

Office 365 Multi-Factor Authentication Guide

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Multi-factor authentication for Office 365

Multi-factor authentication (MFA) is a method of **authentication** that requires the use of more than one **verification** method and adds a second layer of security to user logins.

Office 365 offers the following methods of MFA:

- The use of a **mobile app** as a second authentication factor
- The use of a **phone call** as a second authentication factor
- The use of a **(SMS) message** as a second authentication factor
- **Application passwords** for non-browser clients

Set up MFA for Office 365

1. Sign in to MFA for Office 365, <https://aka.ms/mfasetup> using your AUB credentials.

If the deadline date has passed, MFA is enforced, you'll see the below page when signing to your Office 365 account. Choose Set it up now:



For added security, we need to further verify your account



xx00@aub.edu.lb

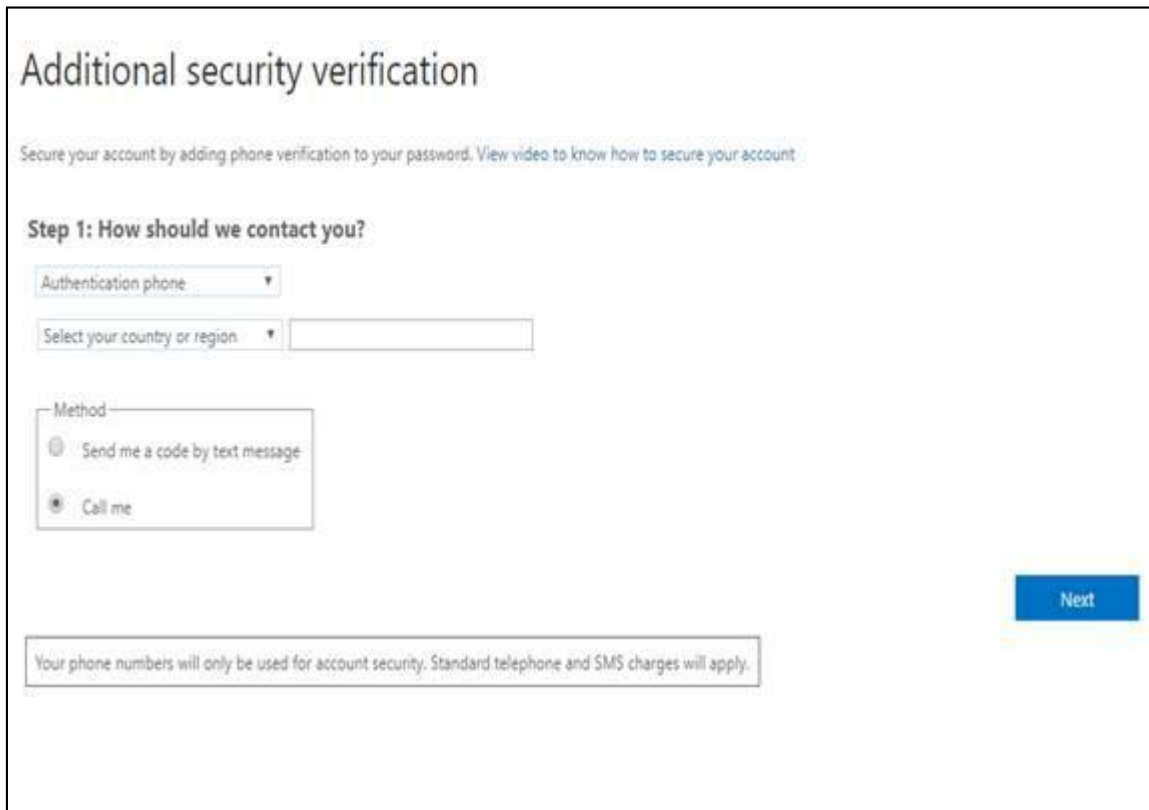
Your admin has required that you set up this account for additional security verification.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

2. Select your authentication method and then follow the prompts on the page.
Detailed instructions for setting the Microsoft Authenticator app are found on page 4.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

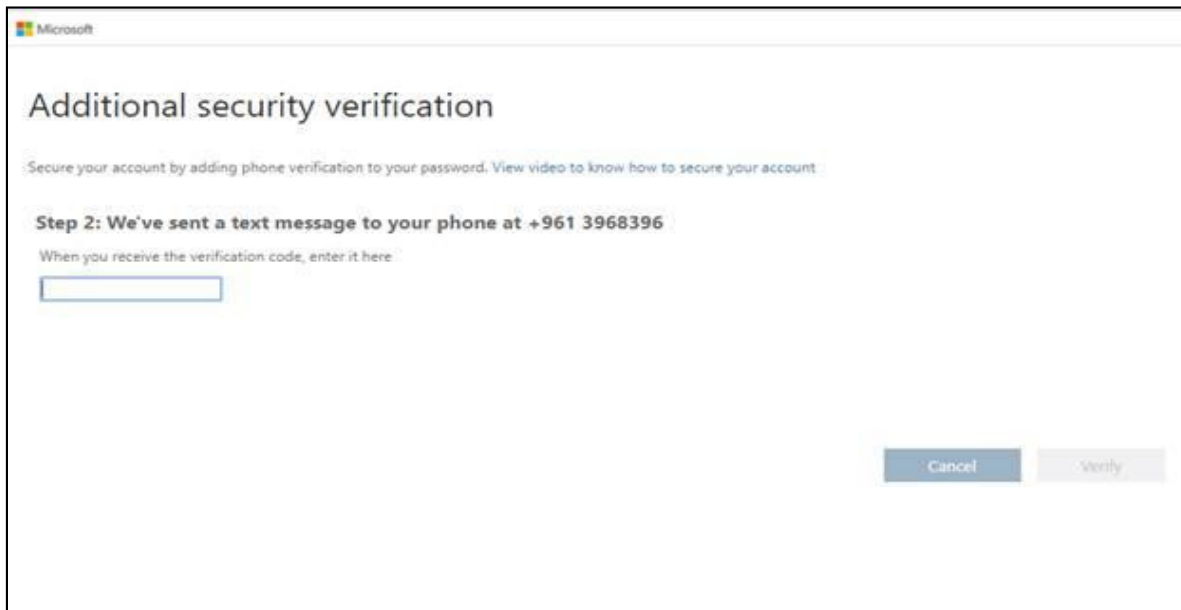
☐ Send me a code by text message

☒ Call me

[Next](#)

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

3. After you choose your alternate authentication method, choose **Next**.
4. **Verify** your alternate authentication method.



Additional security verification


Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +961 3968396

When you receive the verification code, enter it here

[Cancel](#) [Verify](#)

5. Once MFA is enforced, deadline date has passed, you'll be prompted to use your MFA method of authentication when you sign-in to your Office 365 account.



The image shows a screenshot of the Office 365 multi-factor authentication (MFA) verification screen. At the top, the Office 365 logo is displayed. Below it, a message states: "For added security, we need to further verify your account". The next question is "How do you want us to verify your account?". There are two options shown: a blue circular icon with a white person and a checkmark, and the email address "alberta@contoso.com" with a three-dot menu icon to its right. Below the email address, it says "Text me at +X XXXXXXXXXX83". A message below that says "We've sent you a text message with a verification code." followed by a text input field with the placeholder "Enter verification code". At the bottom left, there is a blue "Sign in" button.

Office 365

For added security, we need to further verify your account

How do you want us to verify your account?

 alberta@contoso.com ...
Text me at +X XXXXXXXXXX83

We've sent you a text message with a verification code.

[Sign in](#)

Microsoft Authenticator App

We strongly recommend setting up more than one verification method. For example, if you travel a lot, consider **setting up Microsoft Authenticator** for your verification method.

Go to <https://aka.ms/mfasetup>

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.

Notify me through app

how would you like to respond?

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

☒ Authentication phone Lebanon (+961) 03523921

☐ Office phone Select your country or region 2277 Extension

☐ Alternate authentication phone Select your country or region

☒ Authenticator app Configure Mobile app has been configured.

restore multi-factor authentication on previously trusted devices

Restore

Save cancel

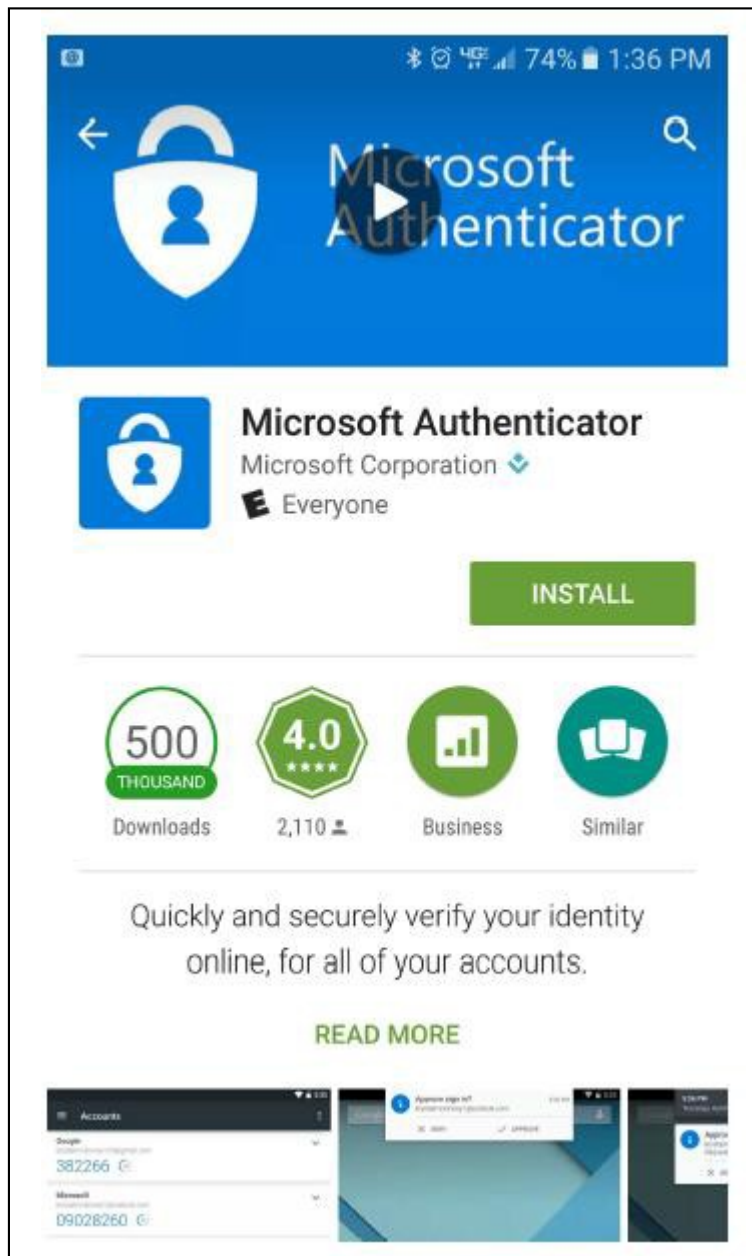
Install Microsoft Authenticator from the App store on your phone:

Installing the Microsoft Authenticator App will allow you to receive push notifications.

If you are using an Android Phone:

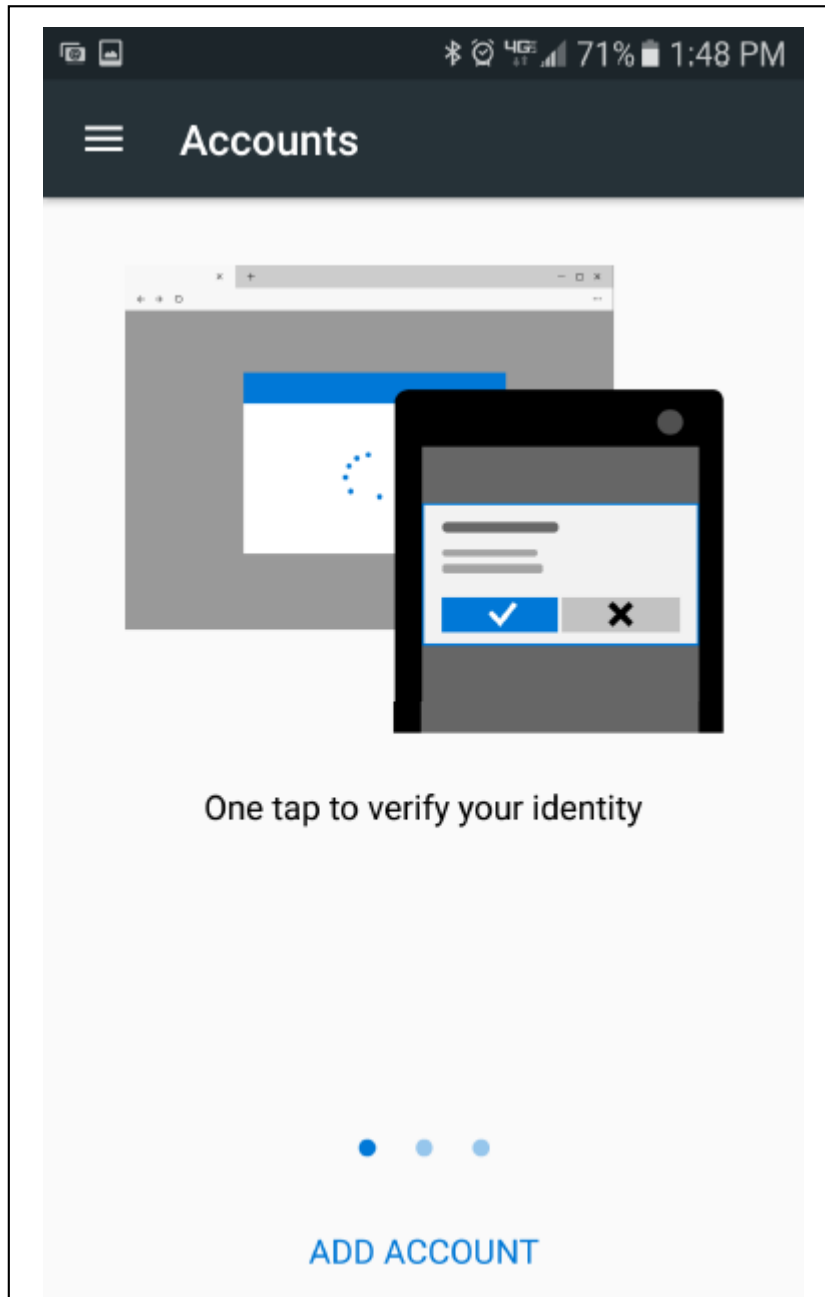
1. Go to *Apps*, select *Play Store*
2. Search for **Microsoft Authenticator**

3. Click **Install**



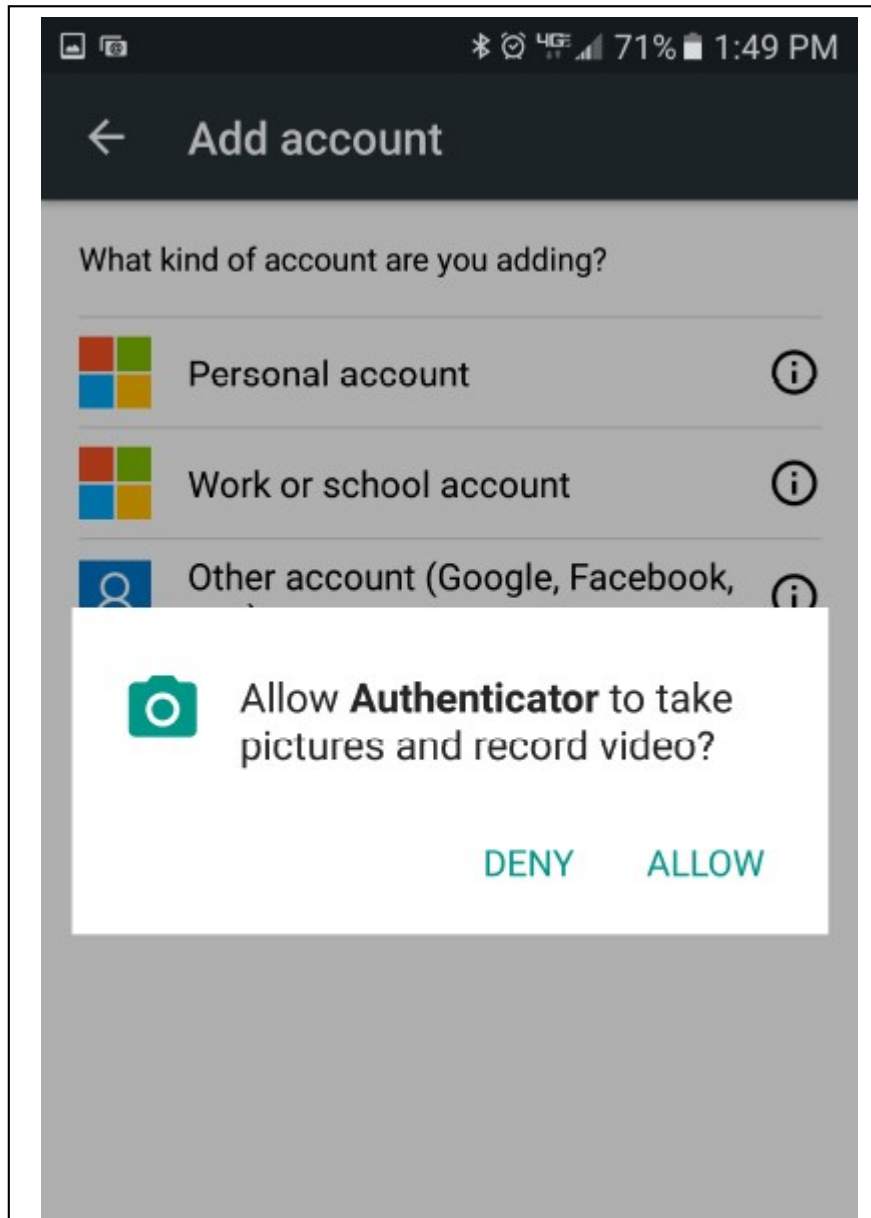
4. Once the app is installed, click on **Open**.

5. On the Accounts screen, click on **ADD ACCOUNT**



6. Under “What kind of account are you adding?” Select **Work or school account**.

7. A pop up box will appear asking, “Allow Authenticator to take pictures and record video?” Tap **ALLOW** (You will need to take a picture of the QR code).




8. Your camera will turn on and is ready to record the QR code. Put your phone to the side and go to your computer.

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: 161 658 893

Url: <https://cys01pfpad07.phonefactor.net/pad/138618465>

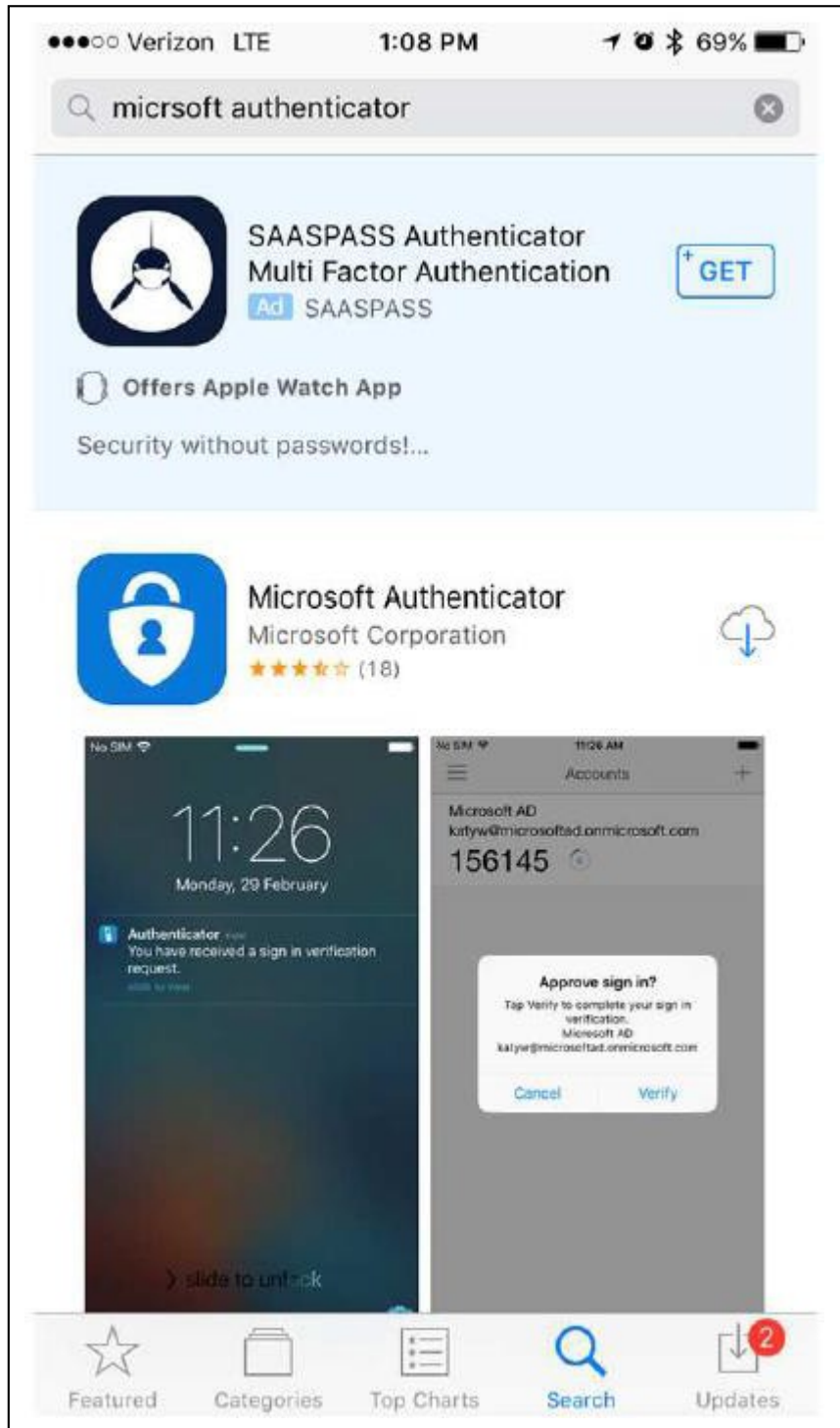
If the app displays a six-digit code, choose "Next".

Next cancel

If you are using an iPhone

1. Go to *App Store*
2. Search for **Microsoft Authenticator**
3. *Tap* on the Microsoft Authenticator app to download

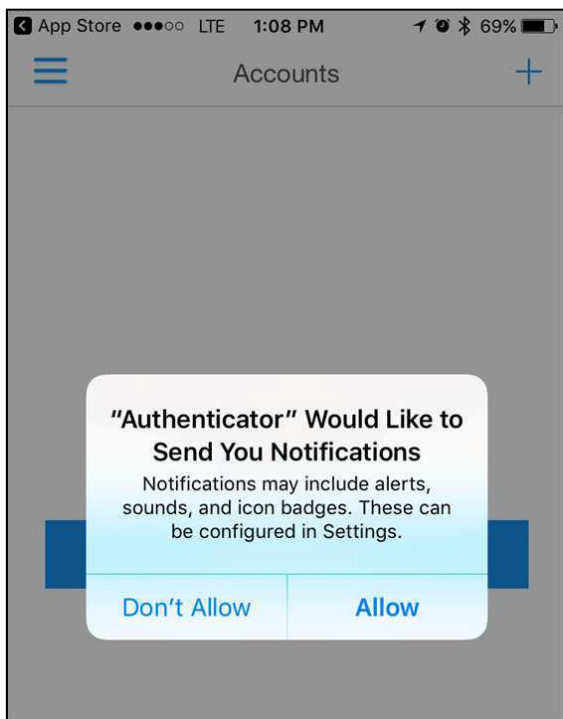
Note: You will need to know your iTunes Password)



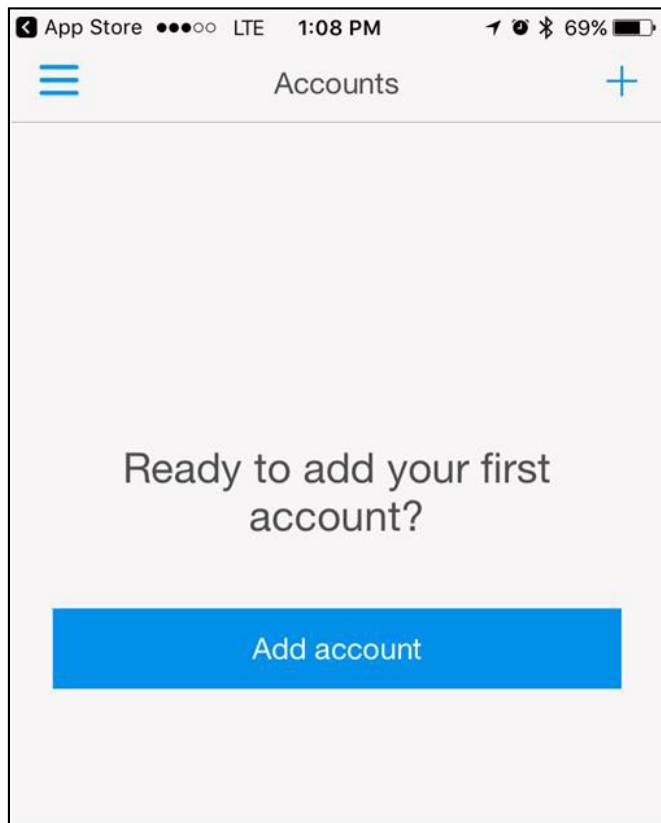
4. Once the app is installed, click on **Open**.



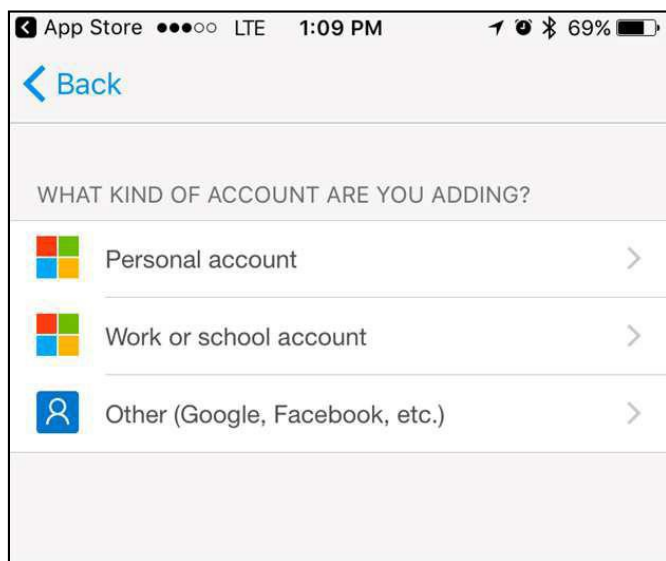
5. On the “Authenticator would like to send you notifications screen,” Tap **Allow**.



6. On the Accounts screen, tap **ADD ACCOUNT**

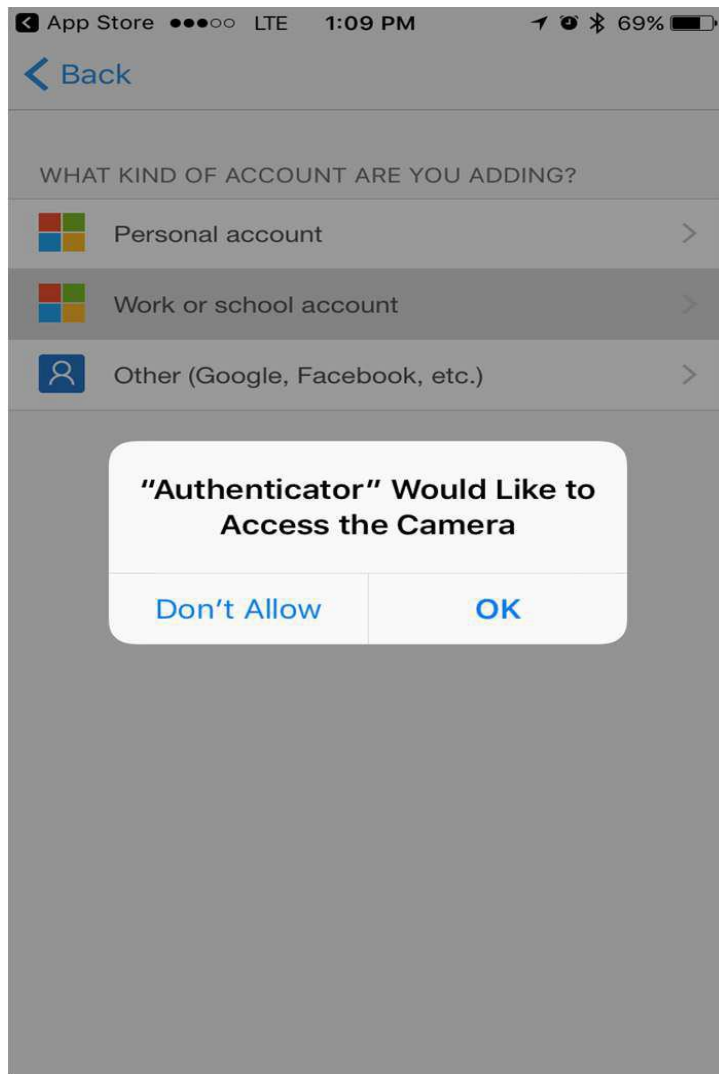


7. Under “What kind of account are you adding?” Select **Work or school account**.



8. A pop up box will appear asking, “Authenticator” Would Like to Access the Camera?”

Tap **OK** (You will need to take a picture of the QR code).



9. Your camera will turn on and is ready to record the QR code. Put your phone to the side and go to your computer.

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: 161 658 893

Url: <https://cys01pfpad07.phonefactor.net/pad/138618465>

If the app displays a six-digit code, choose "Next".

Next

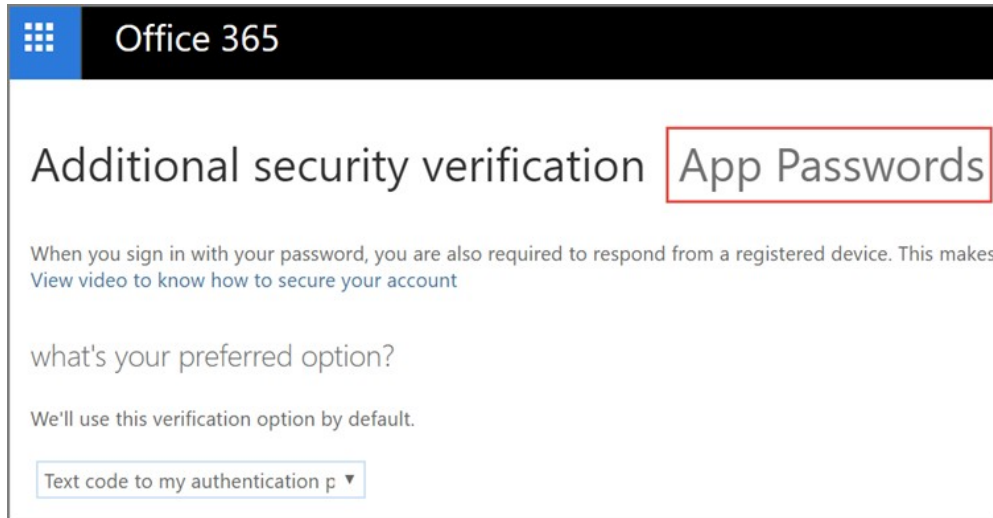
cancel

App Password

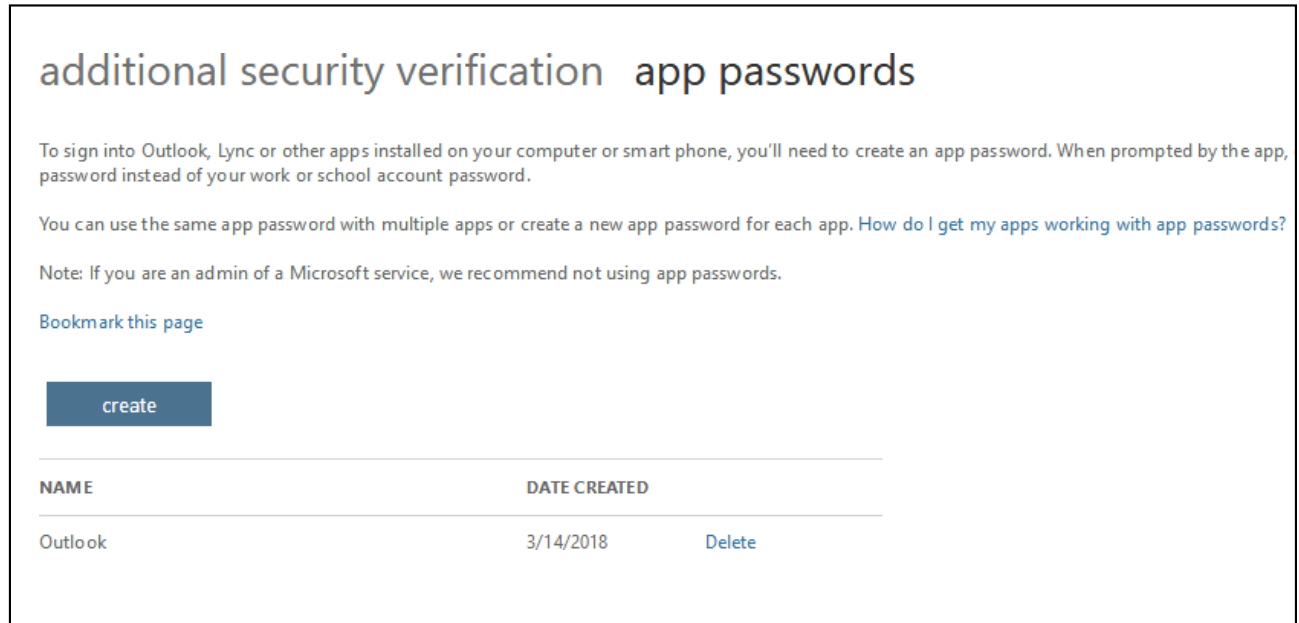
App Passwords are available after MFA is enforced.

App passwords are needed to sign into applications such as older versions of Outlook (Outlook 2010), Apple Mail, and iOS Mail (iOS 11).

Go to: <https://aka.ms/mfasetup>

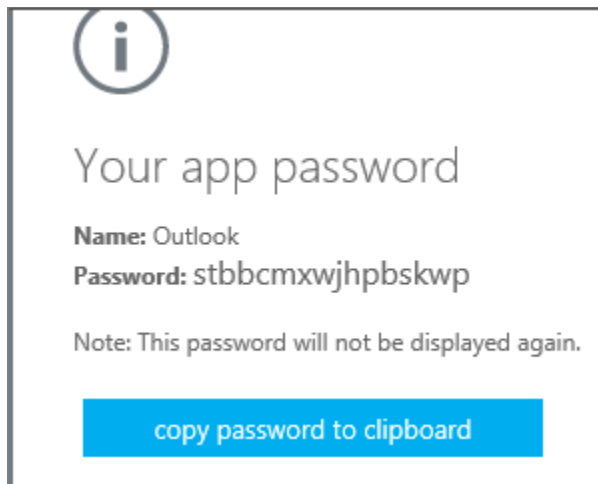


At the top of the page, choose **App Passwords**.



NAME	DATE CREATED
Outlook	3/14/2018 Delete

1. Choose **create** to get an app password.
2. If prompted, type a name for your app password, and click **Next**.
3. Choose **copy password to clipboard**. You won't need to memorize this password.

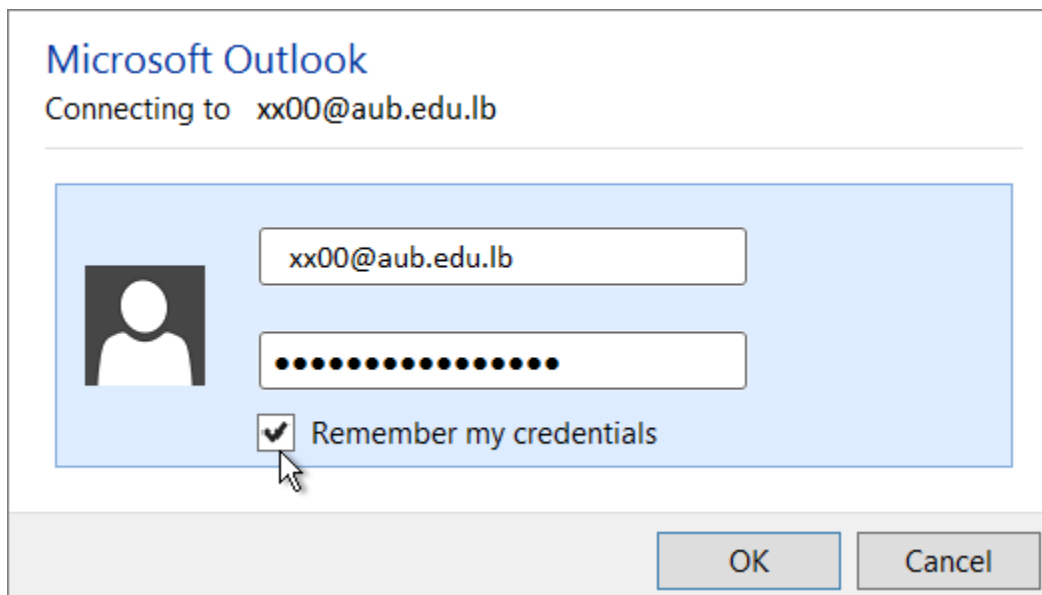


Tip: If you create another app password, you'll be prompted to name it. For example, you might name it "Outlook."

Go to the app that you want to connect to your Office 365 account. When prompted to enter a password, paste the app password in the box. To use the app password in Outlook (needed for Office 2010 or Apple Mail)

You'll need to do these steps once.

1. Open Outlook
2. Wherever you're prompted for your password, paste the app password in the box:



3. Restart Outlook.

MFA on Android

- Download “Microsoft Outlook” from Play Store
- Open Outlook application and click on “Get Started”



Outlook

A better way to manage your email.

GET STARTED

[View our Privacy & Cookies Policy](#)

- Enter your email address and click on “Continue”

Add account



Enter your work or personal email address.

username@aub.edu.lb/studnet@mail.aub.edu

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time. View our Privacy & Cookies Policy.

CONTINUE >

- Enter your Password



Sign in with your organizational account

Email Address

Password

Sign in

If you do not know your login information or having problems signing in, please contact IT HelpDesk at ext. 2260 or by email at it.helpdesk@aub.edu.lb

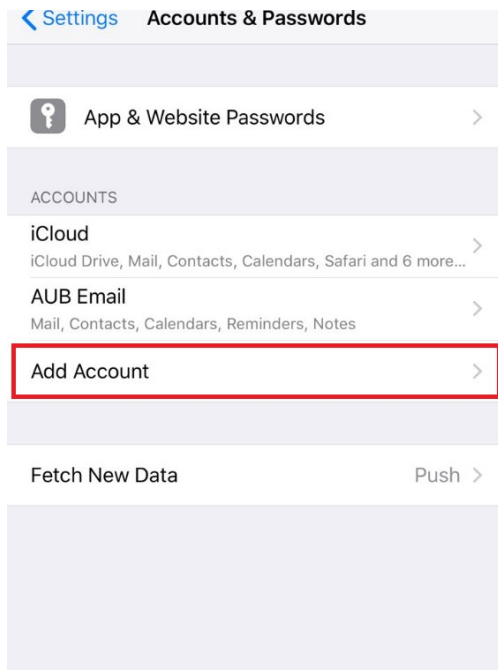
© 2013 Microsoft [Privacy](#) [Help](#)

- You will be prompted to verify your authentication using your chosen MFA method.

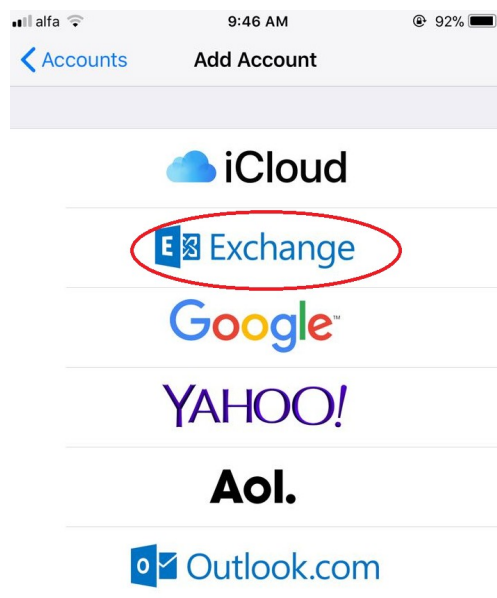
The image shows a Microsoft Office 365 login interface. At the top, the 'Office 365' logo is displayed. Below it, the Microsoft logo is visible. The main content area is titled 'Enter code'. It includes a checkbox with the text 'We texted your phone +XXX XXXXXXXX Please enter the code to sign in.' Below this is a text input field labeled 'Code'. A blue 'Verify' button is positioned below the input field. At the bottom of the form, there is a link that says 'Having trouble? Sign in another way'. The footer of the page contains the text '©2018 Microsoft Terms of use Privacy & cookies'.

MFA on IOS

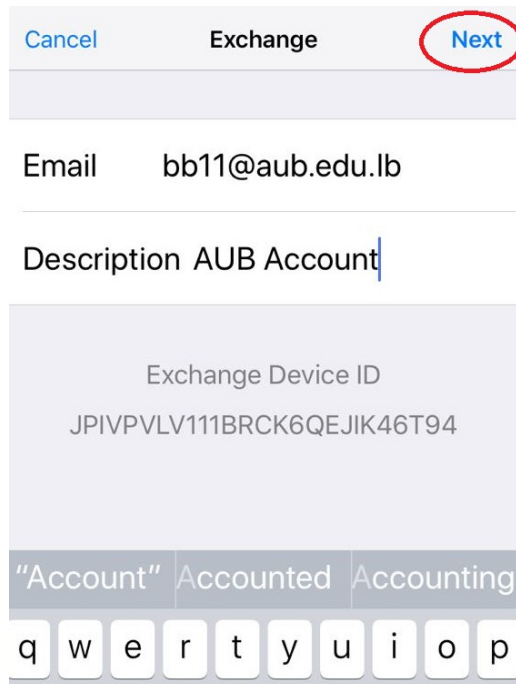
1- configure email client on IOS: Go to **Settings**, **accounts and password**, and select **Add account**:



2- Click on **Exchange**:

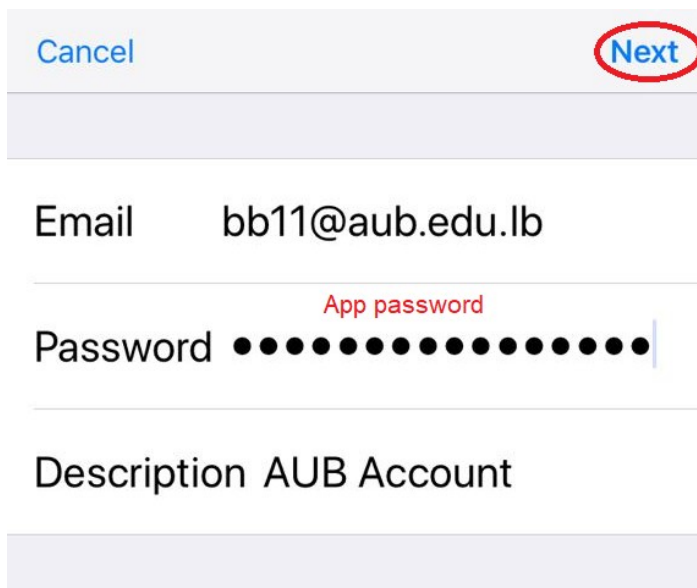


3- Configure the account by setting the email address and the description of the email and click on Next:



4- Enter email address and the **app password** :

The **app password** is the password generated when configuring MFA on office 365.



4- Finalize the configuration by setting the server name, username and password :

Cancel

Next

Email

bb11@aub.edu.lb

Server

outlook.office365.com

Domain

Optional

Username

AUBnet

Password

App password

Back

Cancel

Next

Finish

The account is properly configured now.

