So how do I configure MFA on my account when prompted to?

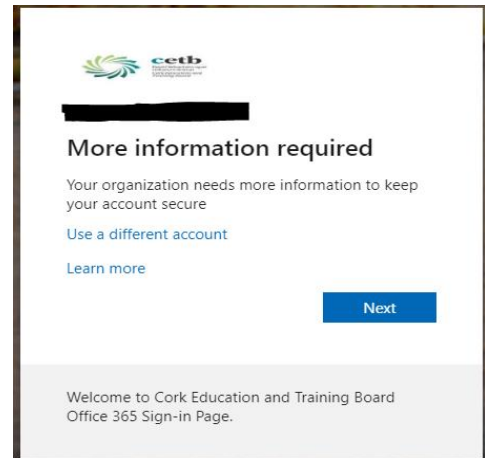(1) When you sign into your account you will be prompted to provided additional Information to configure MFA and SSPR

Authentication Methods

- Mobile Phone (Call or Text)
- Authenticator App on Smartphones (Microsoft Authenticator App Recommended)

You will need to configure these on your account.

Click "Next" to begin the setup process

Microsoft Authenticator App

We recommend you use the Microsoft Authenticator app. If you already use an authentication app for other accounts, you can use this instead.

(2) Download the app (Microsoft Authenticator App recommended) to your phone from the Google Play Store for Android device or App Store for IOS devices

(3) Once the app is installed on your phone choose "Next" and follow the on screen instructions
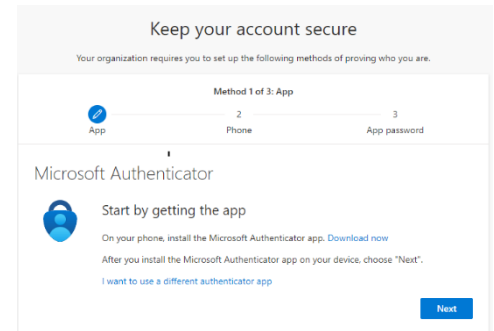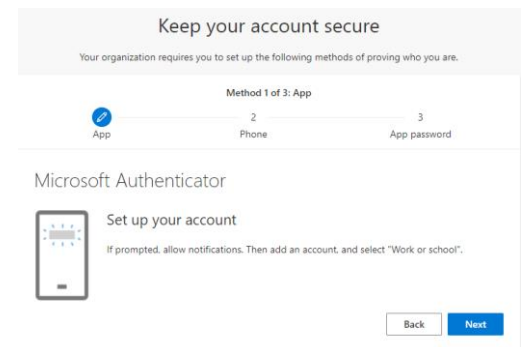
(4) On your phone open the app and select the three buttons on the top right

(5) Choose "Add Account"

(6) Click on "Work or School Account"
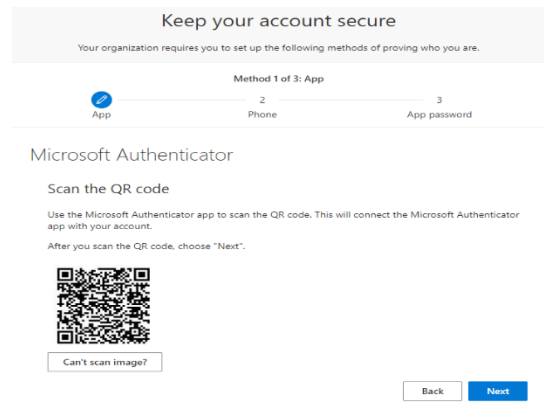
(7) Select the "Scan a QR code" option

(8) Choose "Next"

(9) Using your phone, scan the QR code on the screen

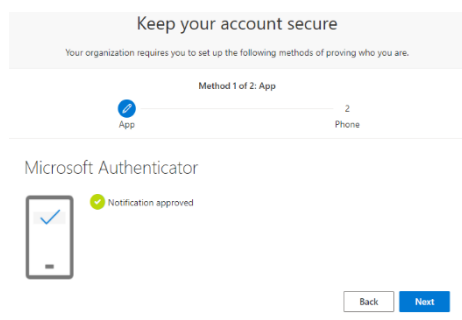You should see your account added to the Authenticator app

(10) Choose "Next"

(11) Approve the notification message sent to your app

Once approved you will see a green tick for notification approved

(12) Click "Next" to continue the setup

Phone Number

You are required to enter a phone number to complete the setup

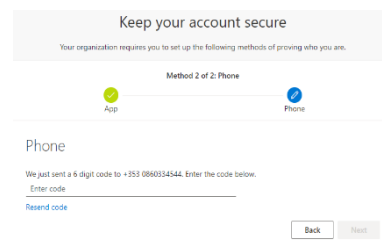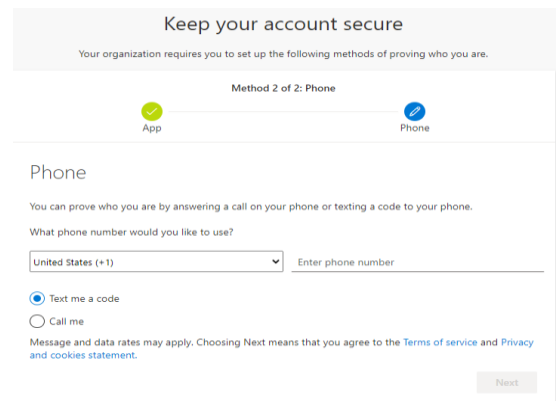This is not visible to other staff members and will only be used for Authentication

(13) Pick you country from the drop-down list
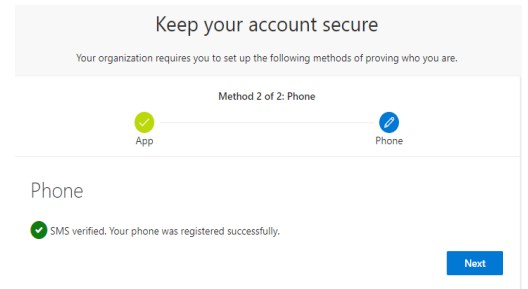
(14) Enter your phone number

(15) Pick the option to be texted a code or called. Text is the recommended option

(16) Click "Next"

(17) Enter the code texted to your phone

(18) Click "Next"

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App   Phone

Phone

✓ SMS verified. Your phone was registered successfully.

Next

You should now see a message saying that the process is now complete and your account is now protected with MFA.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done

App   Phone

Success!

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

Default sign-in method: Microsoft Authenticator - notification

📞 Phone
+353 0860334544

👤 Microsoft Authenticator
SM-A405FN

Done