M365 Multifactor Authentication Setup & Usage

To help increase security and add protection from hackers, Microsoft accounts can utilize multifactor authentication, or MFA for short. MFA utilizes an app on a mobile device to provide a second factor of authentication for logins, in the form of a typed code or a push notification/prompt. This guide goes over how to set this up for the first time and how to use the system.

Install App

From your mobile device, navigate to the app store and locate the Microsoft Authenticator app. It is free. Install the app.

Microsoft Authenticator

Protects your online identity

OPEN

157K RATINGS	AGE	CHART	D
4.8 ★★★★★	4+ Years Old	#5 Productivity	Micro

Configure App

1. Once MFA is enabled on your Microsoft account by SmartPath, at your next sign in you will see a prompt similar to the following. Proceed through the wizard by clicking Next

More information required

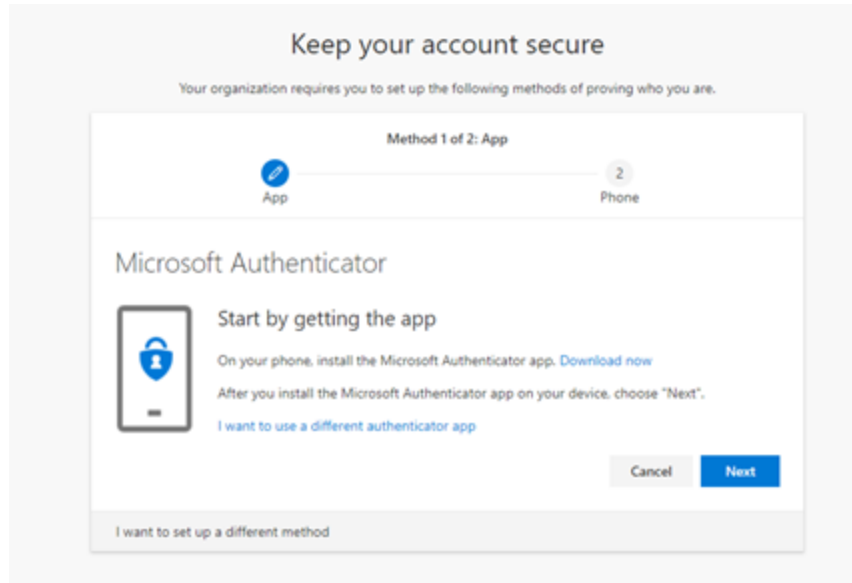Your organization needs more information to keep your account secure

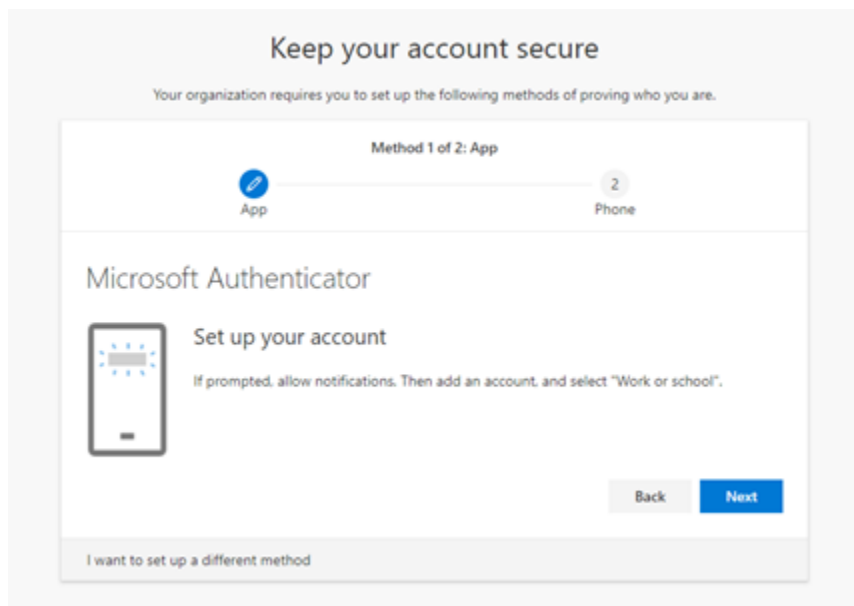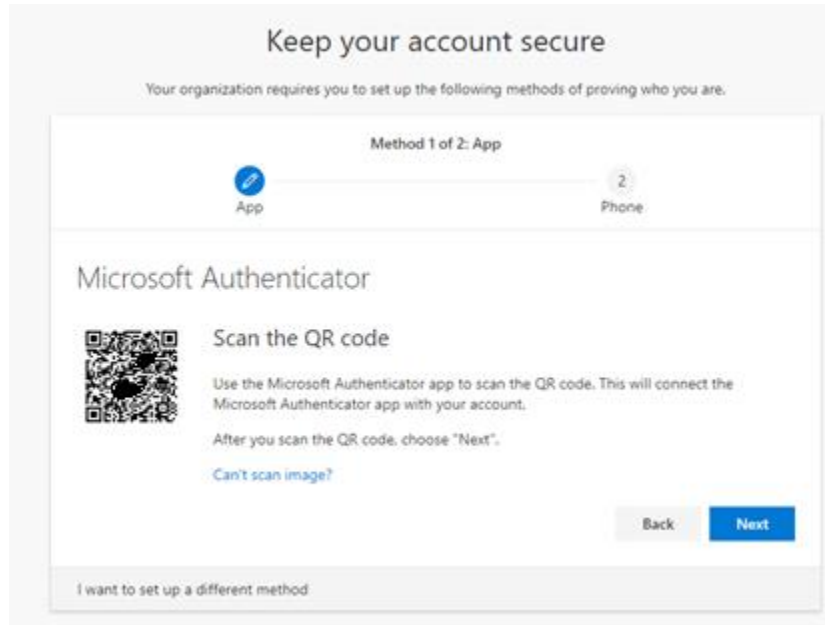Use a different account

Learn more

Next

2. The wizard will prompt you to download the Authenticator app. Since you've already done that, continue
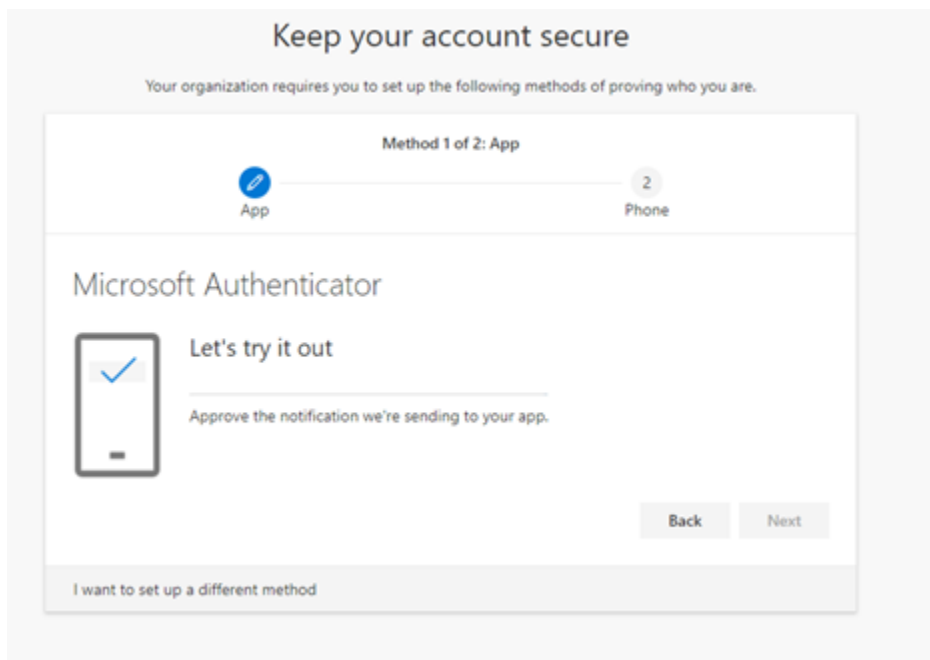

3. Continue to set up the account.

4. You will be presented with a QR code. Scan it with the app

5. You will receive a prompt on your phone to confirm the setup.

6. It is recommended to set up a backup phone call method. This will allow you to receive a texted or called code in the event the app is not available (replaced phone, etc).

From this point on, when you need to sign in to your M365 account, you will receive the prompt on your phone to authenticate, or you can choose to receive a text/call to authenticate.

Reach out to SmartPath Technologies if you experience any issues.