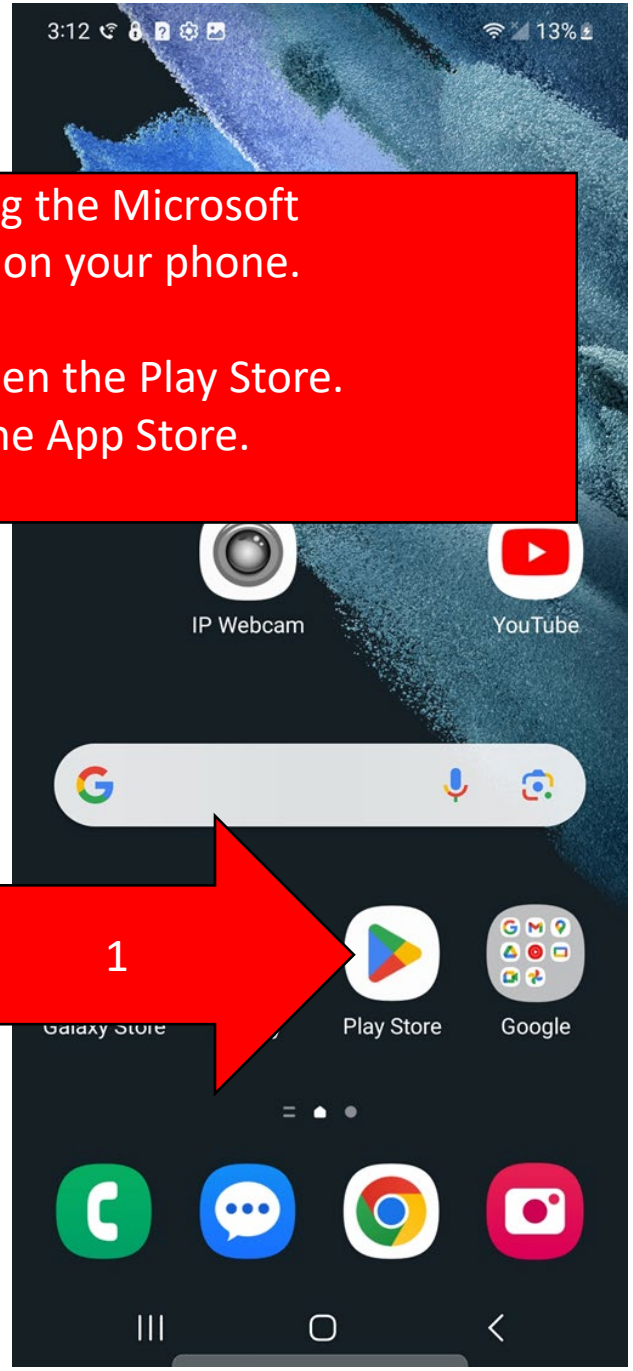
Multi-Factor Authentication

Step-by-step instructions on setting up MFA for Office

Begin with installing the Microsoft Authenticator App on your phone.

1. On Android, open the Play Store.

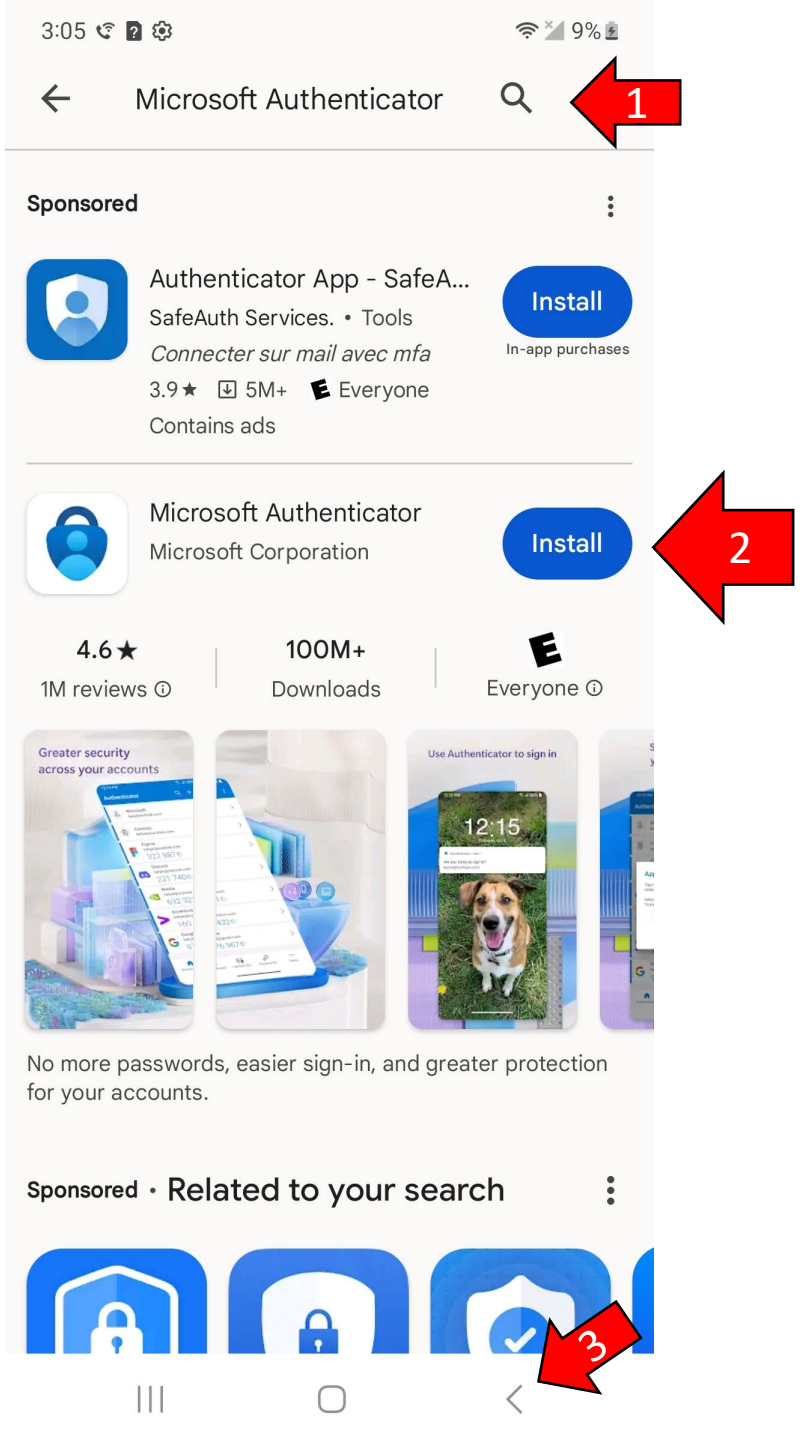
On iPhone, open the App Store.

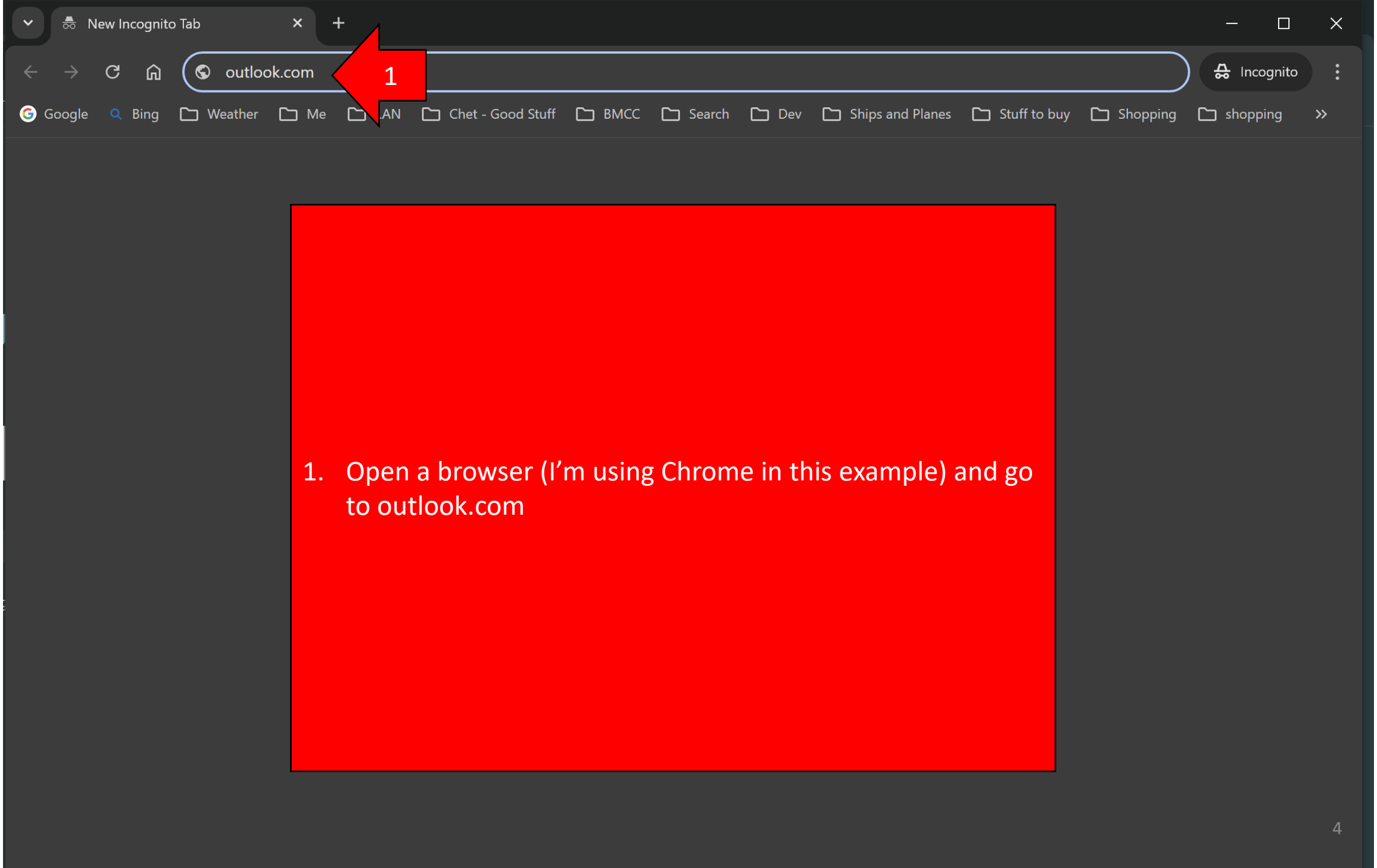


1. Search for Microsoft Authenticator
2. Install Microsoft Authenticator

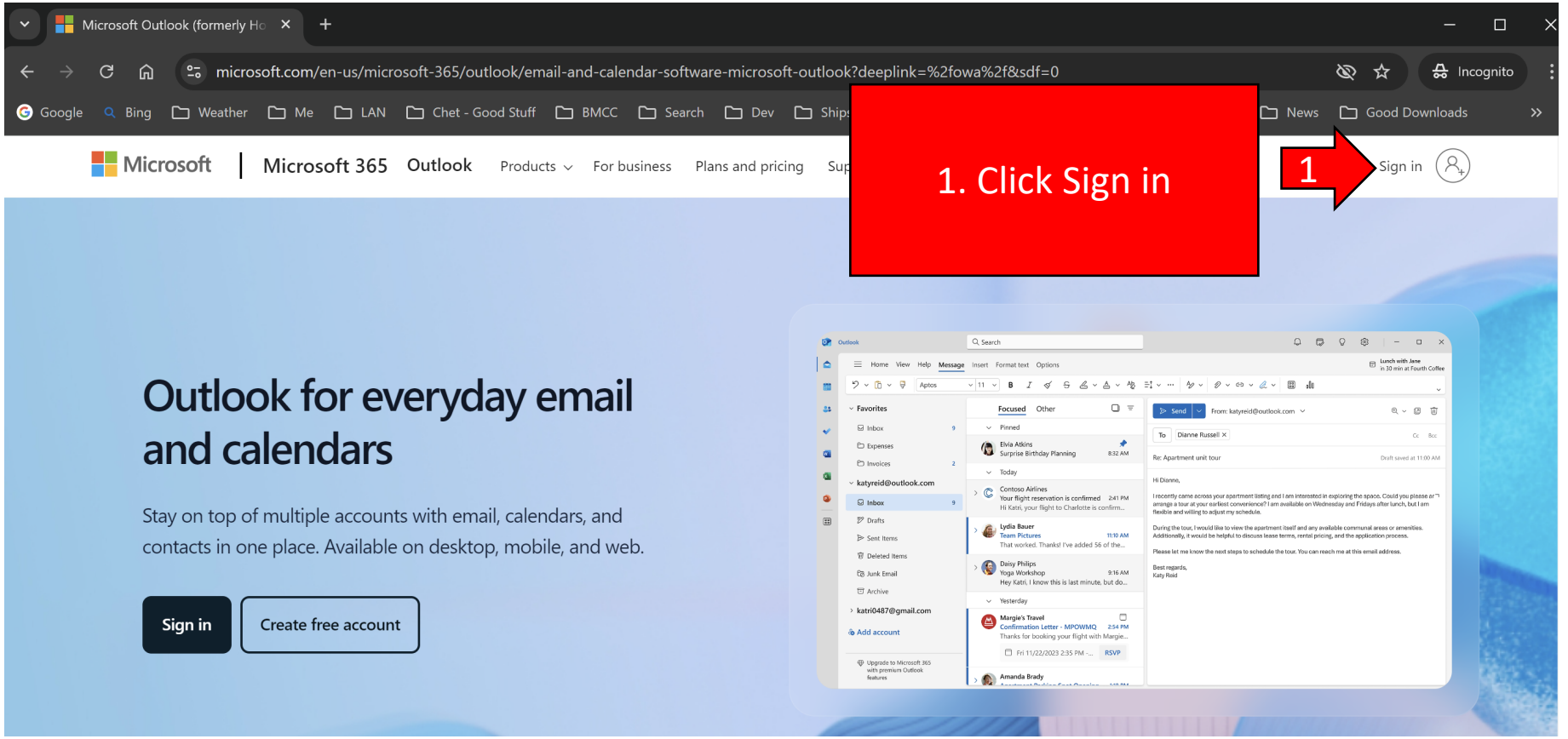
NOTE: skip the look-alike app that has a monthly fee.

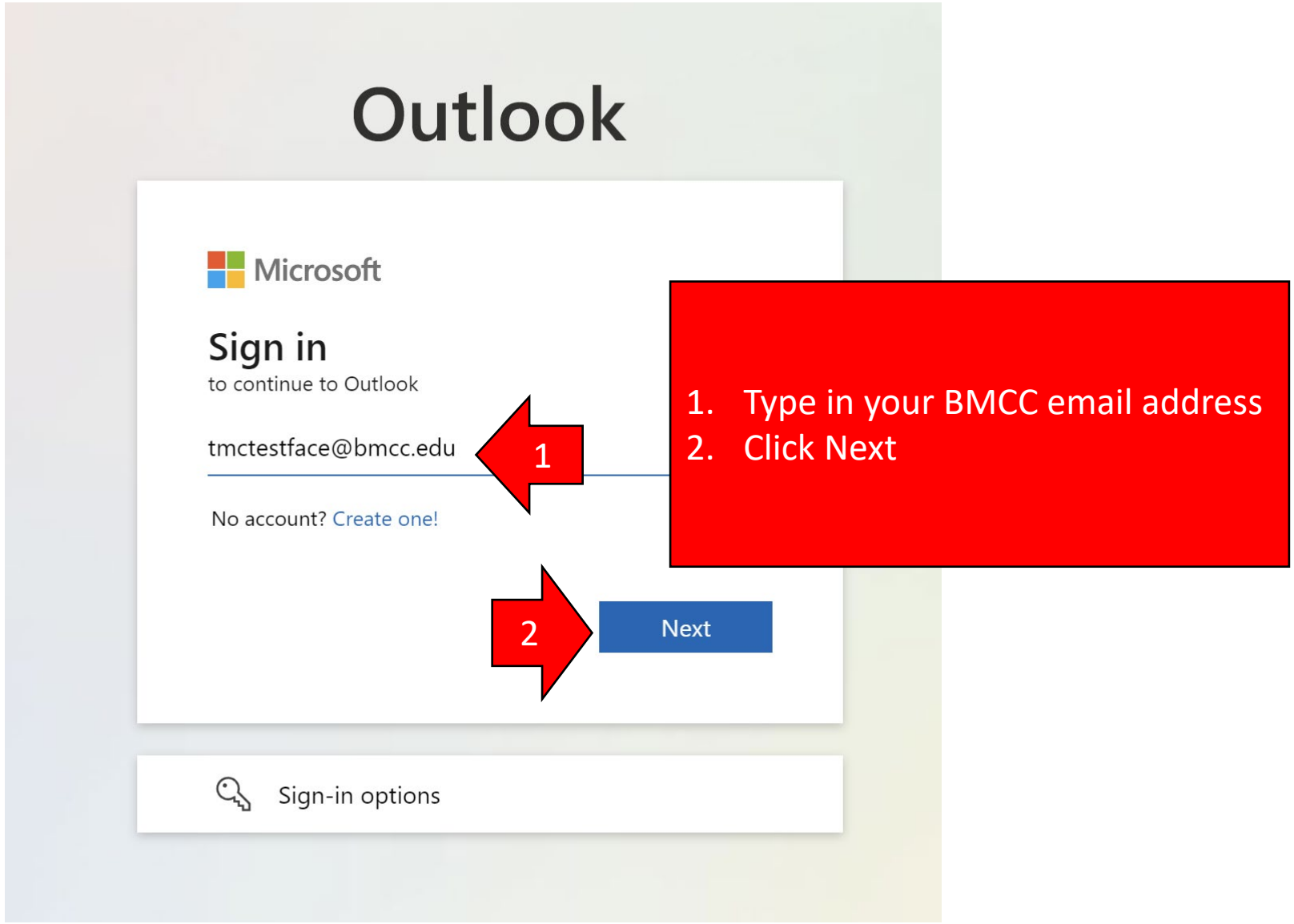
3. Close out of the play store. We'll locate the use the app in a few minutes.





1. Open a browser (I’m using Chrome in this example) and go to outlook.com


Microsoft Outlook (formerly Ho
microsoft.com/en-us/microsoft-365/outlook/email-and-calendar-software-microsoft-outlook?deeplink=%2fowa%2f&sdf=0
Incognito
Google
Bing
Weather
Me
LAN
Chet - Good Stuff
BMCC
Search
Dev
News
Good Downloads
Microsoft
Microsoft 365
Outlook
Products
For business
Plans and pricing
Sign in
1
1. Click Sign in
Outlook for everyday email and calendars
Stay on top of multiple accounts with email, calendars, and contacts in one place. Available on desktop, mobile, and web.
Sign in
Create free account

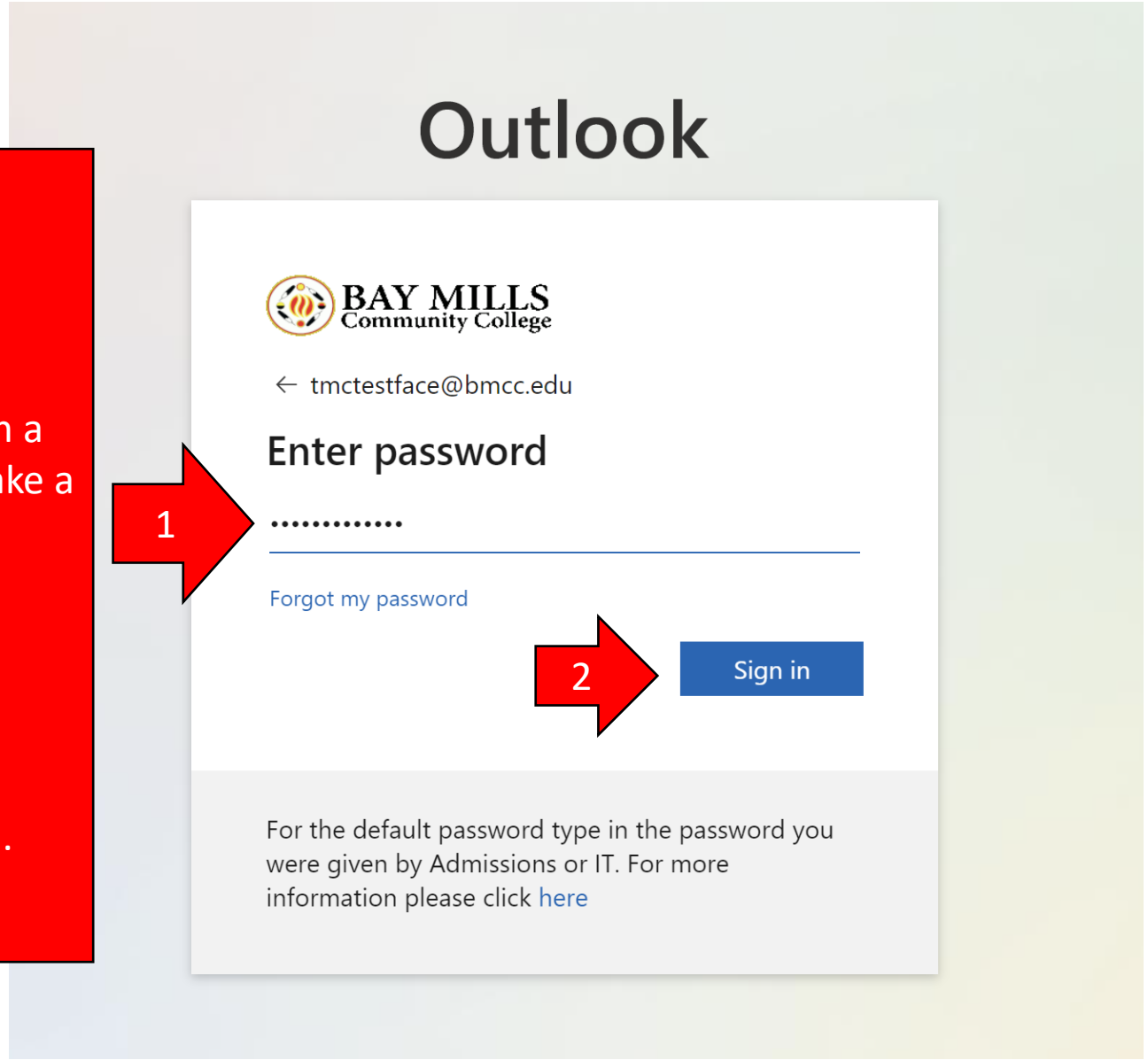

Outlook
Microsoft
Sign in
to continue to Outlook
tmctestface@bmcc.edu
1
No account? Create one!
2
Next
Sign-in options
1. Type in your BMCC email address
2. Click Next

1. Type in your password
2. Click Sign in

NOTE: if you forgot your password, put in a ticket at support.bmcc.edu and we'll make a temporary one for you.

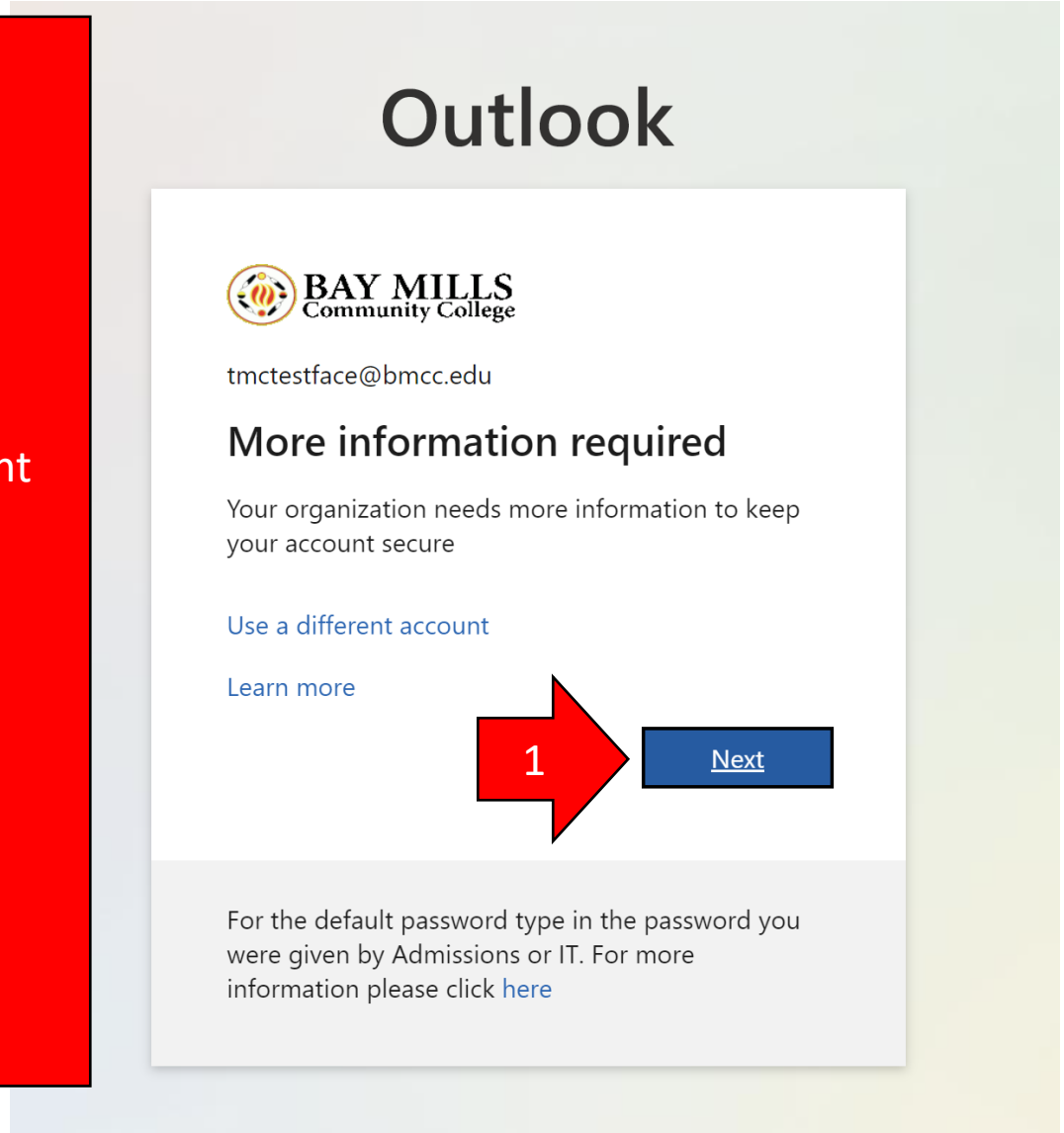
FYI https://support.bmcc.edu/ is a web page, not an email address.

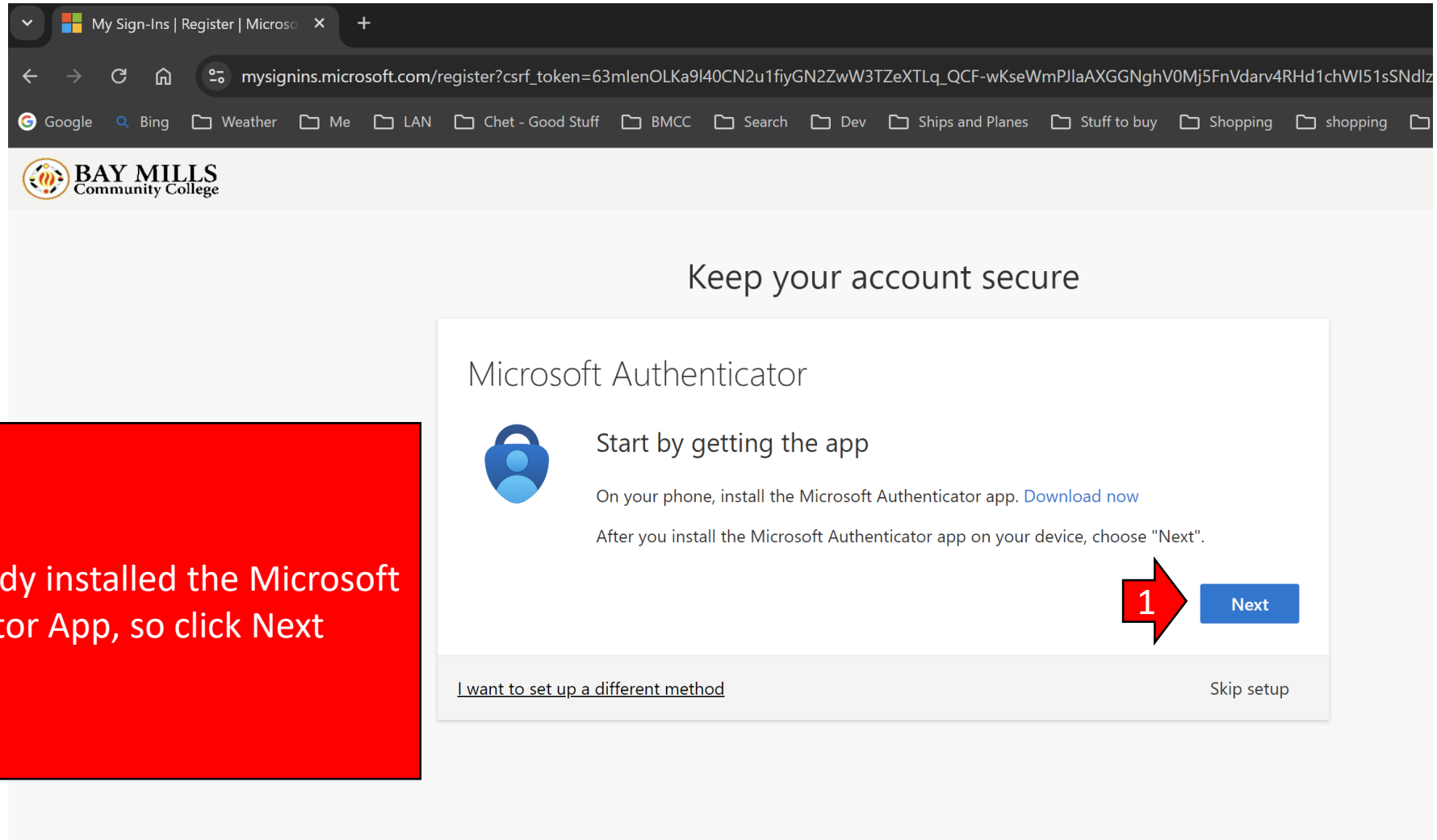
We anticipate a few password reset requests, so please use the ticket system.



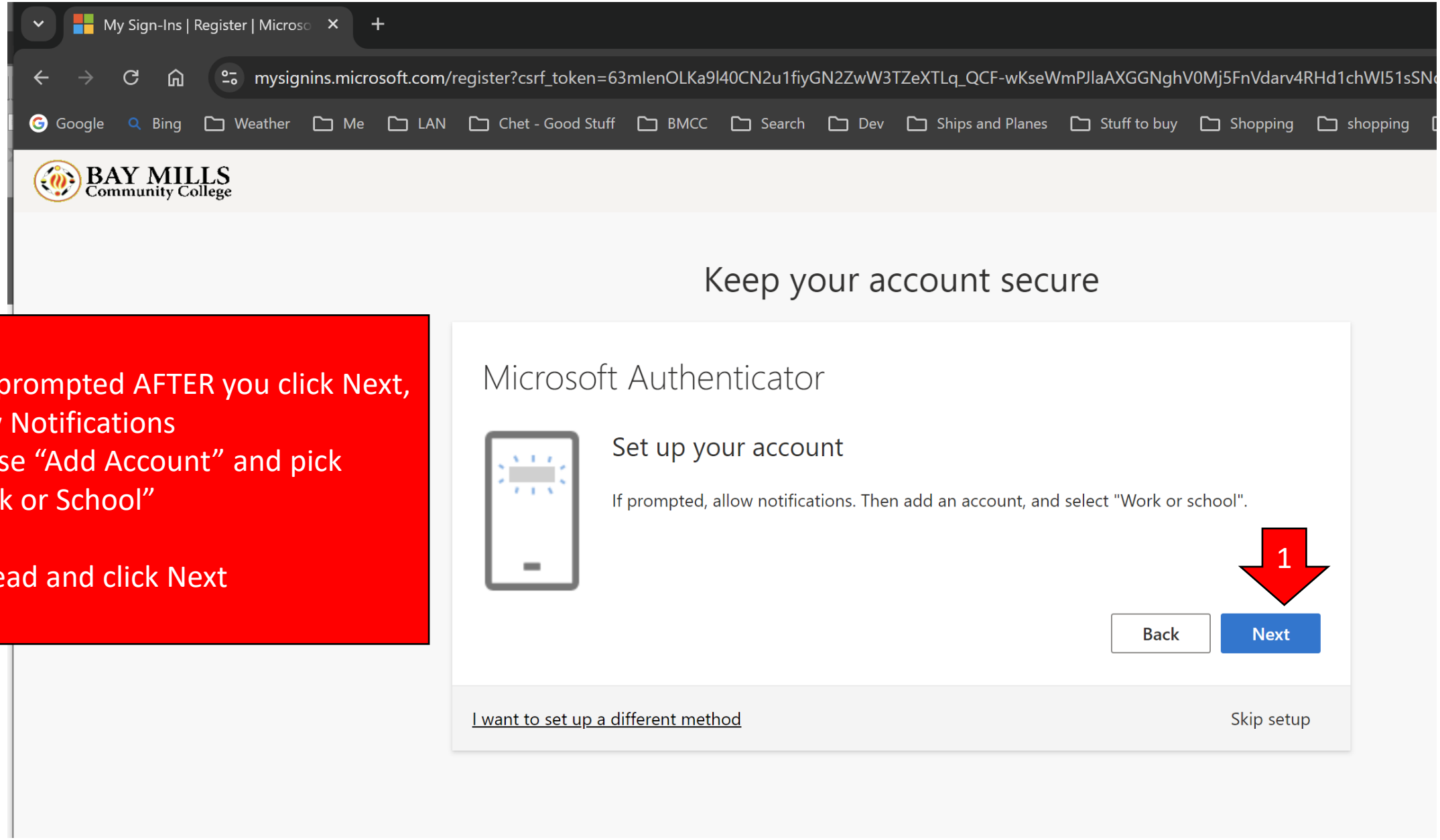
Now we are getting to the steps that implement Multi-Factor Authentication.

1. Click Next





1. We already installed the Microsoft Authenticator App, so click Next



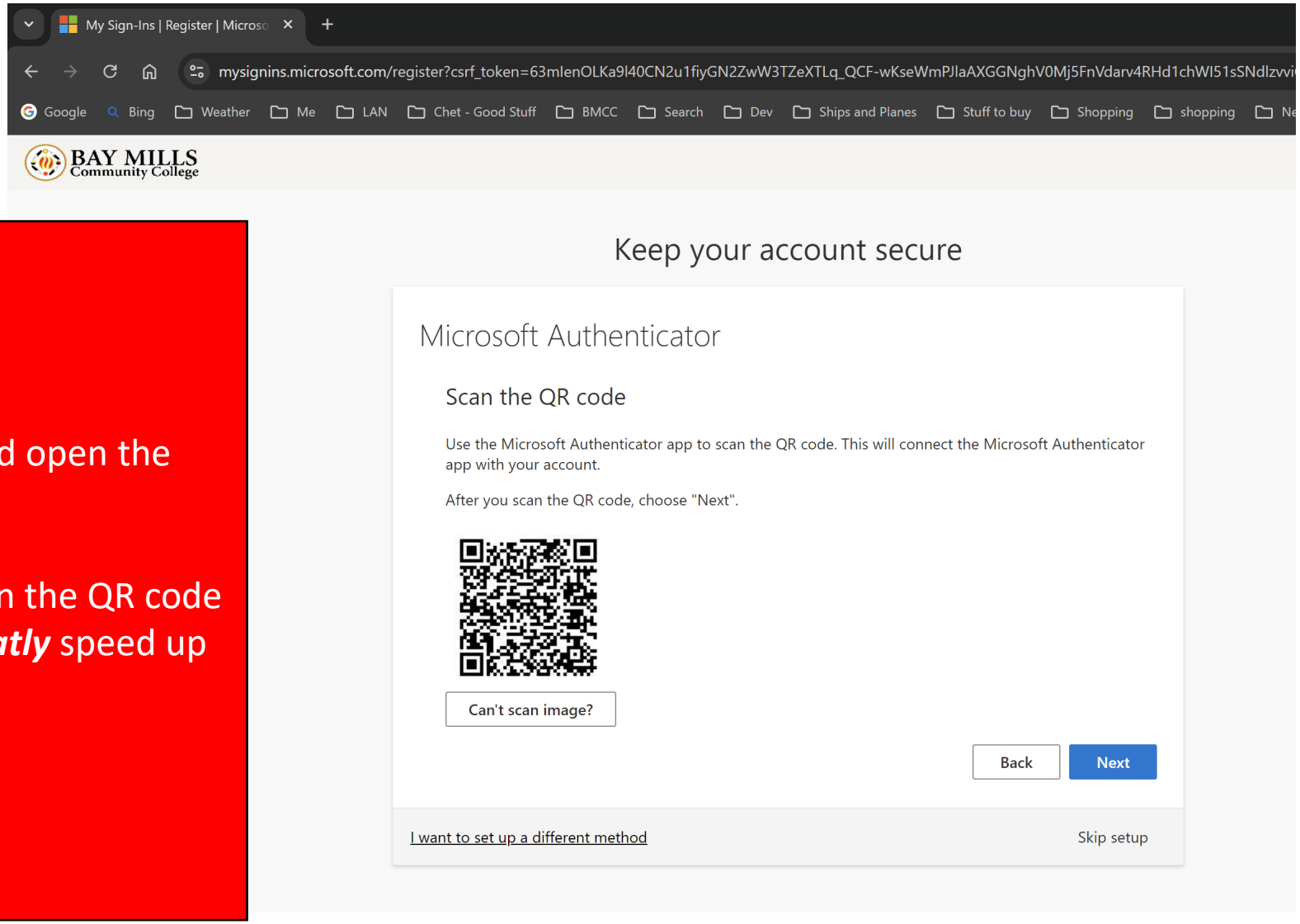
NOTE: If prompted AFTER you click Next,

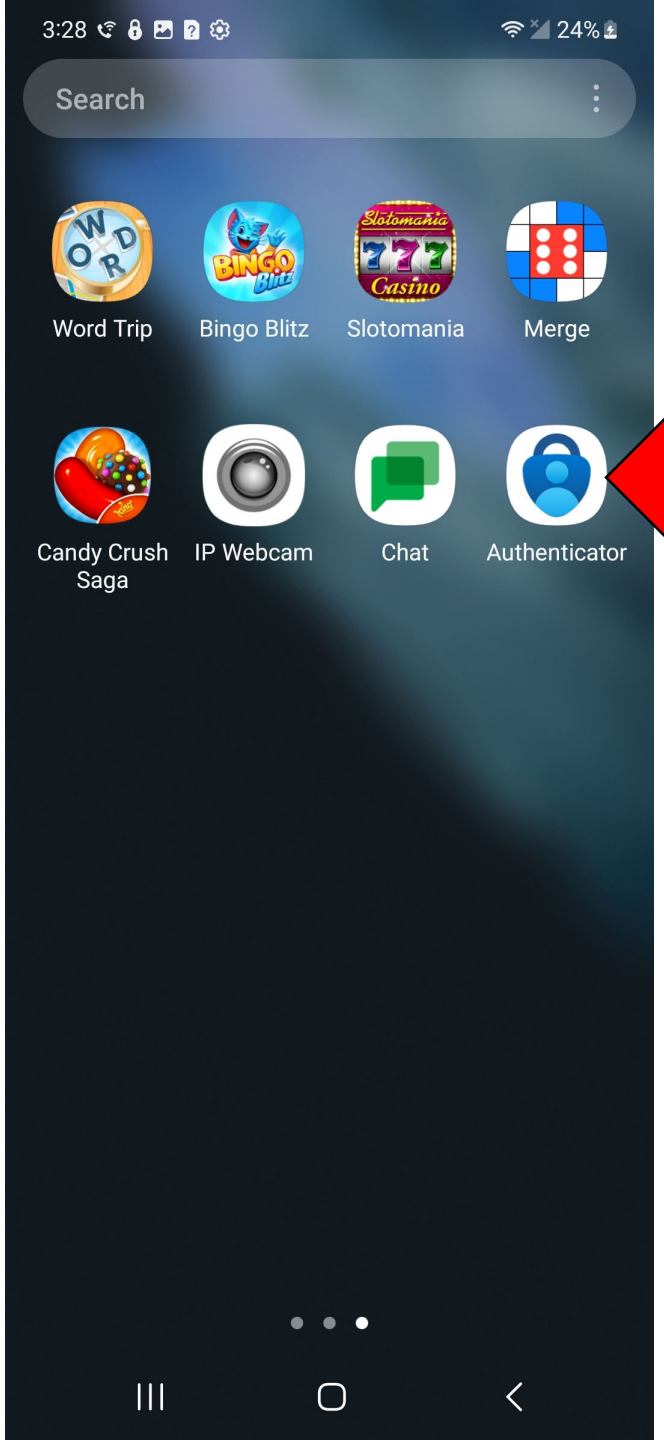
a. Allow Notifications
b. Choose “Add Account” and pick “Work or School”

1. Go ahead and click Next

It’s time to switch to your phone, and open the Microsoft Authenticator App.

From the app you will be able to scan the QR code shown on this screen which will ***greatly*** speed up the setup process.

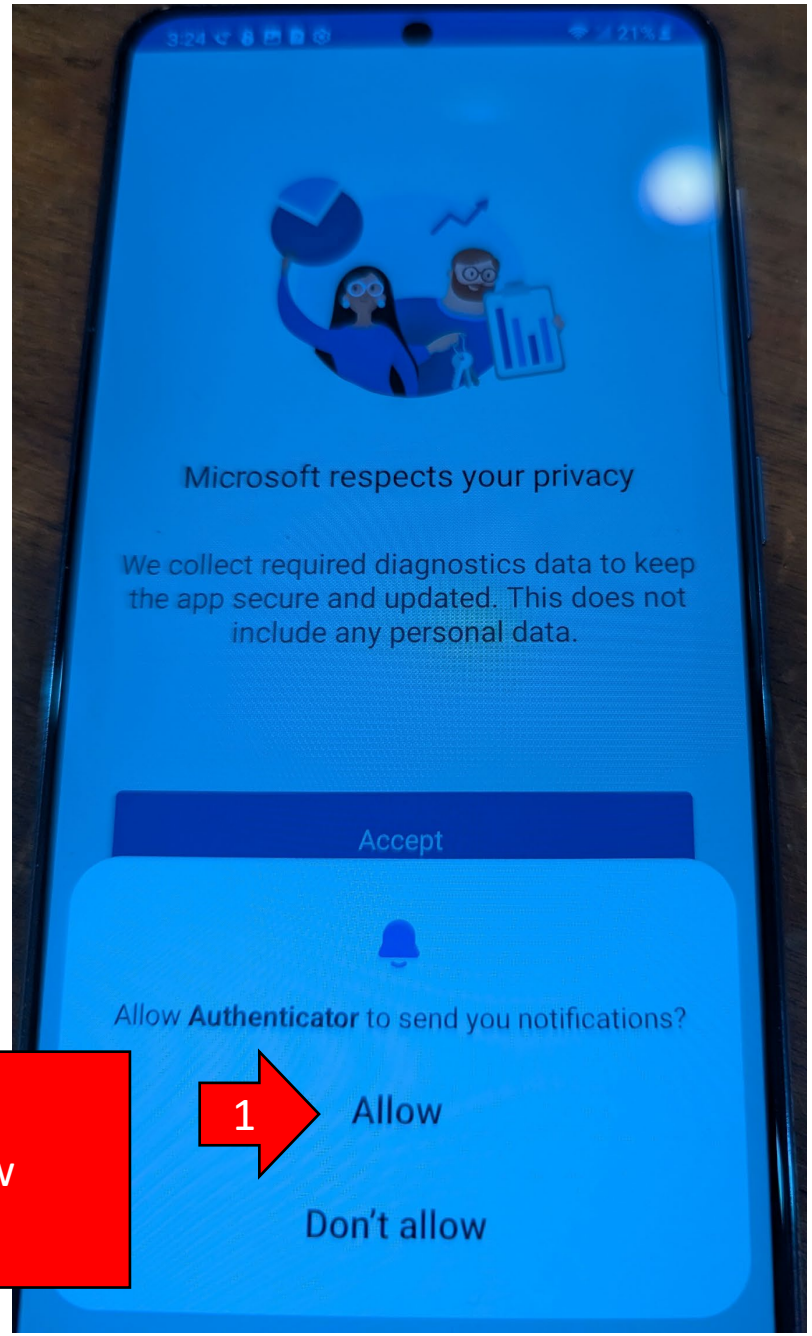




Go to your phone, and find the Authenticator app

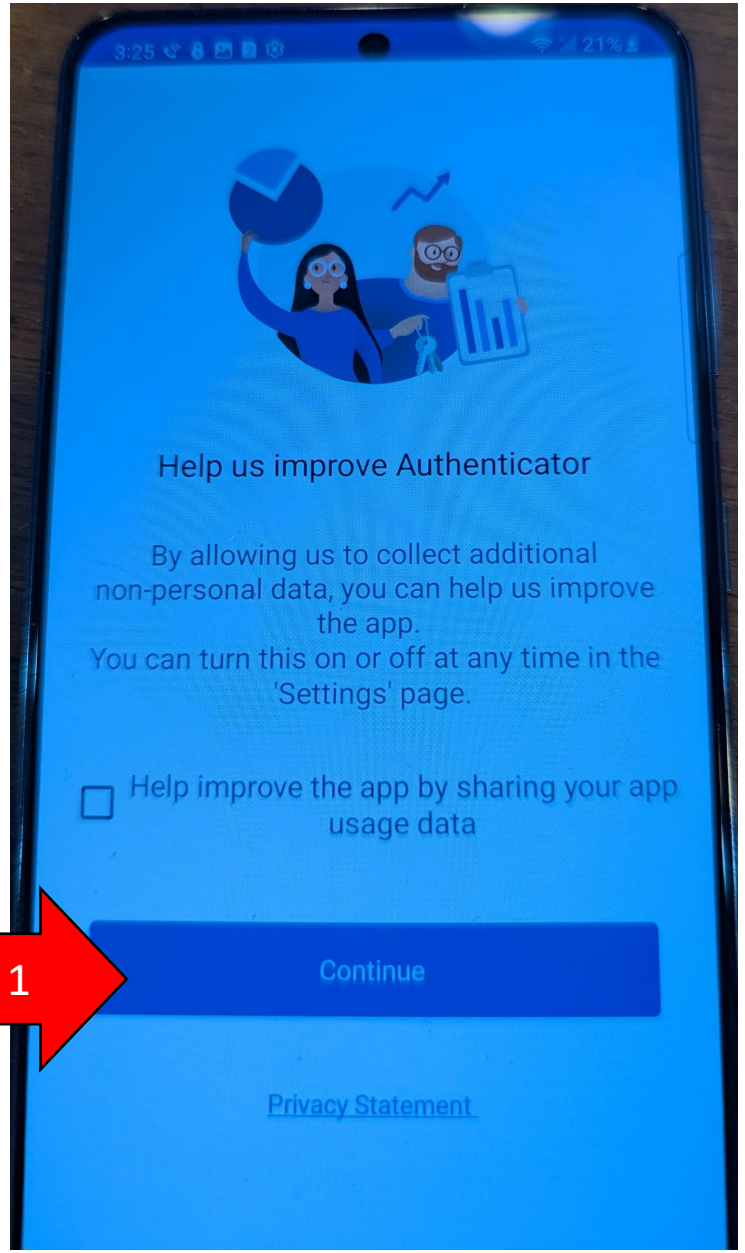
1. Open the Authenticator app.

These screens are from an Android phone.
iPhone screens are nearly identical.



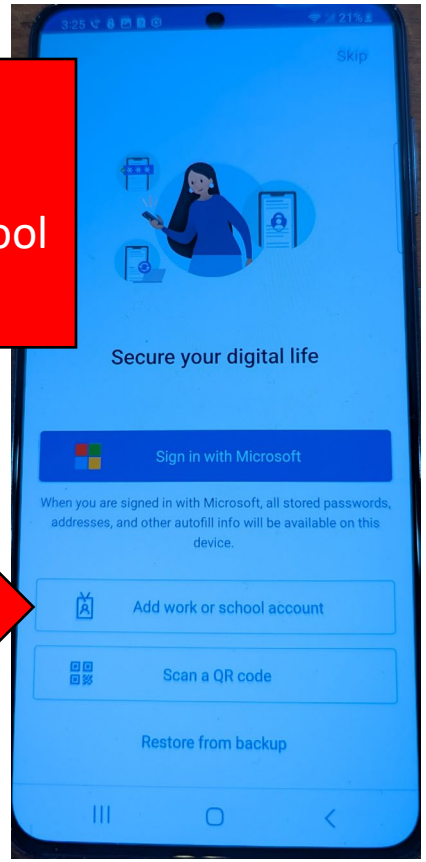
1. Tap Allow

1. Tap Continue



If you see this screen:

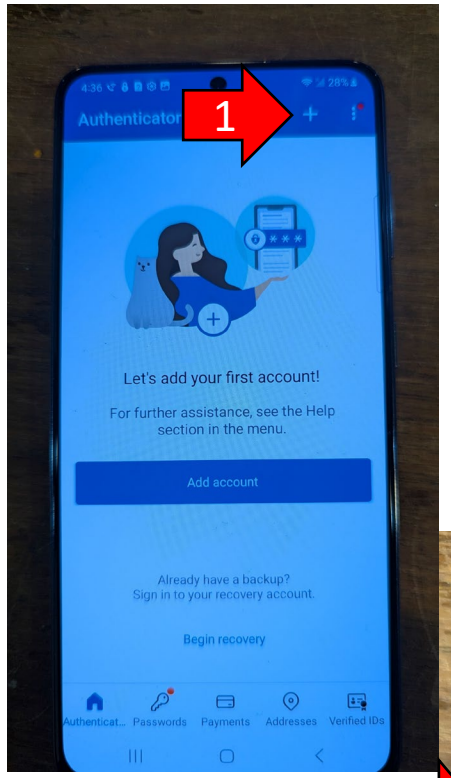
1. Tap Add work or school account



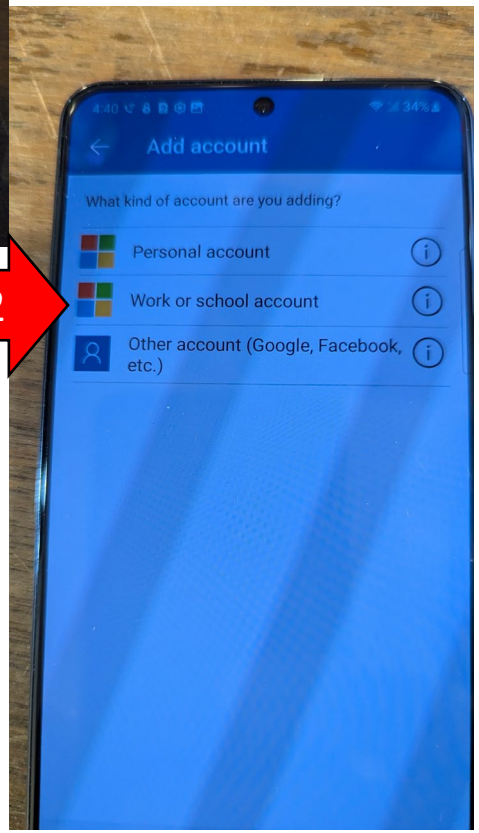
1

If you see this screen instead:

1. Tap the plus sign [+]
2. On the next screen, Tap Work or school account

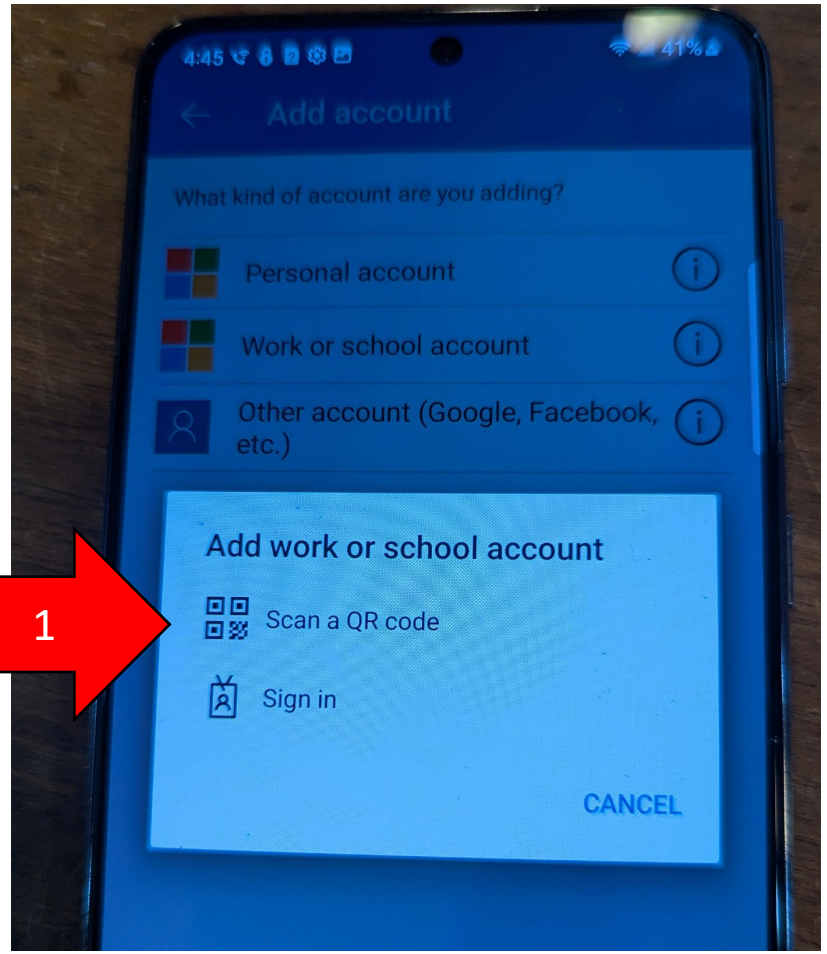


1

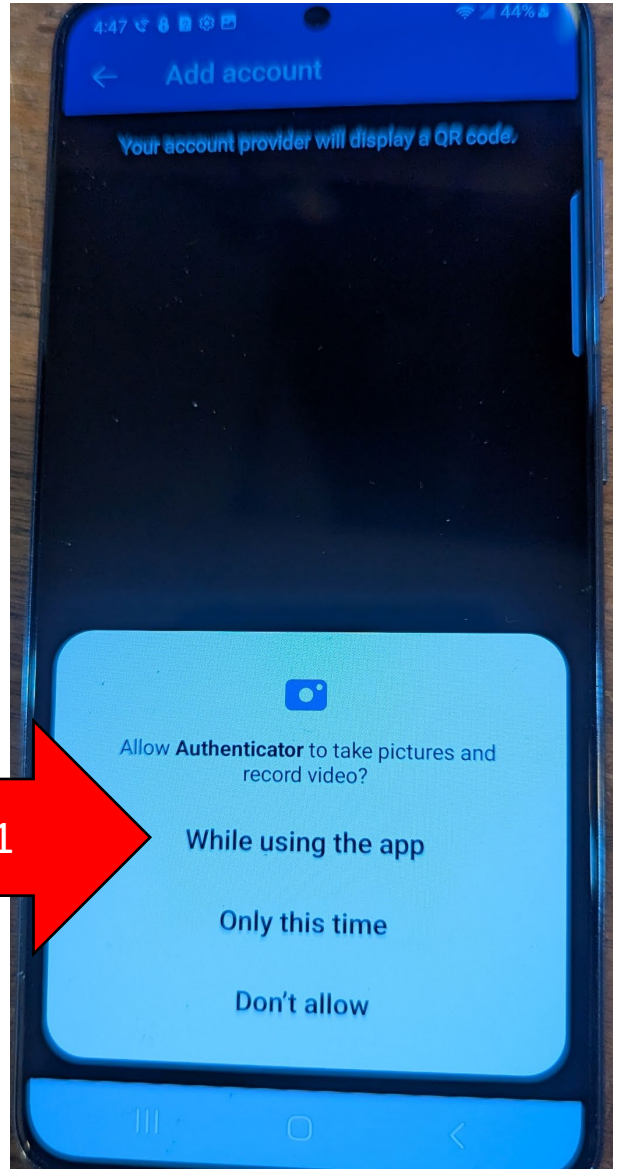


2

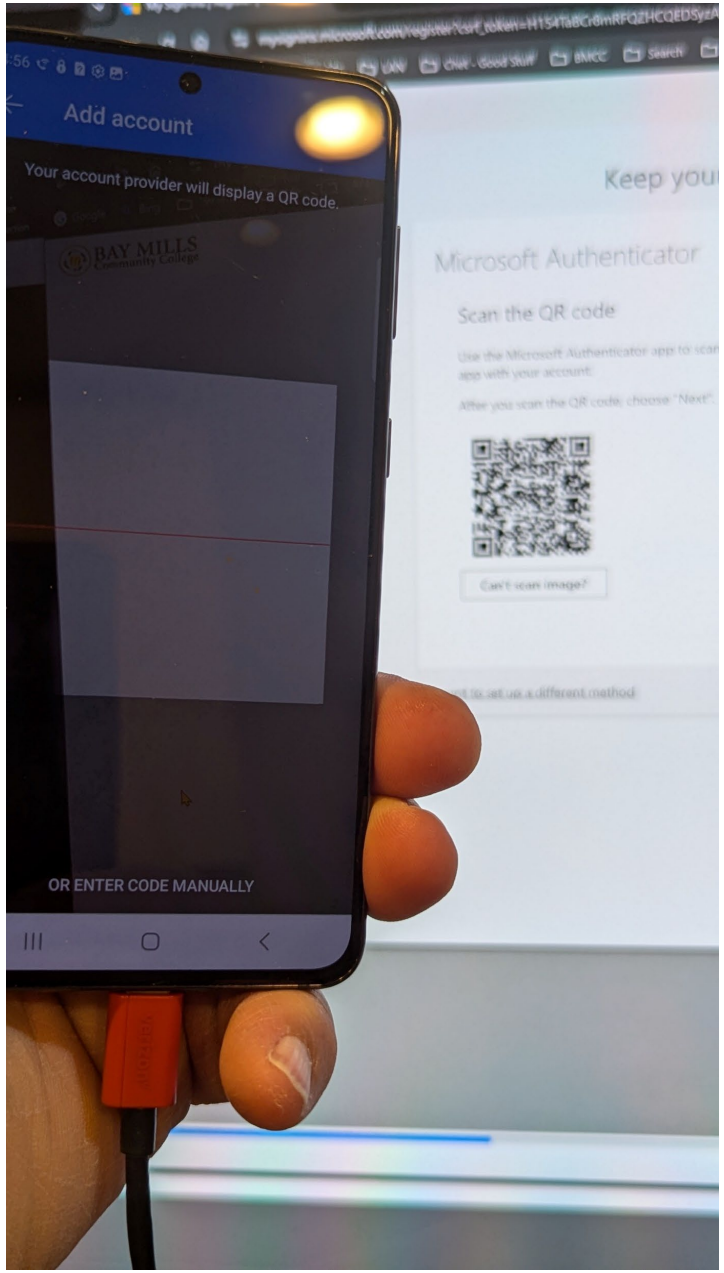
1. Tap Scan a QR code.



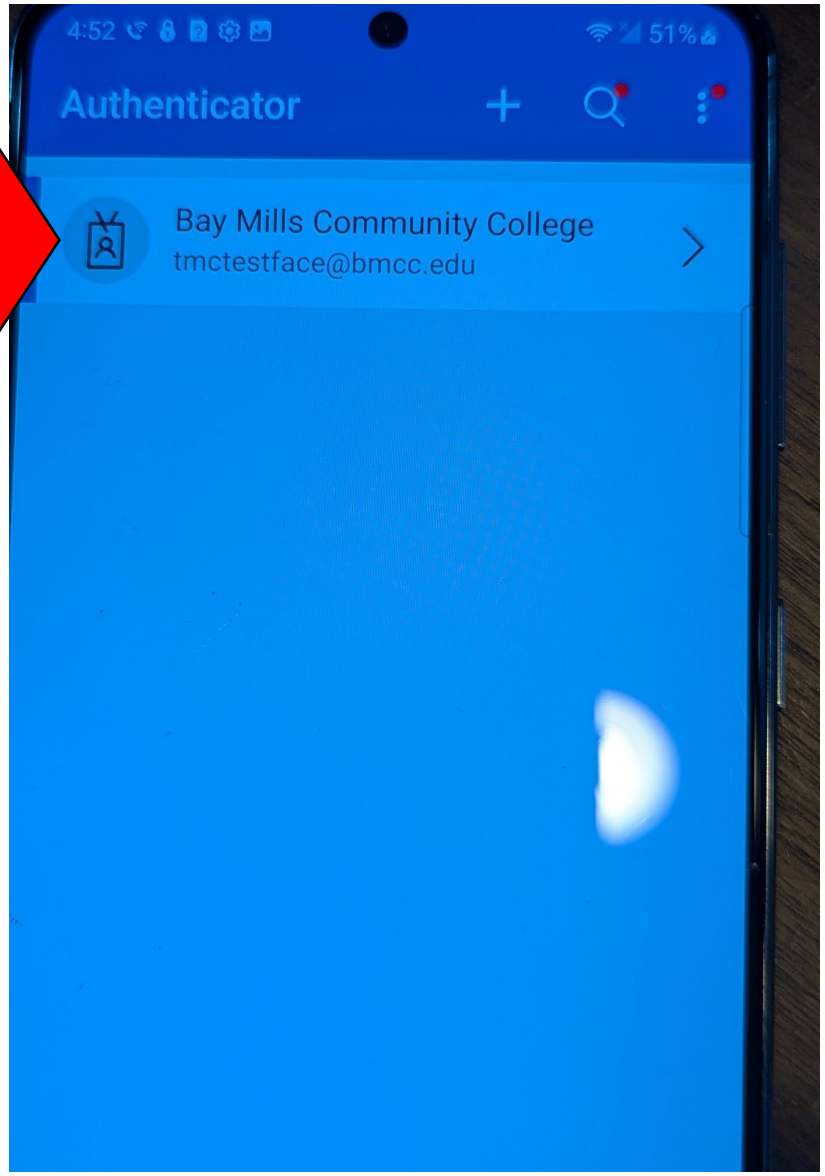
1. Tap “While using the app”



Aim the camera lense at the QR code. It will automatically read it and set up your MFA account on your phone.

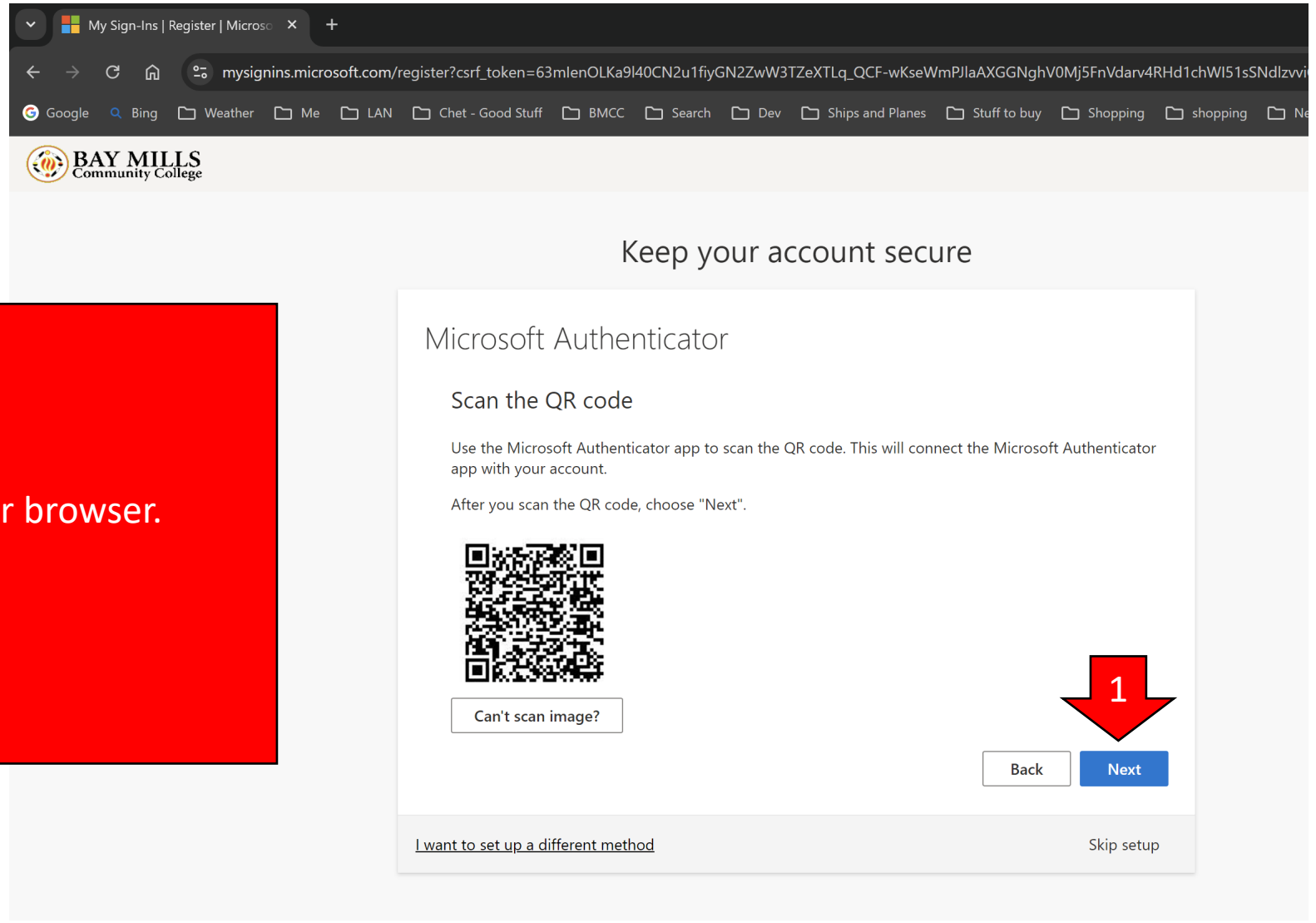


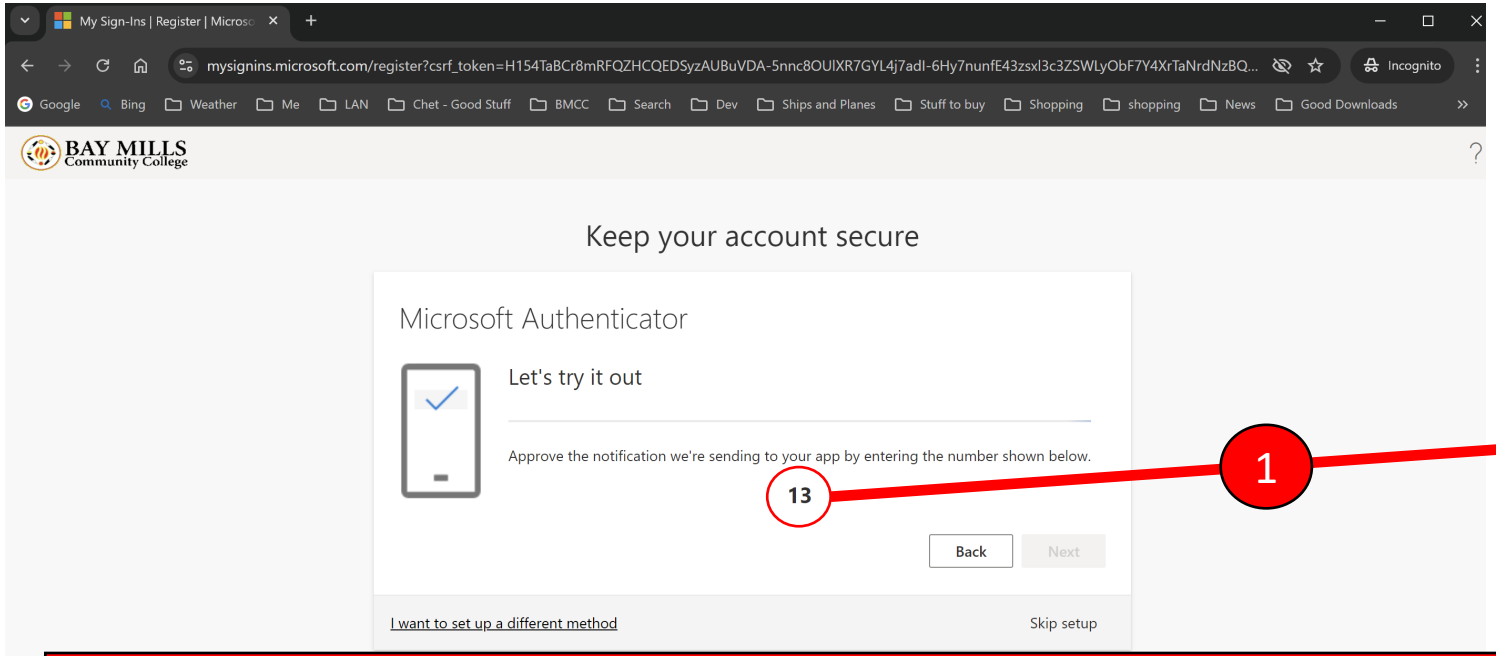
Success! We have a BMCC MFA account on our phone.

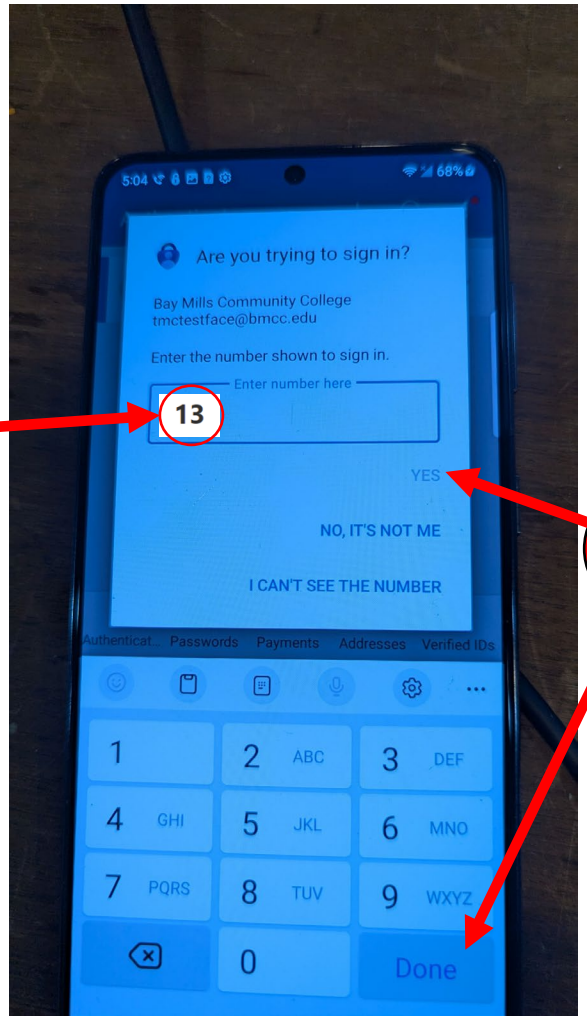


So back to your browser.

1. Click Next







1

2

Now to test it.

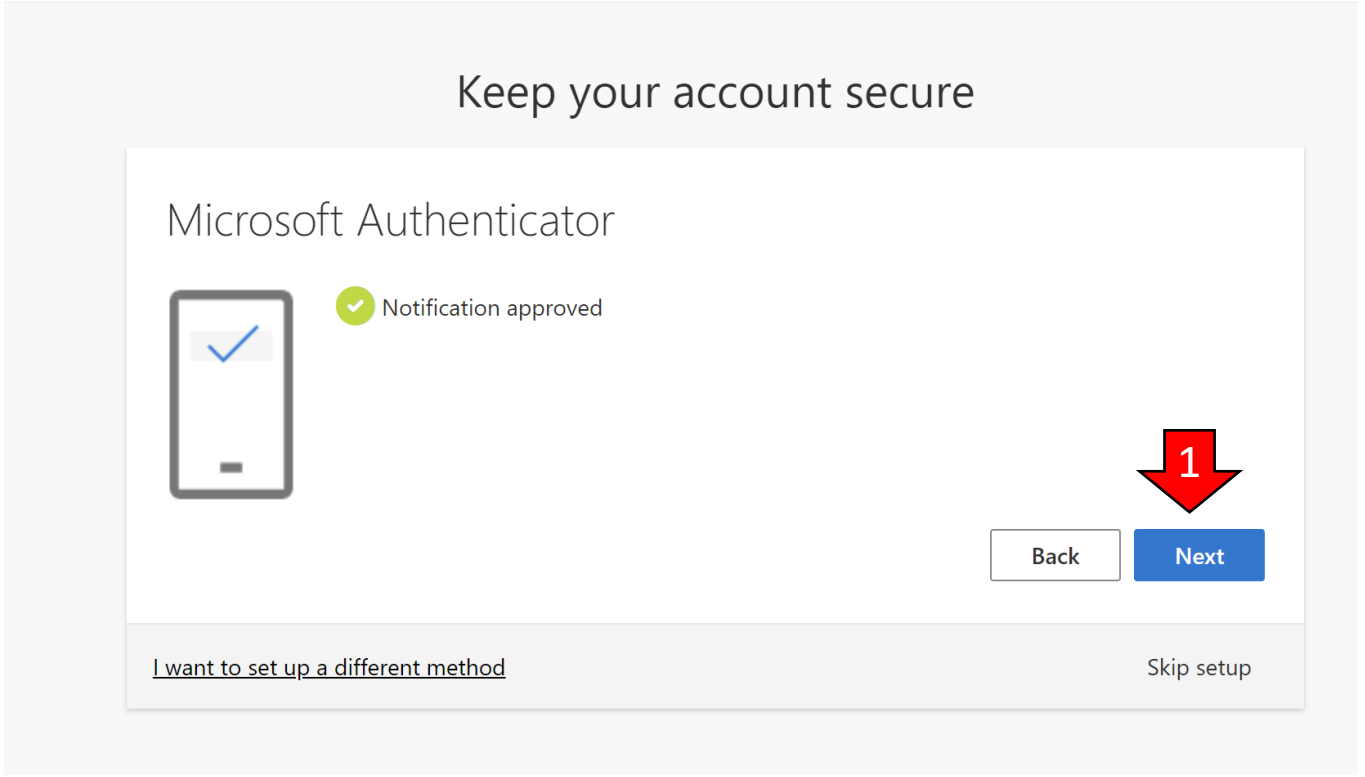
After you have logged in with your sign on and password, this screen should pop up.

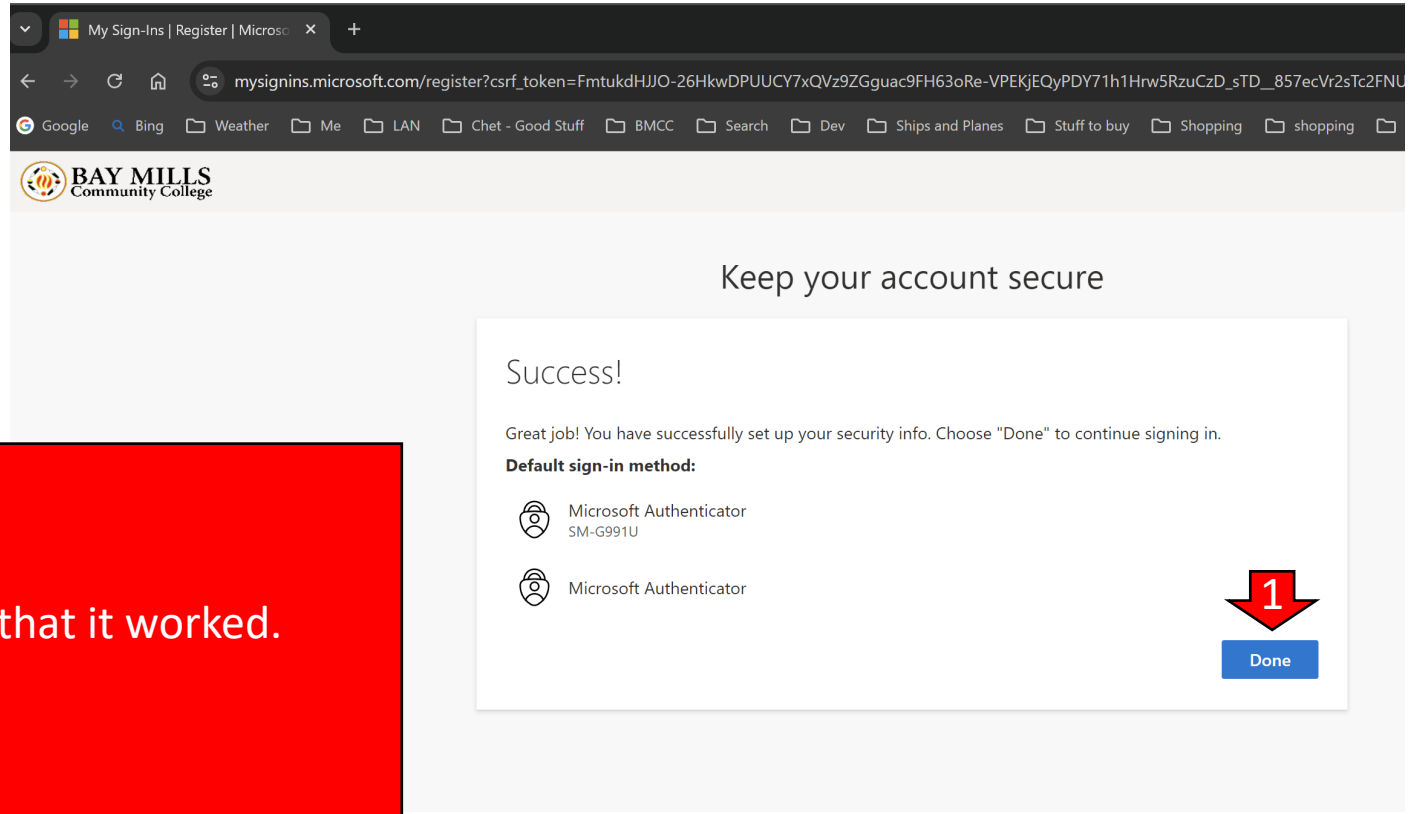
Authenticator should automatically pop up on your phone. You may have to swipe down, but it should be there with the phone screen shown on the right.

1. Type the two-digit number from your browser onto your phone.
2. Tap either “Yes” OR the Done button.

The test worked!

1. Click Next

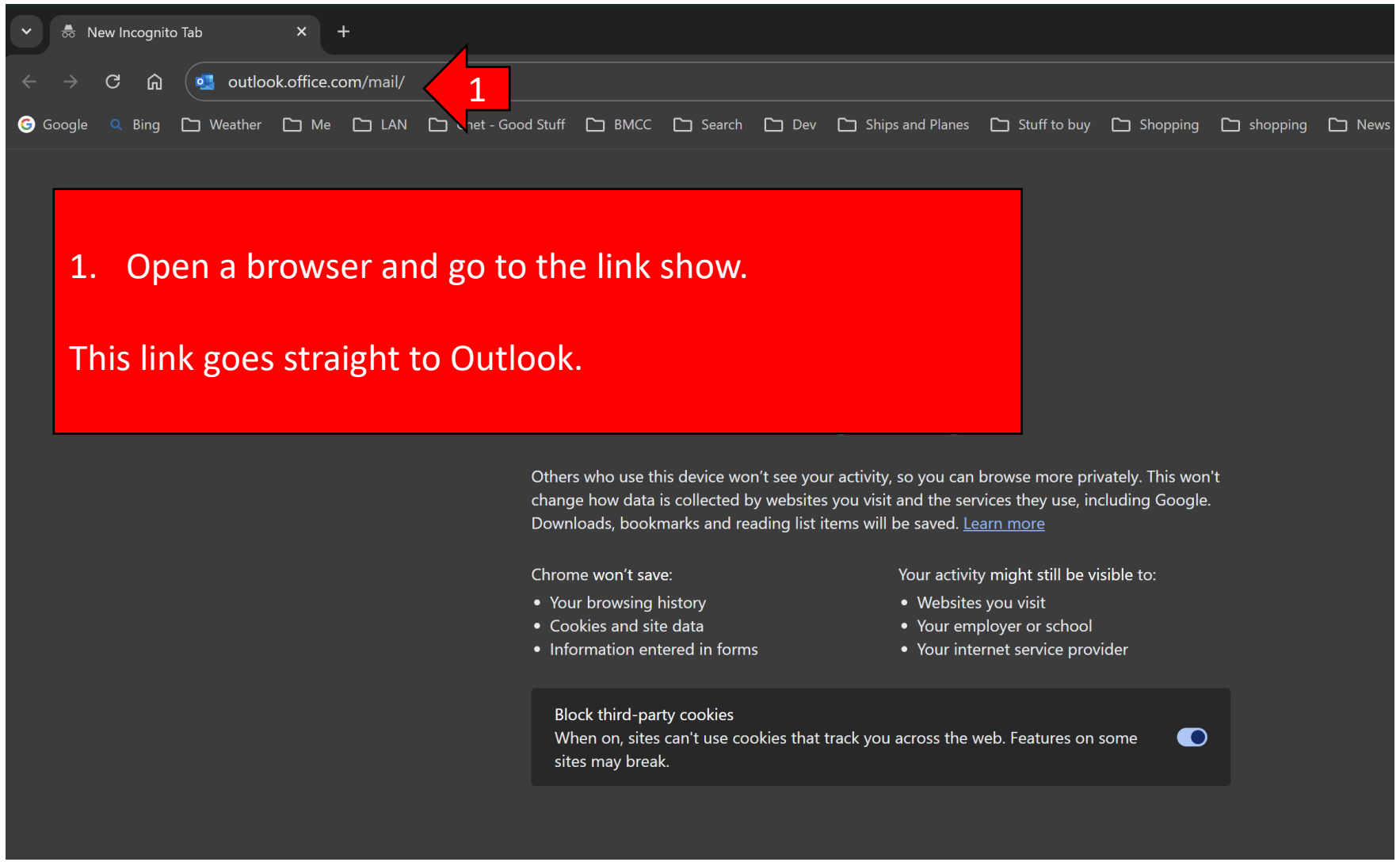




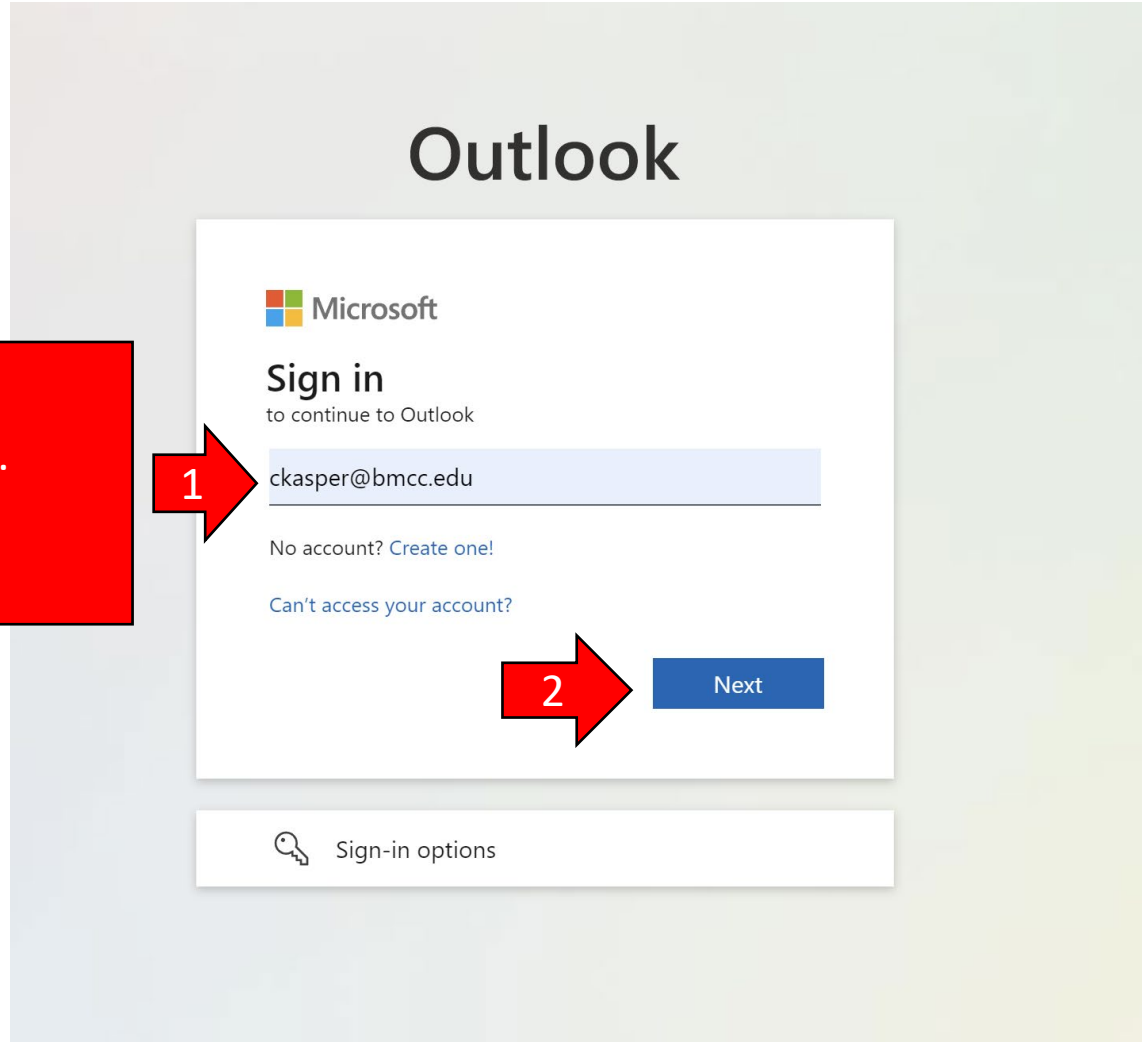
More confirmations that it worked.

1. Click Done

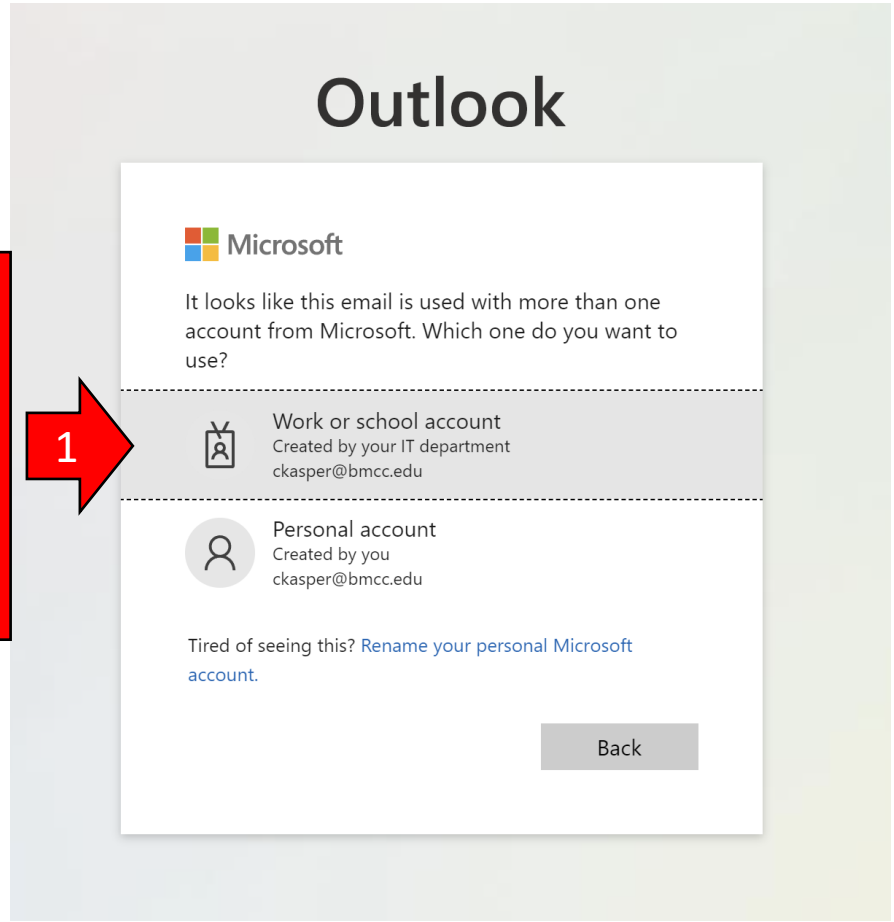
Multi-Factor Authentication Demonstration.
What it is like to use it.


New Incognito Tab
outlook.office.com/mail/
1
Google
Bing
Weather
Me
LAN
Dev
Ships and Planes
Stuff to buy
Shopping
shopping
News
1. Open a browser and go to the link show.
This link goes straight to Outlook.
Others who use this device won't see your activity, so you can browse more privately. This won't change how data is collected by websites you visit and the services they use, including Google. Downloads, bookmarks and reading list items will be saved. Learn more
Chrome won't save:
• Your browsing history
• Cookies and site data
• Information entered in forms
Your activity might still be visible to:
• Websites you visit
• Your employer or school
• Your internet service provider
Block third-party cookies
When on, sites can't use cookies that track you across the web. Features on some sites may break.

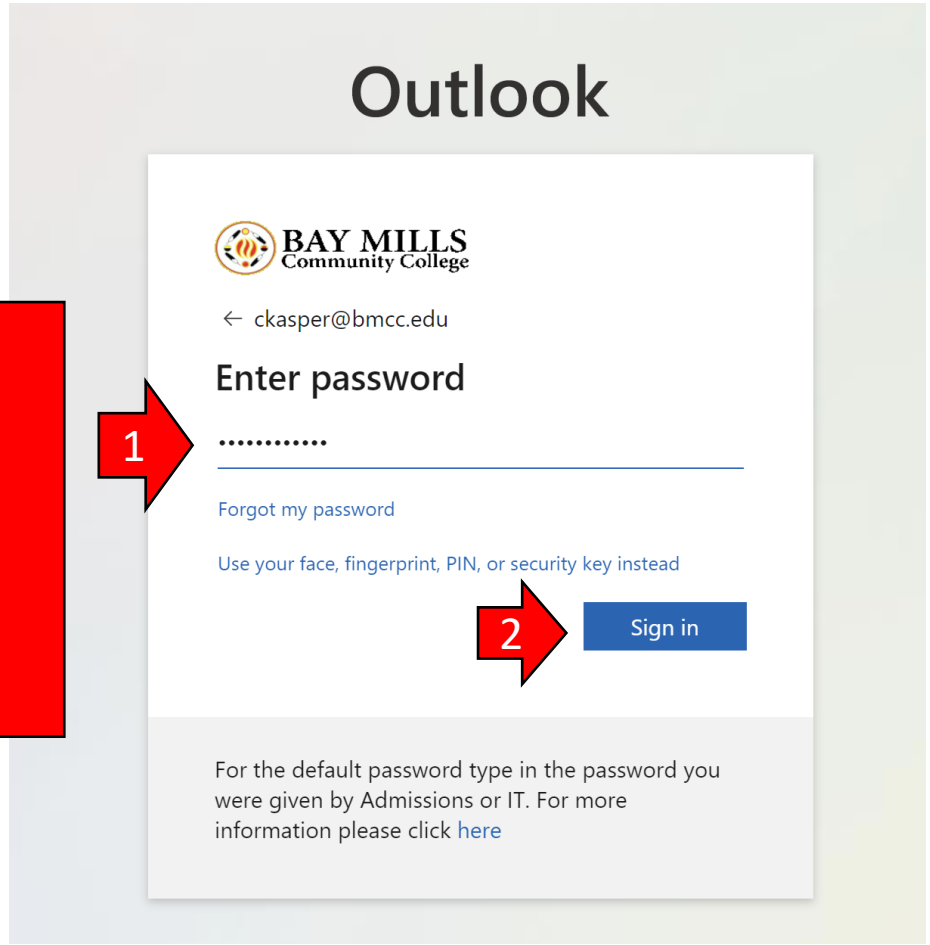
1. Type in your email address, like normal.
2. Click Next, like normal.



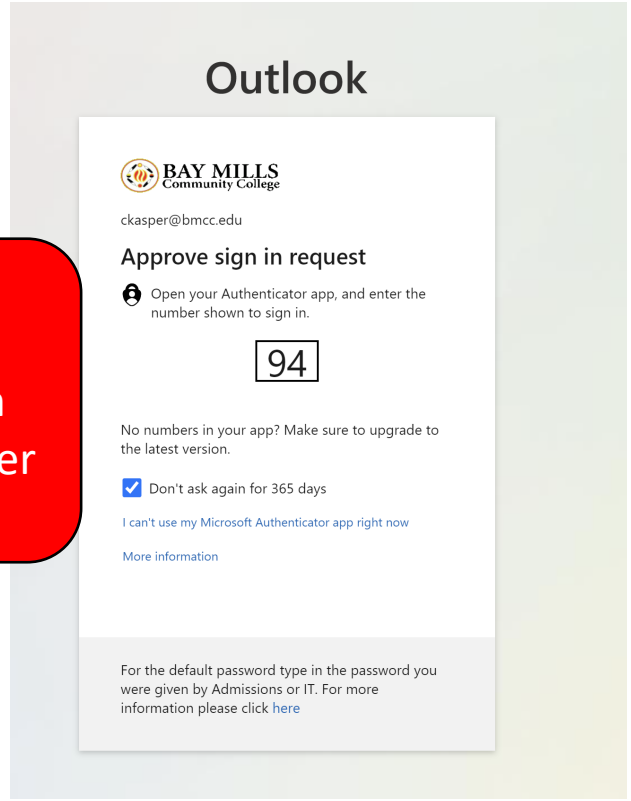
You may see this screen. Choose Work or school account.



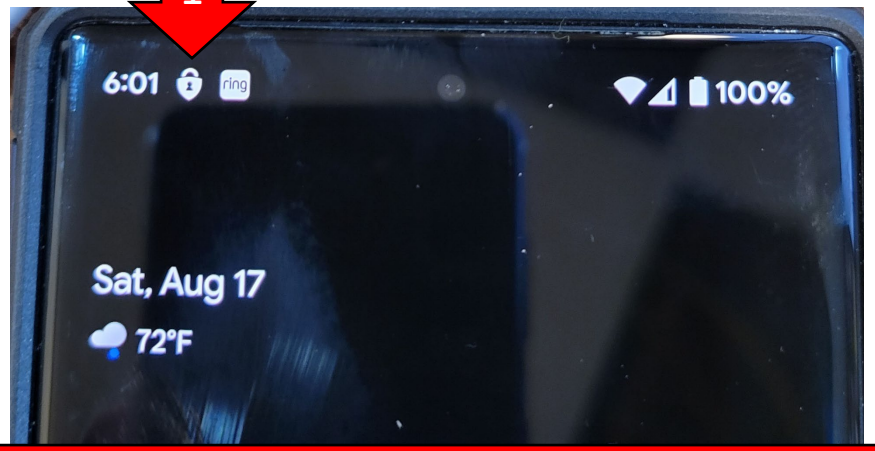
1. Type your password in, like normal.
2. Click Sign in, like normal.



This will appear on your browser



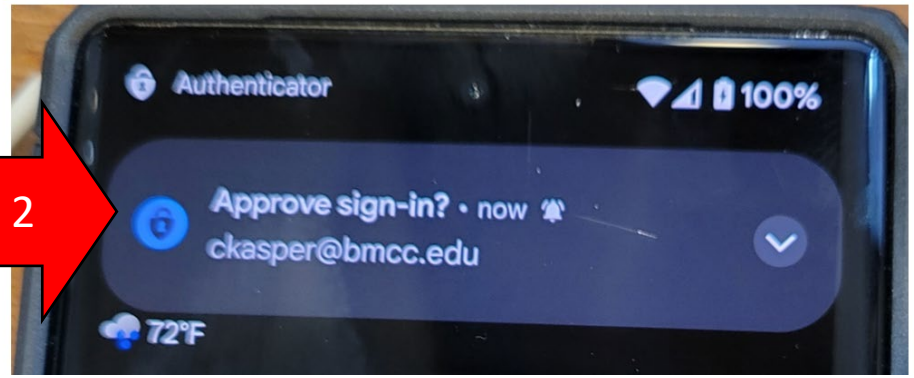
1



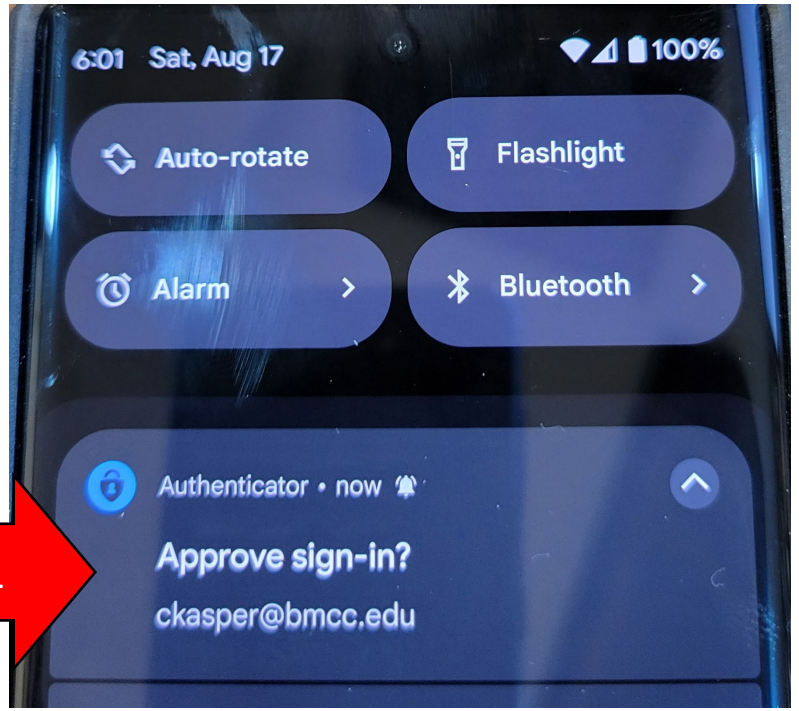
Suddenly a padlock icon should appear at the top of your phone.
1. Swipe down to display it.

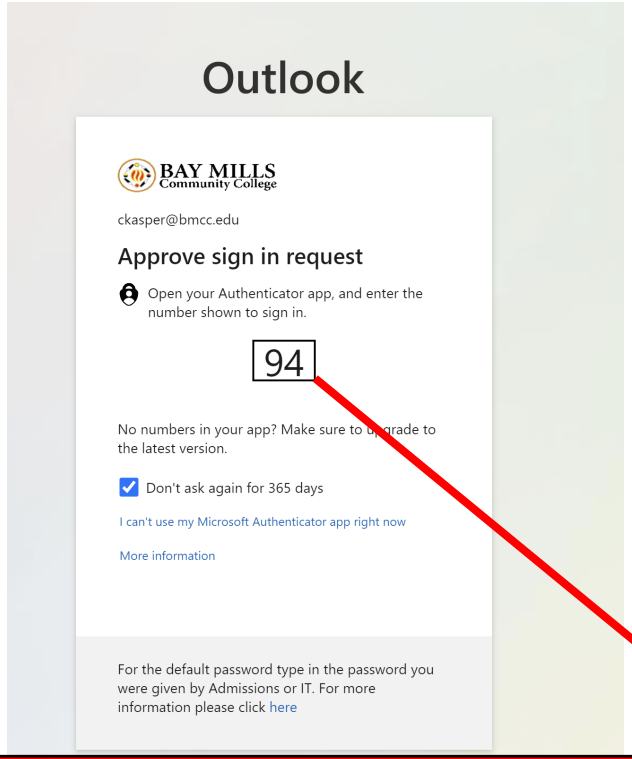
A pop-up may also be displayed for you to tap on.
2. Tap Approve sign-in

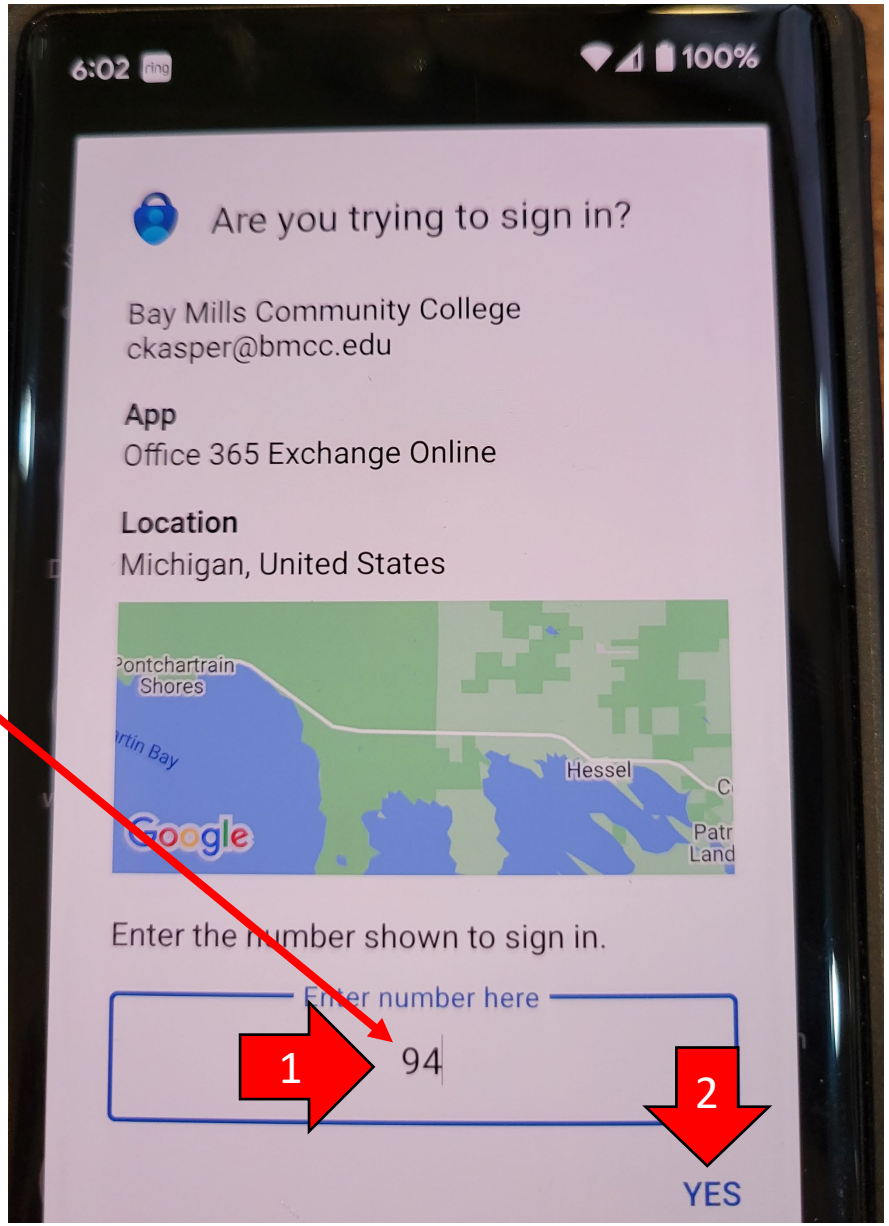
2



1. Tap Approve sign-in







1. Type the two-digit number the browser gave you onto the phone as shown.
2. Tap YES to approve your login attempt.

There's some cool things here to notice. First, a map of approximately where the person is located who wants to log in is shown. If that map looks like somewhere else on the planet, be suspicious. There are choices to say "NO" if you are not trying to log in and this poped up asking for your approval. If you see Marquette, that's OK. Out internet provider has an office in Marquette.

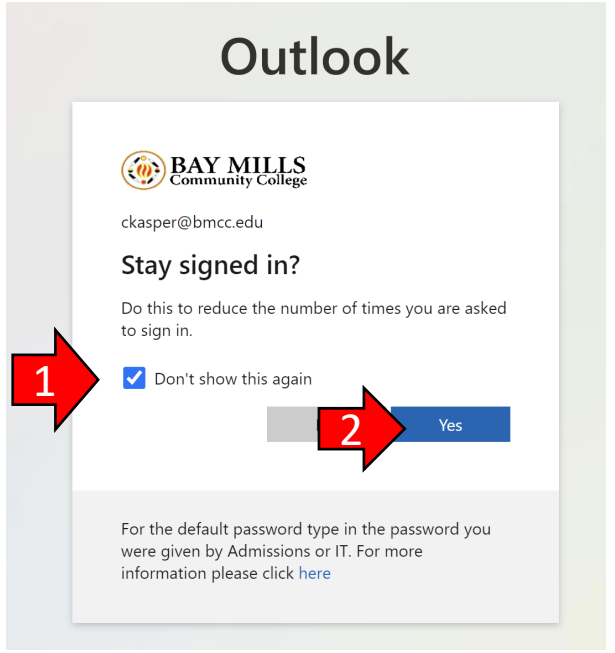
SOMETHING TO THINK ABOUT HERE!

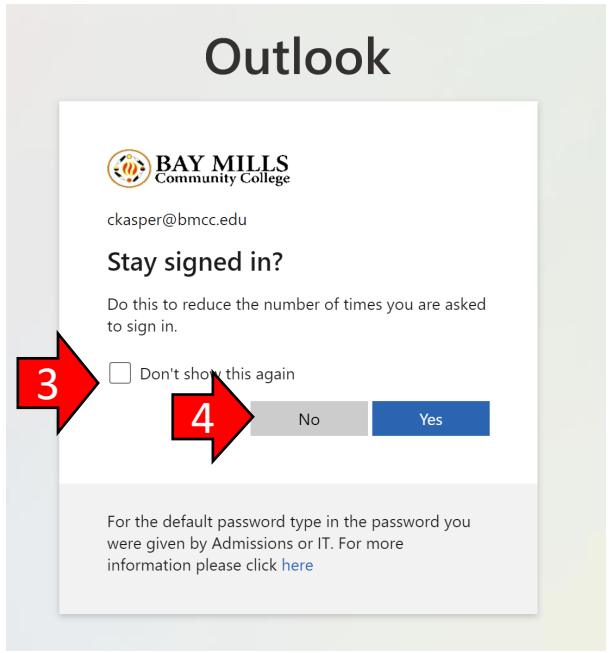
IF this is your computer, then go ahead and:

1. Click Don’t show this again
2. Click Yes

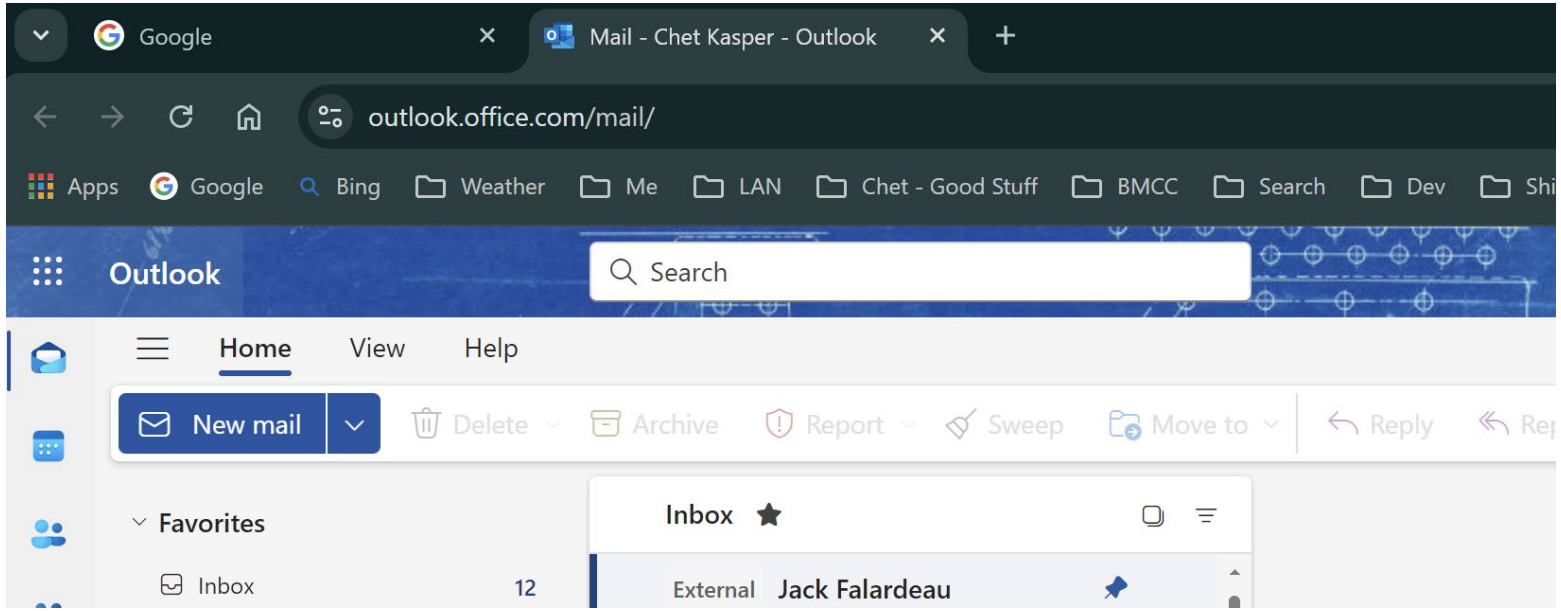
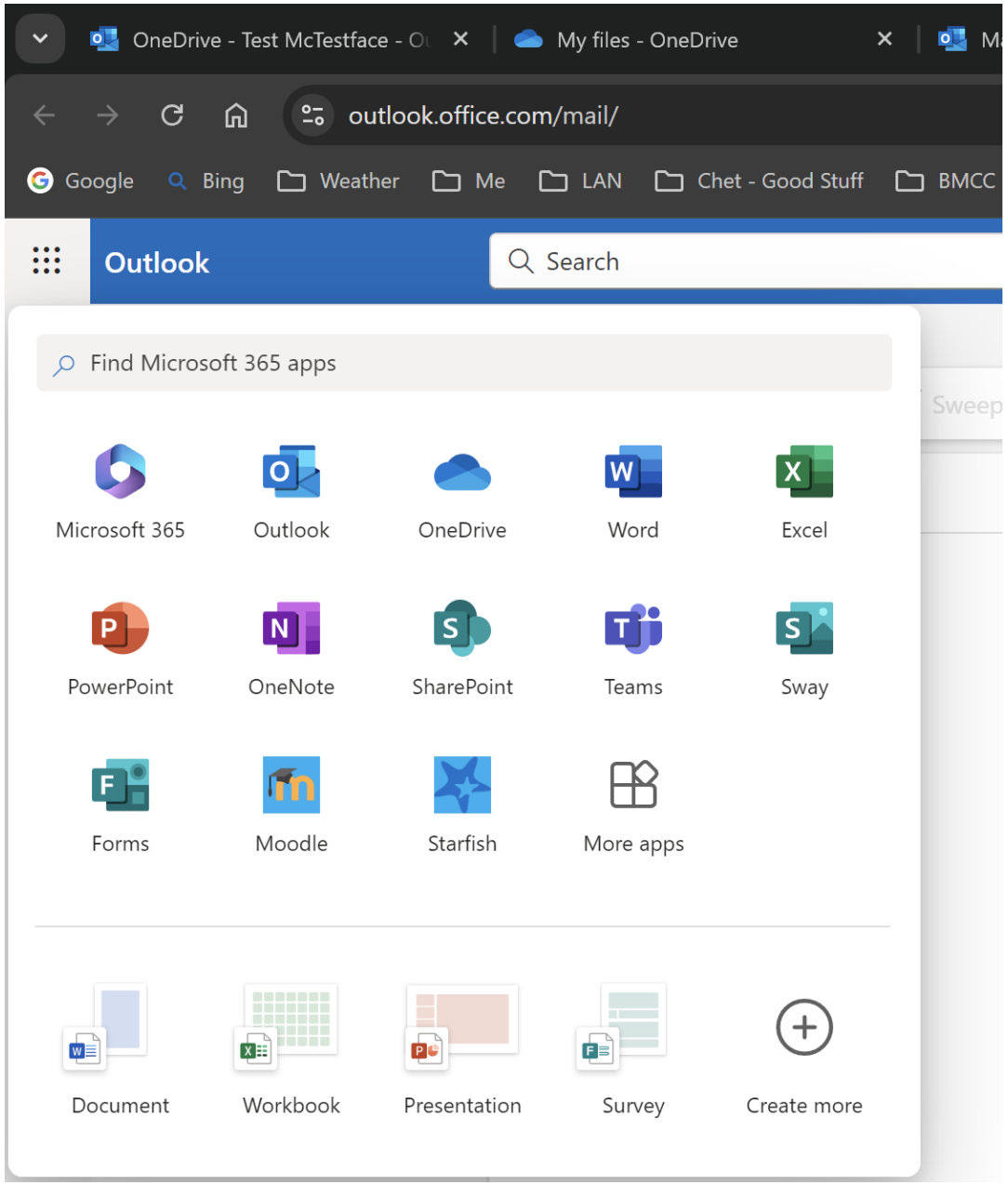
HOWEVER, if you are on a computer that does not belong to you, then:

3. Uncheck “Don’t show this again”
4. Click No





There! It worked.



As a final task, test each MS 365 app just to make sure they log in properly – especially OneDrive.