## 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.

## (I) 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)

- Download the Microsoft Authenticator app from the app store by clicking the respective link below. iOS (Apple devices) Android (Google Play store)
- <complex-block>
- 3. The following screen will appear.

Keep your account secure         too organization requires you to set use the the leveling methods of proving who you are.         Microsoft Authenticator         Microsoft Authenticator         Operations and the Microsoft Authenticator sign of providence         Are you install the Microsoft Authenticator sign of providence         Team to use a different submitted activities of the Microsoft Authenticator sign of			
Start by gettingting methods of proving who you are.         Microsoft Authenticator         Start by getting the app On your phone. Install the Microsoft Authenticator app Developed note. After you install the Microsoft Authenticator app         Turnet to use a different method         Least to set, ou a different method	Keep your account secure		
Start by getting the spin         Or your phone. Install the Microsoft Authenticator ago Deveload now         After you install the Microsoft Authenticator ago         Install to add your a different method         Least to use a different method	······		
Microsoft Authenticator Start by getting the app Oryan prove, install the Microsoft Authenticator app. Devention from Arthread Start or use a different subflexificator app Install to set use a different matched Install to set use a different matched Star to use a different matched Star	four organisation requires you to set up the following methods or provin	g who you are.	
Start by getting the app Dryper phone, install the Microsoft Authenticator age Downlead now After you whall the Microsoft Authenticator age or your device, those "Next". I want to use a different authenticator age I text to ase a different method Sign shop	Microsoft Authenticator		
On your phone. Install the Microsoft Authenticator age Downlead new         After you install the Microsoft Authenticator age         I want to use a different sufferent suf	Start by getting the app		
After you withit the Microsoft Authenticator ago on your device, choice "Next". I want to use a different authenticator ago           Next           Levent to set, so, a different method         Skep sub, or	On your phone, install the Microsoft Authenticator app. Download	now	
I versit to see a different authoriticator app	After you install the Microsoft Authenticator app on your device, cl	noose "Next".	
Lister to set up a different method         Skip setup	I want to use a different authenticator app		
Lisent to set us a different method Skip intep		Next	
	Lwant to set up a different method	Skip setup	

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

ł	Keep your account secure	
Your organisation re	equires you to set up the following methods of proving	who you are.
Microsoft Authe	nticator	
Start by g	getting the app	
On your pho	ne, install the Microsoft Authenticator app. Download no	ow
After you inst	tall the Microsoft Authenticator app on your device, cho	ose "Next".
I want to us	Choose a different method $~ imes~$	
	Which method would you like to use?	Next
	Choose a method $\checkmark$	
I want to set up a different me	Authenticator app	Skip setup
	Phone	
	Email	

5. Choose 'Authenticator app'

Keep your account secure Your organisation requires you to set up the following methods of proving	who you are.
Microsoft Authenticator           Set up your account           In your app, add an account and select "Other".	Back Next
<u>l want to set up a different method</u>	Skip setup

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 Auth app with your account.	enticator
After you scan the QR code, choose "Next".	
Can't scan image?	
Back	Next
I want to set up a different method S	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.

Your	Keep your account secure organisation requires you to set up the following methods of prov	ving who you a	re.
Microso	ft Authenticator Enter code Enter the 6-digit code shown in the Microsoft Authenticator app.		
I want to set up	a different method	Back	Next Skip setup

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

Keep your account secure Your organisation requires you to set up the following methods of proving who you are.	Authenticator app was successfully reg
SUCCESS! Great Jobl You have successfully set up your security into. Choose "Done" to continue signing in. Default sign-in method:	
Done	

 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.



## **Related articles**

• Multi-factor Authentication Sign in (MFA)