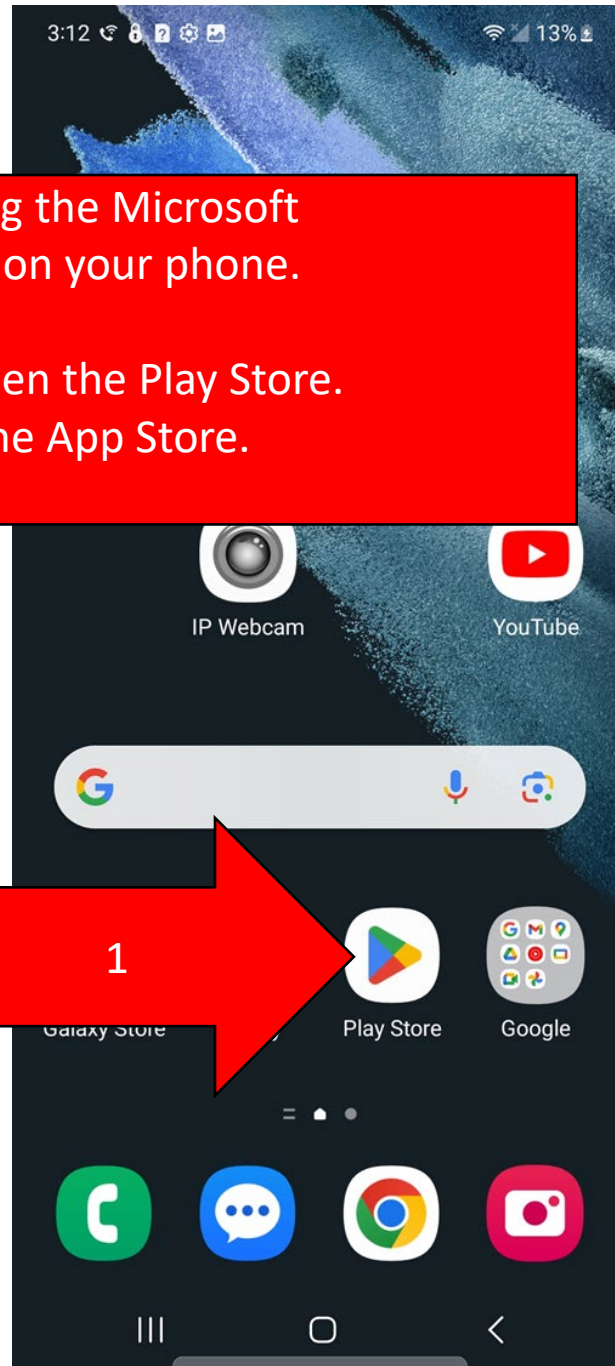
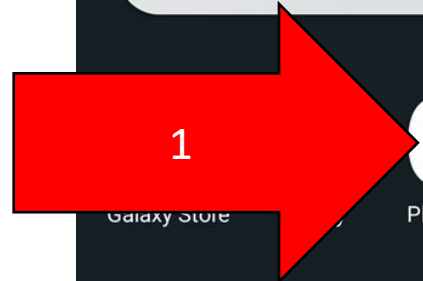


Multi-Factor Authentication

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

Begin with installing the Microsoft Authenticator App on your phone.

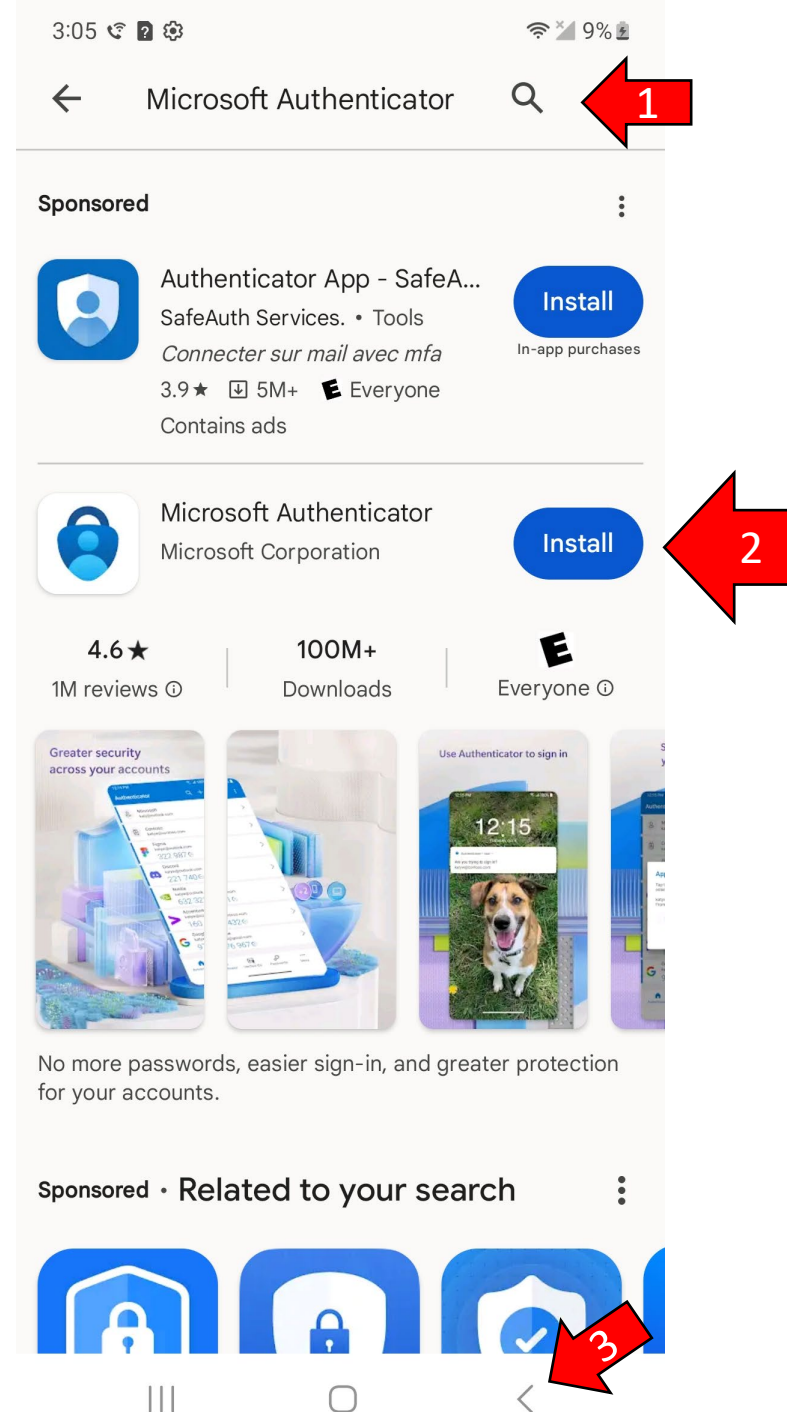
1. On Android, open the Play Store.
On iPhone, open the App Store.

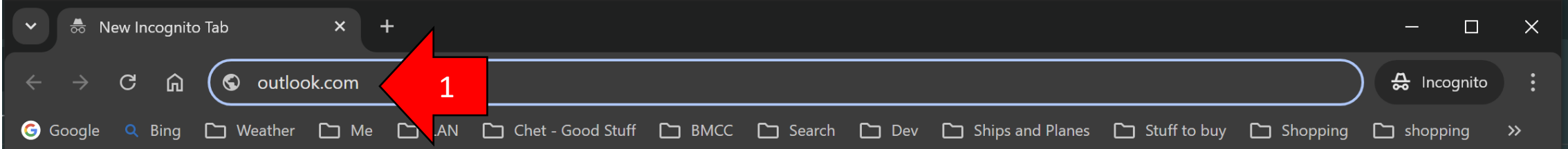


1. Search for Microsoft Authenticator
2. Install Microsoft Authenticator

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

The image shows a browser window displaying the Microsoft Outlook website. The browser's address bar shows the URL: `microsoft.com/en-us/microsoft-365/outlook/email-and-calendar-software-microsoft-outlook?deeplink=%2fowa%2f&sdf=0`. The page header includes the Microsoft logo and navigation links for Microsoft 365, Outlook, Products, For business, Plans and pricing, and Support. A red callout box with the text "1. Click Sign in" and a red arrow points to the "Sign in" button in the top right corner of the page. The main content area features the heading "Outlook for everyday email and calendars" and a sub-headline "Stay on top of multiple accounts with email, calendars, and contacts in one place. Available on desktop, mobile, and web." Below this text are two buttons: "Sign in" and "Create free account". An inset image shows a preview of the Outlook application interface, displaying a list of emails in the inbox and a selected email in the main view.

Outlook



Sign in

to continue to Outlook

tmctestface@bmcc.edu

No account? [Create one!](#)

1

2

Next

1. Type in your BMCC email address
2. Click Next



Sign-in options

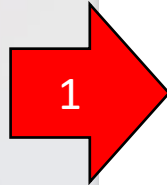
Outlook

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.

A screenshot of the Bay Mills Community College login page. At the top left is the college's logo and name. Below that is the email address 'tmctestface@bmcc.edu' with a back arrow. The main heading is 'Enter password' followed by a password input field with a blue underline. Below the input field is a link that says 'Forgot my password'. To the right of the input field is a blue 'Sign in' button. At the bottom of the page, there is a grey box containing text: 'For the default password type in the password you were given by Admissions or IT. For more information please click [here](#)'.

Outlook



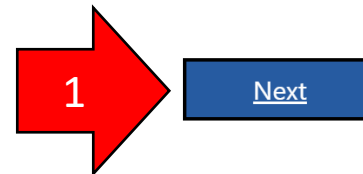
tmctestface@bmcc.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



For the default password type in the password you were given by Admissions or IT. For more information please click [here](#)

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

1. Click Next



Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".



Next

[I want to set up a different method](#)


[Skip setup](#)

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

My Sign-Ins | Register | Microsoft


mysignins.microsoft.com/register?csrf_token=63mlenOLKa9I40CN2u1fiyGN2ZwW3TZeXTLq_QCF-wKseWmPJlaAXGGNghV0Mj5FnVdarv4RHd1chWI51sSN

Google Bing Weather Me LAN Chet - Good Stuff BMCC Search Dev Ships and Planes Stuff to buy Shopping shopping

 **BAY MILLS**
Community College

Keep your account secure


Microsoft Authenticator

 **Set up your account**

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

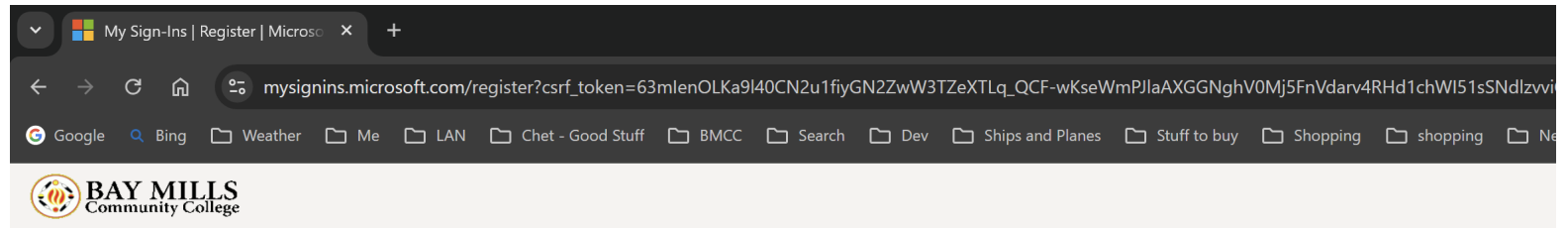
[I want to set up a different method](#) [Skip setup](#)



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.

Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



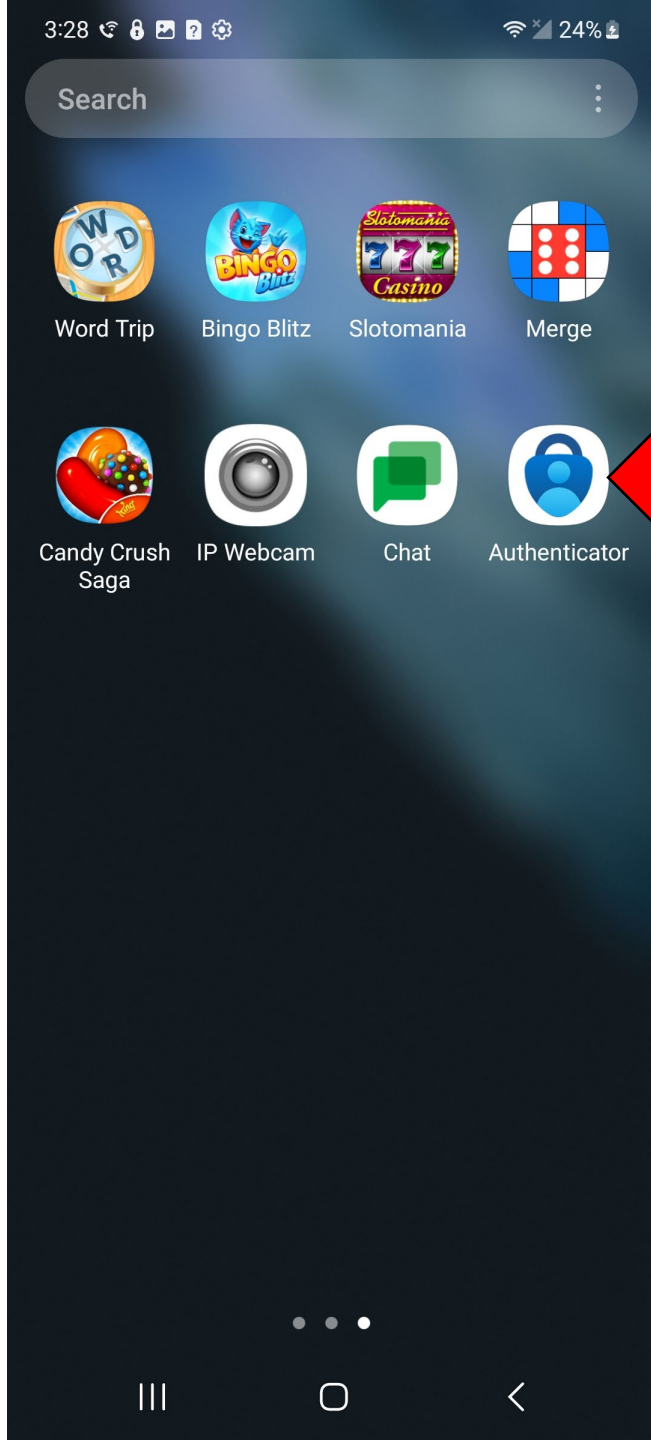
Can't scan image?

Back

Next

[I want to set up a different method](#)

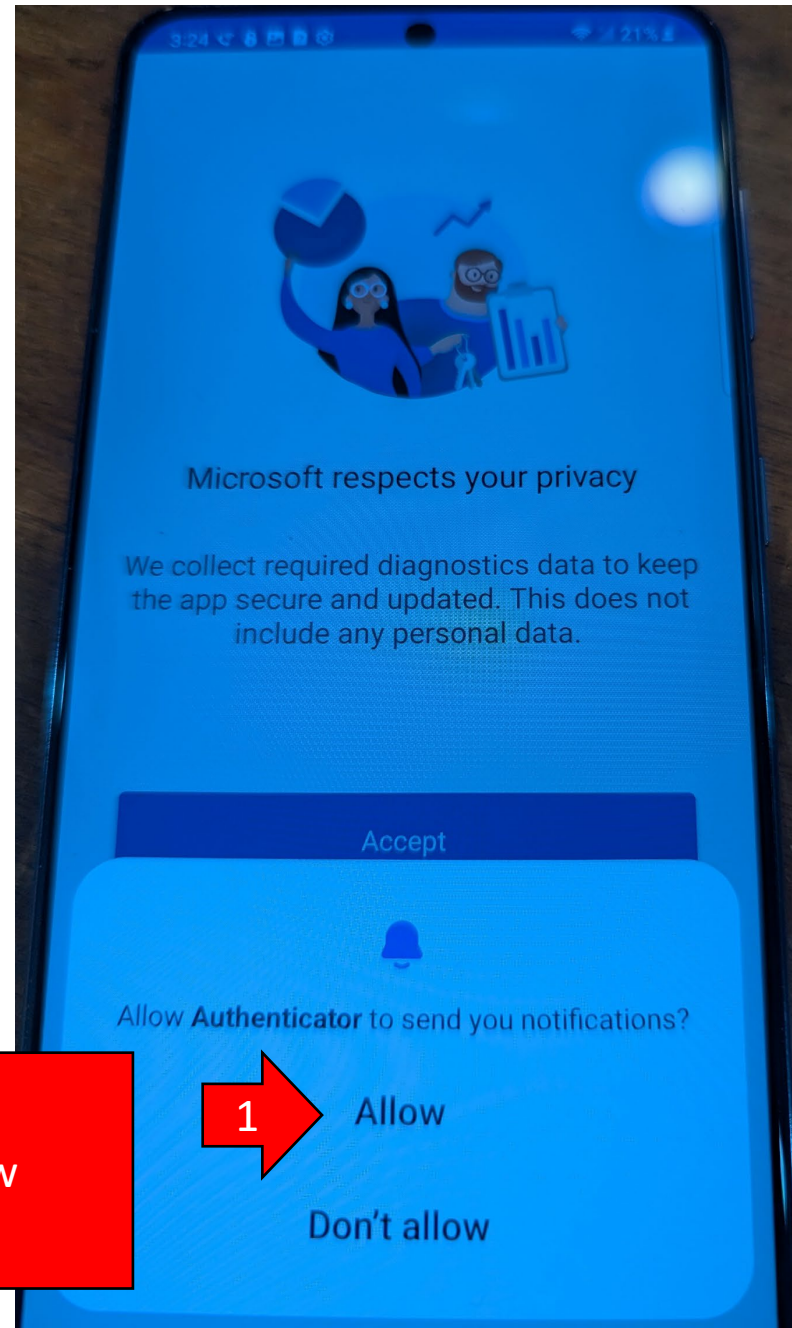
[Skip setup](#)



Go to your phone, and find the Authenticator app

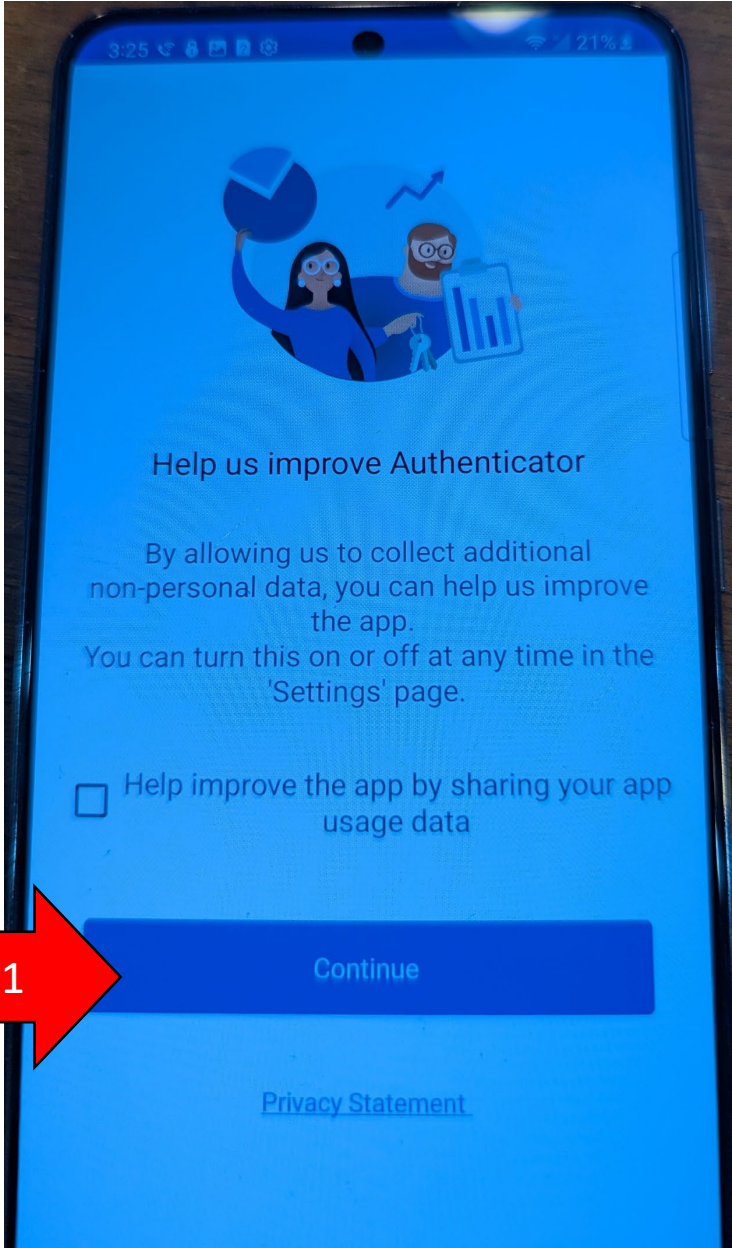
1. Open the Authenticator app.

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



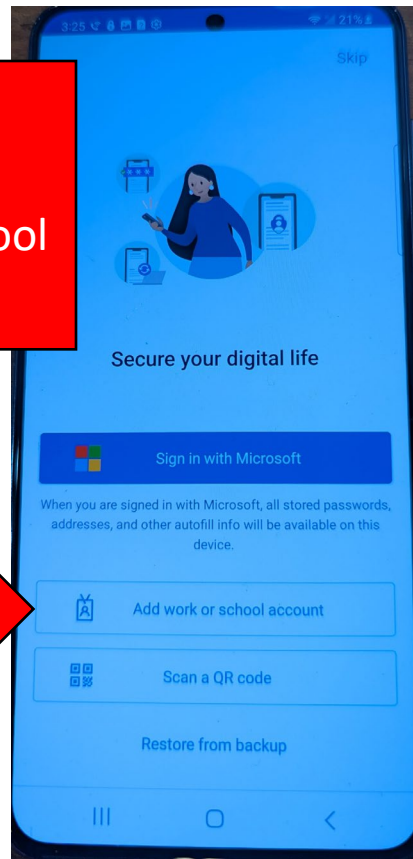
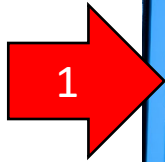
1. Tap Allow

1. Tap Continue



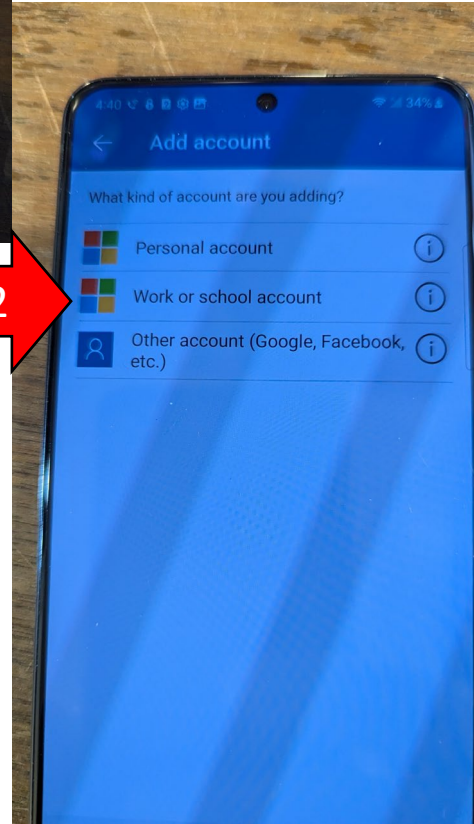
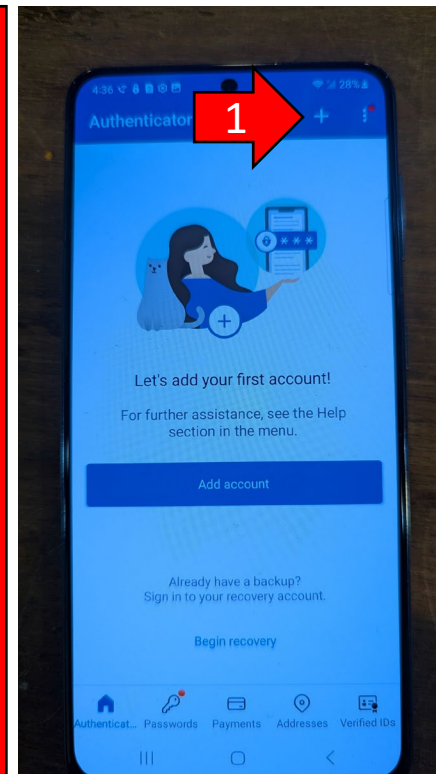
If you see this screen:

1. Tap Add work or school account

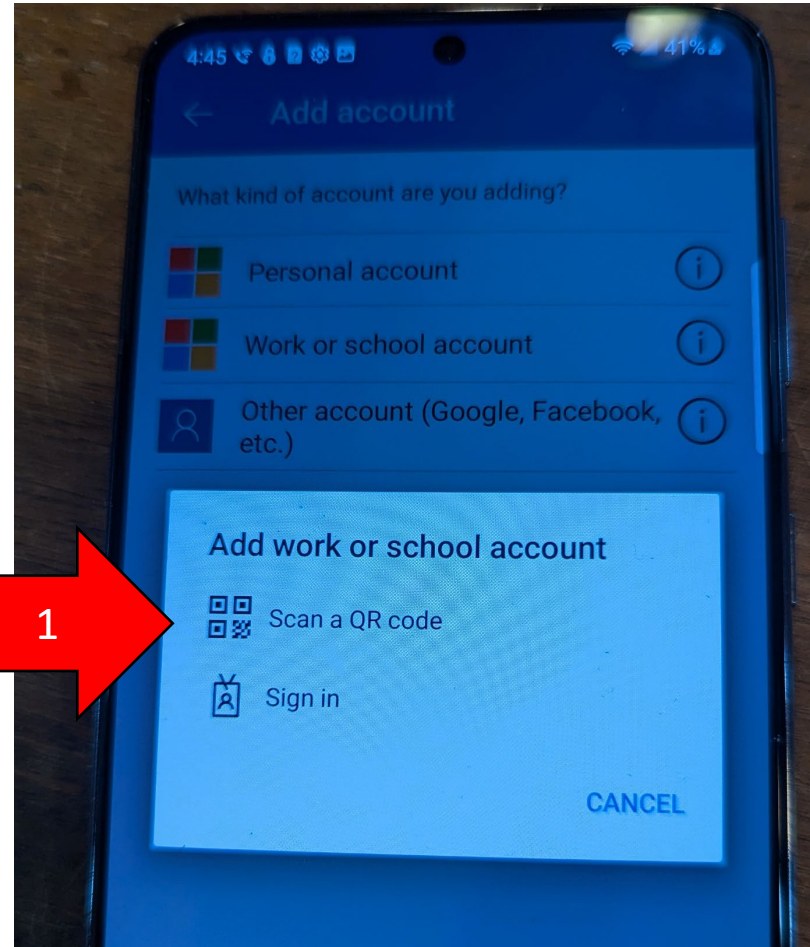


If you see this screen instead:

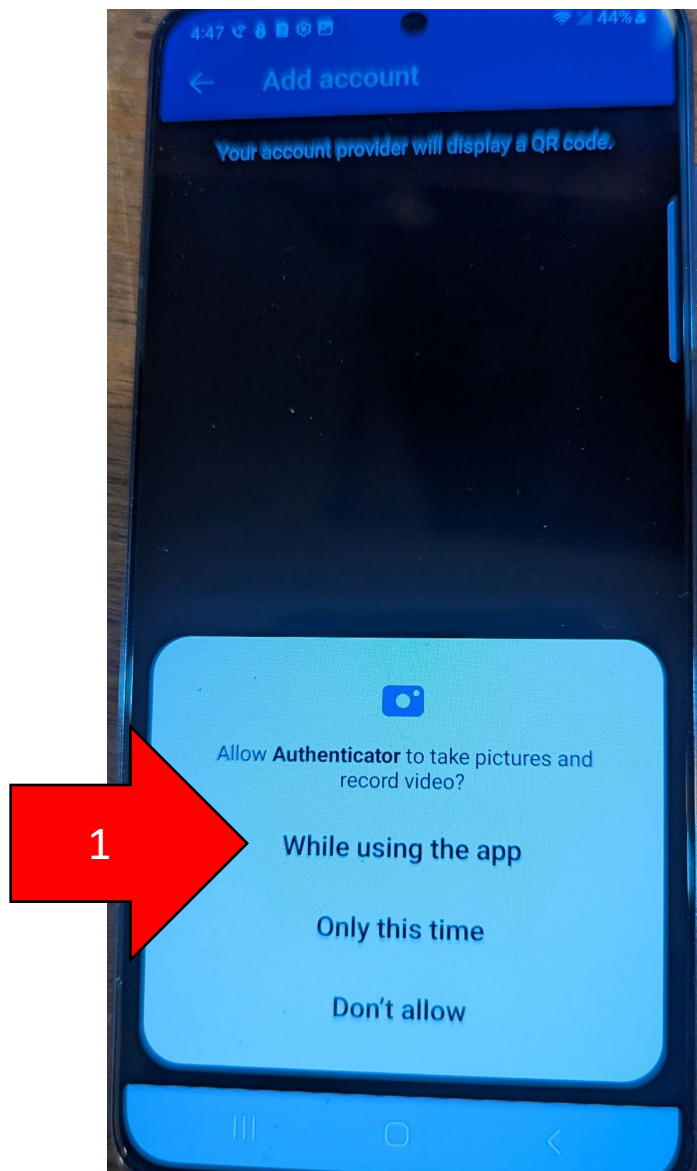
1. Tap the plus sign [+]
2. On the next screen, Tap Work or school account



1. Tap Scan a QR code.



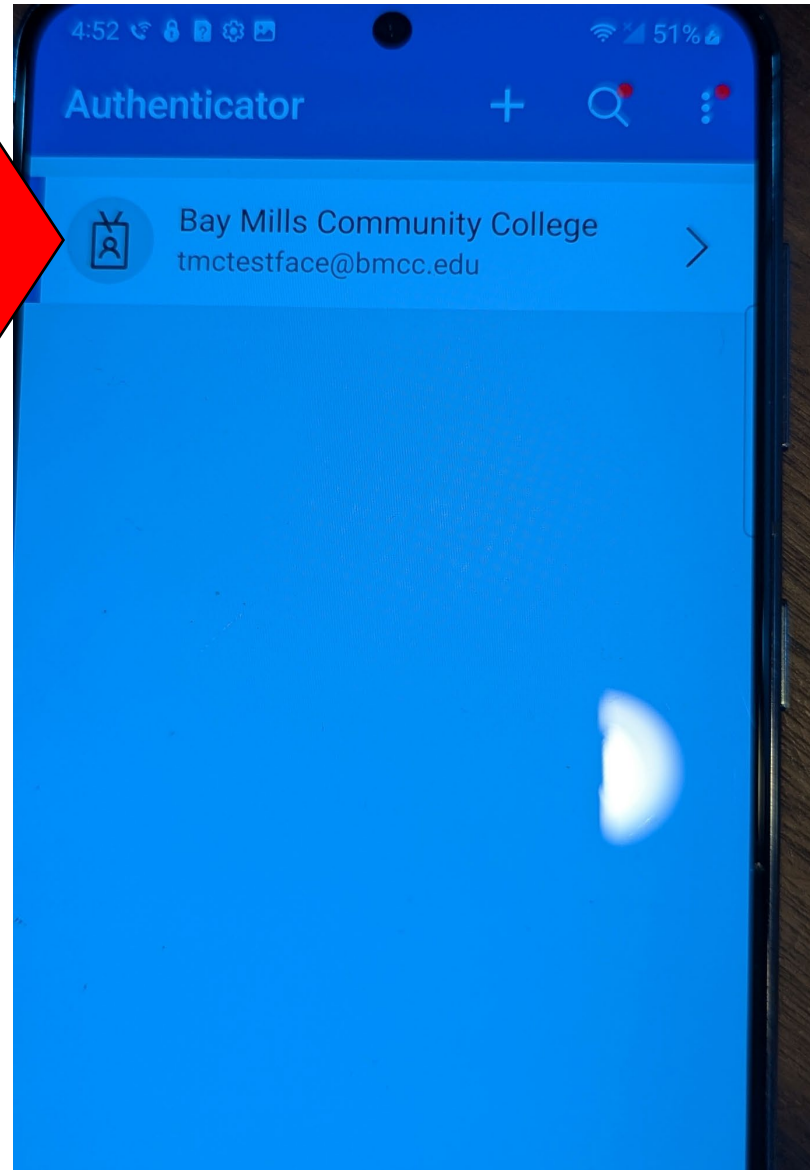
1. Tap “While using the app”



Aim the camera lens 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.





Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

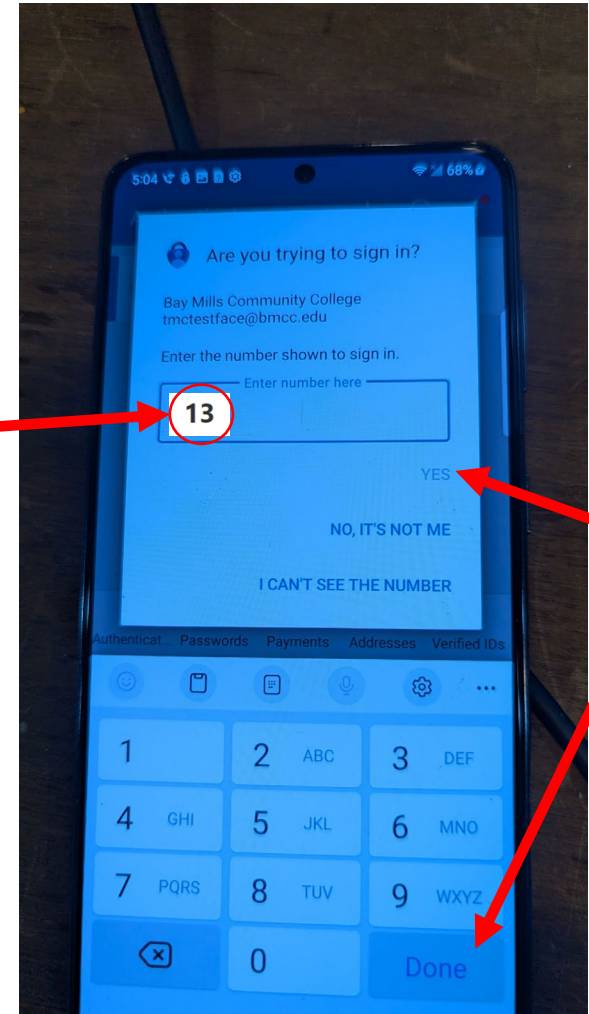
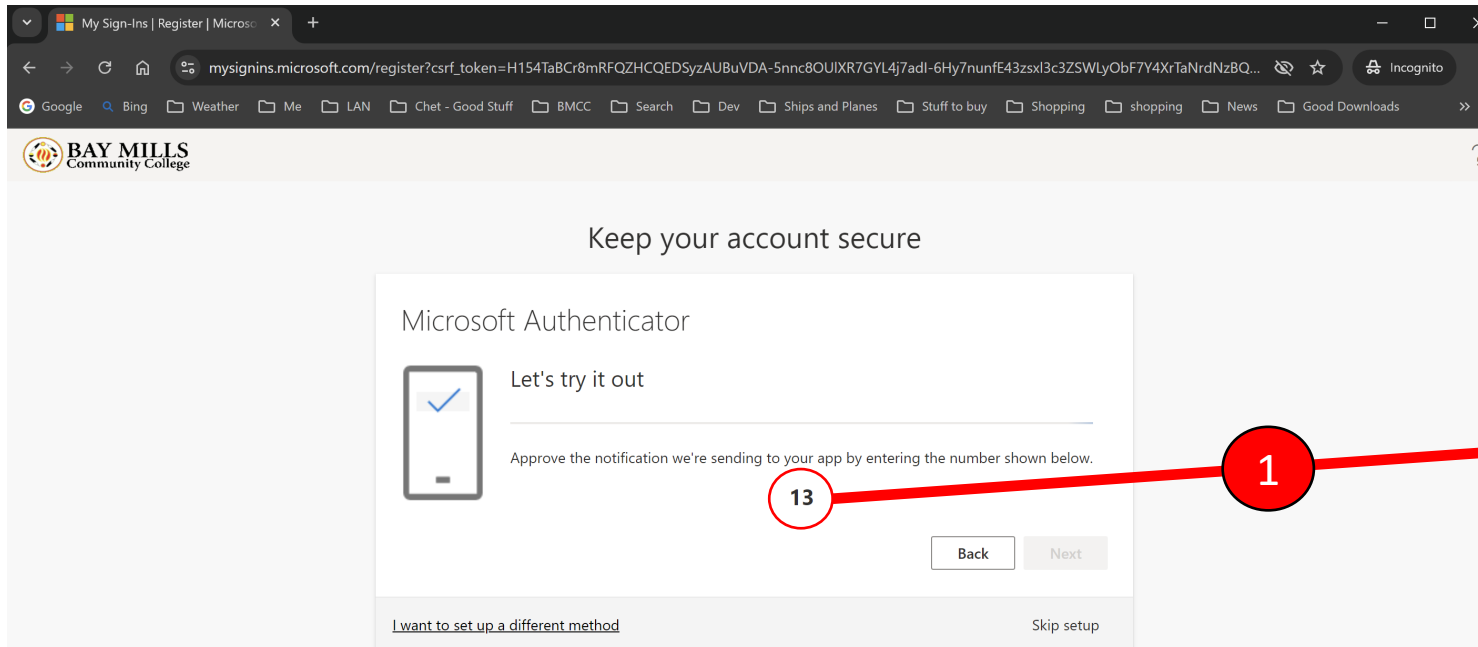
Back **Next**



[I want to set up a different method](#)

[Skip setup](#)

So back to your browser.
1. Click Next



Now to test it.

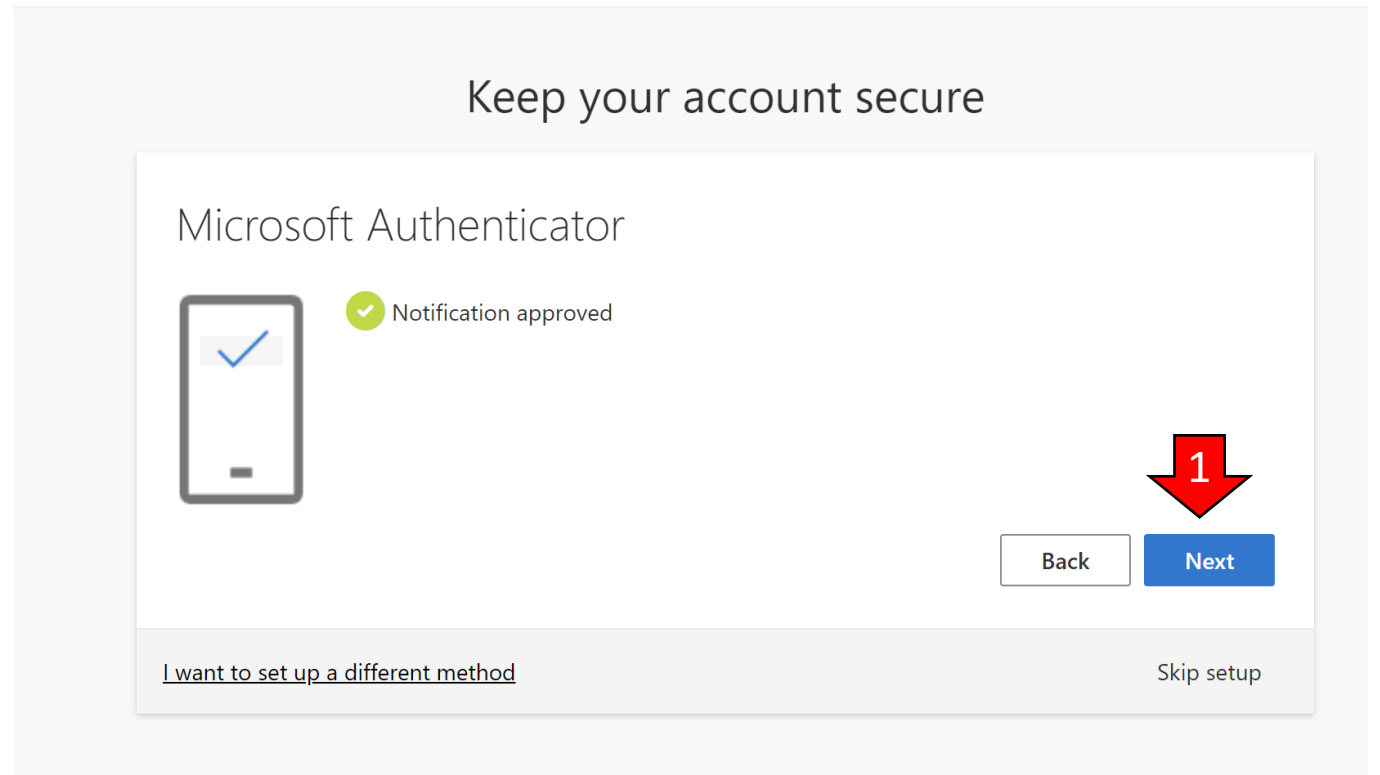
After you have logged in with your sign on and password, this screen should pop up.

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



My Sign-Ins | Register | Microso x +

mysignins.microsoft.com/register?csrf_token=FmtukdHJJO-26HkwDPUUCY7xQVz9ZGguac9FH63oRe-VPEKjEQyPDY71h1Hrw5RzuCzD_sTD_857ecVr2sTc2FNU

Google Bing Weather Me LAN Chet - Good Stuff BMCC Search Dev Ships and Planes Stuff to buy Shopping shopping



 BAY MILLS
Community College


Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

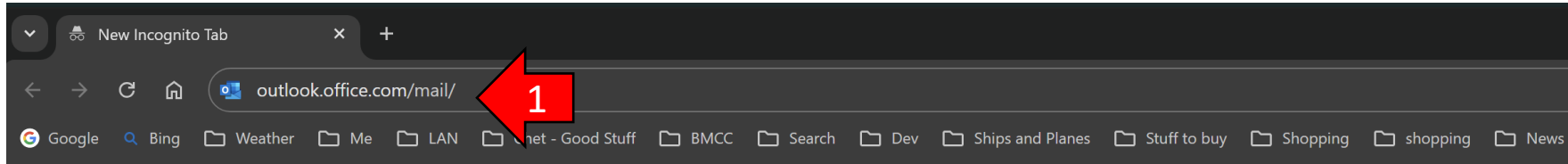
-  Microsoft Authenticator
SM-G991U
-  Microsoft Authenticator


[Done](#)

More confirmations that it worked.

1. Click Done

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



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

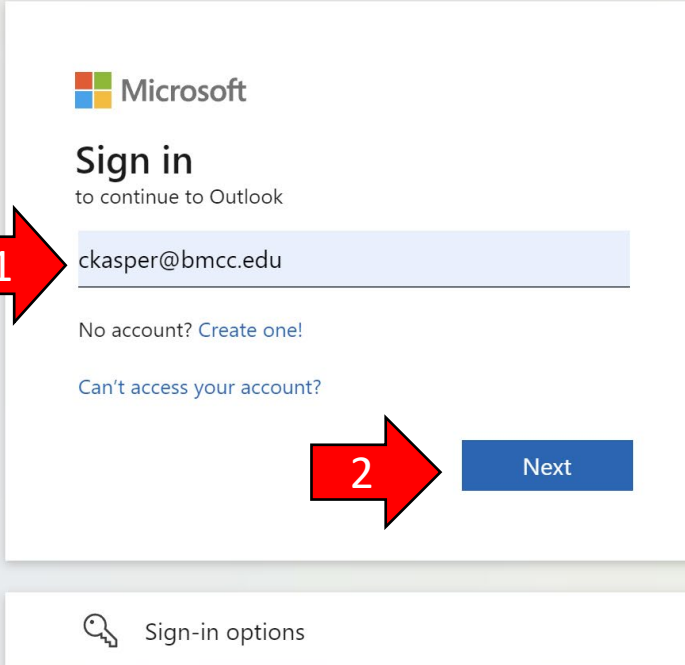
Your activity might still be visible to:

- 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.

Outlook


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




The screenshot shows the Outlook sign-in interface. At the top, the Microsoft logo is displayed. Below it, the text "Sign in to continue to Outlook" is shown. A text input field contains the email address "ckasper@bmcc.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. A red arrow with the number "1" points to the input field, and another red arrow with the number "2" points to the "Next" button. At the bottom of the sign-in area, there is a link for "Sign-in options" with a key icon.


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

Outlook

 Microsoft

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

 Work or school account
Created by your IT department
ckasper@bmcc.edu

 Personal account
Created by you
ckasper@bmcc.edu

Tired of seeing this? [Rename your personal Microsoft account.](#)



Outlook



← ckasper@bmcc.edu

Enter password

.....

[Forgot my password](#)

Use your face, fingerprint, PIN, or security key instead



Sign in

For the default password type in the password you were given by Admissions or IT. For more information please click [here](#)

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

Outlook



ckasper@bmcc.edu

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

94

No numbers in your app? Make sure to upgrade to the latest version.

Don't ask again for 365 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

For the default password type in the password you were given by Admissions or IT. For more information please click [here](#)

This will appear on your browser

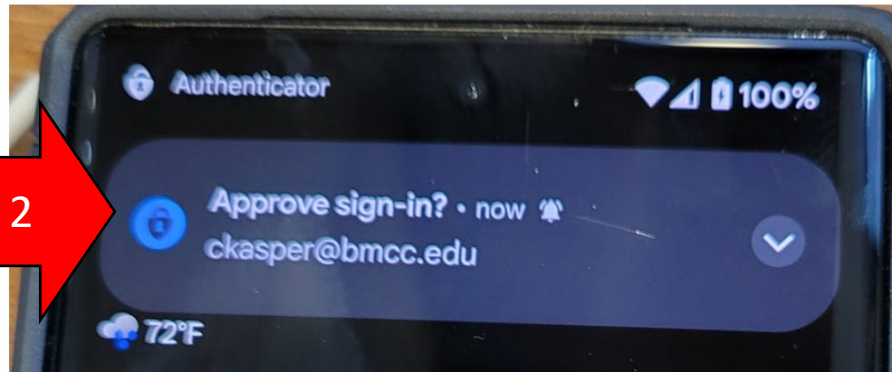
1



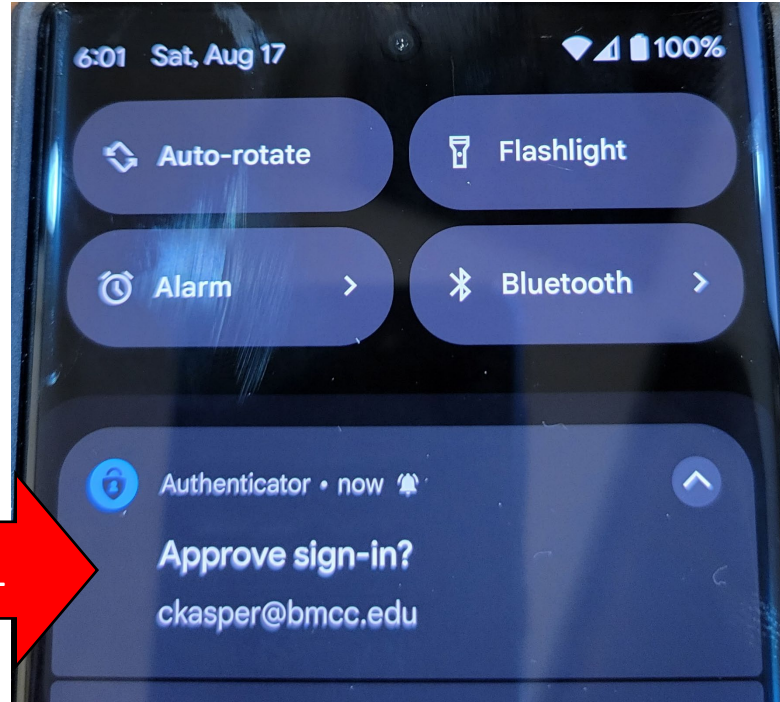
Suddenly a padlock icon should appear at the top of your phone.
1. Swipe down to display it.

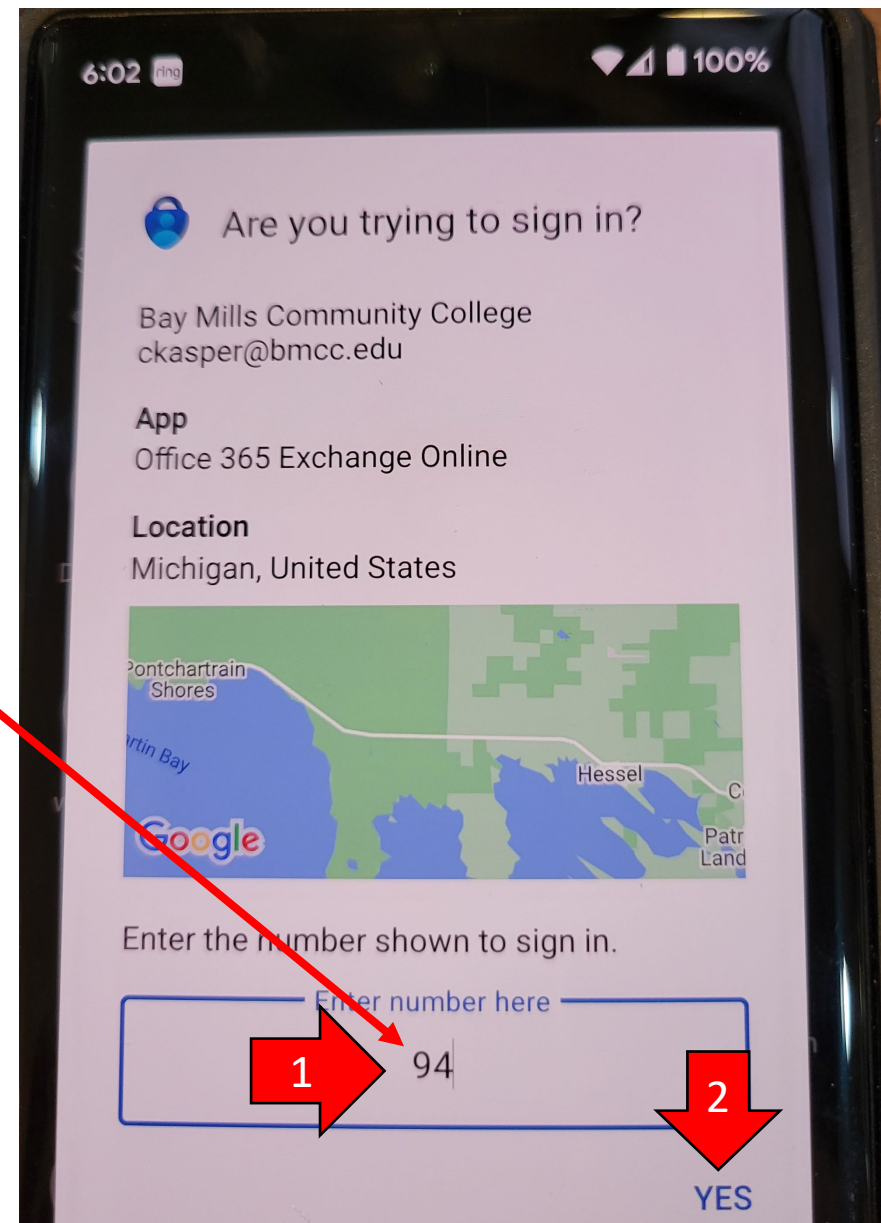
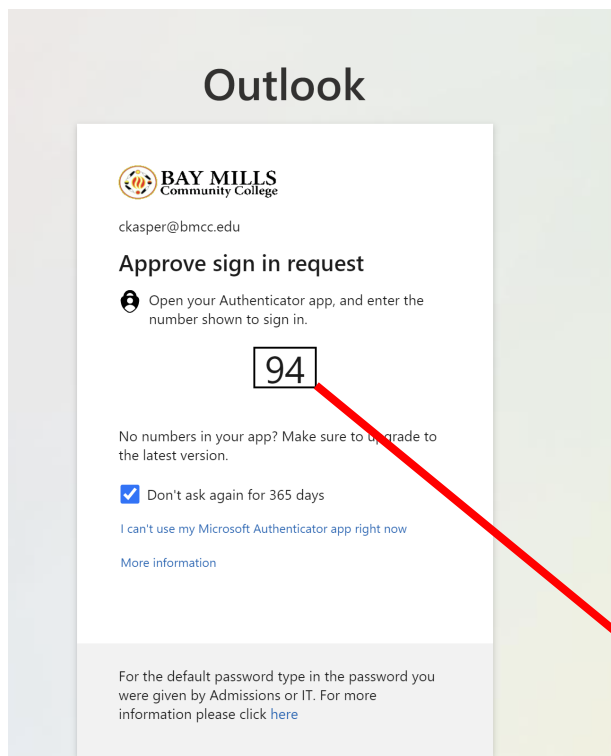
A pop-up may also be displayed for you to tap on.
2. Tap Approve sign-in

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 popped up asking for your approval. If you see Marquette, that's OK. Our 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

Outlook



ckasper@bmcc.edu

Stay signed in?

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

Don't show this again

Yes

For the default password type in the password you were given by Admissions or IT. For more information please click [here](#)

Outlook



ckasper@bmcc.edu

Stay signed in?

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

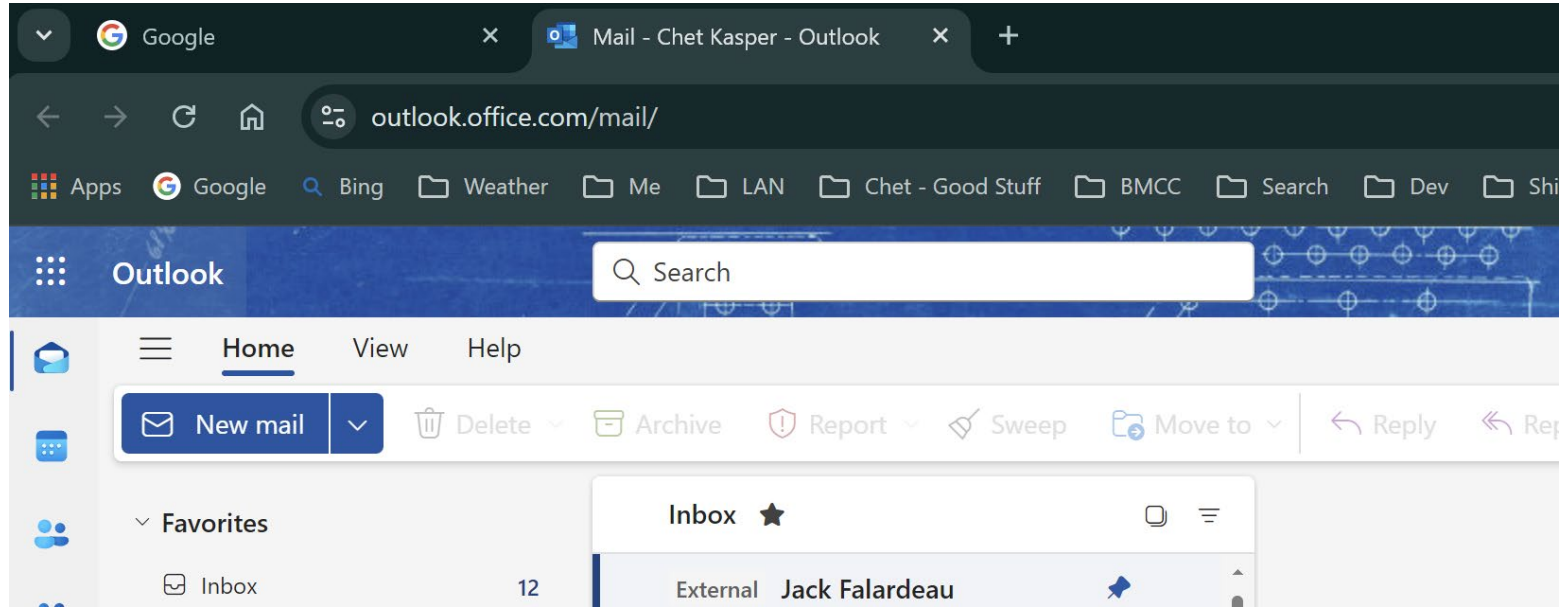
Don't show this again

No

Yes

For the default password type in the password you were given by Admissions or IT. For more information please click [here](#)

There! It worked.



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

The screenshot shows a web browser window with the URL `outlook.office.com/mail/`. The Outlook interface is visible, featuring a search bar and a grid of Microsoft 365 application icons. The icons are arranged in three rows:

- Row 1: Microsoft 365, Outlook, OneDrive, Word, Excel
- Row 2: PowerPoint, OneNote, SharePoint, Teams, Sway
- Row 3: Forms, Moodle, Starfish, More apps

Below the grid, there are icons for Document, Workbook, Presentation, Survey, and a 'Create more' button with a plus sign.