

Multi-factor Authentication Sign in (MFA)

Multi-factor authentication is used to increase security and protect against other users signing into your Microsoft account. Use these instructions to sign into your Microsoft account using Multi-factor authentication using a mobile device.

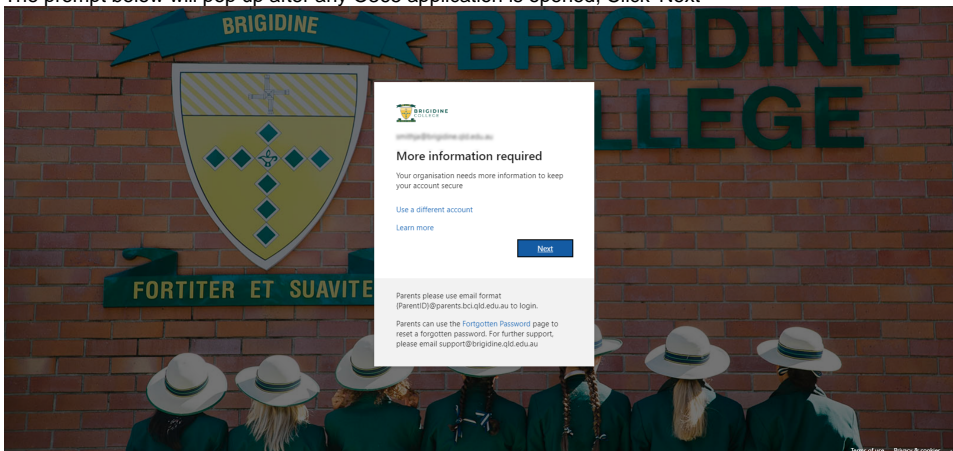


Note

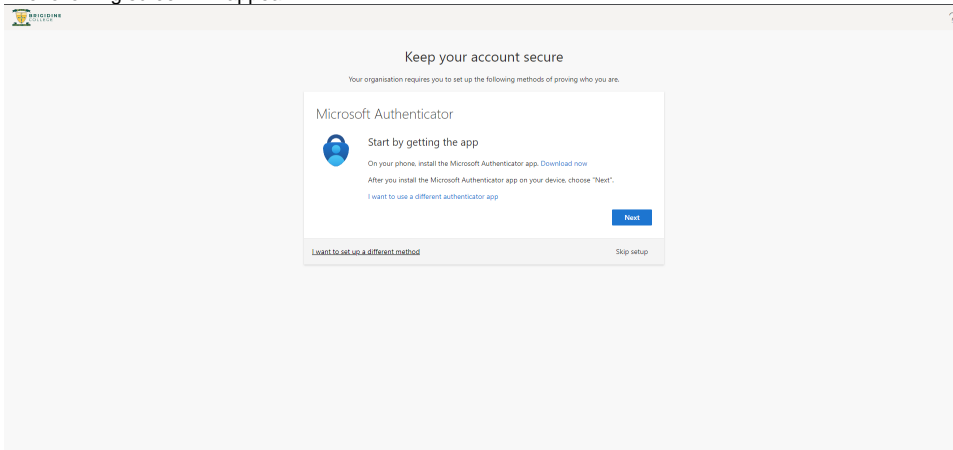
Please note that once set up, you will have to log back into **OneDrive**, **Microsoft Teams** and **re-authenticate Papercut scanning to OneDrive**.

Setting up Multi-factor Authentication Sign in (MFA)

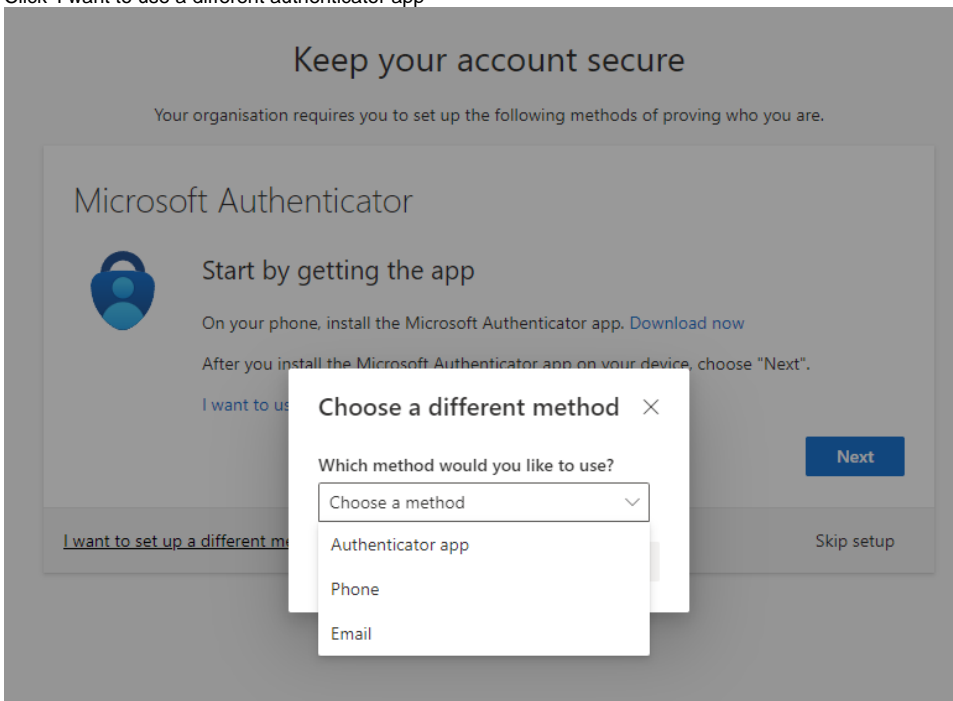
1. Download the Microsoft Authenticator app from the app store by clicking the respective link below.
[iOS \(Apple devices\)](#)
[Android \(Google Play store\)](#)
2. The prompt below will pop up after any O365 application is opened, Click 'Next'



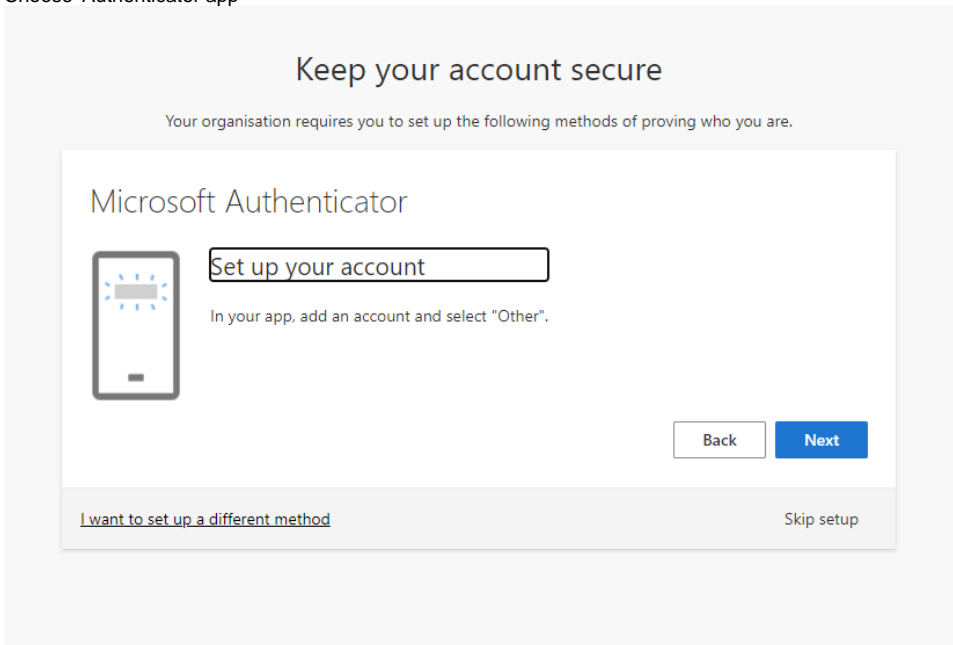
3. The following screen will appear.



4. Click 'I want to use a different authenticator app'



5. Choose 'Authenticator app'



6. The following screen will appear on your computer.

Keep your account secure


Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

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[I want to set up a different method](#)Skip setup

7. On your phone, open the 'Microsoft Authenticate' app. *Click* 'Scan QR Code'. Allow Microsoft Authenticate to take photos and scan the QR code on your phone.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Enter code

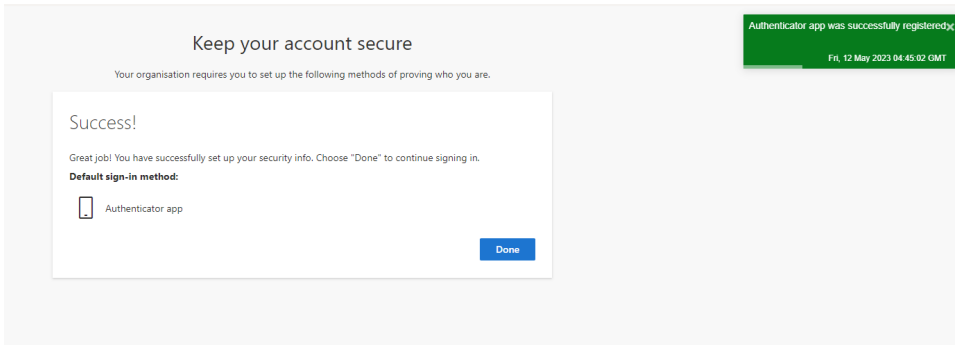
Enter the 6-digit code shown in the Microsoft Authenticator app.

123456

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8. Enter the six-digit code that shows on your app.



9. Your MFA has now been set up, every time you are prompted to log into Office 365 you will need to allow access on your phone. To complete access and log in you will have to click 'Approve' as seen in the screen shot below.

10:14

89%

Accounts



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Approve sign-in?

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DENY

APPROVE



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