Microsoft Multi-Factor Enrollment

What is Multi-Factor Authentication (MFA)?

Microsoft Multi-Factor Authentication (MFA) helps safeguard access to data and applications while maintaining simplicity for users. It provides additional security by requiring a second form of authentication and delivers strong authentication via a range of easy to use methods.

How it works: MFA works by requiring both of the following verification methods to access your account:

- Something you know (your ARCHATL username & password)
- Something you have (a trusted device - your cell phone or desk phone)

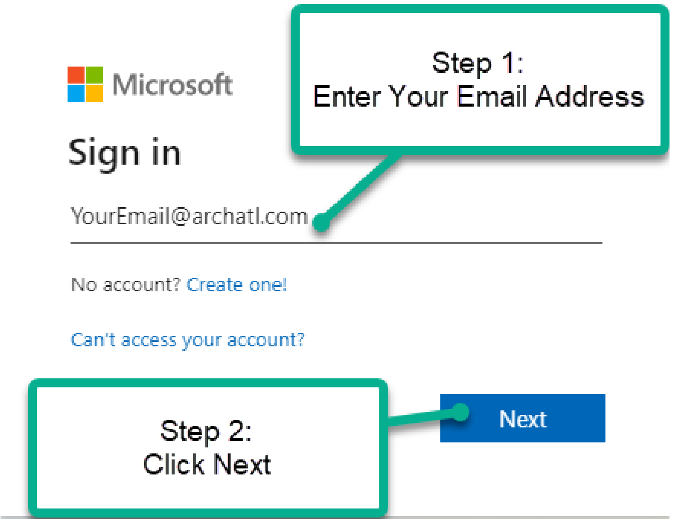
Learn more about Microsoft's Multi-Factor Authentication.

PASSWORD
?
username
••••••••
Login
+
PROOF
Is that you?
=
ACCESS
Success!

Click Here For Frequently Asked Questions About MFA

How to Setup MFA

- **Step 1 – Log in to https://aka.ms/mfasetup**
  **THIS STEP MUST BE DONE ON YOUR COMPUTER*
- **Step 2 – Click Next**



Microsoft

Sign in

YourEmail@archatl.com

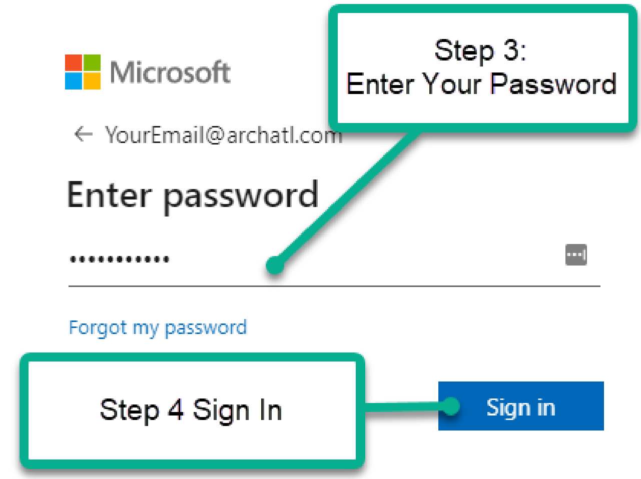
No account? Create one!

Can't access your account?

Step 1:
Enter Your Email Address

Step 2:
Click Next

- **Step 3 – Enter Your Password**
- **Step 4 – Click Sign In**



Microsoft

← YourEmail@archatl.com

Enter password

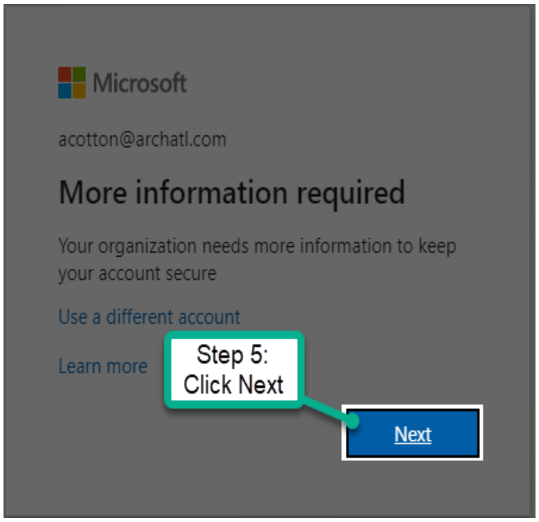
••••••••••

Forgot my password

Step 3:
Enter Your Password

Step 4 Sign In

- **Step 5 – Click Next**



Microsoft

acotton@archatl.com

More information required

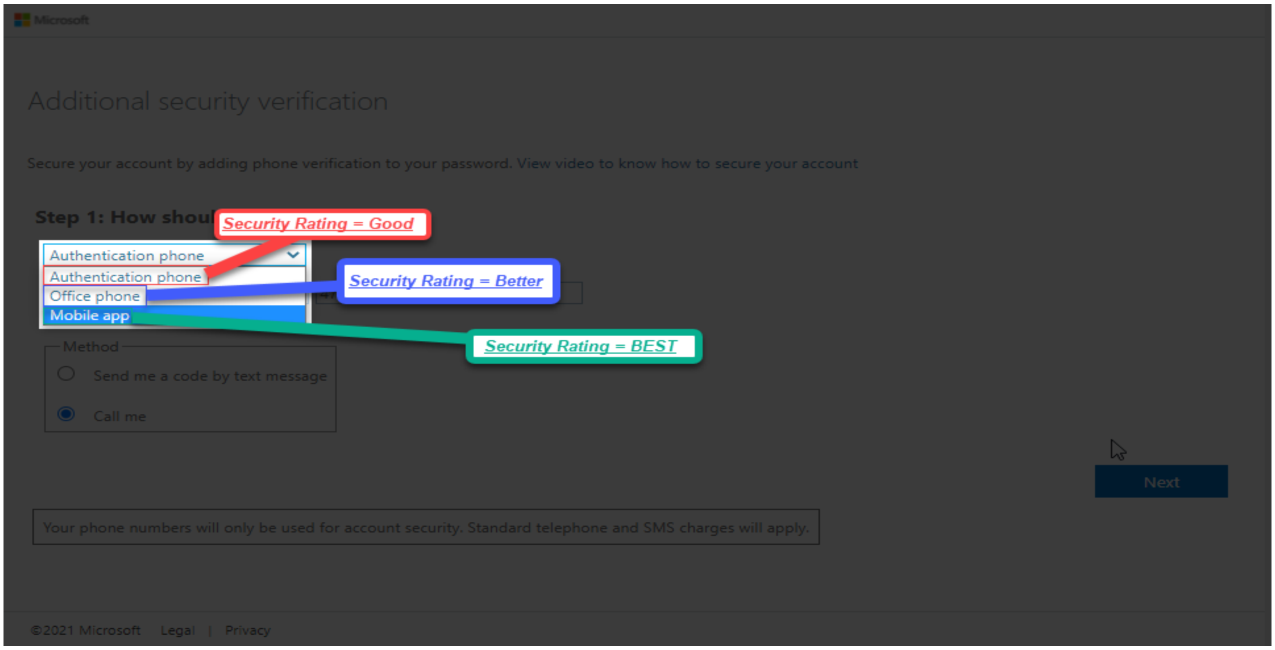
Your organization needs more information to keep your account secure

Use a different account

Learn more

Step 5:
Click Next

After successfully logging into Office 365 you will be asked to select a method for authentication. Please review the options below.



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How shoul

Authentication phone
- Authentication phone — Security Rating = Good
- Office phone — Security Rating = Better
- Mobile app — Security Rating = BEST

Method

○ Send me a code by text message

● Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

©2021 Microsoft Legal | Privacy

Mobile App: Security Rating = BEST: The Authenticator app will help prevent unauthorized access to accounts by pushing a notification to your smartphone or tablet. You can view the notification, and if it's legitimate, select Verify.

***Requires a smartphone or tablet**

CLICK HERE FOR MOBILE APP INSTRUCTIONS

Office Phone: Security Rating = Better: A Microsoft automated system will call your desk phone and ask you to click # to approve your login.

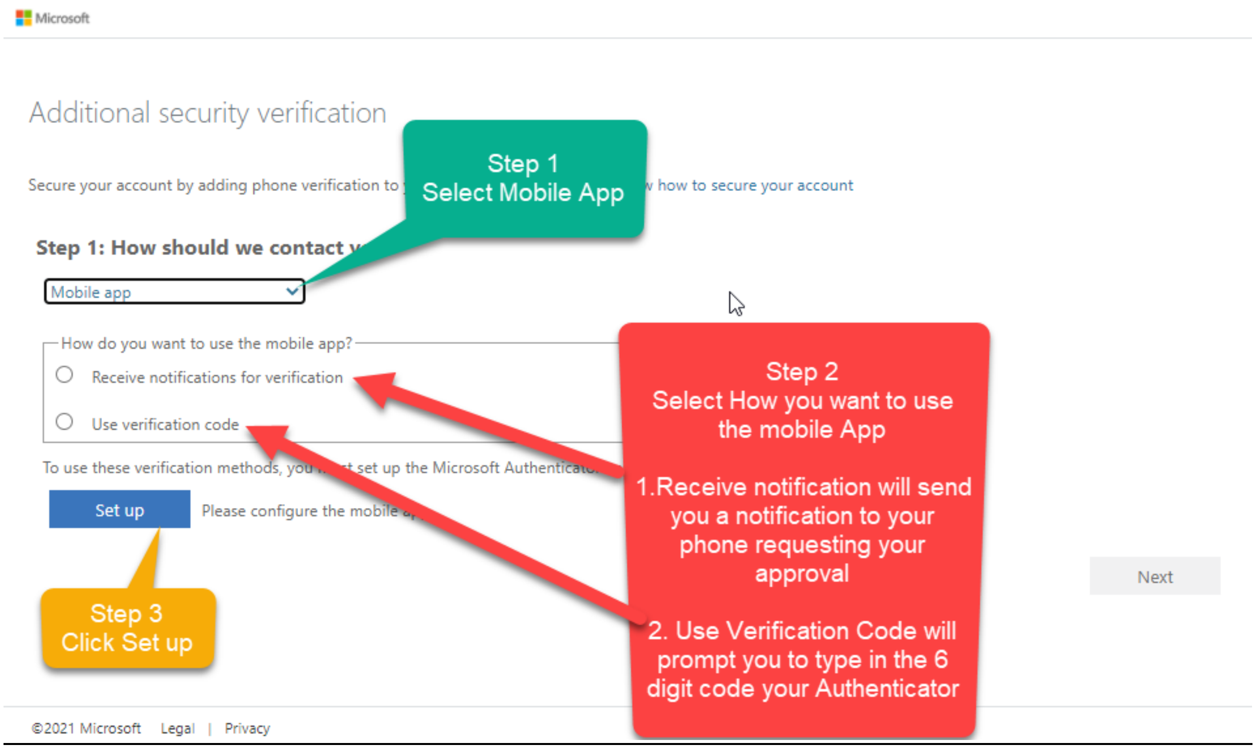
CLICK HERE FOR OFFICE PHONE INSTRUCTIONS

Authentication Phone: Security Rating = Good: This is a user-friendly method that does not require users to install any app. Rather, in order to authenticate, a one-time password is sent by SMS to the user’s registered phone, and this is used to authenticate them.

*Please Note: Limited mobile carrier reception can cause issues for receiving authentication calls or text.

CLICK HERE FOR CELL PHONE AUTHENTICATION INSTRUCTIONS

Microsoft Authenticator Mobile App Instructions



Additional security verification

Secure your account by adding phone verification to y … w how to secure your account

Step 1: How should we contact y

Mobile app

How do you want to use the mobile app?

○ Receive notifications for verification

○ Use verification code

To use these verification methods, you … t set up the Microsoft Authenticato

Set up

Please configure the mobile a

Next

©2021 Microsoft Legal | Privacy

Step 1
Select Mobile App

Step 2
Select How you want to use the mobile App

1.Receive notification will send you a notification to your phone requesting your approval

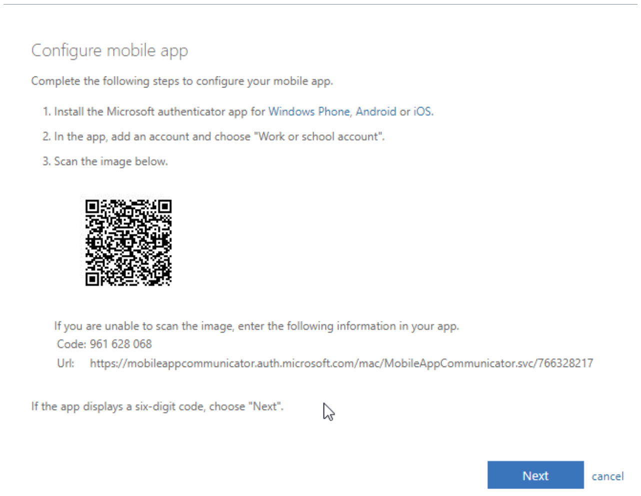
2. Use Verification Code will prompt you to type in the 6 digit code your Authenticator

Step 3
Click Set up

- **Step 1 - Select Mobile App**
- **Step 2 - Select How you want to use the mobile App**
  - **<u>Option 1 - Receive notifications for verification:</u>** This option pushes a notification to the authenticator app on your smartphone or tablet. View the notification, and if it is legitimate, press **Approve** or **Deny** to confirm that you expected that login and the rest is automatic.

  - **<u>Option 2 - Use Verification Code</u>** For this option, the authenticator app generates a verification code that updates every 30 seconds. Enter the most current verification code in the sign-in interface.

- **Step 3 – Click Set Up**
    - This will redirect you to a screen that will contain a QR code. We will now need to install the Authencator app on your smartphone.



Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

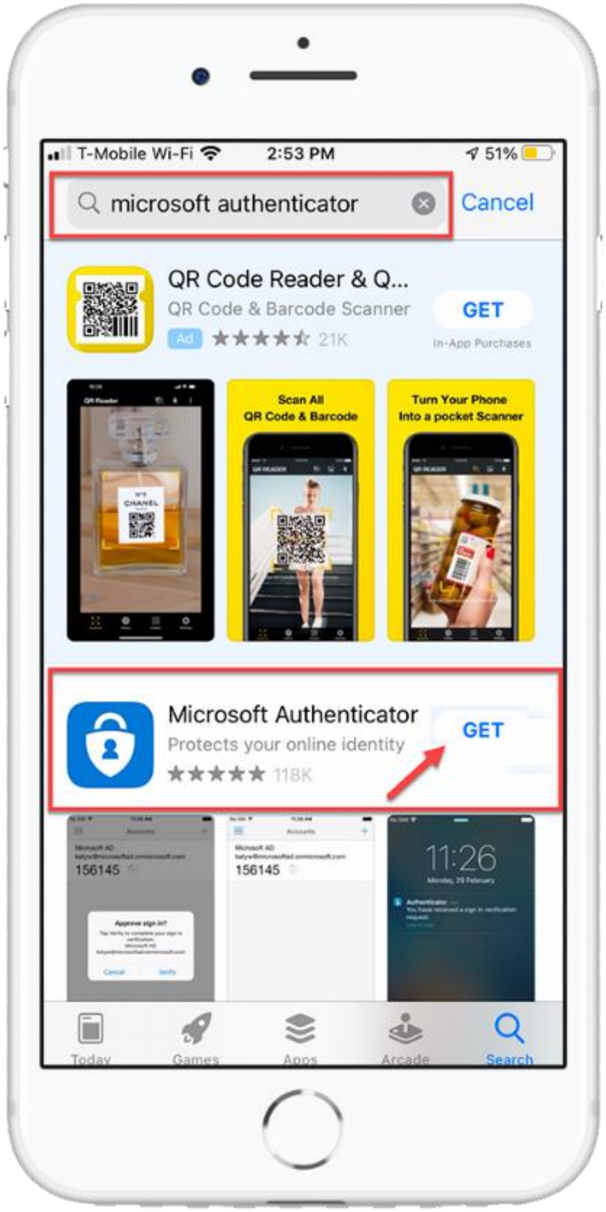
If you are unable to scan the image, enter the following information in your app.
Code: 961 628 068
Url: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/766328217

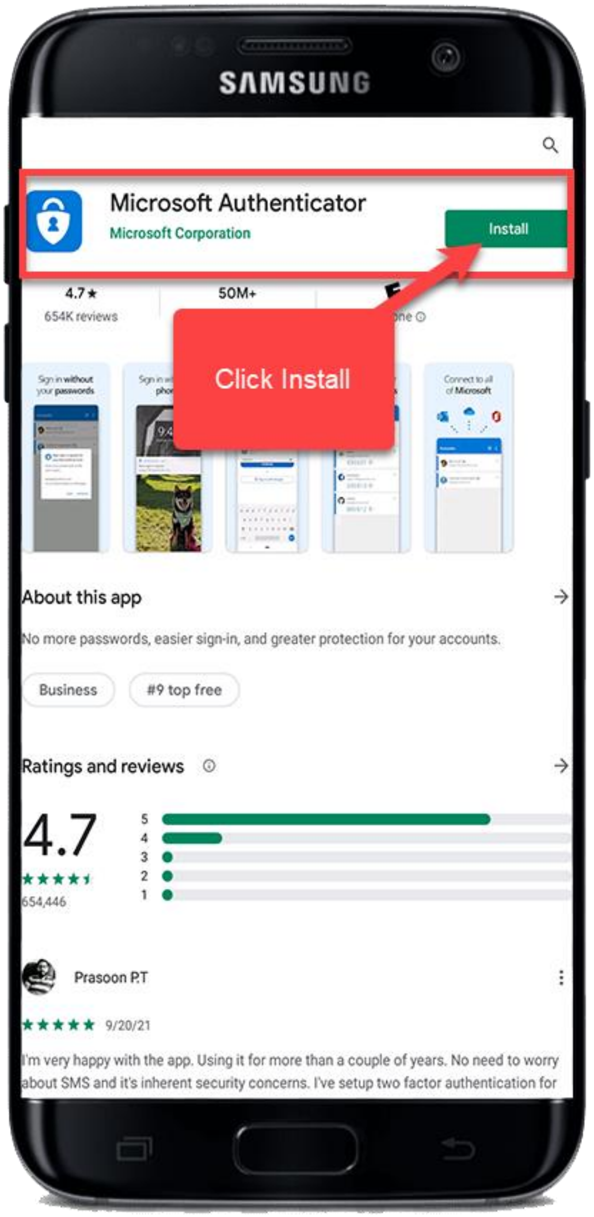
If the app displays a six-digit code, choose "Next".

<u>Please follow the instruction belows based on the type of smartphone you have.</u>

	Google Play
<u>iPhone Step 1</u> Open the App Store and search for Microsoft Authenticator	***<u>Andriod</u>*** Open the Google Play Store and search for Microsoft Authenticator

---





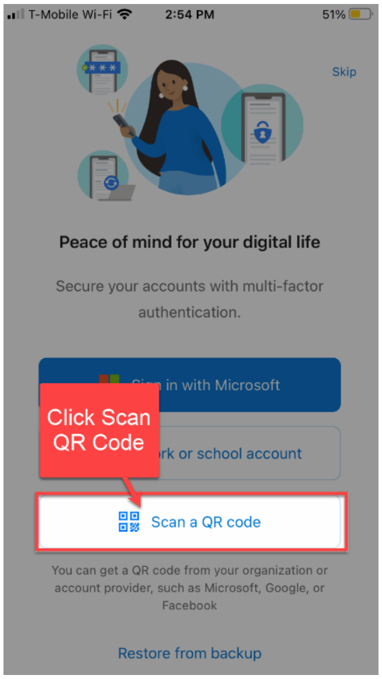
No more passwords, easier sign-in, and greater protection for your accounts.

I'm very happy with the app. Using it for more than a couple of years. No need to worry about SMS and it's inherent security concerns. I've setup two factor authentication for

iPhone Step 2 Select **Get** to download the Microsoft Authenticator	***Andriod*** Select **Install** to download the Microsoft Authenticator

iPhone and Andriod Step 3

1. Once the download is copmplete open the Microsoft Authenticator application and accept the Privacy terms.
2. Click Scan QR Code
3. Scan the QR Code that is on your computer screen.



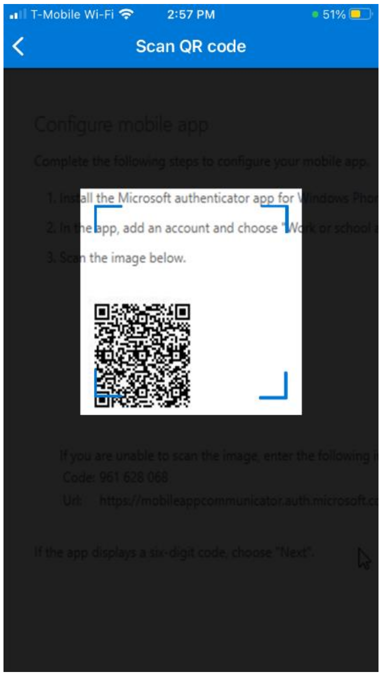
Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

Click Scan QR Code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

*Return to your computer for the next step



Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phon
2. In the app, add an account and choose "Work or school a
3. Scan the image below.

If you are unable to scan the image, enter the following i
Code: 961 628 068
Url: https://mobileappcommunicator.auth.microsoft.c

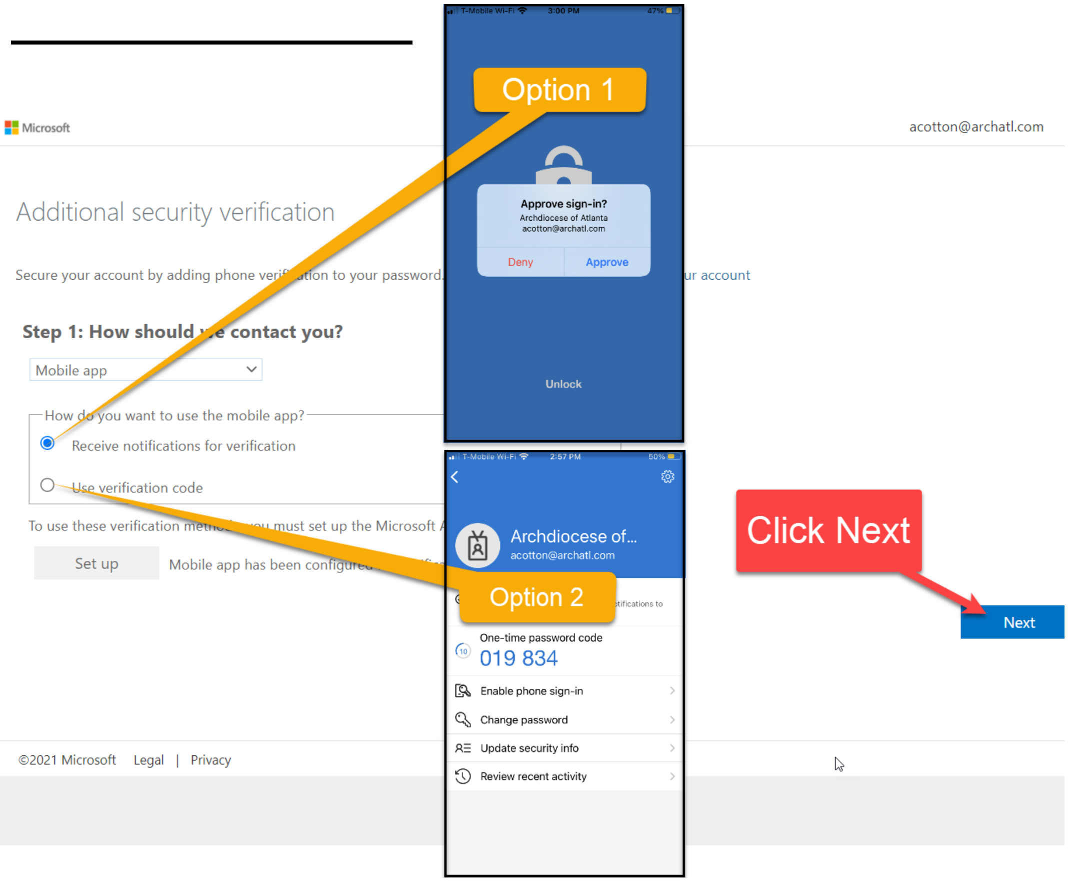
If the app displays a six-digit code, choose "Next".

<u>On your computer select how you want to use the mobile app:</u>

Option 1: Receive notification for verification. (*Microsoft Authenticator App will prompt you to approve your sign in.***)**

Option 2: Use verification code *(Open the Microsoft Authenticator app and type the 6 digit code into your computer.)*

After selecting your method for verification select Next.



Microsoft   acotton@archatl.com

Additional security verification

Secure your account by adding phone verification to your password. ...ur account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

● Receive notifications for verification

○ Use verification code

To use these verification methods, you must set up the Microsoft A...

Set up   Mobile app has been configured...

Next

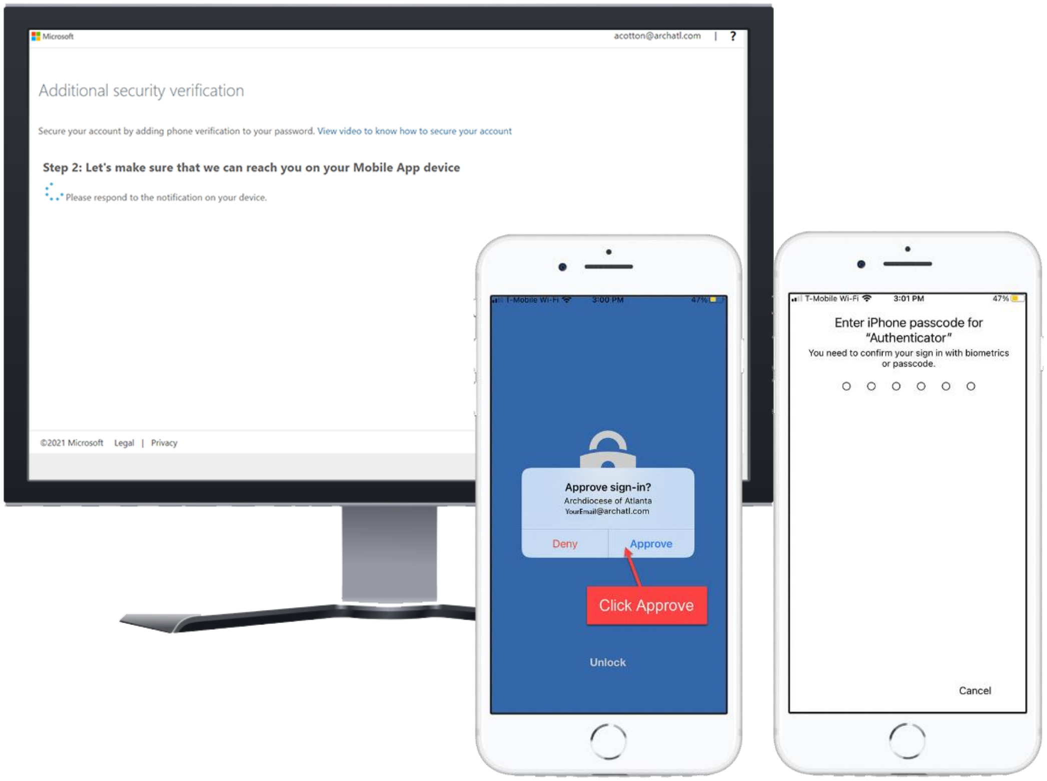
©2021 Microsoft   Legal | Privacy

<u>Option 1: Receive notification for verification Instructions</u>

1. Open the notification on your phone

2.Click Approve

3.Enter your phones password (*or Finger Print / Face ID)*



Microsoft   acotton@archatl.com | ?

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

©2021 Microsoft   Legal | Privacy

Approve sign-in?
Archdiocese of Atlanta
YourEmail@archatl.com
Deny
Approve
Click Approve
Unlock
Enter iPhone passcode for "Authenticator"
You need to confirm your sign in with biometrics or passcode.
Cancel

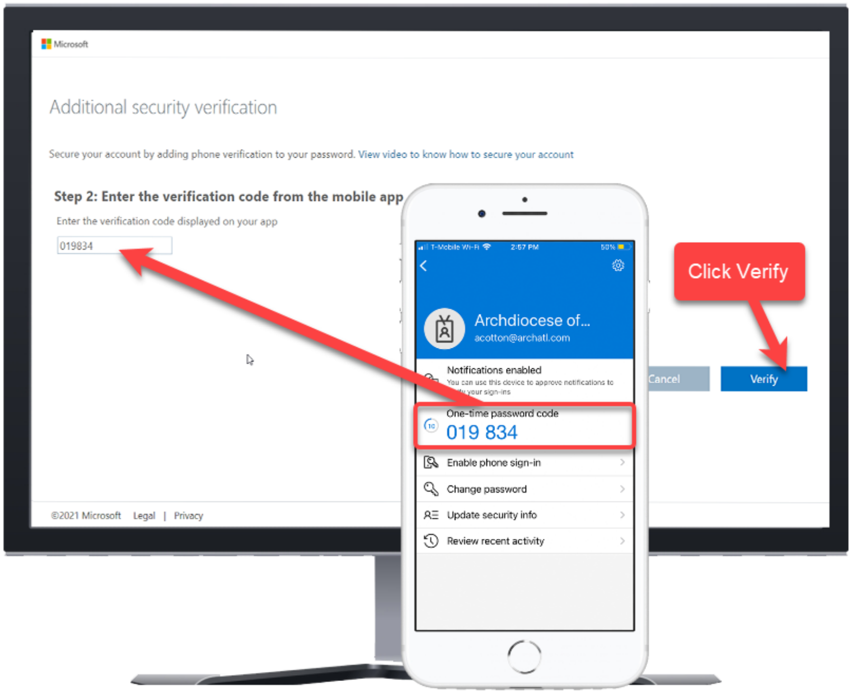
You are now complete the enrollment for the Microsoft Authenticator Mobile App Instructions
Please Skip instructions below

Option 2: Use verification code

1. Open the Authenticator Application and select your account.

2.Type the One-time password code into the Additional security verification page on the computer

3. Click Verify



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

019834

T-Mobile Wi-Fi 2:57 PM 50%

Archdiocese of...
acotton@archatl.com

Notifications enabled
You can use this device to approve notifications to ... your sign-ins

One-time password code
019 834

Enable phone sign-in

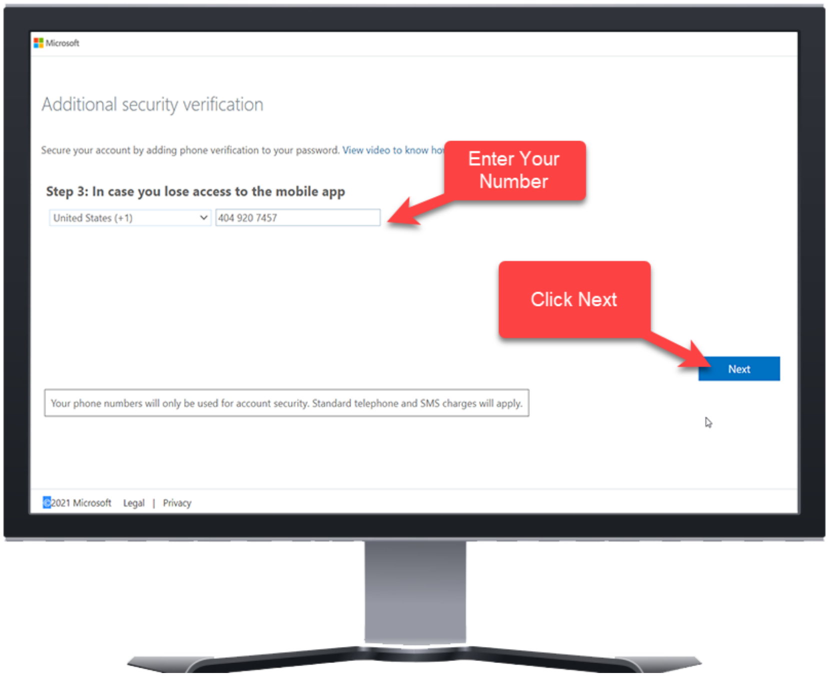
Change password

Update security info

Review recent activity

©2021 Microsoft Legal | Privacy

***_Instructions continue for all methods_**



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know ho

Step 3: In case you lose access to the mobile app

United States (+1) 404 920 7457

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

©2021 Microsoft Legal | Privacy

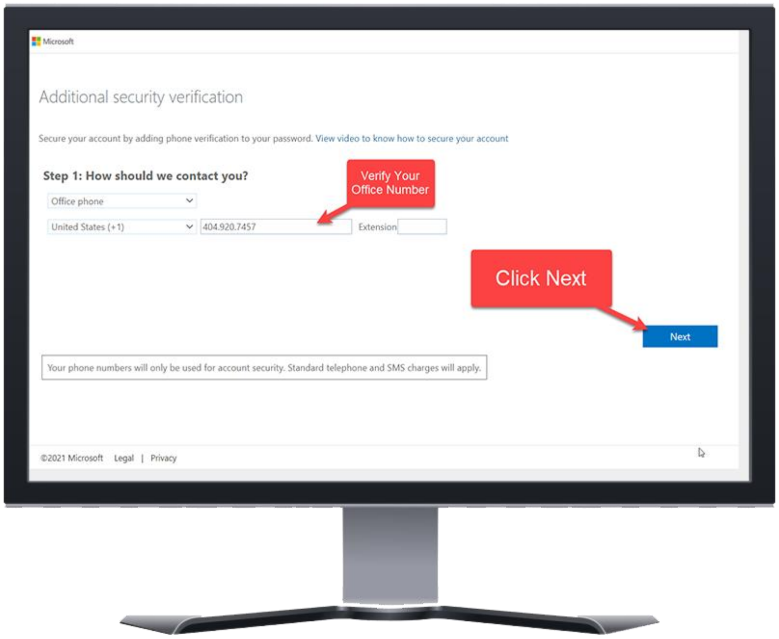
In case you lose access to the mobile application enter your cell number. Then Click Next

****You are now finished the enrollment***

Authenticate using Office Phone

1. Verify your office number.

2. Click Next.



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Office phone

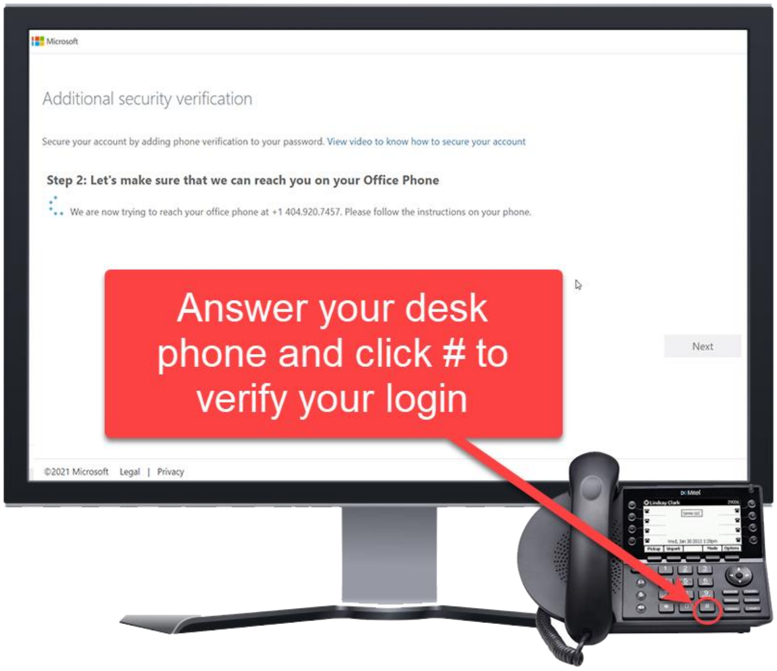
United States (+1) 404.920.7457 Extension

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

©2021 Microsoft Legal | Privacy

Answer your desk phone and push # to verify your account

****You are now finished the enrollment***



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Let's make sure that we can reach you on your Office Phone

We are now trying to reach your office phone at +1 404.920.7457. Please follow the instructions on your phone.

©2021 Microsoft Legal | Privacy

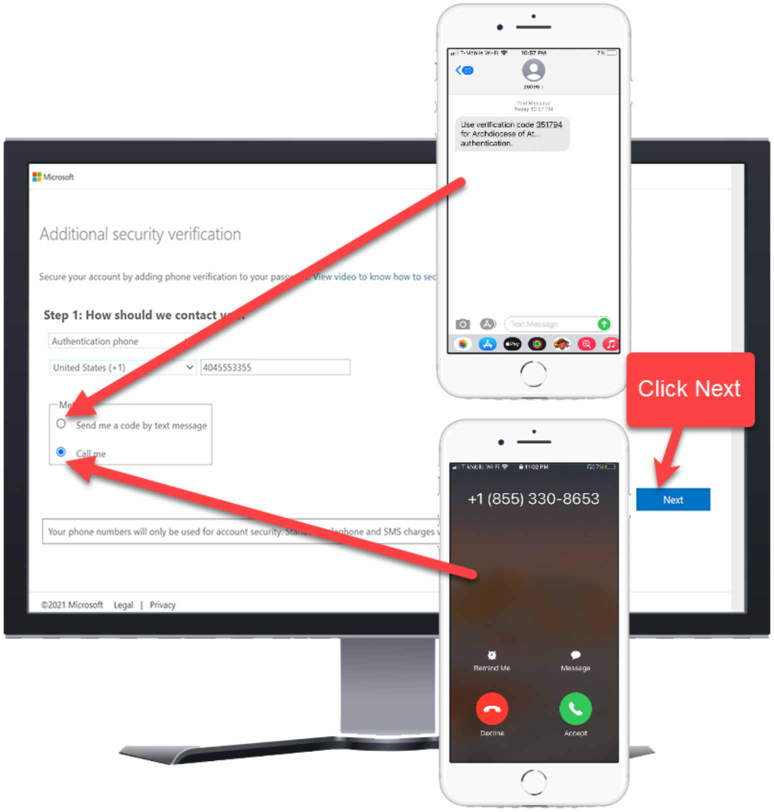
Authenticate using your Cell Phone

Select your method of contact

1. **Option 1** will send you a code to enter into the web page

2. **Option 2** will call your cell phone and prompt you to push # to verify your account

3. Once your method is selected **click next**



Microsoft

Additional security verification

Secure your account by adding phone verification to your pass... View video to know how to sec...

Step 1: How should we contact y...

Authentication phone

United States (+1) 4045553355

Me...
○ Send me a code by text message
● Call me

Your phone numbers will only be used for account security. Stan... ...lephone and SMS charges ...

©2021 Microsoft Legal | Privacy

Use verification code 351794 for Archdiocese of At... authentication.

+1 (855) 330-8653

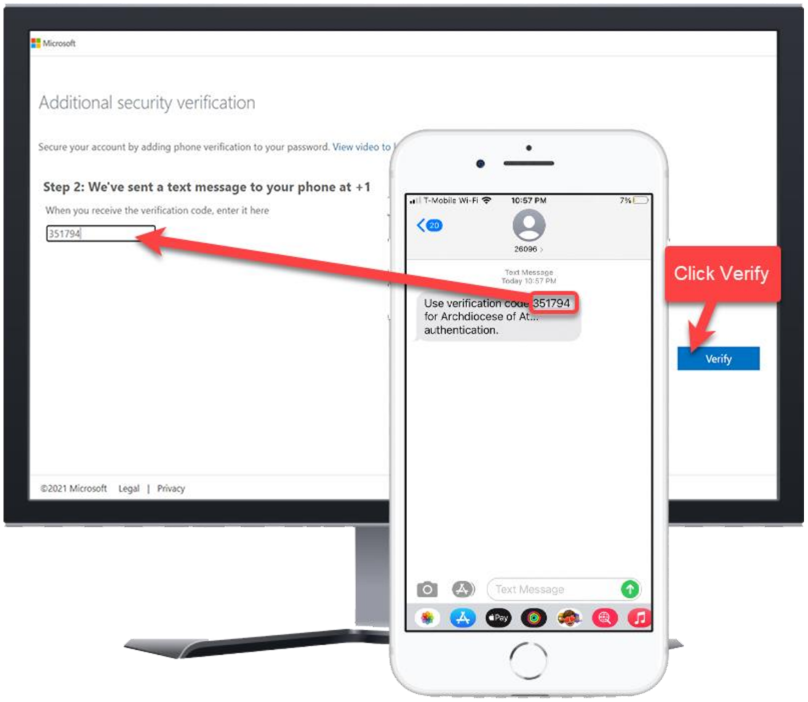
Option 1 Verify via Text Message

1. Open the text message on your phone

2. Type the numbers from the text message into the Additional Security web page.

3. **Click Verify**

You are now finished the enrollment



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to ...

Step 2: We've sent a text message to your phone at +1

When you receive the verification code, enter it here

351794

©2021 Microsoft Legal | Privacy

Use verification code 351794 for Archdiocese of At... authentication.

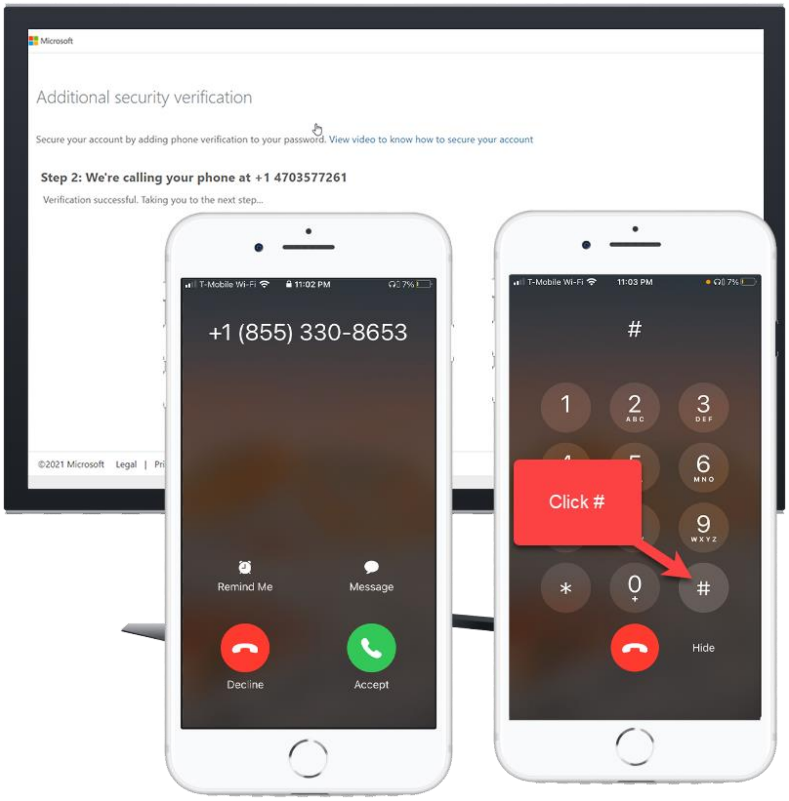
Option 2 Verify via Cell Phone Call

1. Answer the Call from Microsoft

2. Push # to Verify your account

3. Once your account is verified the webpage will advance automatically.

You are now finished the enrollment



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: We're calling your phone at +1 4703577261

Verification successful. Taking you to the next step...

Skip to a question:

What is Multi-Factor Authentication (MFA)?

Multi-Factor Authentication (MFA) refers to an additional layer of security that is added to the login process.

MFA relies on two forms of authentication: something you know, and something you have with you. The something you know is your password. The something you have with you can be a mobile device or hardware token. This means that even if your password is hacked, your account will remain secure.

Learn more about Microsoft's Multi-Factor Authentication on their Overview Page.

Who is currently impacted by MFA?

MFA is enabled for everyone who uses a ArchATL email address.

What are my authentication options?

You will be able to choose a primary authentication method when you register, which you can change or update at any time. International users should use the Microsoft Authenticator Application via their phone. Current options are outlined below:

Verification Method	Description
Mobile Notification *(Microsoft Authenticator Application Required)*	A push notification is sent to the authenticator app on your smartphone asking you to Authenticate your log in. (This option is recommended for international users)
Verification Code *(Microsoft Authenticator Application Required)*	The Mobile Microsoft Authenticator app will generate a verification code that updates every 30 seconds. You will be asked to enter the most current verification code in the sign-in screen.
Text Messages	A text message with a 6-digit code is sent to your mobile device that you will input to complete the authentication process
Phone Calls	A call is placed to your mobile phone asking you to verify you are signing in. Press the # key to complete the authentication process.

You will also be asked to set up a backup authentication method. IT recommends that you use your office phone as a backup, to help you access your account in case you forget or lose your mobile device.

How do I change or update my authentication method?

You can make changes to your authentication settings by visiting Microsoft's Security Verification page.

What if I am not prompted to enroll in MFA?

Open an internet browser on your computer and go to https://aka.ms/mfasetup . After you login you will get a window that indicates additional information is needed. If you do not get his message please submit a ticket to the IT department.

What if I forget my mobile device at home?

If you forget your mobile device at home, you can use your backup authentication method. If that doesn't solve the problem, please submit a ticket to the IT department.

What if I experience issues with MFA?

You can submit a ticket to the IT department or review Microsoft’s MFA Troubleshooting Page