
How do I configure Two-factor authentication on Office 365

Version: Wednesday, 29 November 2023



CAVERE – COVR – NETFLOW – NETROPOLIX



Phishing is a cybercrime in which a target is contacted by a message service and lured into providing sensitive data such as a username and password. This information is then used to access the account and can result in identity theft and financial loss. Enabling two-factor authentication (aka 2FA, multi-factor authentication or MFA) on such accounts can vastly reduce that risk.

It only takes 5 minutes to configure two factor authentication. It is easy and increases security on your Office 365 account. Not only Microsoft offers 2 factor authentication on its accounts. Lots of other services such as LinkedIn, Meta, TikTok, .. offer this service to make life hard on phishers and other cybercriminals.

With two-factor authentication enabled, after providing your username and password, you will be required to acknowledge your request using your smartphone. A cybercriminal who stole your username and password will no longer be able to access your account without access to your smartphone.

Enable two-factor authentication for Office 365 on your smartphone

Step 1

Install the Microsoft Authenticator App on your **smartphone** by searching for this app on your smartphone in your Google Play Store or Apple App Store.

Android > <https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en&gl=US>

Apple > <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>

Step 2

On your PC or laptop, go to <https://aka.ms/mfasetup>.

Step 3

Provide your account.

Microsoft

Sign in

username@domain.com

Can't access your account?

Next



Step 4

Enter your password.

Microsoft

Enter password

.....

[Forgot my password](#)

[Sign in](#)

If you wish to stay signed in, choose yes.

Microsoft

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

[No](#) [Yes](#)

Step 5

Add sign-in method.

My Sign-Ins

- Overview
- Security info**
- Organizations
- Devices
- Privacy

Security info

These are the methods you use to sign into your account or reset your password.

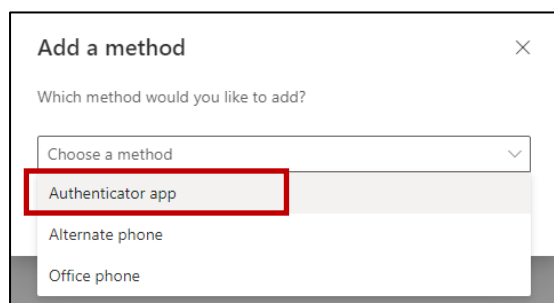
Default sign-in method: Microsoft Authenticator - notification [Change](#)

[+ Add sign-in method](#)



Step 6

Add a method > Authenticator app.

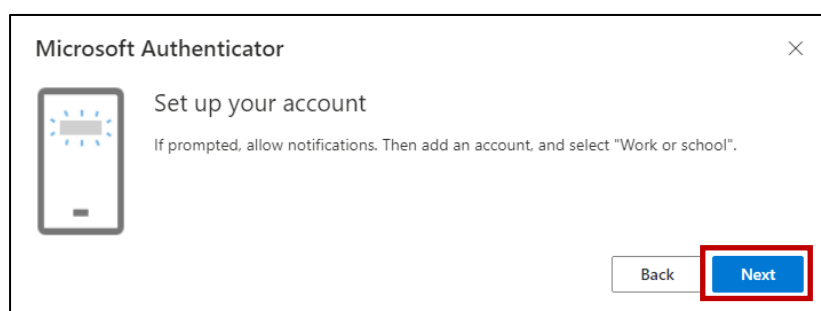
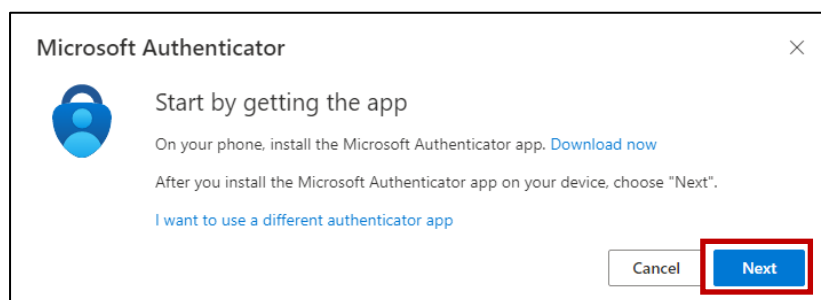


Step 7

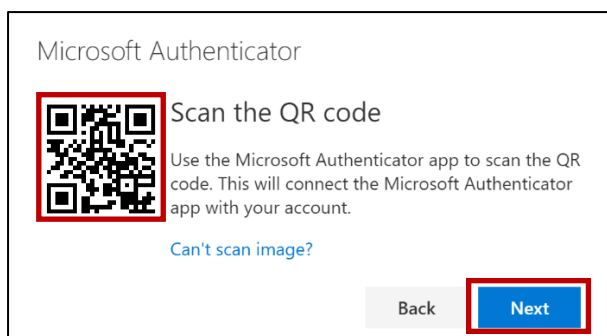
Open the Microsoft Authenticator app on your smartphone.

Step 8

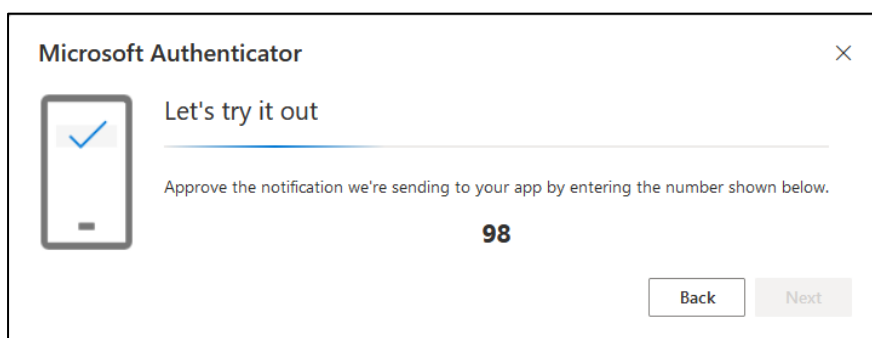
Configure the Microsoft Authenticator app on your smartphone.



Scan the QR-code shown on your computer screen using the Microsoft Authenticator app. To do this, press "+" at the top of the app and choose "Work or School Account" -> Scan QR Code.



Confirm the message on your smartphone by entering the number on your PC screen in the app. Then click yes.



Step 9

Congratulations, your account and smartphone are now ready for two-factor authentication. As soon as two-factor authentication is made mandatory on your Office 365 environment, you will be prompted to authenticate on a regular basis.

Questions on this or any other topic?

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