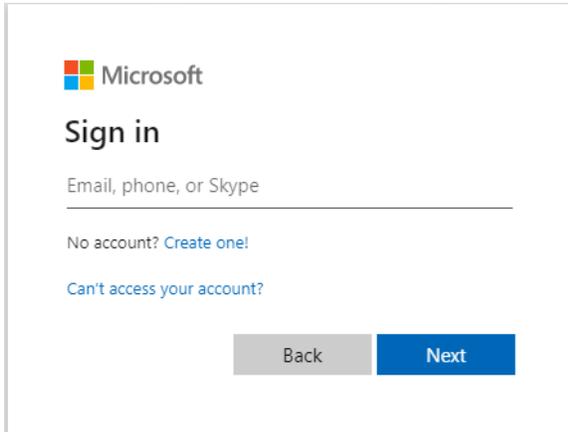


Setting up Office 365 Multi-factor Authentication (MFA)

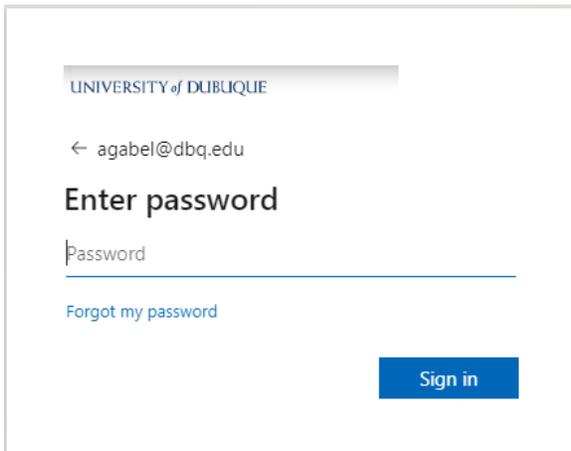
By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically generated verification code provided by your phone.

1. Open a browser and go to the following link: <https://aka.ms/MFASetup>
2. Sign in using your UD e-mail address and click **Next**.



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your UD password and click on **Sign In**.



The image shows a password entry screen for the University of Dubuque. At the top left is the text "UNIVERSITY of DUBUQUE". Below it is a left-pointing arrow followed by the email address "agabel@dbq.edu". The main heading is "Enter password". Below this is a text input field with the placeholder text "Password". Below the input field is a link: "[Forgot my password](#)". At the bottom right of the page is a blue "Sign in" button.

4. The following page will open.

Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p

how would you like to respond?

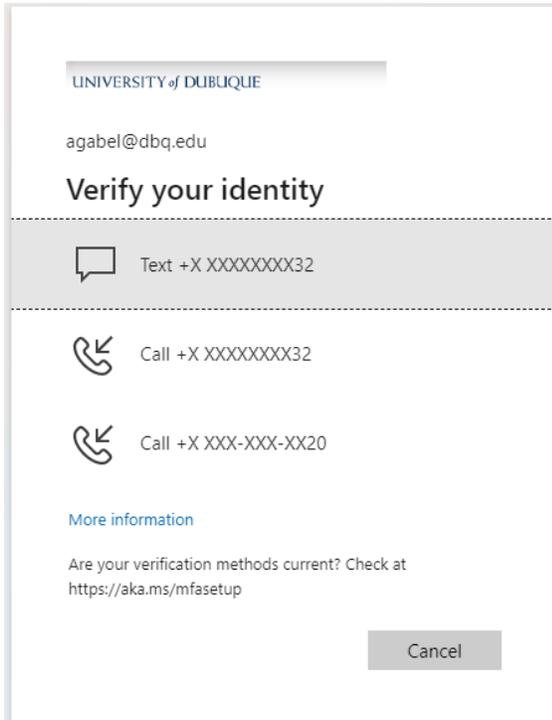
Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	* United States (+1)	5632133532
<input type="checkbox"/> Office phone (do not use a Lync phone)	Select your country or region	589-3320 Extension
<input type="checkbox"/> Alternate authentication phone	Select your country or region	
<input checked="" type="checkbox"/> Authenticator app or Token	Set up Authenticator app	
Authenticator app - SM-A426U	Delete	

Save cancel

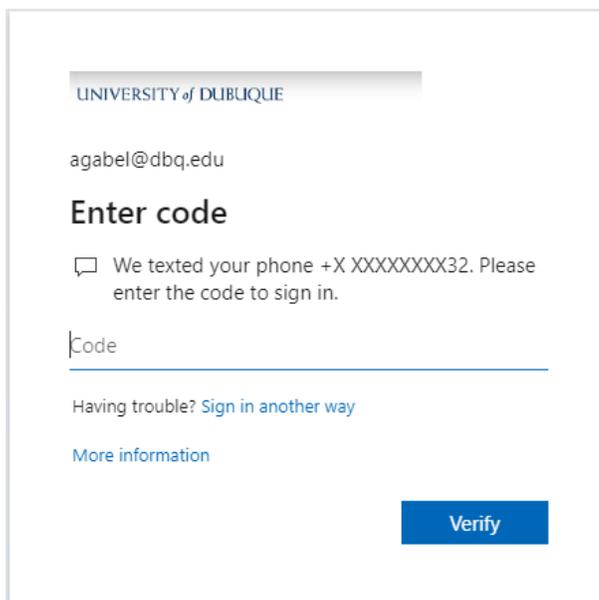
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- On the *Additional security verification page* set up a registered device and how to receive your verification message under *what's your preferred option?*
 - In the *We'll use this verification option by default* choose either **Text code to my authenticated phone** or **call my office phone**.
 - Next check either/both **Authentication phone** if using a cell phone or **Office phone** if using a work phone. Remember text messages can't be sent to a work phone. Verify the phone# listed for each option and update if necessary.
 - Make sure **Authenticator app or Token** is unchecked.
 - Click **Save**.
 - A message should appear that updates were successful.
 - Click **Close** and a a Profile page will open which can be closed.
- Now when logging into Office 365 you will receive the following prompt after entering a password.



7. Select the preferred verification method and a code will be sent.

8. Enter the code in the field below and click **Verify**.



9. This should redirect the screen to Office 365/Outlook.