MFA One-time Setup Instructions

NOTE: If you need to connect off campus to the network file shares N, G or I drives, you will need to provide an alternate phone number (e.g. your mobile number or home number) or add the Microsoft Authenticator app to your Android or iOS device. You will also have to set your preferred MFA option to 'Notify me through app' or 'Call my authentication phone. The Microsoft Authenticator app is available from the Apple App store and Google Play store.

1. Launch your browser, copy and paste the following URL https://portal.office.com/account/ and login with your College email address and password.

2. Begin by selecting **Mobile App, or Authentication phone** (cell or home phone), and click **Next.**

3. To set up the **Microsoft Authenticator** app, first visit either the Apple App store or Google Play store and download the app.

   a. Inside the **Microsoft Authenticator app**, click **add account**. Select Work or School. Switch to the O365 page and select **Configure** beside **Authenticator app.**

   Alternate authentication phone   Select your country or region   ▼

   ☑ Authenticator app   Configure   Mobile app has been configured.

   b. Use your phone's camera to scan the QR code on the screen (example below). You have now successfully added the Microsoft Authenticator app to your profile.

   Configure app without notifications

4. If you chose text, enter the 6 digit number and click **Verify**. If you received a phone call proceed to **Step 5**.

5. Click **Done.**

Setting the Preferred MFA Options

6. From https://portal.office.com/account (or by clicking your name in the top right and selecting My Account) click **Security and Privacy** then **Add or change your security verification settings** and then **Update your phone numbers used for account security.**

7. Click the drop-down box under **We'll use this verification setting by default.** Valid options for connecting off campus to the network file shares N, G and I drives are; **Notify Me through app,** or **Call my authentication phone.**

If you require assistance setting up your MFA device please contact the ITS Service Desk at ext 7642 or ITservicedesk@niagaracollege.ca