

What is Multi Factor Authentication or MFA?

It is an authentication method that requires the user to provide two or more verification factors to gain access to a network. For McMurry your 'known' computer and password are usually two factors, but with the increased attacks over the last 2 years, we are adding an Authenticator to the process to improve our ability to keep the network secure.

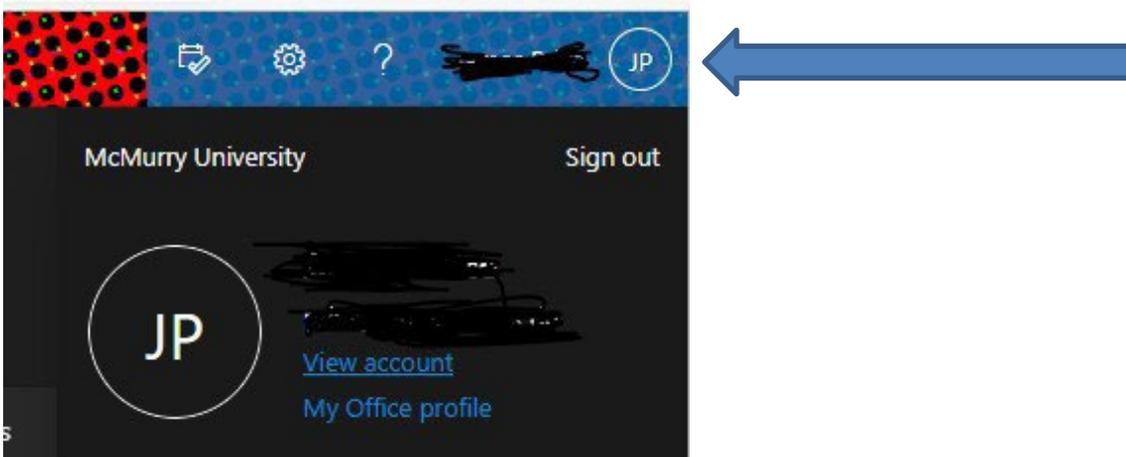
1. Before proceeding any further, you need to download the Microsoft Authenticator App.
If you are using an Apple device, this App will be the SECOND App, not the first app in the store. It should have an Icon that looks like this for both Apple IOS and Android. Download and Install this App to your phone.



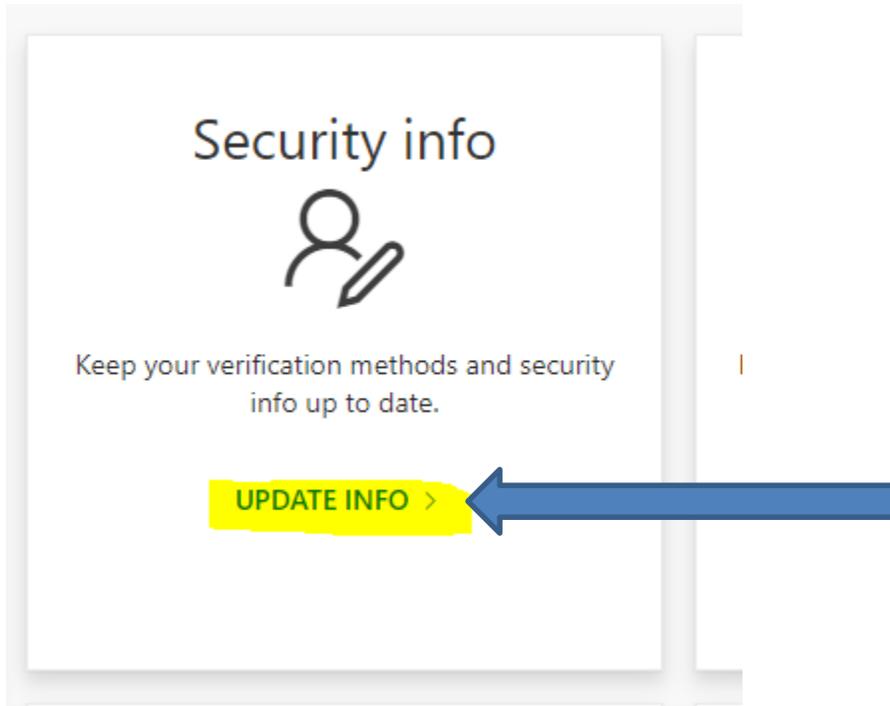
2. Go to www.office.com In the upper right-hand corner click on the avatar picture and sign in. If you are already signed in, you may see your initials or a picture if you have already set one up your account.



3. Once you are signed in, click on your initials in the upper right-hand corner and then click on view account.



4. On the account page click on the update info link.



5. In the security info page, click on Add sign-in method.

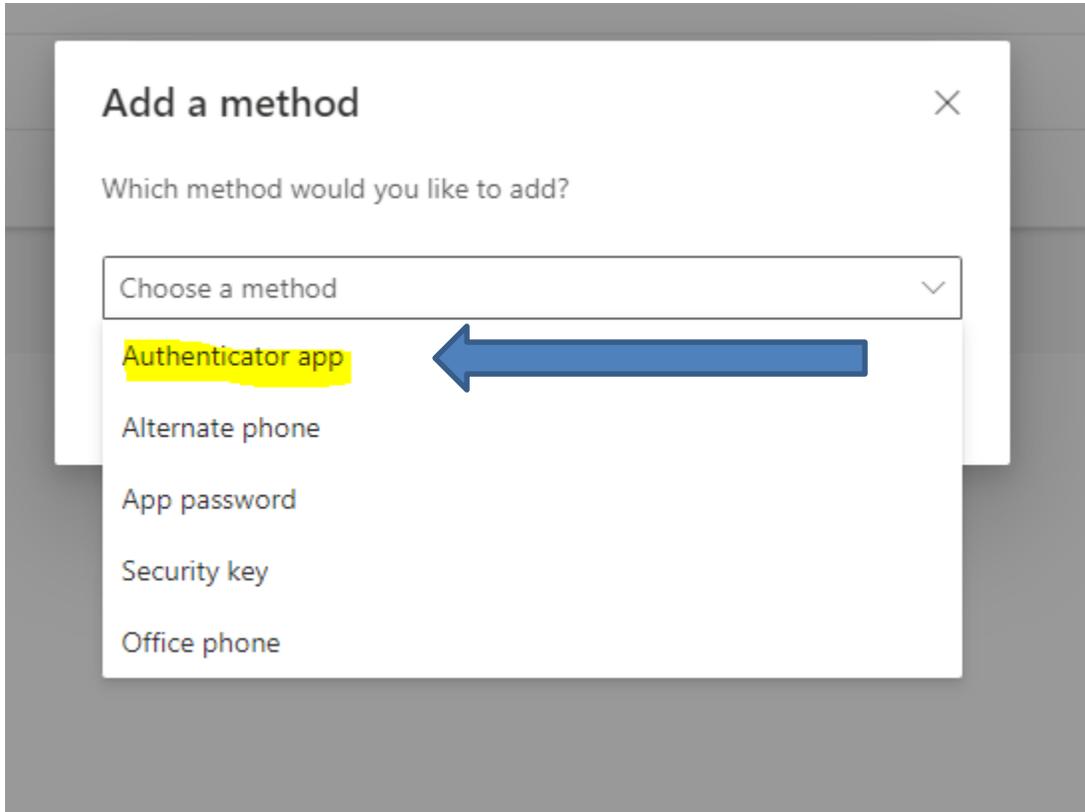


6. Once the App is Installed. Follow these steps **in order**.

- a. Open your Microsoft Authenticator App, if not already open.
- b. Add an Account (Work or School Account) If you do not see this click on Scan QR Code. If you click on (Work or School Account) then click on Scan QR Code.
- c. Now go back to your account on your computer in Office and finish the steps as listed.

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7. On the Add a Method page click on the drop-down menu and click on authenticator App then click Add.



8. On the Microsoft Authenticator App Pop up screen click on Next.

9. On the Setup your account Pop up screen click on Next.

10. Now scan the QR Code, and your account will automatically be added to your Authenticator App.

11. Once your account has been added. Click on Next on the QR code screen on your computer. This will send you an approval or request message on your phone. Click on Approve.

12. Once you have clicked on approve, you will see a message on the computer screen that says success. Click through to finish the process, and now your account has been setup for MFA (Multi Factor Authentication).

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