



Multi Factor Authentication (MFA) Setup Guide

About Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) adds an additional "Second Factor" layer of security by requiring an extra step to validate your login. This extra step makes it more difficult for an attacker to access your account, even if they discover your username and password.

This "Second Factor" should be the Microsoft Authenticator app, which can be installed on a smartphone or tablet. The app is the most convenient and secure MFA method, and can even work offline.

This guide explains how to set up Multi-Factor Authentication (MFA) for the first time, allowing access to Microsoft 365 services (including email, calendar and OneDrive).

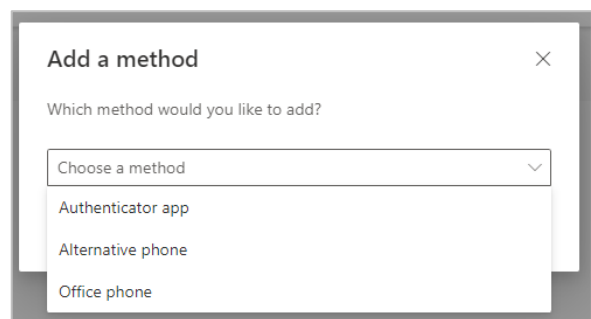
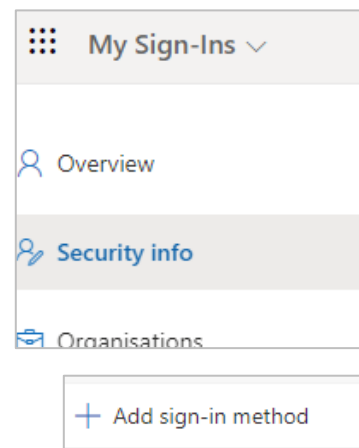
Step 1 – Download the Microsoft Authenticator App

If you have not already done so, download and install the Microsoft Authenticator app on your smartphone or tablet. It is available on the App or Play store.

Don't add an account just yet but keep your phone handy – you will need it for Step 3.

Step 2 – Set up your MFA preferences

- On a PC/Mac or laptop, open a browser (Microsoft Edge is recommended) and navigate to <https://aka.ms/mfasetup>
- Log in with your full UWS email address and network password
- Select **Security Info** from the menu on the left
- Select **Add sign-in method**
- Select **Authenticator app** from the 'Choose a method' drop-down list
- Select **Add**

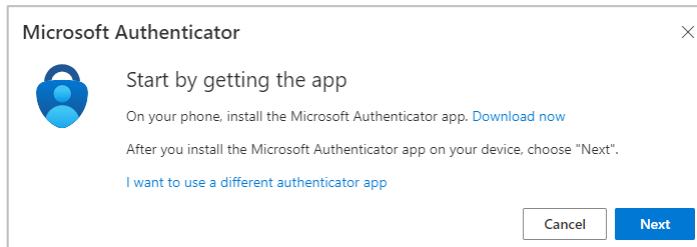


- Make sure you have installed the **Microsoft Authenticator app** on your phone – you will need it for the next step

Step 3 – Set up your account on the App

On the browser, you will be at the 'Start by getting the app' step.

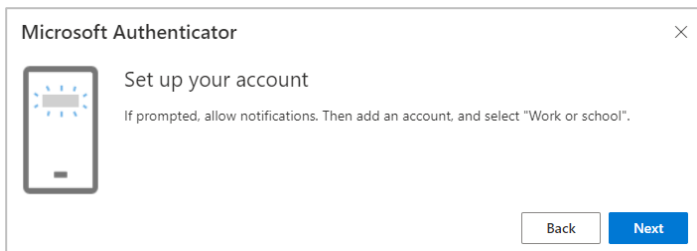
- Click **Next**



The next step is 'Set up your account'.

When you are setting up your account on the App, you should **allow notifications** if prompted.

- Click **Next**



The next step is 'Scan the QR code'.

- Using your phone, open the **Microsoft Authenticator app**
- Click + **Select work or school account**
- **Scan** the QR code on the browser

Step 4 – Try the device

- Once you scan the QR code, select **Try the device** on the browser

An authentication request will be sent to your App.

- Enter the **number** shown on-screen in the App
- Select **Yes** to approve the request

This will complete your setup.

If you have any problems setting up the Microsoft Authenticator App, [contact IT Helpdesk](#).