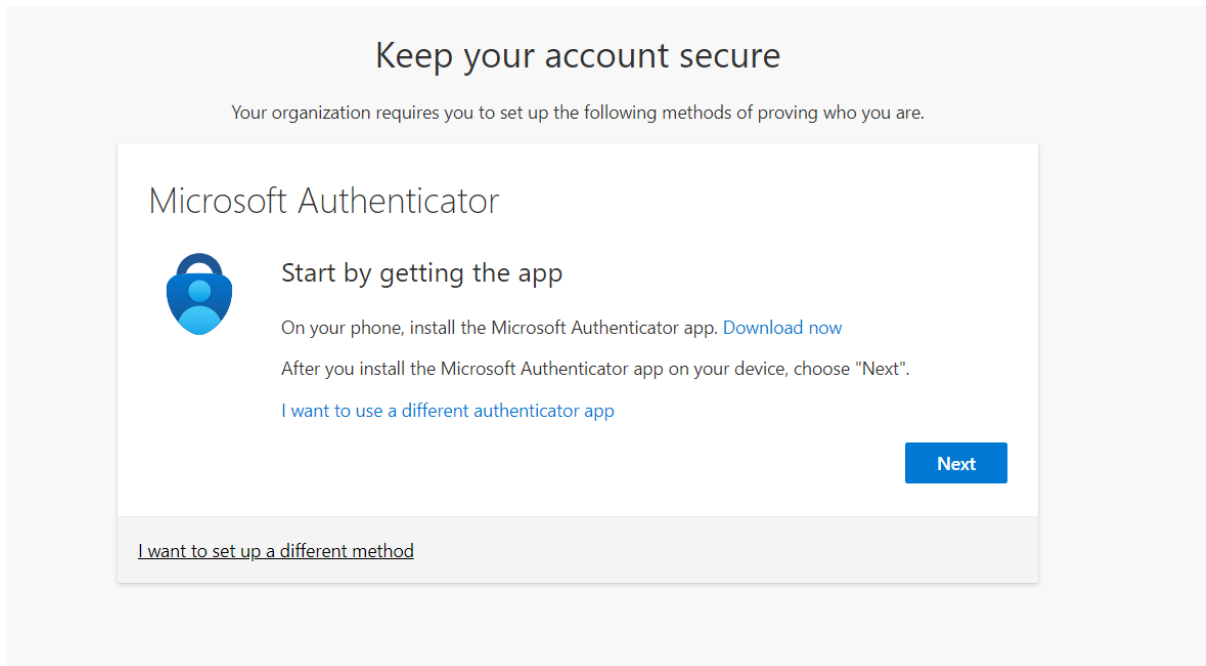


Methods

You can either use an Authenticator App such as Microsoft Authenticator or SMS text codes.

Microsoft Authenticator

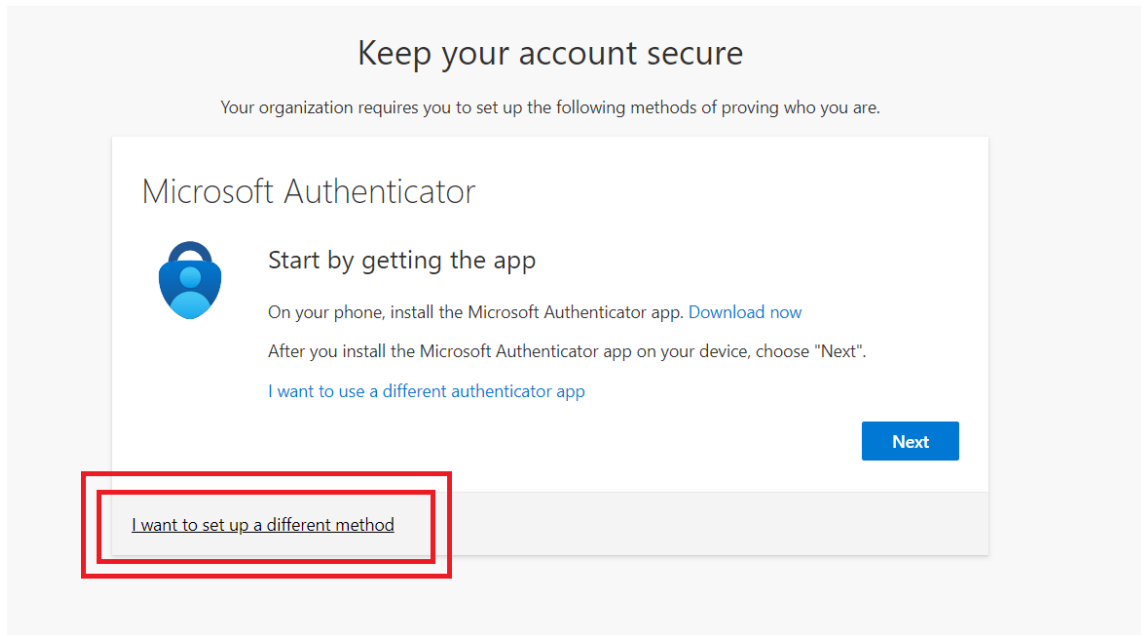
Click next on the screen shown below.



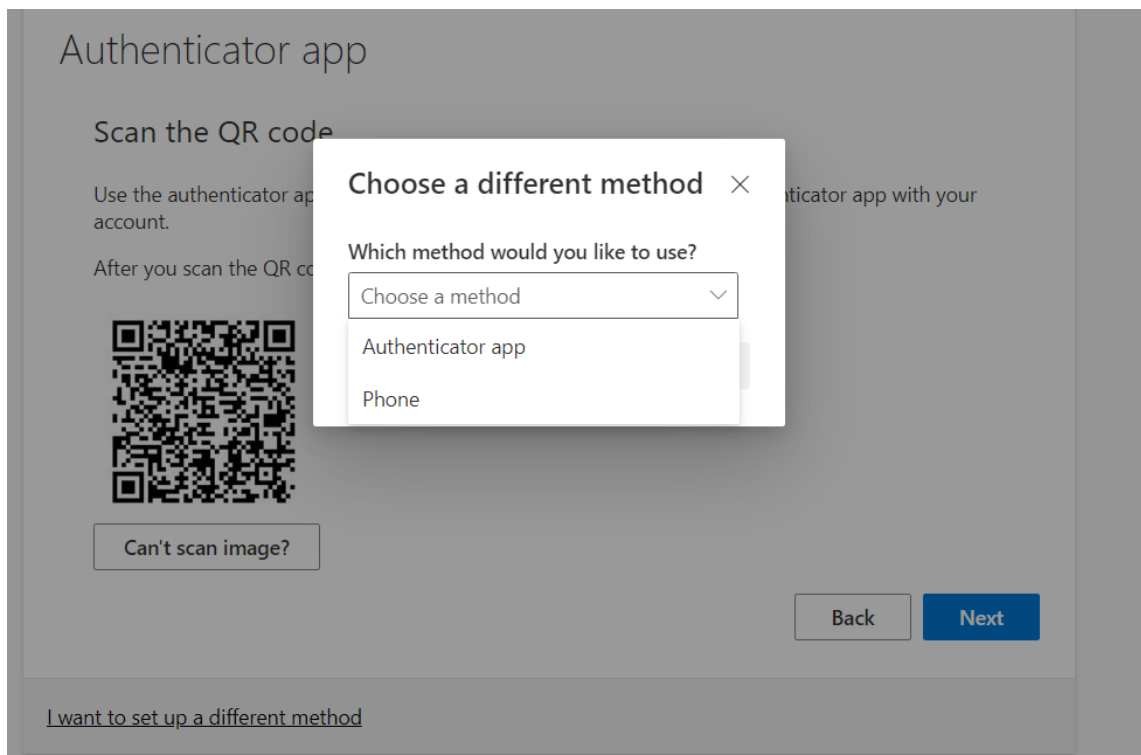
Download the App and scan the QR code, this will complete the set up and will give you a code that you can sign in with.

SMS Text Codes

Click "I want to set up a different method".



Select "Phone".



You will then be able to send a text message to your device to complete the set up.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

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