

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.



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4.8 ★★★★★	4+ Years Old	#5 Productivity	Micrc

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

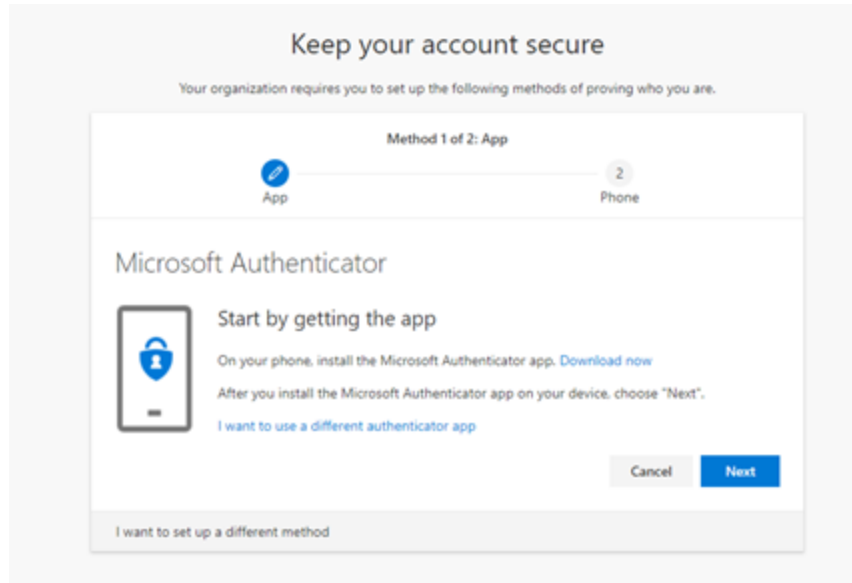
[Use a different account](#)

[Learn more](#)

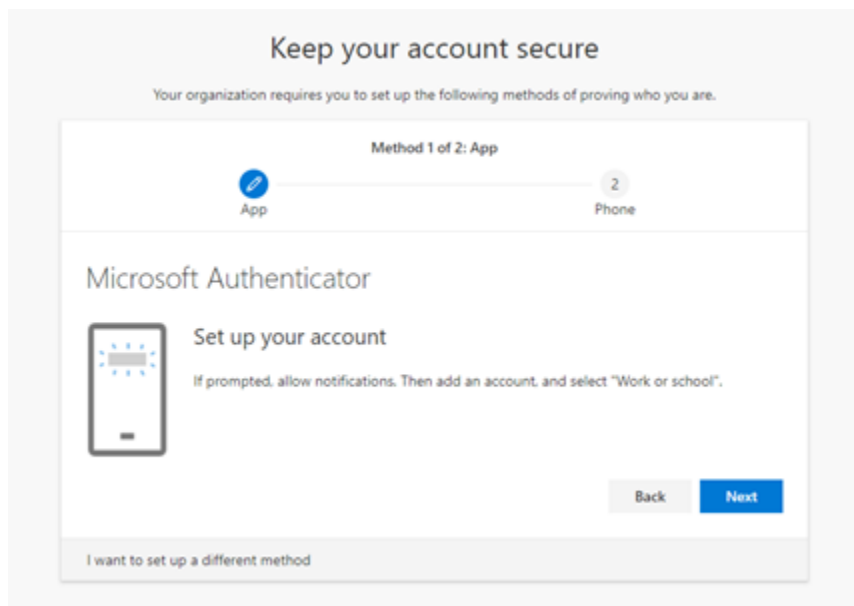
Next



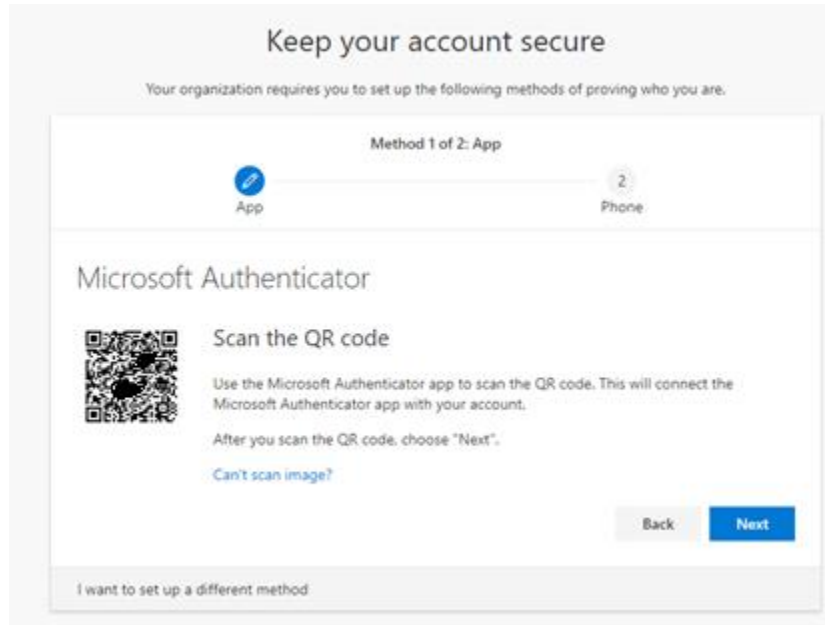
- The wizard will prompt you to download the Authenticator app. Since you've already done that, continue



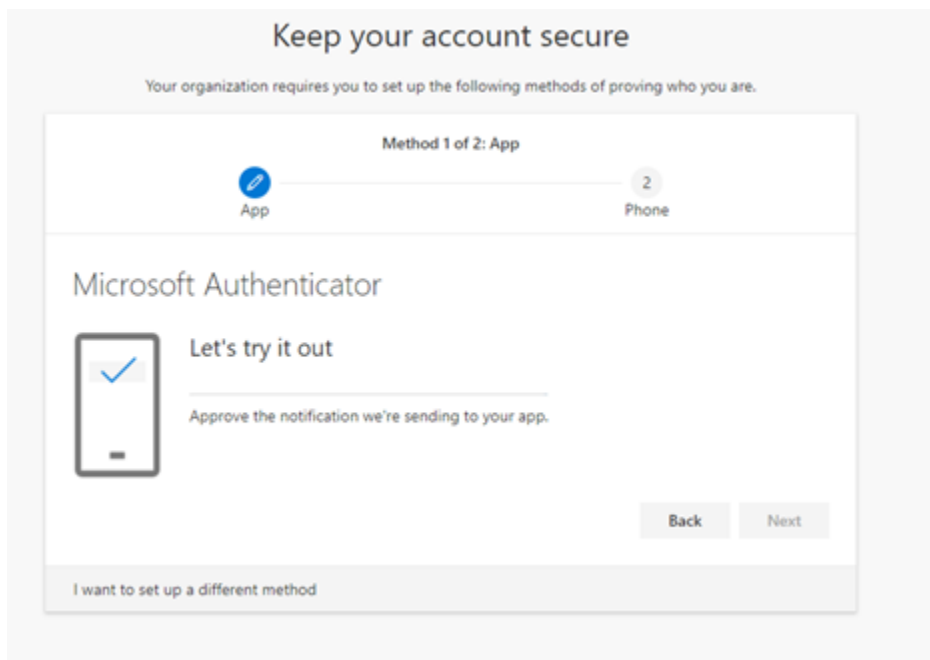
- Continue to set up the account.



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).

The screenshot shows a web interface for setting up account security. At the top, it says "Keep your account secure" and "Your organization requires you to set up the following methods of proving who you are." Below this, there are two options: "App" (with a green checkmark) and "Phone" (with a blue pencil icon). The "Phone" option is selected. The "Phone" section contains the text: "You can prove who you are by answering a call on your phone or texting a code to your phone." It asks "What phone number would you like to use?" and provides a dropdown menu for "United States (+1)" and a text input field for "Enter phone number". There are two radio buttons: "Text me a code" (selected) and "Call me". Below the radio buttons, it says "Message and data rates may apply." and a "Next" button. At the bottom, there is a link: "I want to set up a different method".

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.

