

Setting up Multi Factor Authentication for MS 365

There are 3 ways to set this up, using a code from the **Microsoft Authenticator** app, a **phone call** or having a code sent to you by **Text Message**.

Option 1: Authenticator app

You will need to download and set up the **Microsoft Authenticator** app on your phone.

This is what the app looks like:



If you go to the website aka.ms/mfasetup, it should prompt you to set up an authentication method.

Choose the **authenticator app** and it should look like this.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 857 634 999

Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

Next

cancel



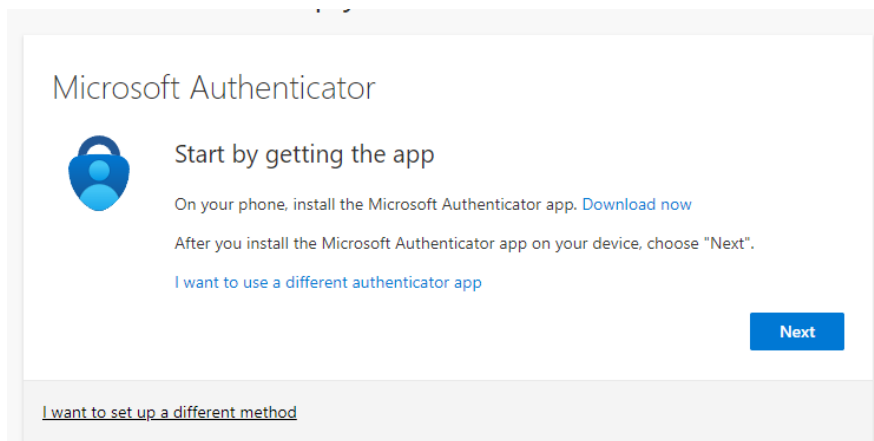
Open the Microsoft Authenticator app on your phone, click the **plus** in the top right corner and choose to sign in with a **Work or School account**.

Choose **QR Code** and scan **the QR code** on your screen and it will then verify with a number/code you need to put in.

If the **QR Code** doesn't work, close and reopen the app, click the **plus** in the top right corner. Click **Work or School account** and then choose **Sign In** instead of QR Code. You can then log in with your email and password.

Option 2: Text Message/Phone Call

When you log in, it should prompt you to set up an authentication method. It will look like this:



Click **I want to set up a different method**, it will then bring you to a dropdown box, choose **Phone** and enter your **mobile number**, you now have the option to use **text** or **phone call**.

If you choose **text**, it will send a code to your mobile.

Enter the **code** in on the screen.

If you choose **phone call**, it will call your mobile and you need to click **#** to accept.

Once this is done, it is fully set up. You will now need to use this app/text/call if it ever asks for a code when signing into your account.