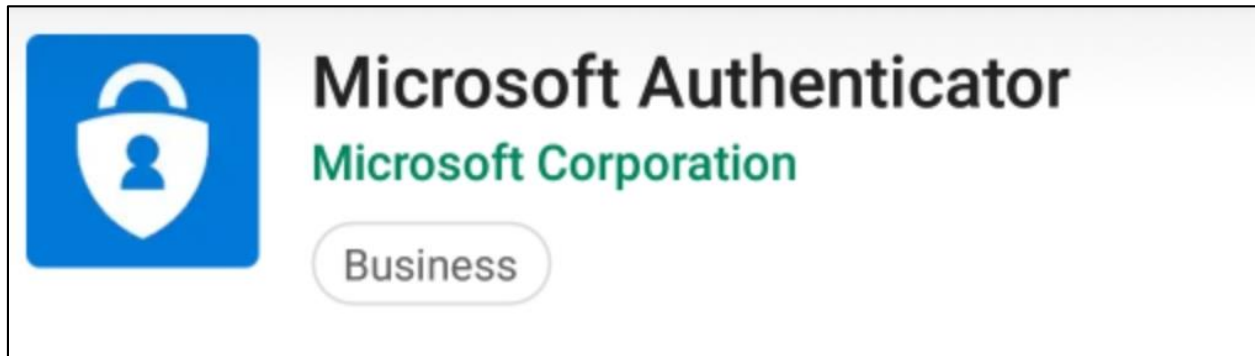


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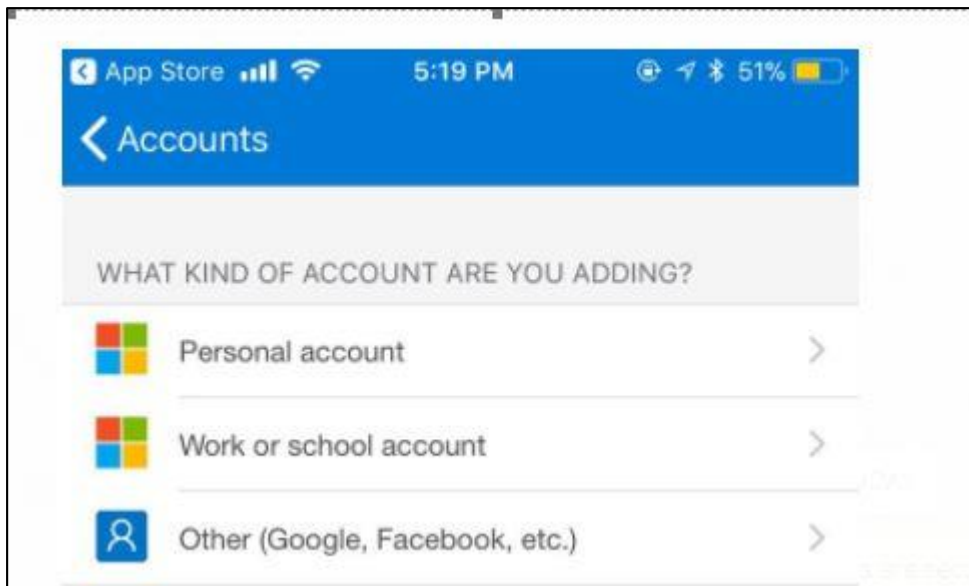
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I- Configuring Office 365 Multi-Factor Authentication (MFA)

1. Go to Google Play Store using your Android device or the App Store using your Apple device and download the **Microsoft Authenticator** Application



2. Open the **Microsoft Authenticator** app and configure it:
 - a) Click on the + sign or the :
 - b) Click "Add Account"
 - c) Choose "Work or school account"



3. On your PC, from the browser open <https://aka.ms/mfasetup> (Google Chrome is recommended).

4. Login using your AUB email and password.

The image shows two overlapping web pages. The background page is the Microsoft 'Sign in' page, which includes the Microsoft logo, the text 'Sign in', a link 'Use your Microsoft account. What's this?', a text input field for 'Email, phone, or Skype', a blue 'Next' button, and a link 'No account? Create one!'. The foreground page is the AUB (American University of Beirut) login page, featuring the AUB logo with the year '1866' and the university's name in English and Arabic. It has a text input field for 'AUBnet@aub.edu.lb', a password input field, a 'Sign in' button, and a footer with copyright information and links for 'Privacy' and 'Help'.

5. Select “[Mobile app](#)” from the drop down menu and click “[Next](#)”

The image shows the Microsoft 'Additional security verification' page. It has the Microsoft logo in the top left corner. The main heading is 'Additional security verification', followed by the text 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. Below this is 'Step 1: How should we contact you?'. There is a dropdown menu with three options: 'Authentication phone' (highlighted in blue), 'Office phone', and 'Mobile app' (which has a mouse cursor pointing at it). To the right of the dropdown is a text input field containing the number '425 555 0100'. Below the dropdown is a 'Method' section with two radio button options: 'Send me a code by text message' and 'Call me' (which is selected). A blue 'Next' button is located at the bottom right. At the bottom of the page, a small box contains the text: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

6. Check “[Receive notification for verification](#)” and click “[Set up](#)”

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?

Mobile app ▼

How do you want to use the mobile app?

- ☒ Receive notifications for verification
- ☐ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.

7. Using the **Microsoft Authenticator** on your mobile, scan the QR code displayed on the browser.

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.



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

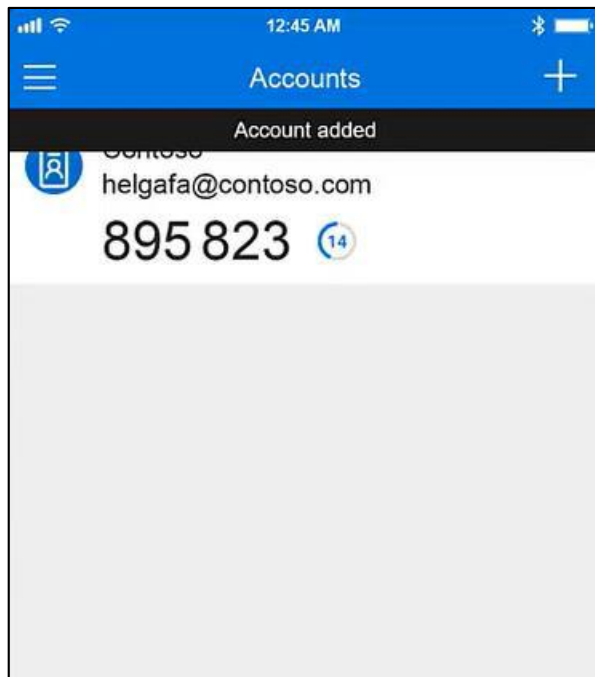
Code: 555 555 123

Uri: <https://cys01pfpad11.phonefactor.net/pad/55555512>

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

Next

8. Your account is now configured on the **Microsoft Authenticator** app.




9. On your browser click “[Next](#)”.

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.



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

Code: 555 555 123

Url: <https://cys01pfpad11.phonefactor.net/pad/55555512>

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

Next

10. On the “Additional Security Verification” form click “Next”

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?

Mobile app ▾

How do you want to use the mobile app?

☒ Receive notifications for verification

☐ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Mobile app has been configured for notifications and verification codes.

[Next](#)

11. Verify that MFA is working well by clicking “Approve” on the Mobile app.

Additional security verification

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

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

12. You will see a “Verification successful” message.

Additional security verification

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

Step 2: Let's make sure that we can reach you on your Mobile App device

Verification successful. Taking you to the next step...

13. Finally enter your phone number and click “[Done](#)”

Additional security verification

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

Step 3: In case you lose access to the mobile app

United States (+1)

555-555-1234

×

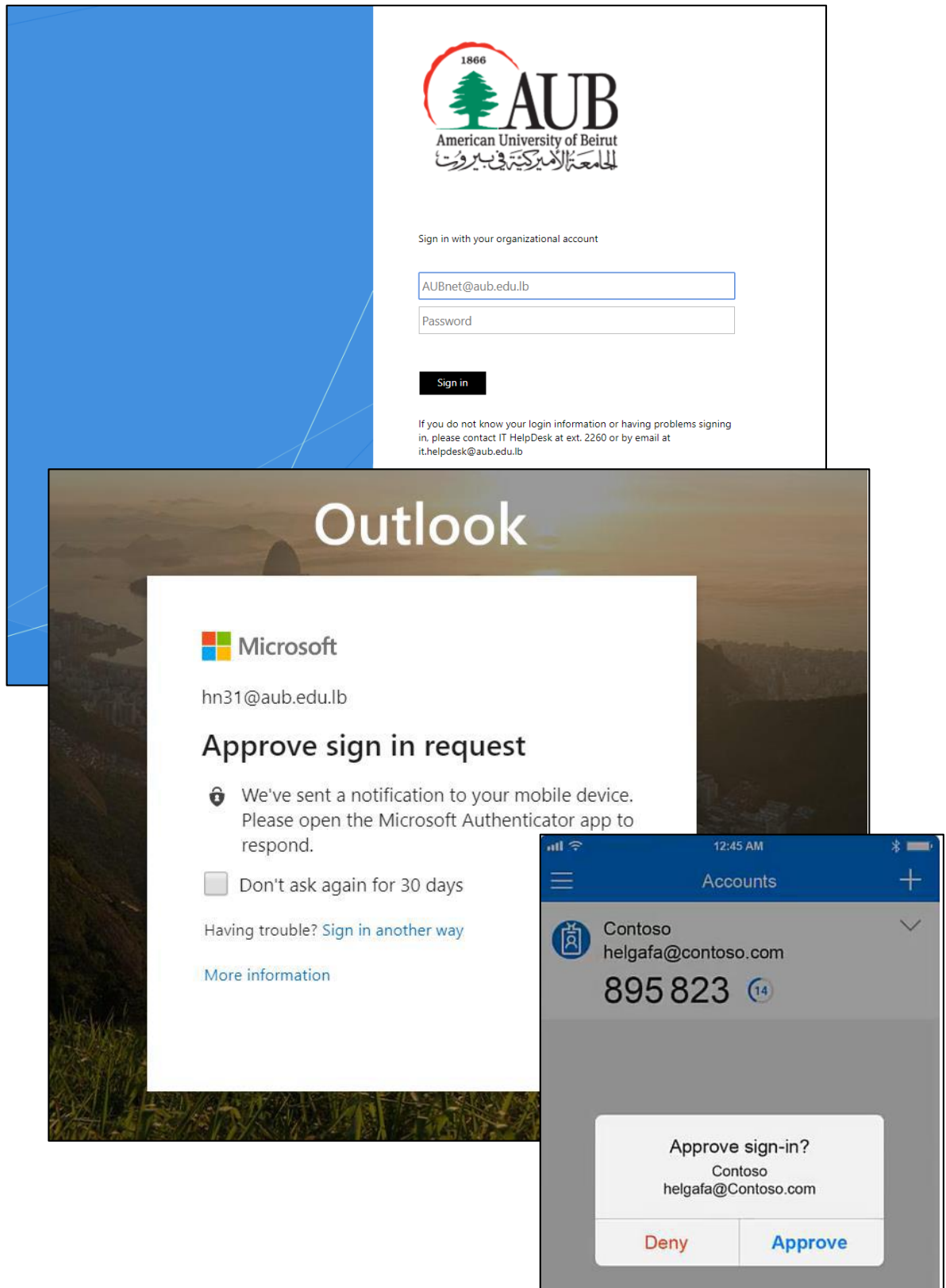
Done

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

II- Accessing the email

A. From the browser

1. Enter your credential and sign in. Approve the request to gain access to your email.



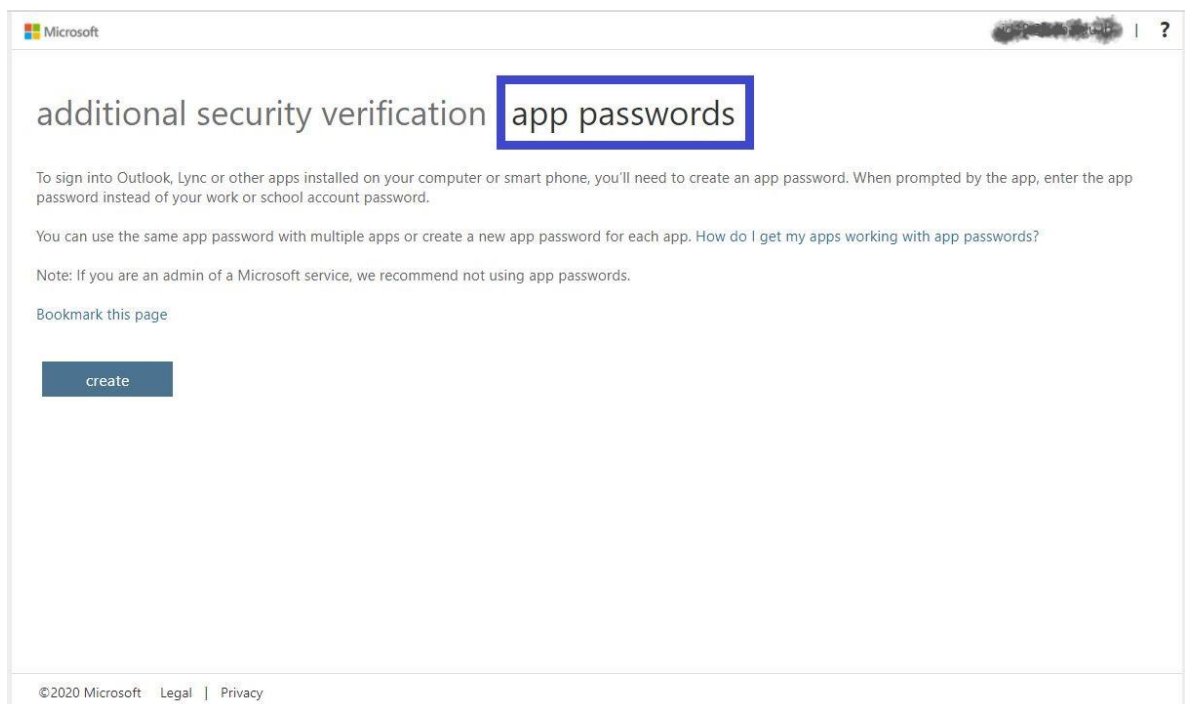
B. From mail application, (we recommend Microsoft outlook).

1. Restart the Email application.
2. Enter your password when prompted.
3. Approve the login from your Mobile app. *You can tick the “Don’t ask again for 30 days” option.*

III- Generating an App Password

Some mail applications require the use of the App Password.

1. Open <https://aka.ms/mfasetup> from your browser (Google Chrome is recommended).
2. Sign in using your AUB email.
3. Choose “app passwords” tab and click create.



4. Name the password and click “Next”

additional security verification app passwords


To sign into Outlook, Lync or other apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. How do I get my apps working with app passwords?

Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

Bookmark this page

create



Create app password


Enter a name to help you remember where you use this password.

Name:

next Cancel

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5. The Password is generated, click on “copy password to clipboard” and paste it in the password field of the app you want to use.



Your app password

Name: App Password

Password: 8ghw4p6m0tpn0t

Note: This password will not be displayed again.

copy password to clipboard

close