

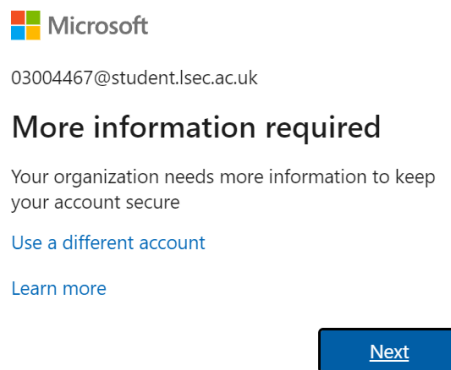
How To – Setup MFA

When we setup MFA (Multi Factor Authentication) on your account, you will be required to add a second factor of authentication before you can access your Office 365 applications externally. There are multiple methods of second factor, which can include the following–

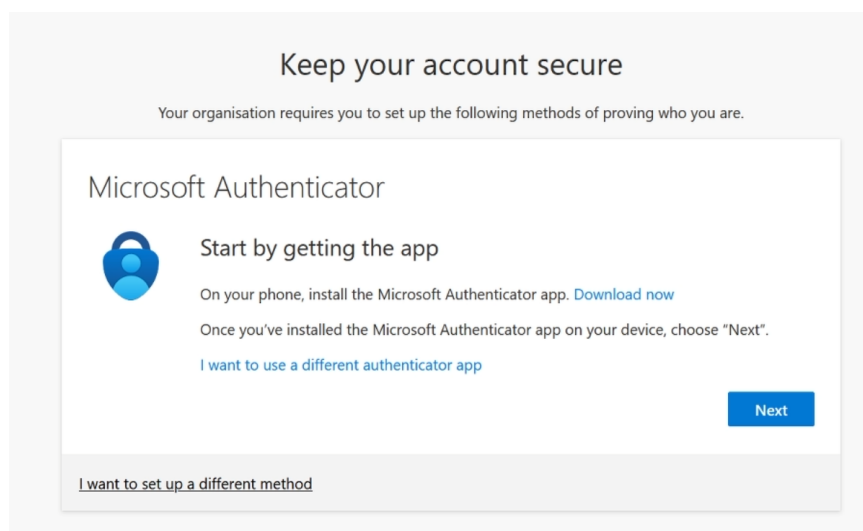
- An authenticator app that can generate a notification
 - SMS Text messages to your phone number
 - A call to your phone number

This document will be covering the Authenticator app as this is our recommended option. For other methods or more information please visit - [Setting Up Multi-Factor Authentication \(lsec.ac.uk\)](https://lsec.ac.uk/Setting-Up-Multi-Factor-Authentication)

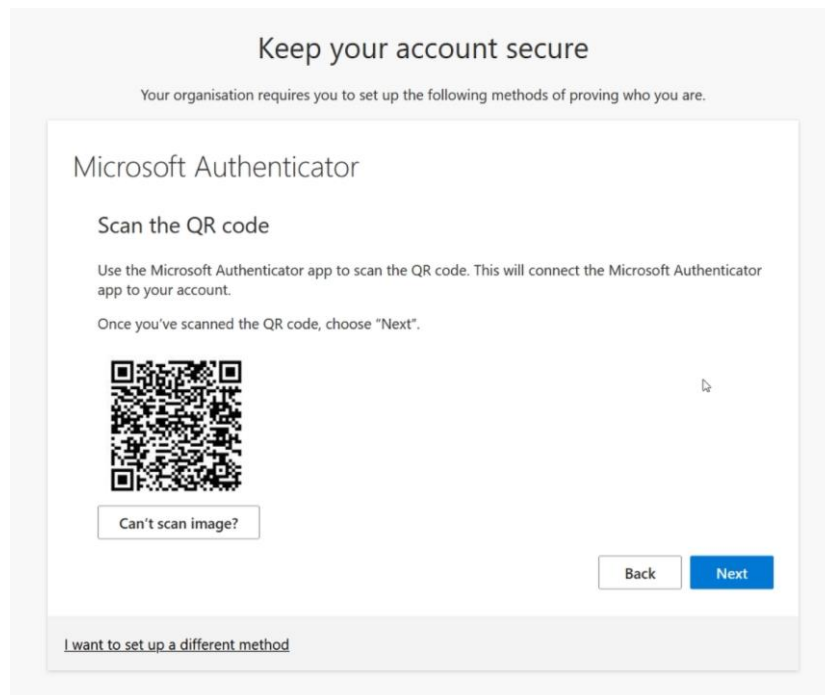
- 1) After you next login to your college email address you will be greeted with a 'More Information Required' notification page. Select the 'next' option.



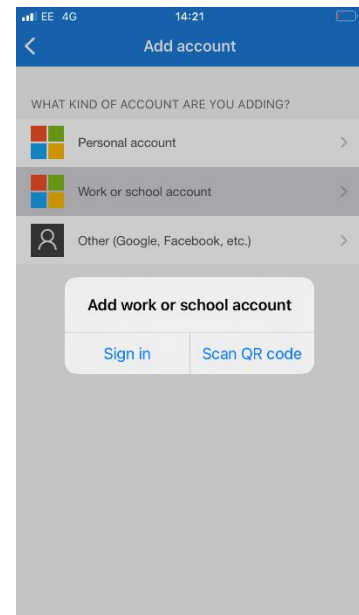
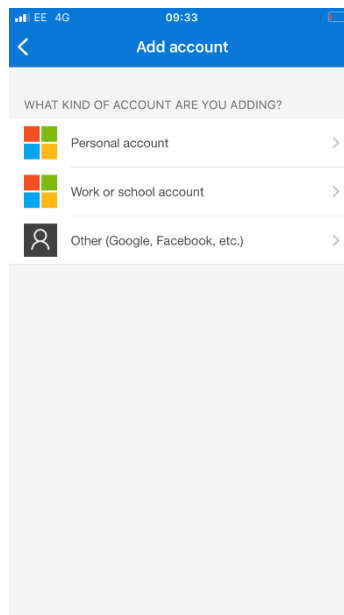
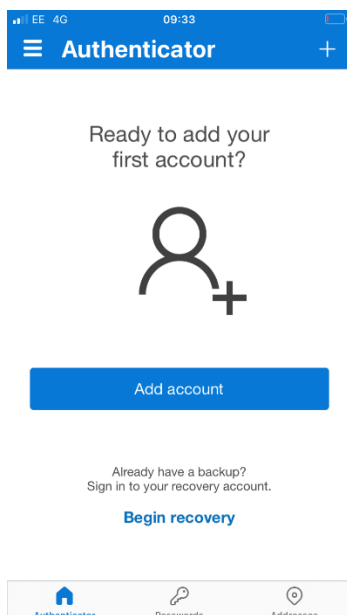
- 2) You will now be greeted with instructions, this includes links to download the authenticator app, with support for Windows Phone, Android Phones via the Google Play store and Apple Devices via iOS App Store. Select next.



- You will be taken to a page where you will be asked to scan a QR code. Open up the Authenticator application on your phone and head to the next step.



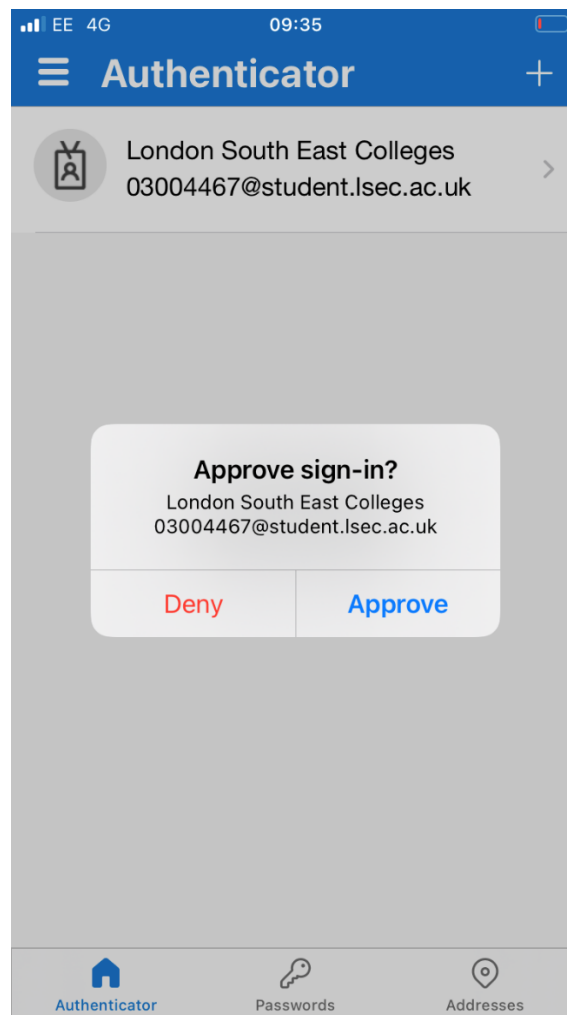
- On your mobile when you first open the app you will be greeted with the option to 'Add Account' select this and then select 'Work or School Account', after that you can then select 'Scan QR code' to scan the QR code from the previous step. Once you have scanned the QR code it should detect your account and add it to the authenticator app. You can then head back to your login and click 'next'.



- 5) On your login page you will now see that it is awaiting a response from your device. At this point you will now need to accept the pop up that has appeared on your mobile device. You will now have successfully added your second factor of authentication. Each time you login to any devices off-campus you will be prompted to use your second factor method.

Please note, once you have completed the MFA Sign-Up process will also be eligible to use the Password Reset tool supplied by Microsoft - [Microsoft Online Password Reset](#)

Example of notification received:



For any issues please do not hesitate to contact the service desk - [Login \(topdesk.net\)](#)