Office 365
Multi-Factor Authentication
Guide

Contents

Multi-factor authentication for Office 365 1
Set up MFA for Office 365 1
Microsoft Authenticator App 4
If you are using an Android Phone: 4
If you are using an iPhone 8
App Password 15
MFA on Android 17
MFA on IOS 19

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.

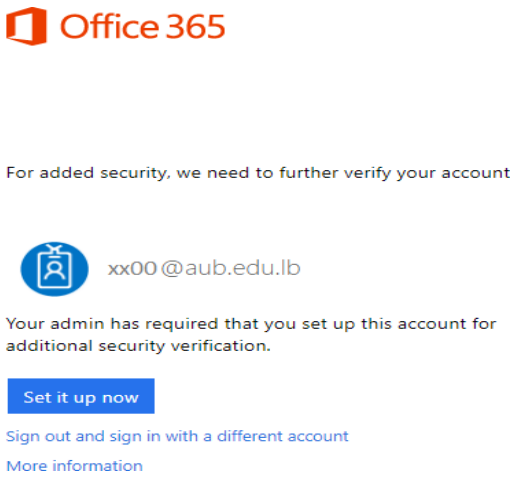
Office 365 offers the following methods of MFA:

- 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

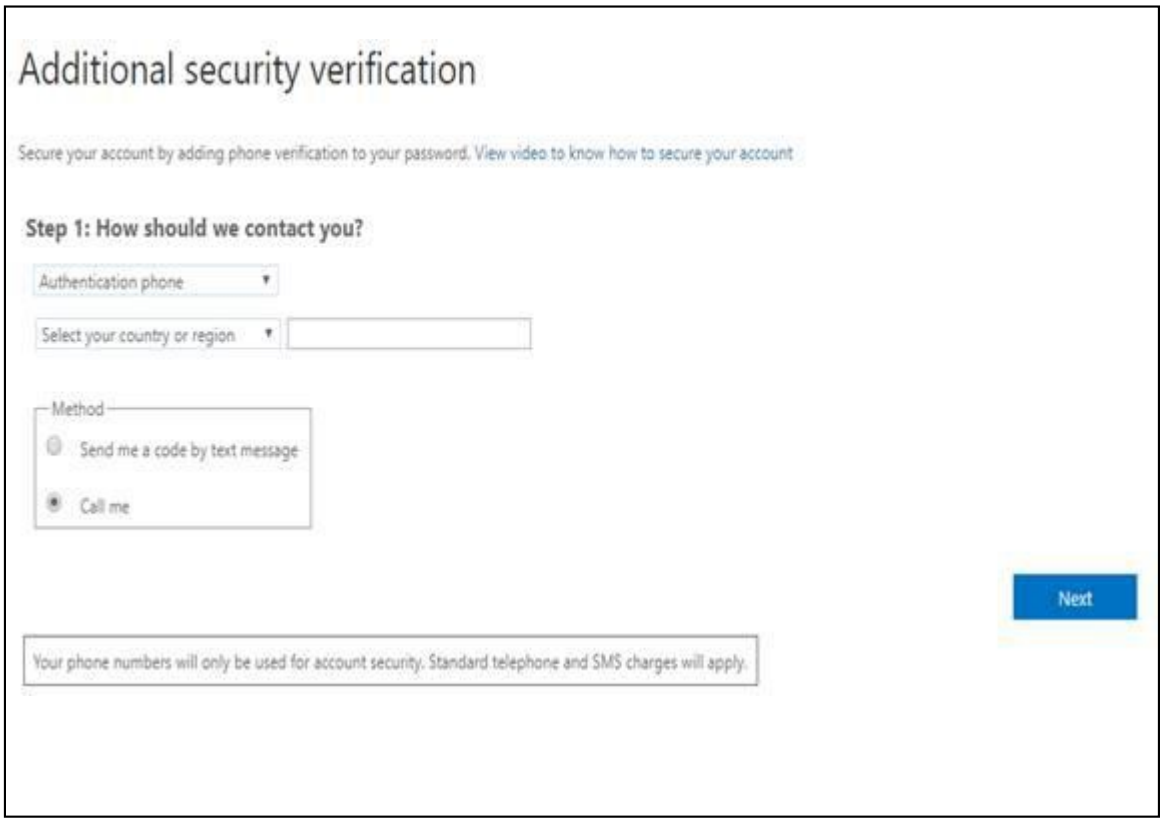
Set up MFA for Office 365

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

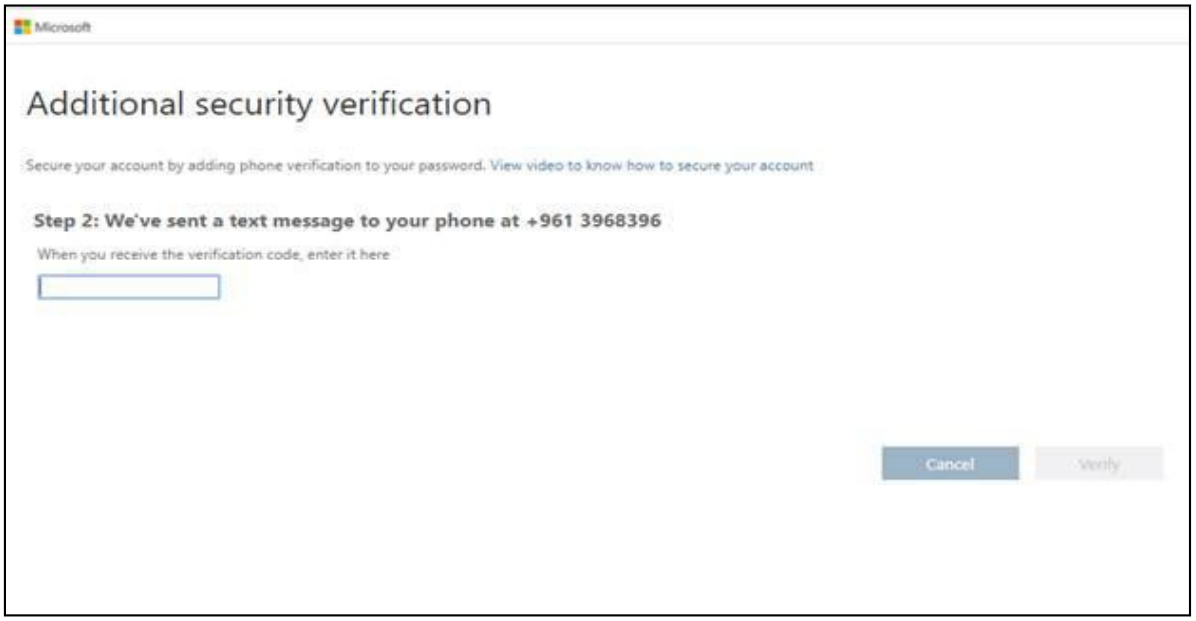
If the deadline date has passed, MFA is enforced, you'll see the below page when signing to your Office 365 account. Choose Set it up now:



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.



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

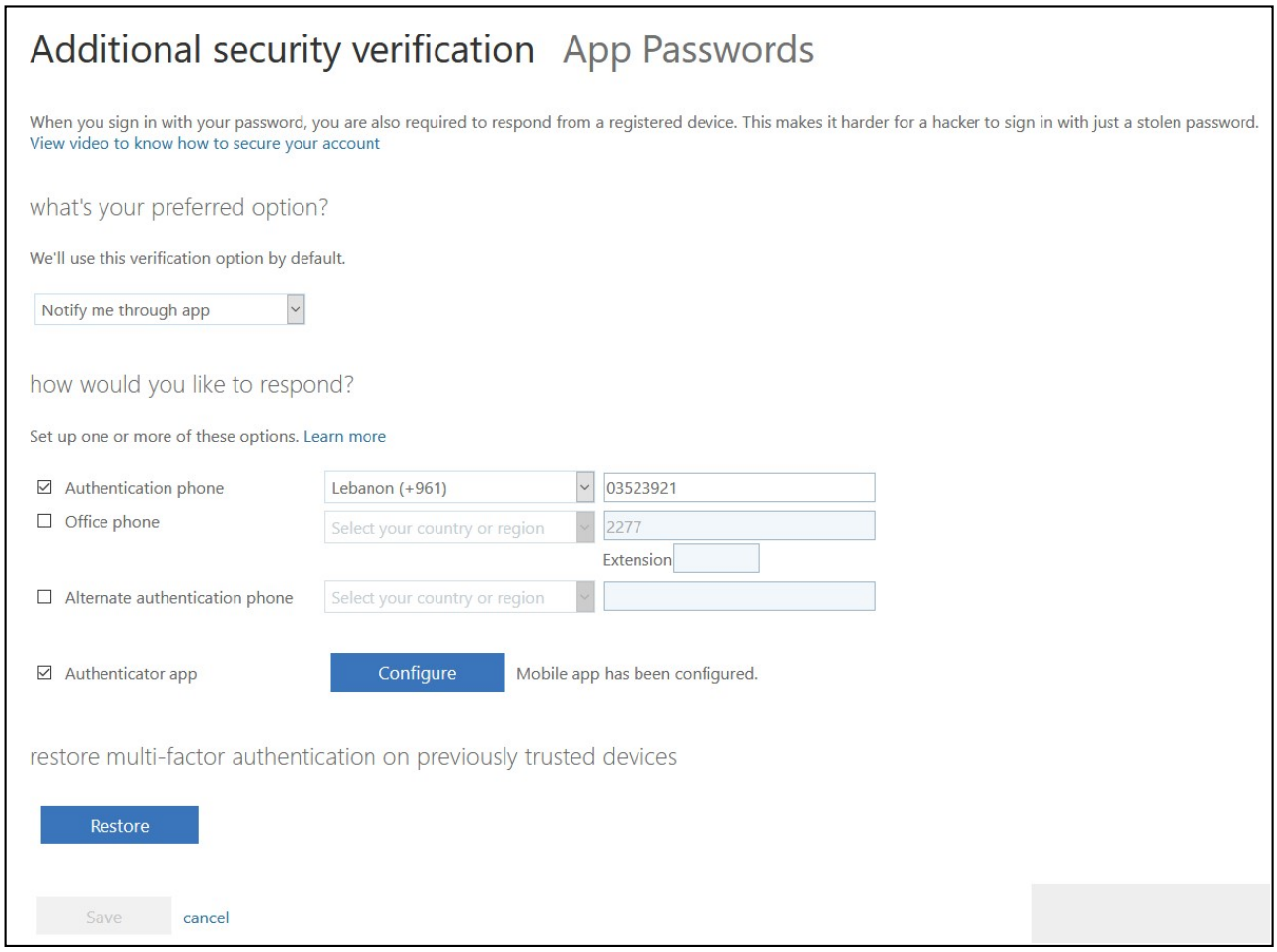


5. Once MFA is enforced, deadline date has passed, you'll be prompted to use your MFA method of authentication when you sign-in to your Office 365 account.

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



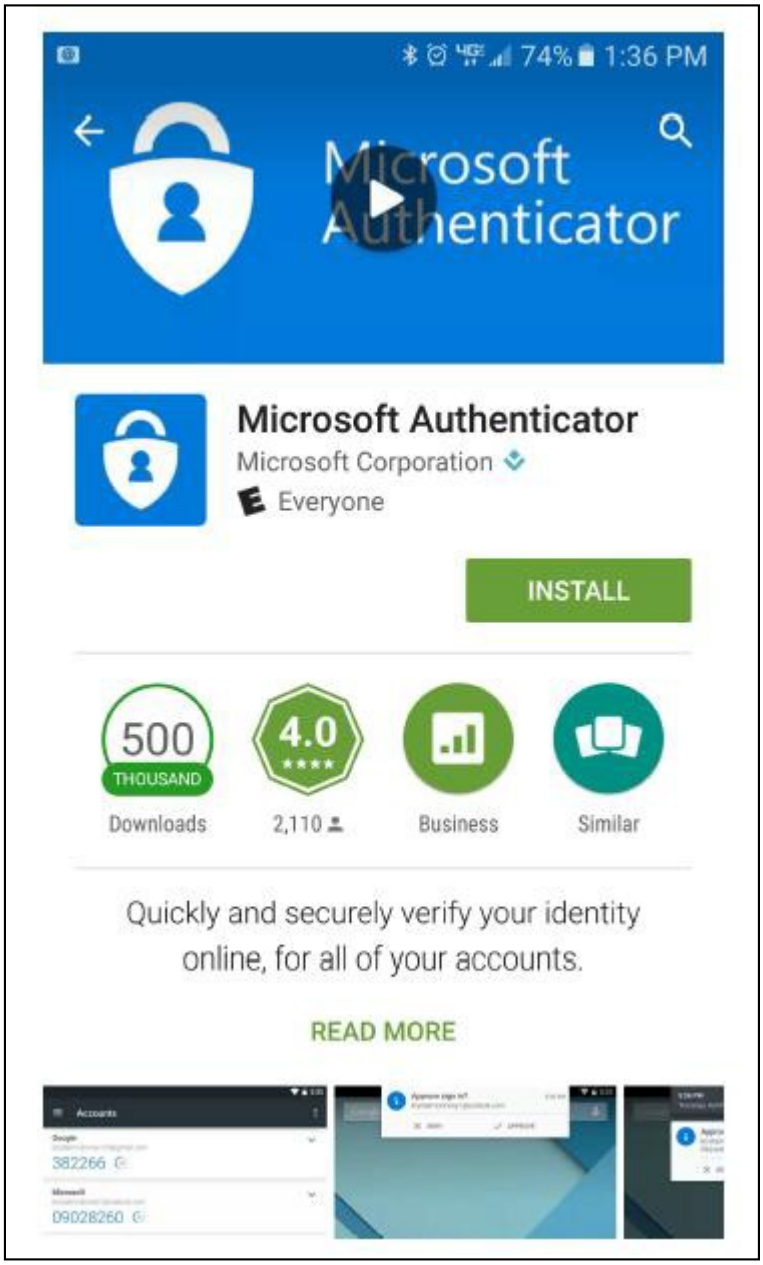
Install Microsoft Authenticator from the App store on your phone:

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

If you are using an Android Phone:

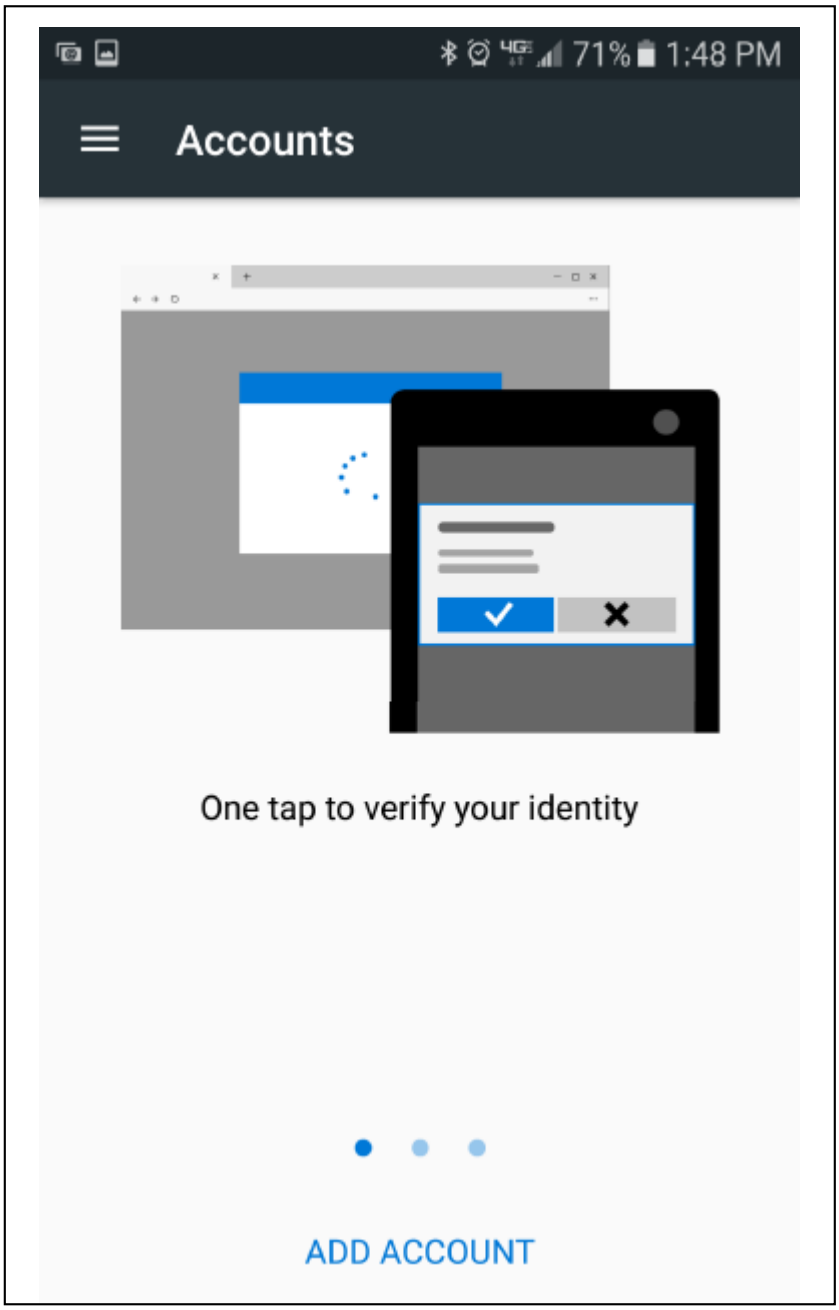
1. Go to *Apps*, select *Play Store*
2. Search for **Microsoft Authenticator**

3. Click **Install**



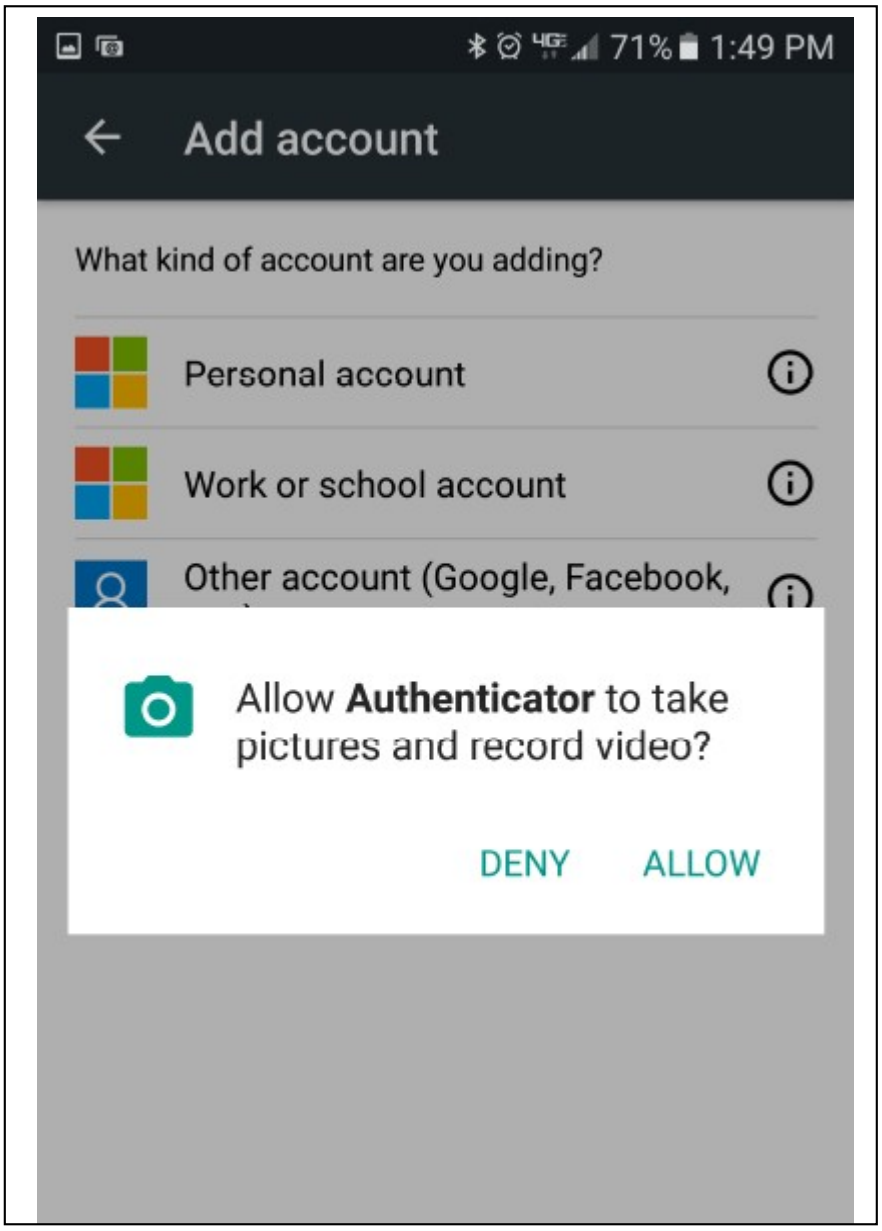
4. Once the app is installed, click on **Open.**

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

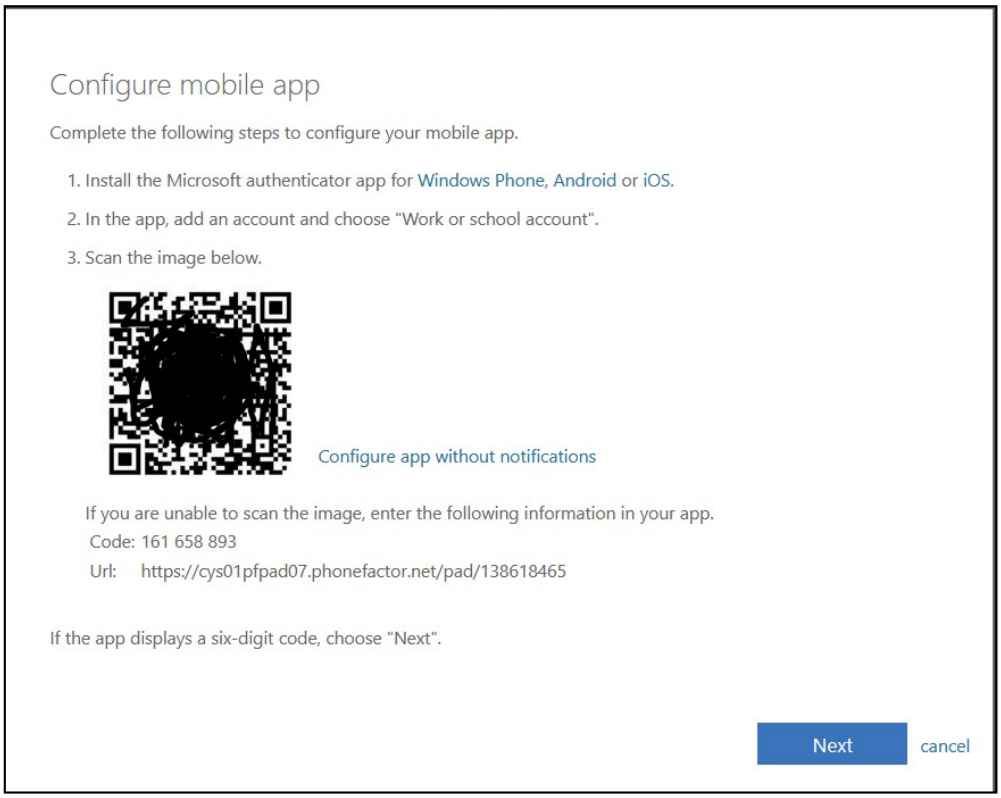


6. Under "*What kind of account are you adding?*" Select **Work or school account**.

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).



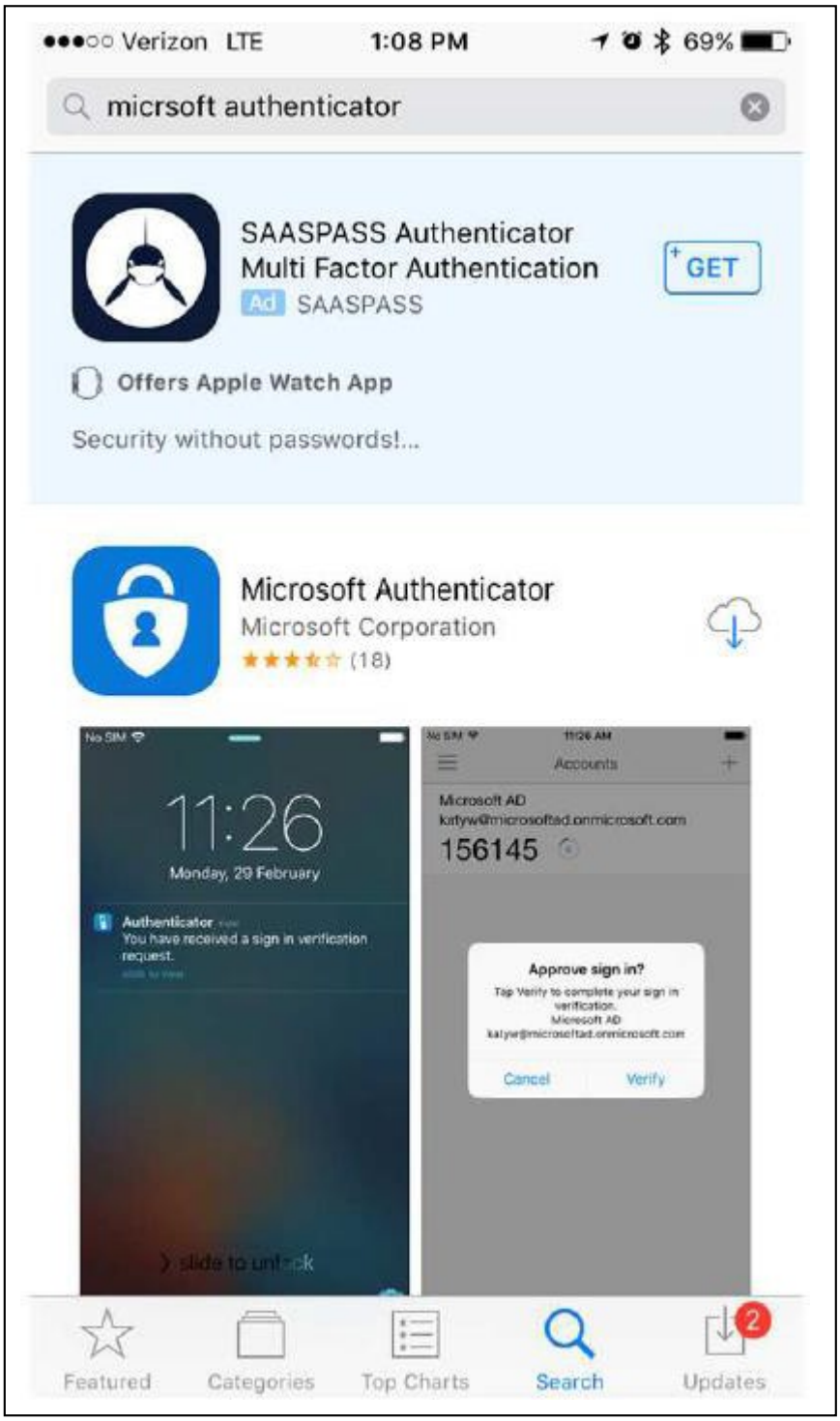
8. Your camera will turn on and is ready to record the QR code. Put your phone to the side and go to your computer.



If you are using an iPhone

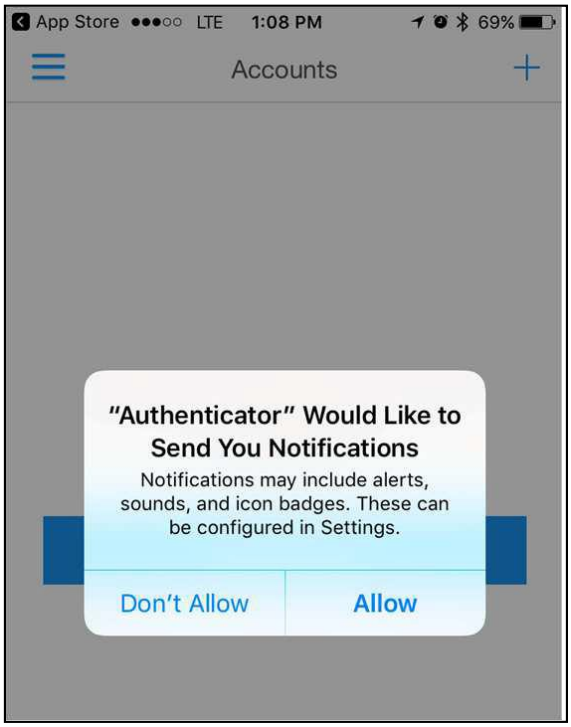
1. Go to *App Store*
2. Search for **Microsoft Authenticator**
3. *Tap* on the Microsoft Authenticator app to download

Note: You will need to know your iTunes Password)

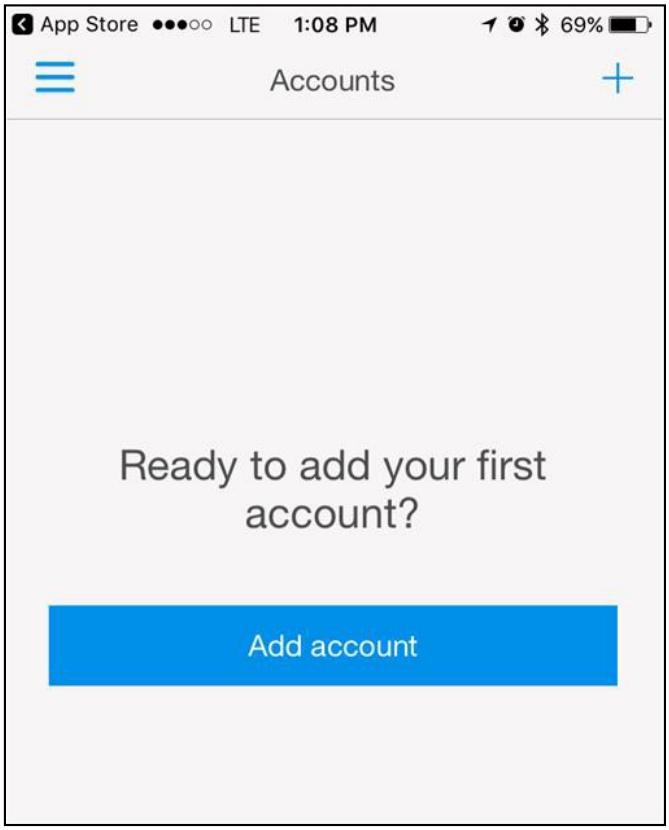


4. Once the app is installed, click on **Open.**

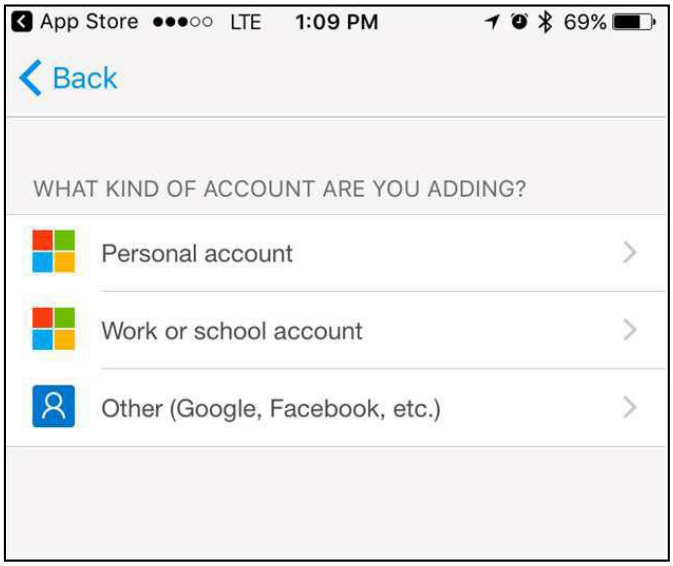
5. On the "Authenticator would like to send you notifications screen," Tap **Allow.**



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

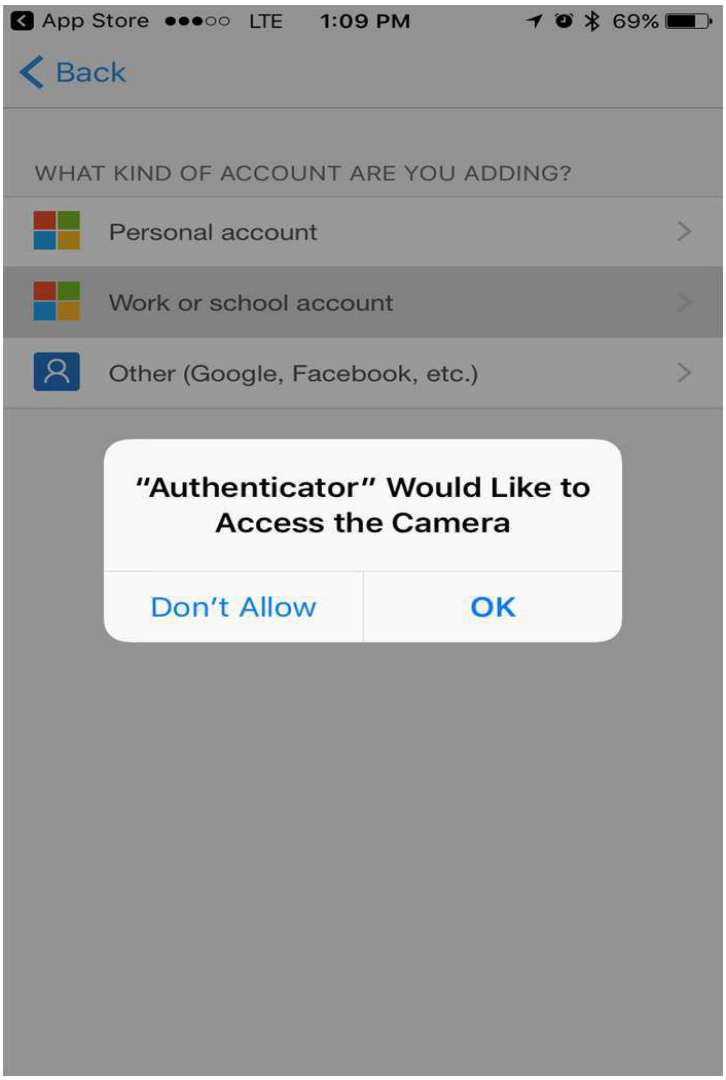


7. Under "*What kind of account are you adding?*" Select **Work or school account**.

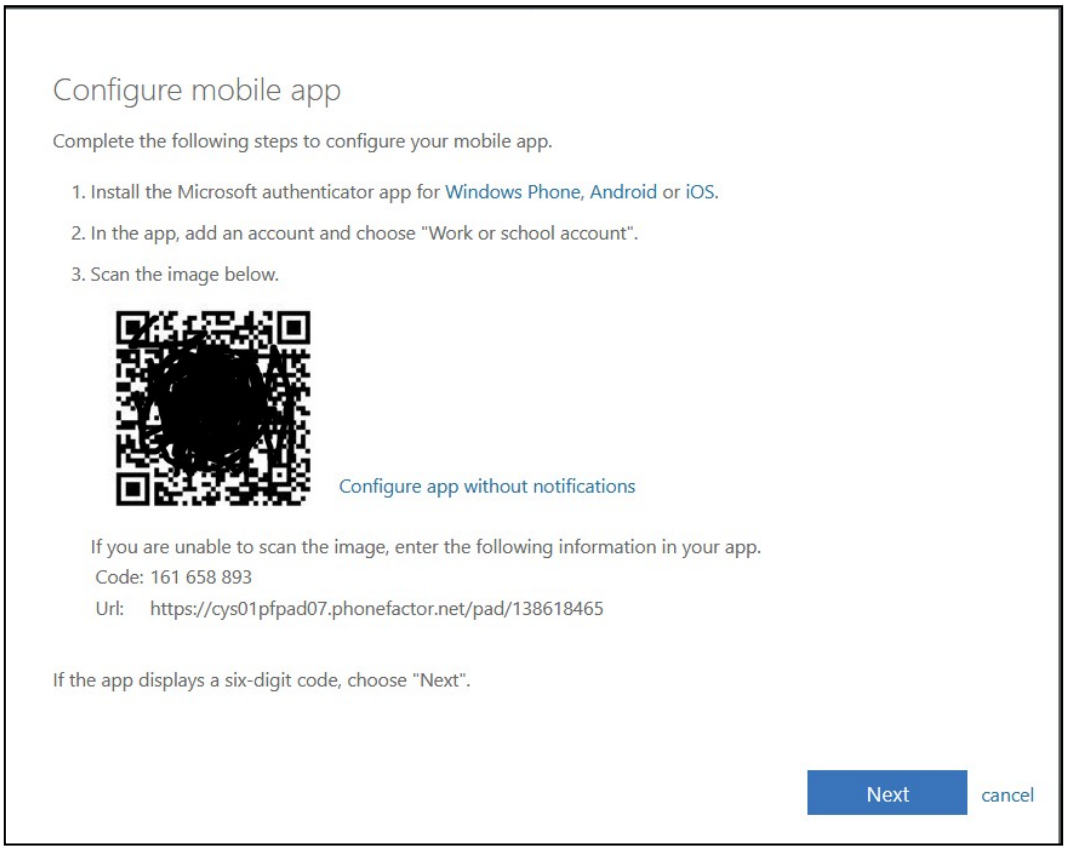


8. A pop up box will appear asking, "*Authenticator" Would Like to Access the Camera*?"

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



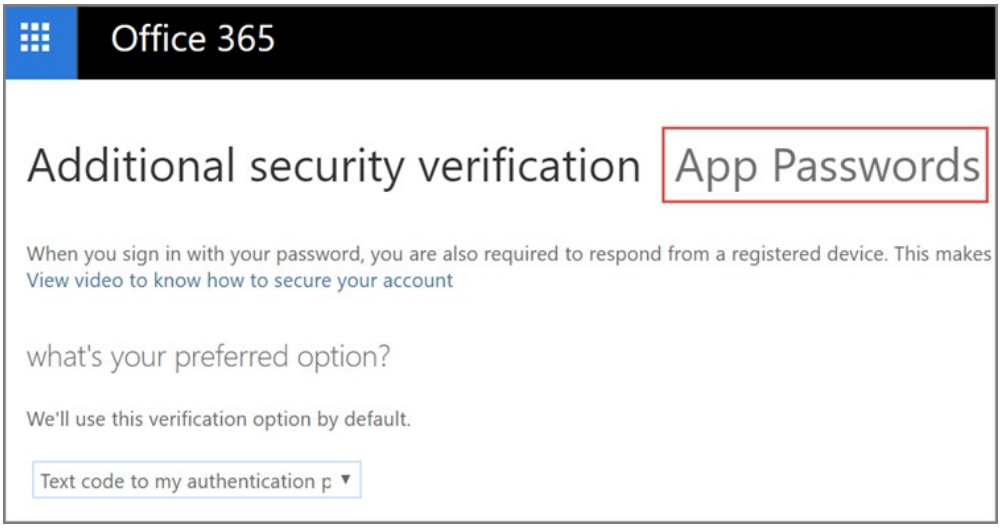
9. Your camera will turn on and is ready to record the QR code. Put your phone to the side and go to your computer.


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

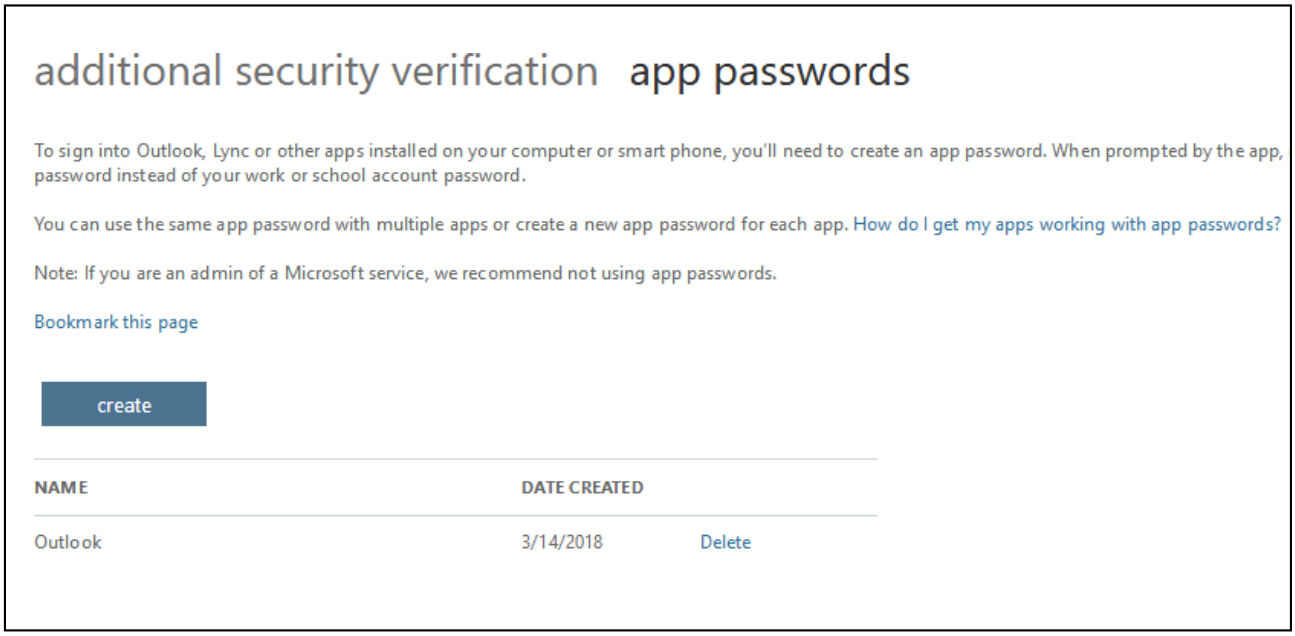
App Password

App Passwords are available after MFA is enforced.

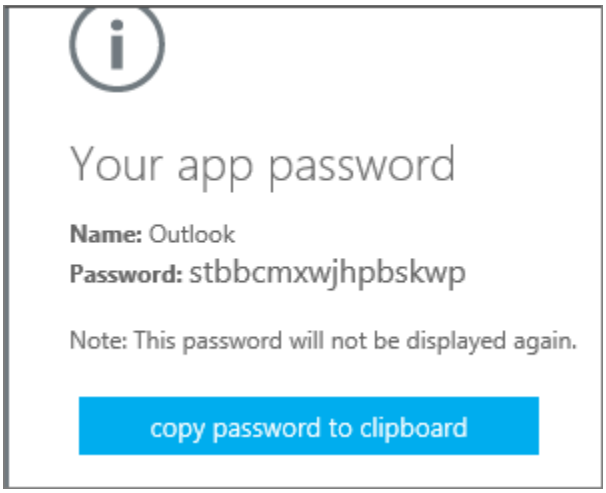
App passwords are needed to sign into applications such as older versions of Outlook (Outlook 2010), Apple Mail, and iOS Mail (iOS 11).
Go to: https://aka.ms/mfasetup



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



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.

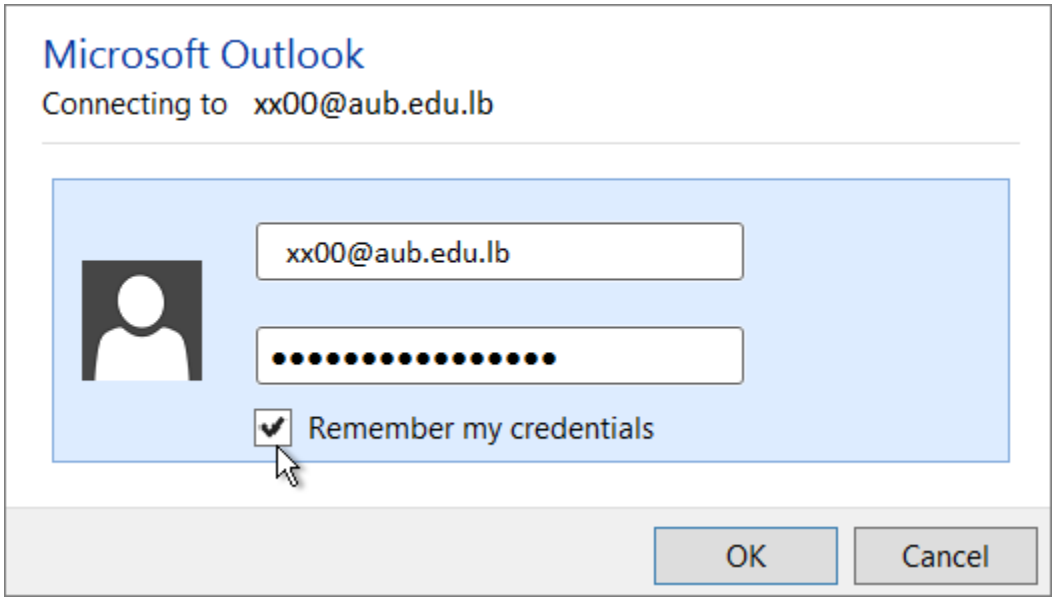


Tip: If you create another app password, you'll be prompted to name it. For example, you might name it "Outlook."

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.

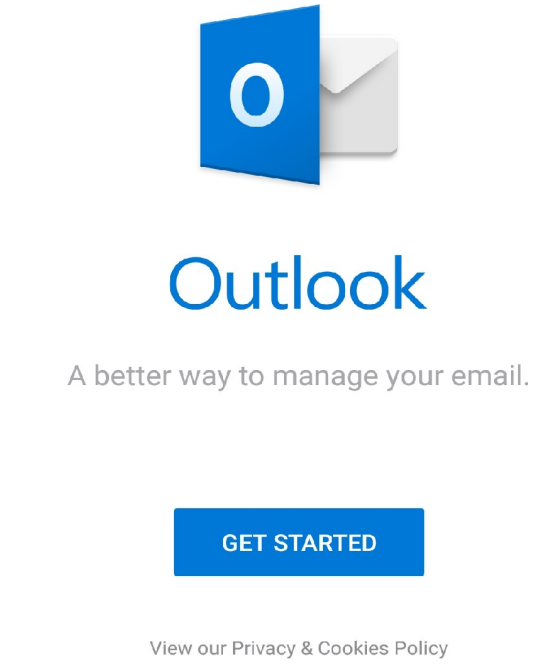
1. Open Outlook
2. Wherever you're prompted for your password, paste the app password in the box:



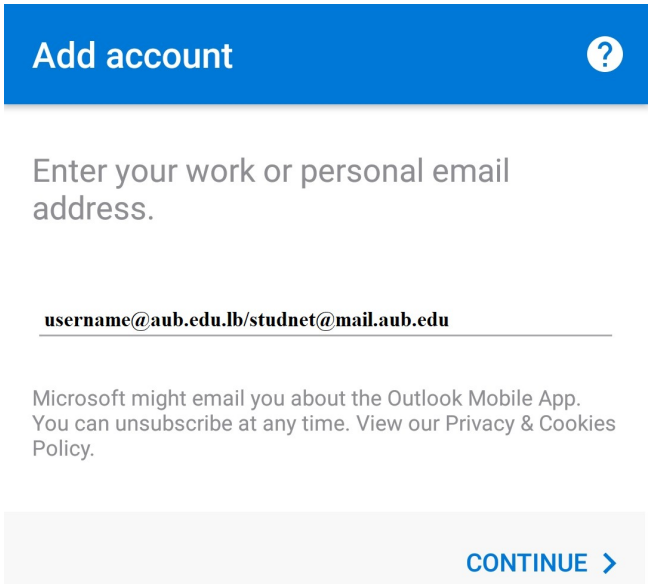
3. Restart Outlook.

MFA on Android

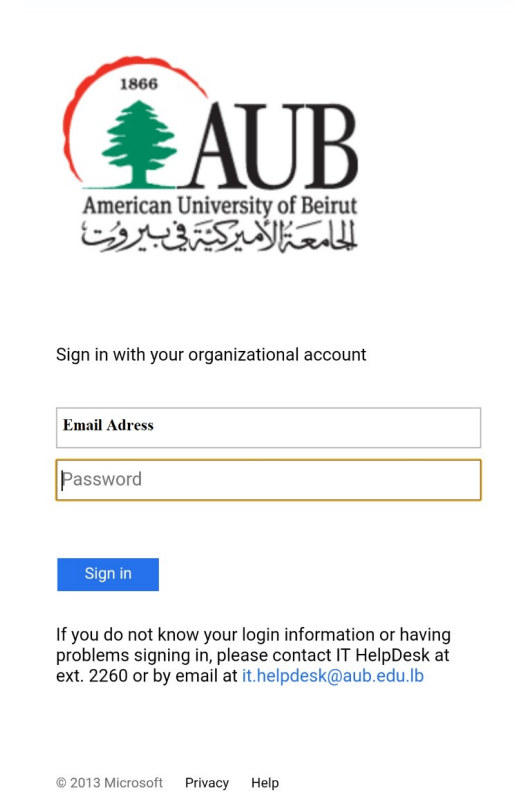
- Download “Microsoft Outlook” from Play Store
- Open Outlook application and click on “Get Started”



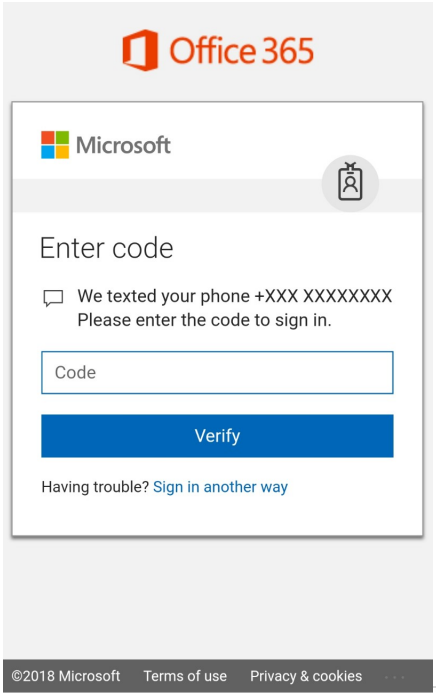
- Enter your email address and click on “Continue”



- Enter your Password

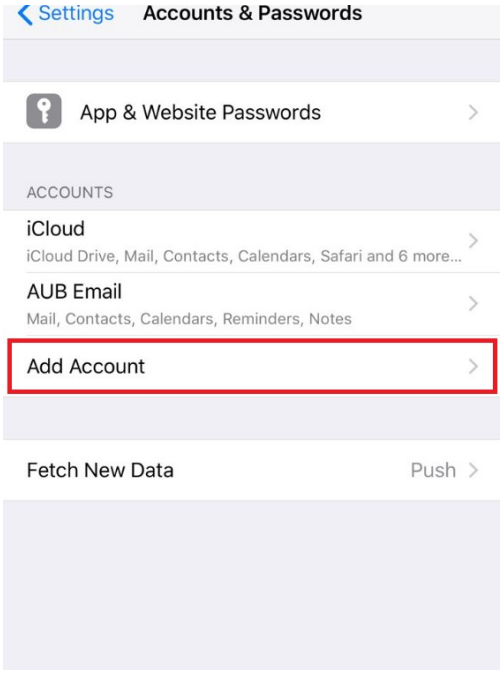


- You will be prompted to verify your authentication using your chosen MFA method.

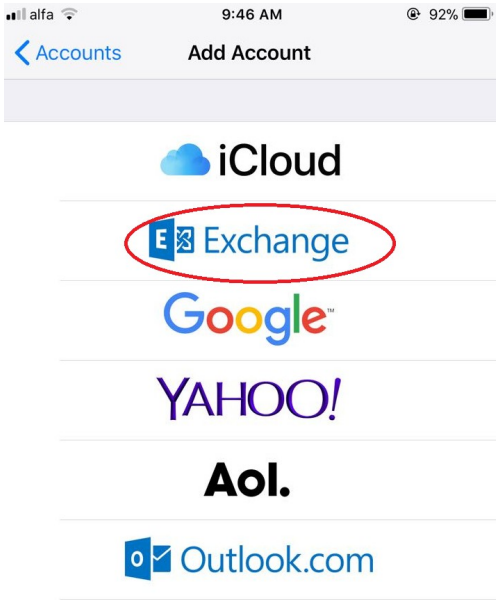


MFA on IOS

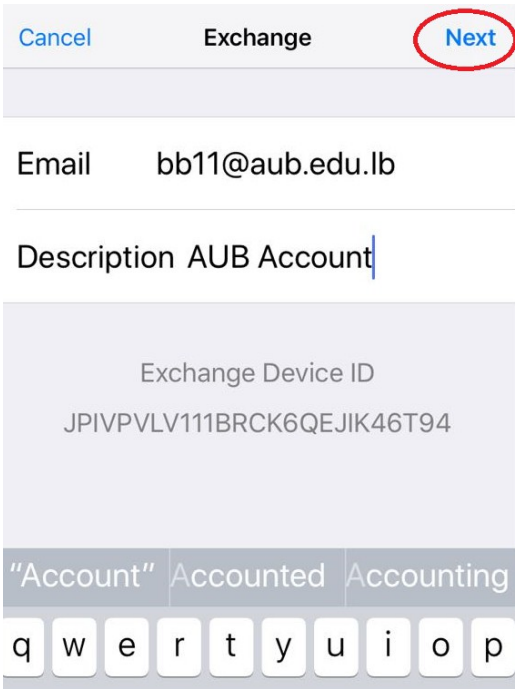
1- configure email client on IOS: Go to **Settings**, **accounts and password**, and select **Add account**:



2- Click on **Exchange**:

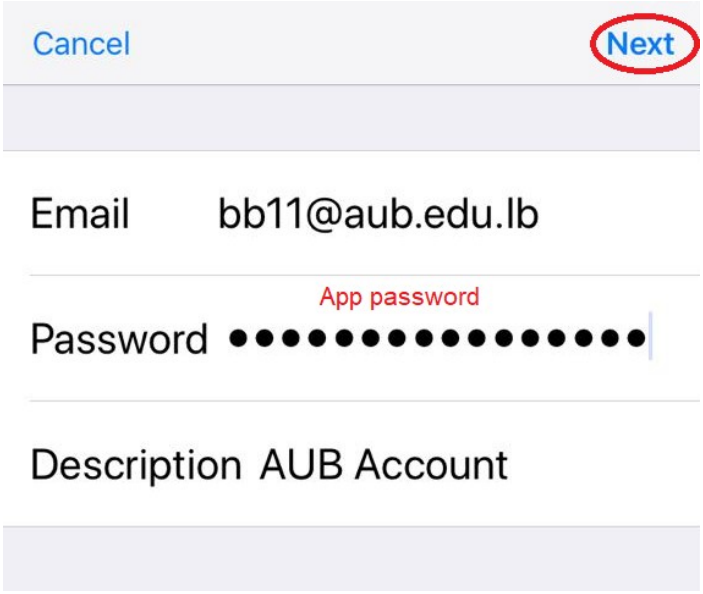


3- Configure the account by setting the email address and the description of the email and click on Next:

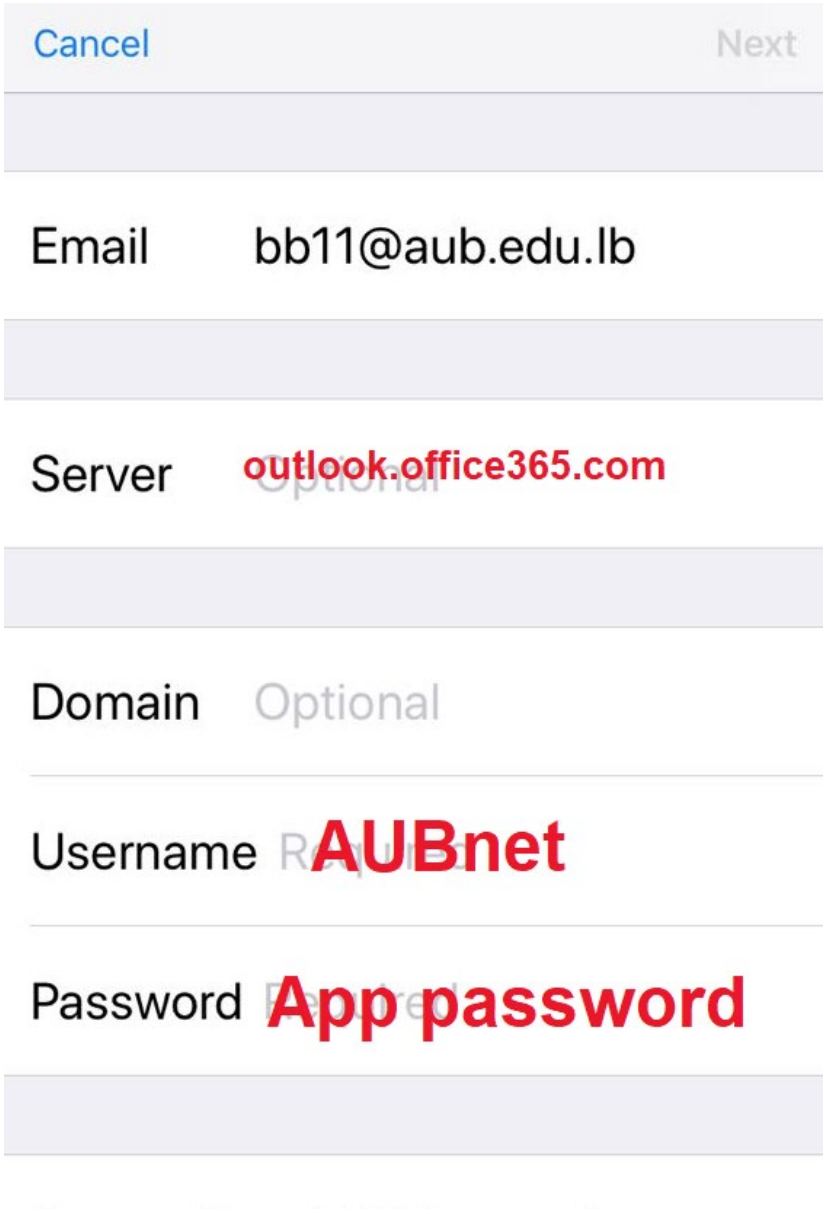


4- Enter email address and the **app password** :

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 :



The account is properly configured now.