
How do I configure Two-factor authentication on Office 365

Versie: Monday, 29 April 2024





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.

The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. A password input field is shown with a red rectangular box around it, containing a series of dots. To the right of the input field is a red eye icon. Below the input field is a link that says "Forgot my password". At the bottom right, there is a blue "Sign in" button.

If you wish to stay signed in, choose yes.

The screenshot shows the Microsoft "Stay signed in?" prompt. At the top left is the Microsoft logo. Below it, the text "Stay signed in?" is displayed. Underneath, it says "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button.

Step 5

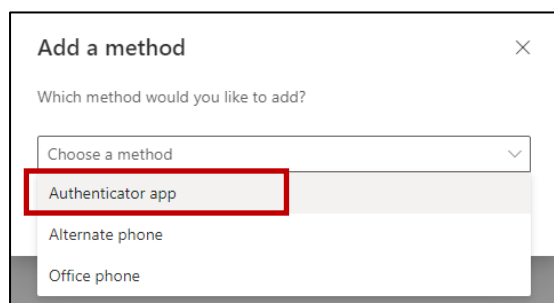
Add sign-in method.

The screenshot shows the Microsoft "Security info" page. At the top, there is a header with "My Sign-Ins" and a dropdown arrow. On the left side, there is a navigation menu with options: "Overview", "Security info" (which is highlighted), "Organizations", "Devices", and "Privacy". The main content area is titled "Security info" and contains the text "These are the methods you use to sign into your account or reset your password." Below this, it says "Default sign-in method: Microsoft Authenticator - notification" with a "Change" link. At the bottom of the main content area, there is a red rectangular box around a button that says "+ Add sign-in method".



Step 6

Add a method > Authenticator app.

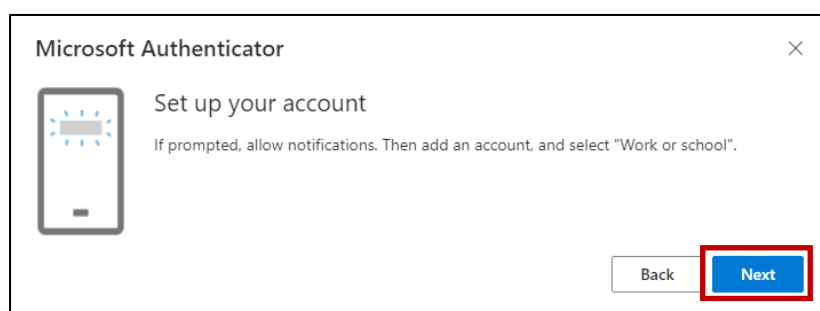
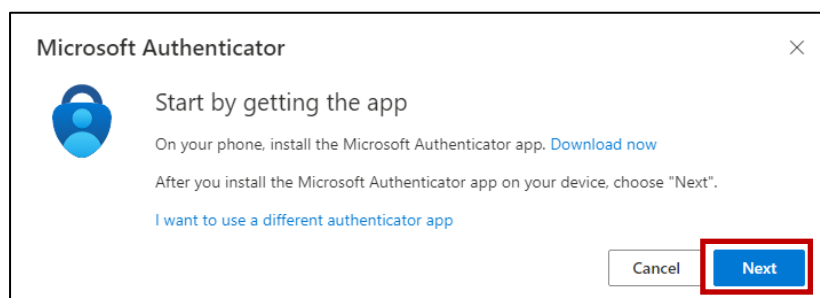


Step 7

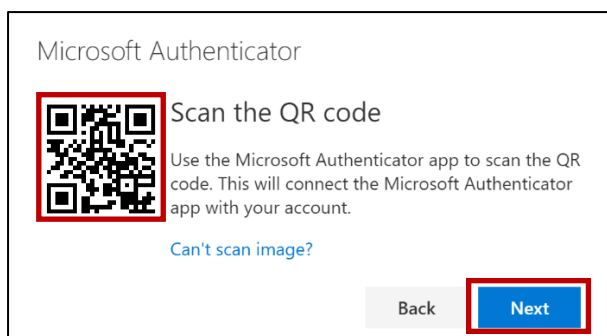
Open the Microsoft Authenticator app on your smartphone.

Step 8

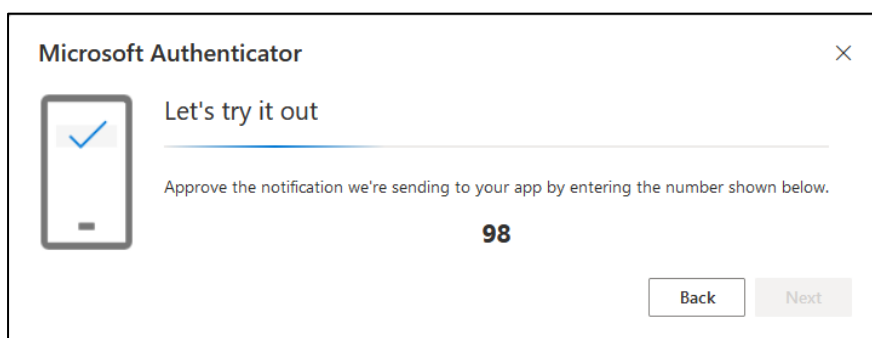
Configure the Microsoft Authenticator app on your smartphone.



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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