

Two-Factor Authentication Setup Instructions

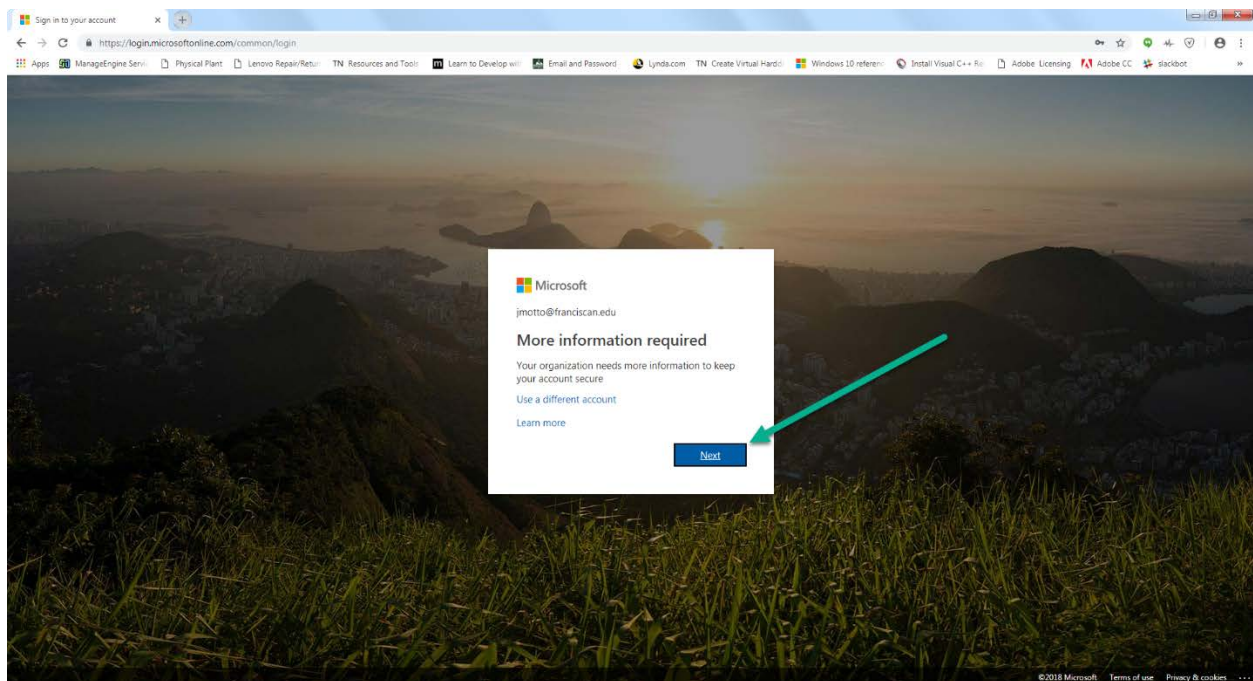
Two-factor authentication is a process by which the user provides two different pieces of information to verify their identity to better protect the user's credentials as well as the information being accessed. Two-factor authentication through Office 365 requires your username, password and a randomly generated security code that can be provided via text, phone call or the Microsoft Authenticator App.

You can set up your authentication preferences online or by using one of the Microsoft Office applications. See instructions below for both methods.

Online Set Up Method

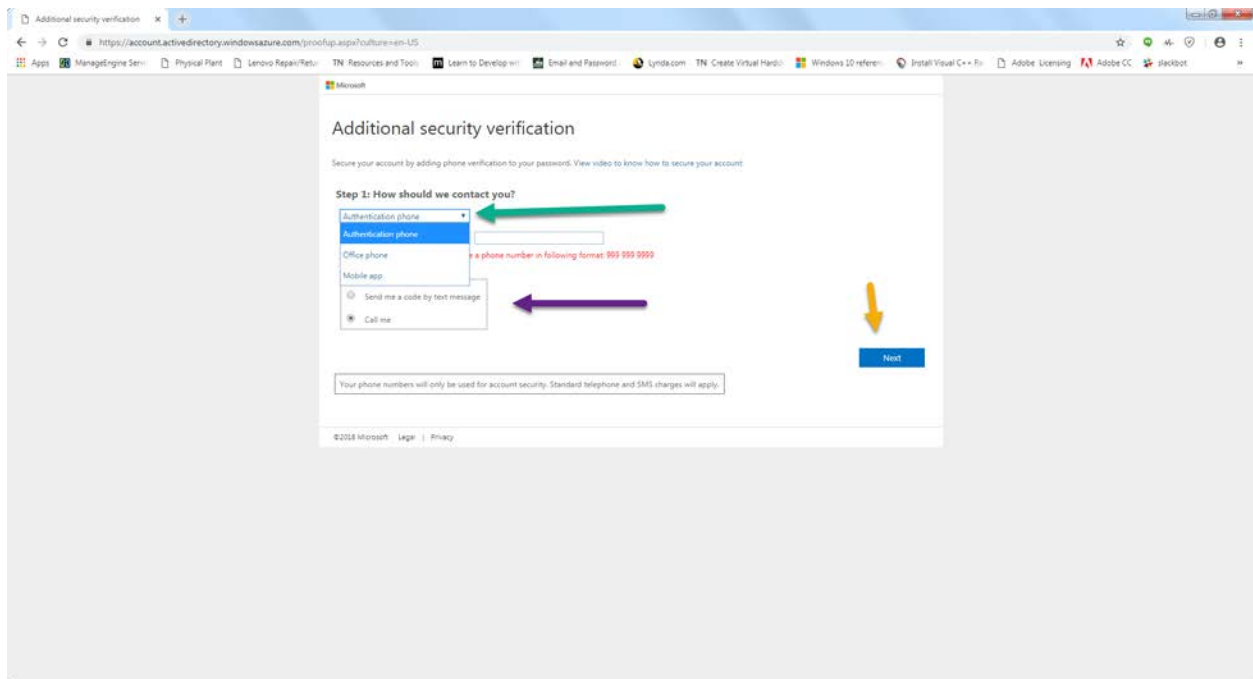
Step 1: Log in to Office 365

Log into your Office 365 account through AccessFUS ("O365 Staff/Faculty" button) or at www.office.com. You will see the notification shown below.



Step 2: Set Up Your Preferences

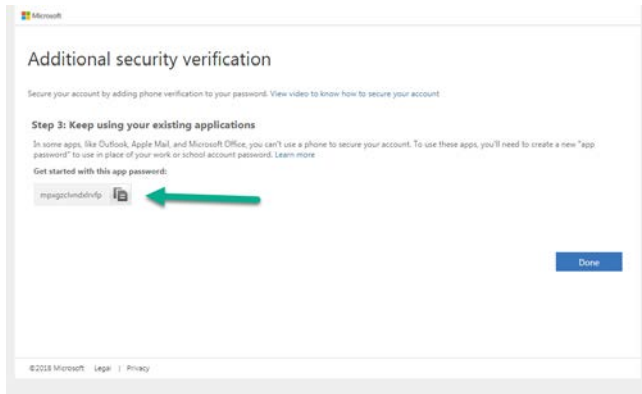
- Select your preferred method of communication from the “How should we contact you” drop down box.
 - Authentication Phone - will either send a text message or call your phone to provide you with a security code.
 - Office Phone - will call your office phone to provide you with a security code. (If you select this method, you will only be able to receive your security code to log in to your account when you have access to your office phone).
 - Mobile App - will send a notification to the Microsoft Authenticator App (located in the App store).
- Enter the applicable phone number.
- Select “Send me a code by text message” or “Call me”.
- Click “Next”.



Step 3: Application Key (IGNORE THIS STEP)

You can ignore this application key. You will simply need to use the same password that you normally use to log in to AccessFUS.

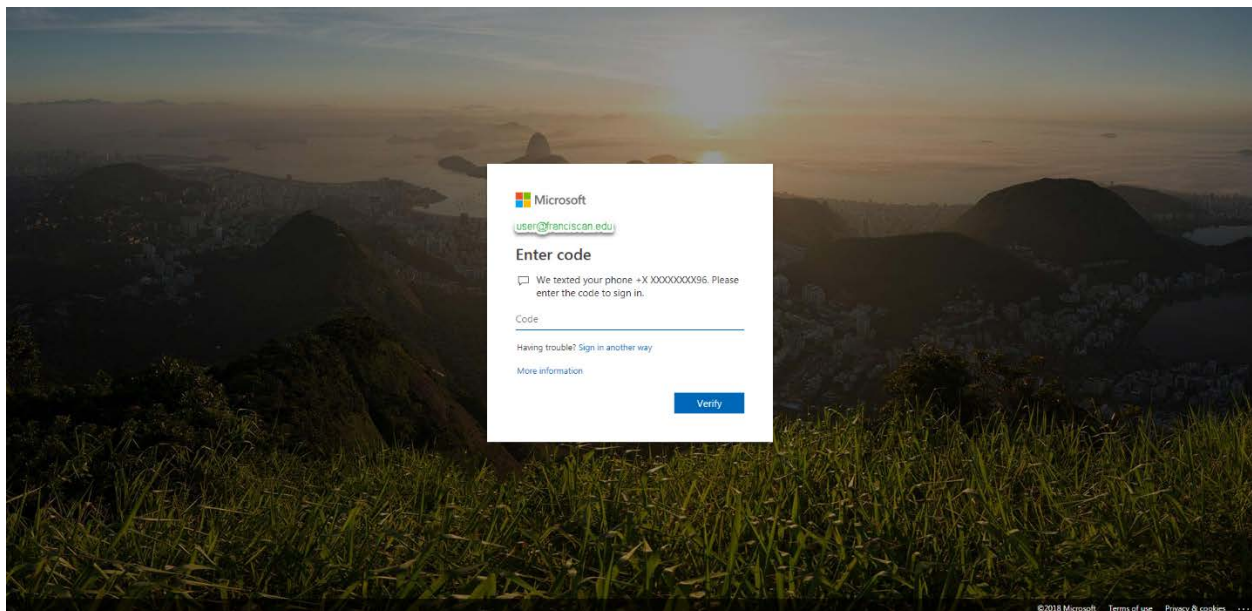
Click “Done”.



Step 4: Verify Your Account

Your setup for two-factor authentication is complete.

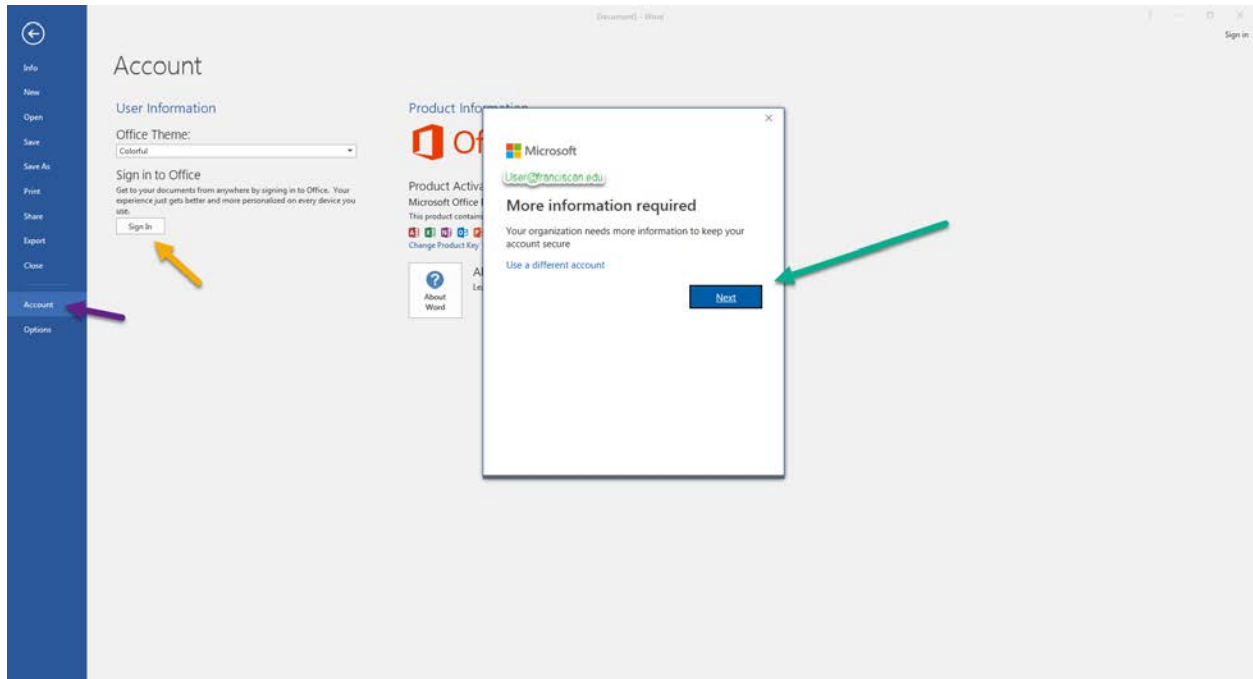
You will now be asked to verify your account using your selected method for two-factor authentication. Below is what the message looks like for text notifications. (You will see this same notification each time you are asked to log into your Office 365 account.)



Application Setup Method

Step 1: Open Outlook on Your Computer

Open Microsoft Outlook and log in to your account. Note you may need to select “File” in the top left corner, then “Account”, and then click on “Sign In” if not prompted initially.



Step 2: Set up Your Preferences

- Select your preferred method of communication from the “How should we contact you” drop down box.
 - Authentication Phone - will either send a text message or call your phone to provide you with a security code.
 - Office Phone - will call your office phone to provide you with a security code. (If you select this method, you will only be able to receive your security code to log in to your account when you have access to your office phone).
 - Mobile App - will send a notification to the Microsoft Authenticator App (located in the App store).
- Enter the appropriate phone number.
- Select “Send me a code by text message” or “Call me”.
- Click “Next”.

Office 365

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?

Authentication phone
Authentication phone
Office phone
Mobile app

Invalid phone number. Please provide a phone number in following format:
999 999 9999

Method

Send me a code by text message
 Call me

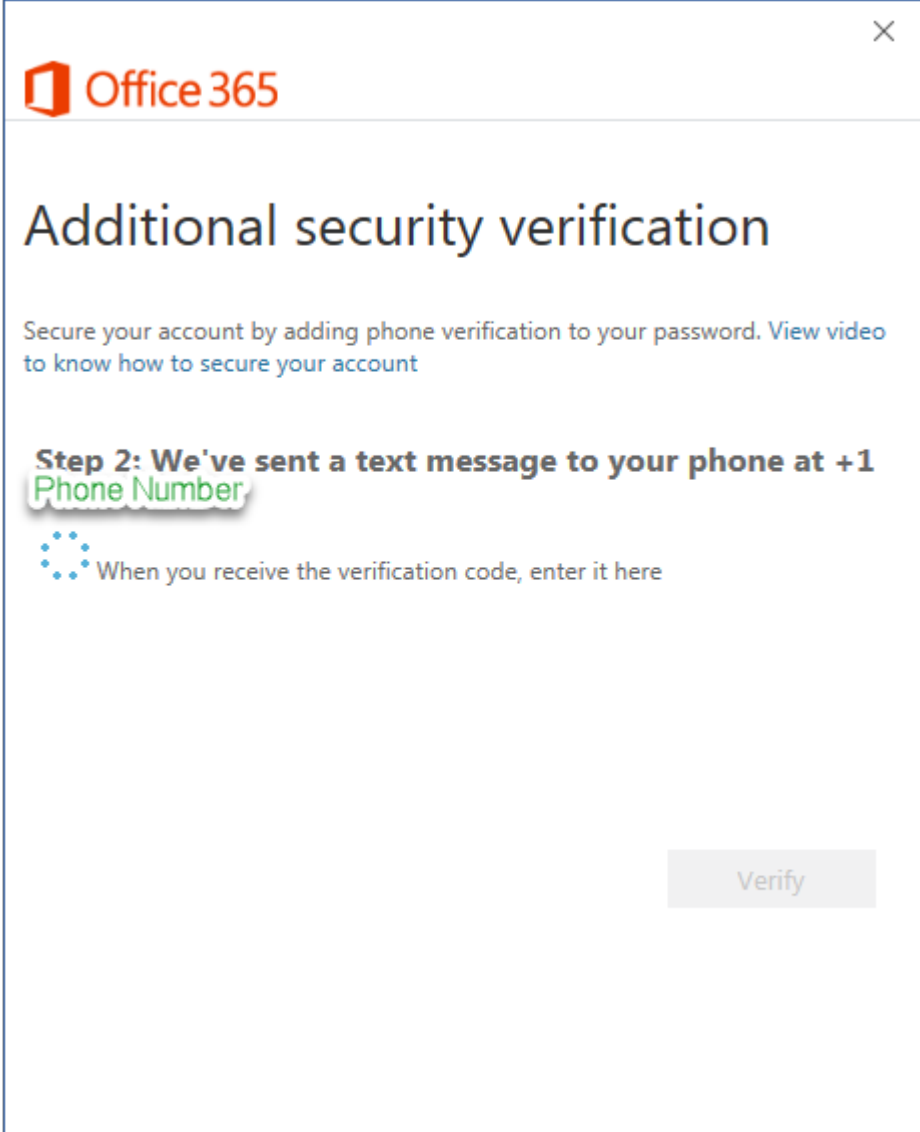
Next

Your phone numbers will only be used for account security. Standard

Step 3: Verify your account

Your account is now set up for two-factor authentication.

You will now be asked to verify your account using your selected method for two-factor authentication. Below is what the message looks like for text notifications. (You will see this same notification each time you are asked to log into your Office 365 account.)



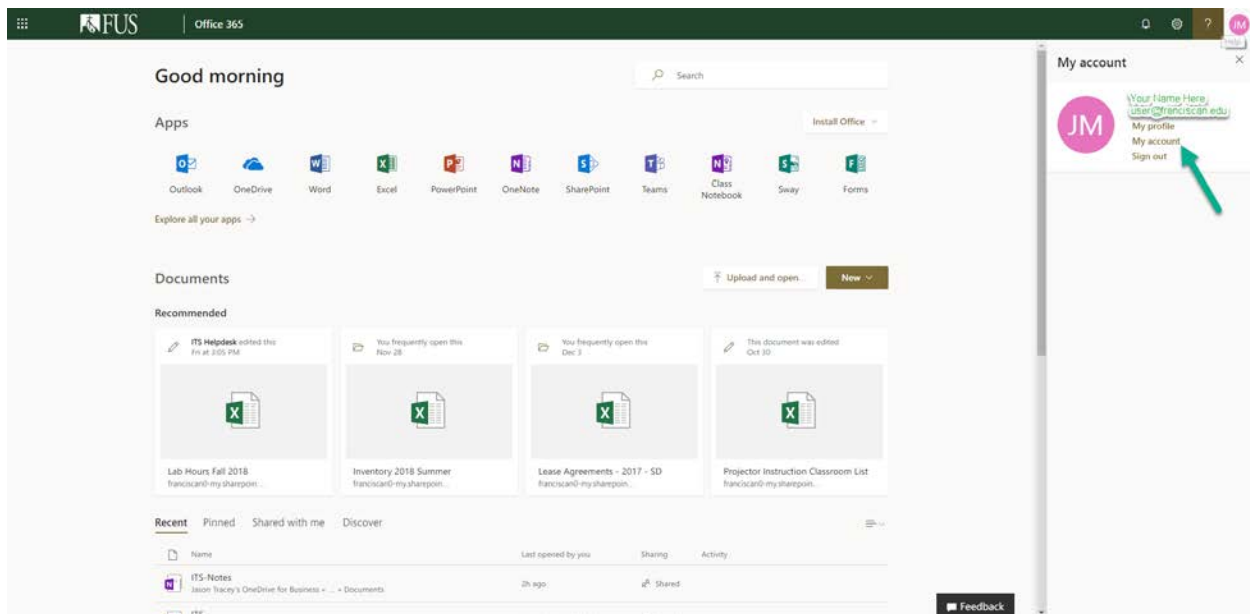
The image shows a screenshot of an Office 365 security verification dialog box. The dialog has a white background and a thin blue border. In the top-left corner, there is the Office 365 logo (a red square with a white 'O') followed by the text 'Office 365' in a red sans-serif font. In the top-right corner, there is a small grey 'X' icon. Below the header, the main title 'Additional security verification' is displayed in a large, dark grey sans-serif font. Underneath the title, there is a line of smaller text: 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. The next line is a bold heading: 'Step 2: We've sent a text message to your phone at +1', followed by 'Phone Number' in a green font with a white shadow effect. Below this, there is a circular loading icon made of six blue dots, followed by the text 'When you receive the verification code, enter it here'. At the bottom right of the dialog, there is a grey rectangular button with the word 'Verify' in a light grey font.

Updating Your Two-Factor Authentication Method

If, at any time, you would like to update your preferences for two-factor authentication or provide more than one method of communication, you may do so by following the instructions below.

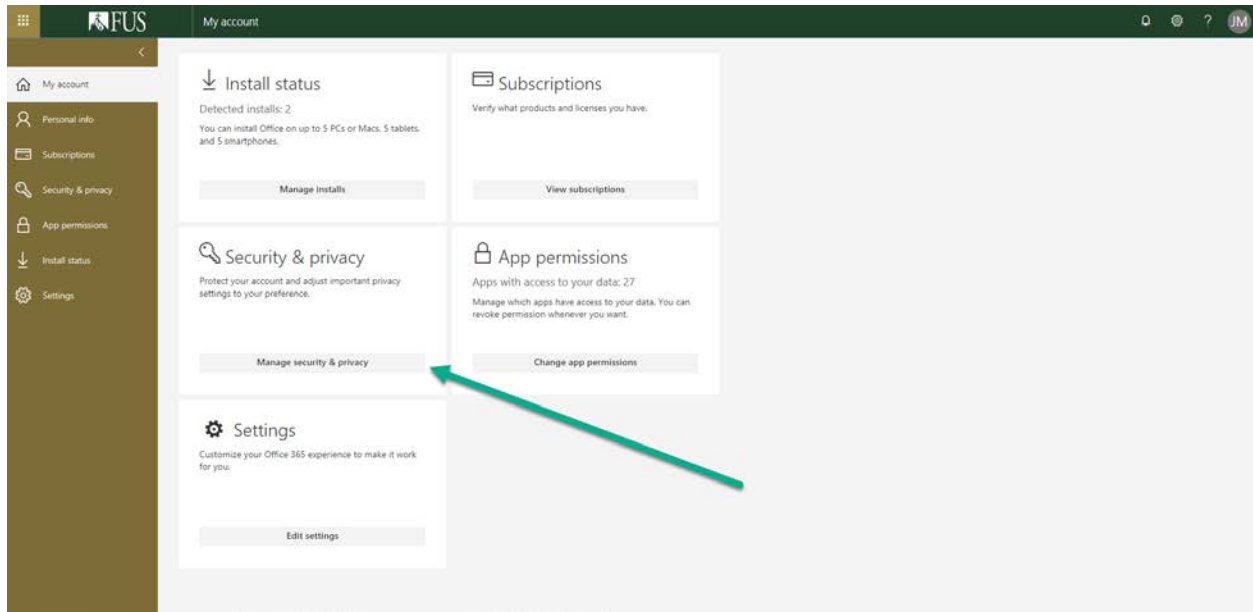
Step 1: Log in to Your Office 365 Account

- Log into your Office 365 account through AccessFUS or www.office.com
- Click on your initials/photo in the top right corner
- Select “My account”



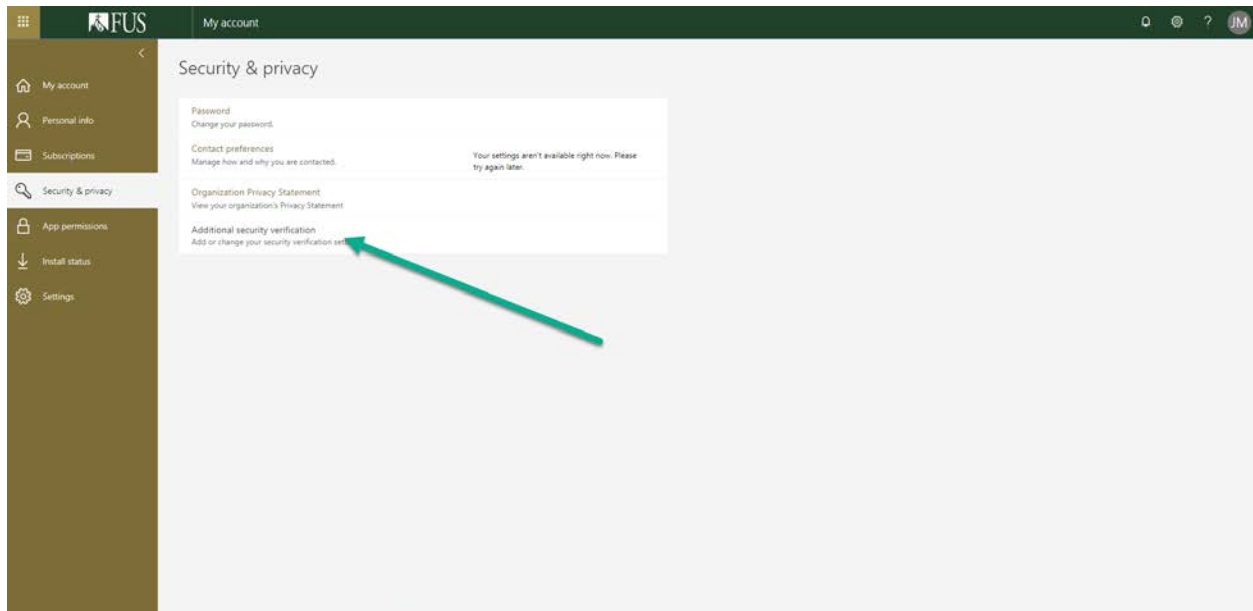
Step 2: Go To Security & Privacy settings

- Click on “Manage Security & Privacy”



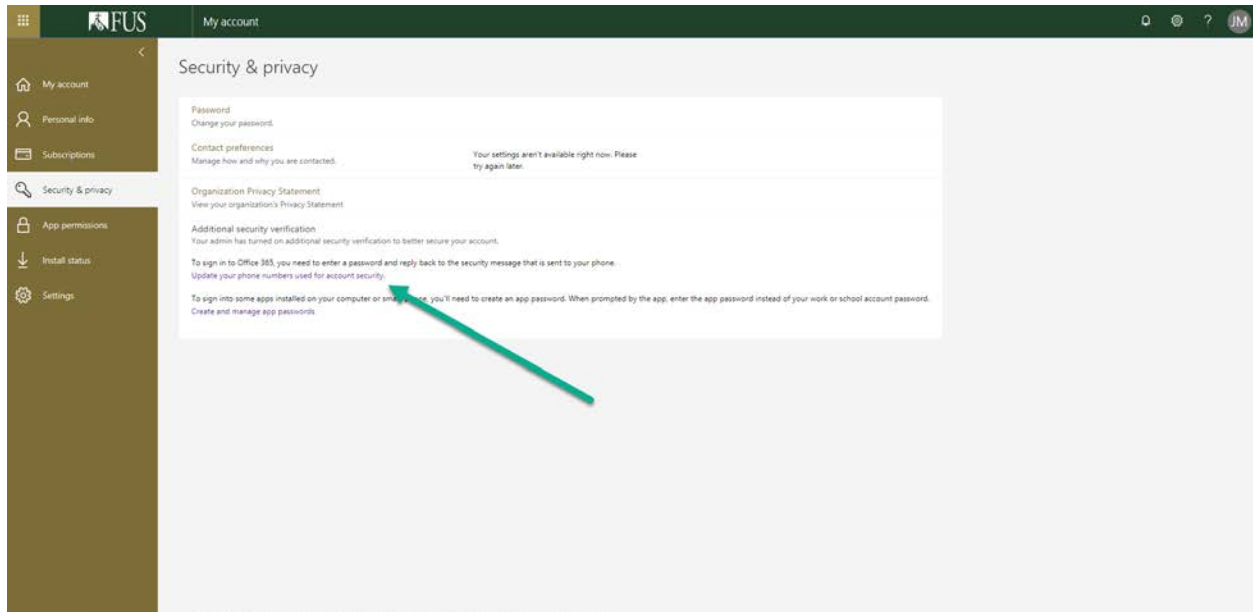
Step 3: Go to Additional Security Verification

- Click on “Additional Security Verification”



Step 4: Update your Account Security Details

- Select “Update your phone numbers used for account security”



Step 5: Set Default and Alternate Communication Methods

- Select your default method of communication from the “We’ll use this verification option by default” drop down.
- Select alternative methods of communication including relevant phone numbers you would like to use.
- Click on “Set up Authenticator app” if you would like to configure the authenticator app. (Detailed instructions are available at: <https://docs.microsoft.com/en-us/azure/active-directory/user-help/microsoft-authenticator-app-how-to#install-the-app>)
- Click “Save”

The screenshot shows the 'Additional security verification' settings page for a Microsoft account. The page title is 'Additional security verification App Passwords'. Below the title, there is a brief explanation: 'When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. View video to know how to secure your account.' The main section is titled 'what's your preferred option?' and contains the text 'We'll use this verification option by default.' followed by a dropdown menu currently set to 'Text code to my authentication'. A green arrow points to this dropdown. Below this is the section 'how would you like to respond?' with the instruction 'Set up one or more of these options. Learn more'. There are four options listed: 1. 'Authentication phone' (checked), with a country dropdown set to 'United States (+1)' and a phone number field containing '7402814596'. 2. 'Office phone' (unchecked), with a dropdown for 'Select your country or region' and a phone number field containing '940 284 1008'. 3. 'Alternate authentication phone' (unchecked), with a country dropdown set to 'United States (+1)' and a phone number field containing '9402845208'. A green arrow points to the 'Authentication phone' section. 4. 'Authenticator app or Token' (unchecked), with a blue button labeled 'Set up Authenticator app'. A green arrow points to this button. At the bottom of the form, there are 'Save' and 'Cancel' buttons. A green arrow points to the 'Save' button. At the very bottom, a small note reads: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'