Multi-Factor Authentication (MFA): First Time Setup

Multi-factor authentication (MFA) is a security method for your account that helps verify that you are actually the person who is logging into your account.

How it works:

1. You log into your account with your UMary username & password.
2. You will then get the notification via the method you chose during set up (mobile app verification, text, phone call, secondary email, or security key) to verify it is you logging into your account.

Your Multi-Factor Verification Options

The following are a list of methods that can be used for this second type of verification:

- **Mobile App Notification (*recommended*)**
- Phone Call
- Text Message
- Verification Code (via the Mobile App)
- Secondary Email

Learn more about these methods below:

Verification method	Description
Mobile app notification	A verification request is sent to your mobile phone asking your complete the verification by selecting Verify/Approve from the mobile app. This occurs if app notification is the primary verification method. If you receive this notification when you are not signing in, you can report it as fraud. *(Requires download of Microsoft Authenticator app on your phone)*
Text message	A text message is sent to your mobile phone with a 6-digit code. Enter this code to complete the verification process.
Phone call	You will receive a voice call and can respond by pushing pound (#) on the phone keypad when prompted.
Verification code with mobile app	The mobile app on your device generates a verification code. This occurs if you selected a verification code as your primary verification method. *(Requires download of Microsoft Authenticator app on your phone)*
Secondary Email	An email is sent to your secondary email with a 6-digit code. Enter this code to complete the verification process.

Our Recommendation:

OIT recommends downloading the **Microsoft Authenticator app** and choosing the Mobile App methods for the following reasons:

- While it takes a bit longer to setup, it is the fastest verification option when logging in.
- The app allows you to just tap your screen to approve the login request on your phone.
- The mobile app is also available even when you don't have cellular coverage by using the code generated within the app every 30 seconds.

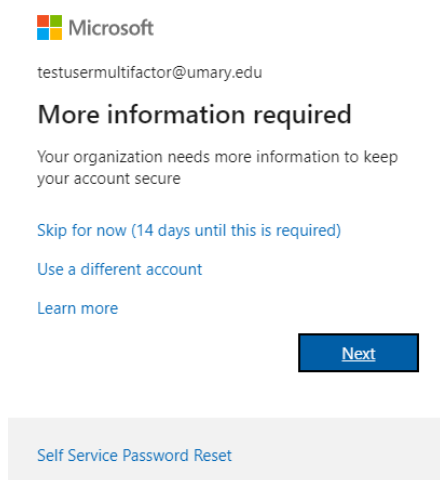**Download Microsoft Authenticator App to your Phone or Tablet**

Be sure to allow the app to send you notifications and access your camera to complete the setup process.

First Time Set Up Instructions for MFA

1. Download the Microsoft Authenticator app on your smart phone (if you have not done so already).
2. Go to https://outlook.office365.com
3. Sign into Office 365 on your computer with your UMary username & password. (Note: be sure to enter your full *username*@umary.edu. For example: john1234@umary.edu)
4. Click **"Next"**

Microsoft

testusermultifactor@umary.edu

More information required

Your organization needs more information to keep your account secure

Skip for now (14 days until this is required)

Use a different account

Learn more

Next

Self Service Password Reset

5. In the drop-down box below *Step 1: How should we contact you?* choose **"Mobile App"**

6. Below *How do you want to use the mobile app?* Choose **"Receive notifications for verification"**. The following screenshot will describe what you should see in steps 5-6.

■ 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 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 Authenticator app.

Set up

Next

7. Click **"Set up"**, and the **Configure mobile app** dialog box will appear.

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.

Scan this QR code in your Authenticator App

If you are unable to scan the image, enter the following information in your app.

Code: [   ]

Url: [   ]

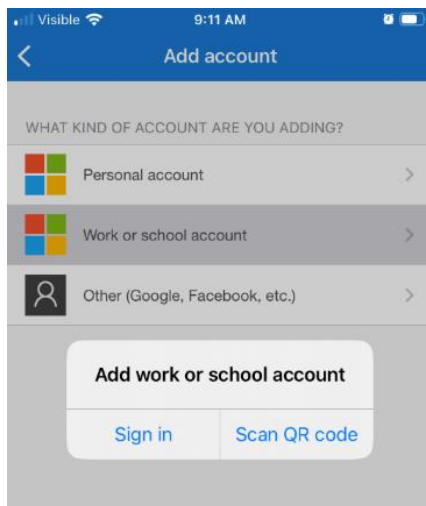If the app displays a six-digit code, choose "Next".

Next   cancel

8. On your mobile phone, **open** the Authenticator app.

9. Click the **"+"** sign at the top-right to add an account.

10. Choose **"Work or school account"**
11. Click **"Scan QR Code"**

12. With the Authenticator app on your phone, **scan** the QR image displayed on your computer (*shown in step 7*).

13. Once you have scanned the QR code, your account will be added automatically to the Authenticator app on your phone.
14. On your computer, click **"Done"** to proceed to your UMary office account.

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

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

Done

You have now successfully set up MFA on your UMary account. You are safe and secure!

Note: if you have not set up Self Service Password Reset, you may be prompted to do so after setting up the Authenticator app. Follow instructions below:

Using MFA to Verify Your Identity

Once you have set up MFA, you will be prompted to verify your identity when you log into your UMary account. You can check "Don't ask again for 90 days" if you'd like.

1. Go to https://outlook.office365.com
2. Sign into Office 365 on your computer with your UMary username & password. (Note: be sure to enter your full *username*@umary.edu. For example: john1234@umary.edu)
3. You will be prompted to Approve sign in request.

Microsoft

login@umary.edu¶

Approve sign in request

Open your Microsoft Authenticator app and approve the request to sign in.

☑ Don't ask again for 90 days

I can't use my Microsoft Authenticator app right now

More information

Self Service Password Reset

4. In the Authenticator app on your phone, click **"Approve"**
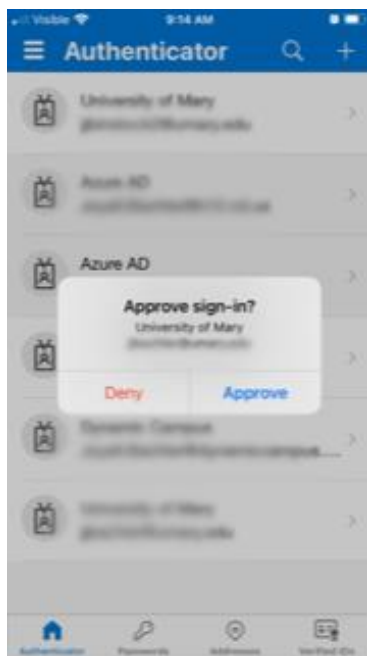
5. You have completed MFA, proceed into your UMary account.

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**INFORMATION TECHNOLOGY**

Add or Remove Verification Methods

You can add, change, or remove verification methods by going to My Account on your UMary Office365 landing page.

1. Go to https://outlook.office365.com
2. Sign into Office 365 on your computer with your UMary username & password.
3. Click on your account name at the top right of the screen (*circled below*)
4. Next, click **"View account"** (*circled in inset*)
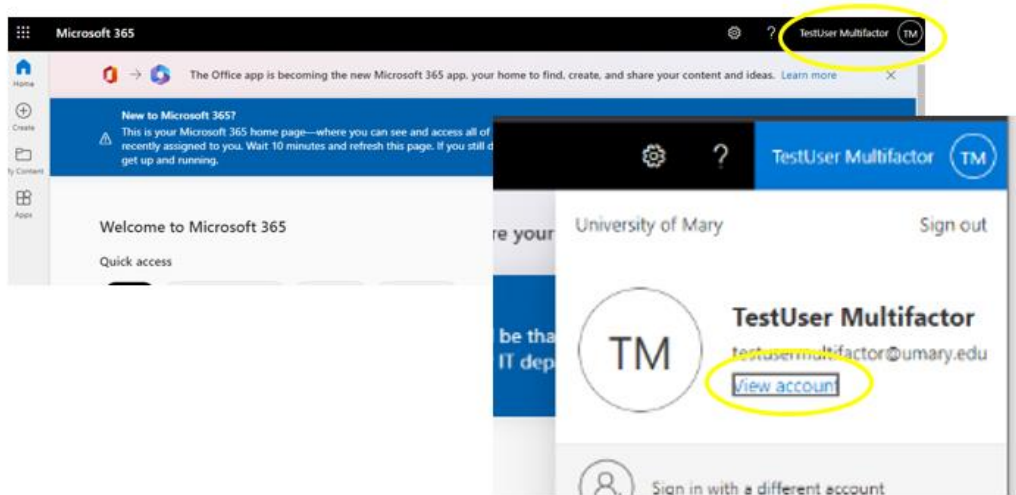
5. In My Account, under Security info, click **"UPDATE INFO"**.
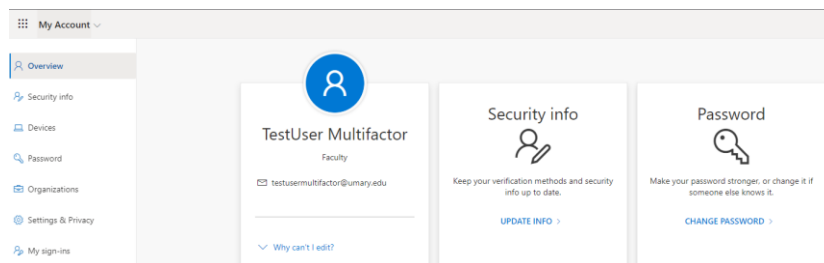
6. Here you can add or remove verification methods.