Sterling High School – MFA

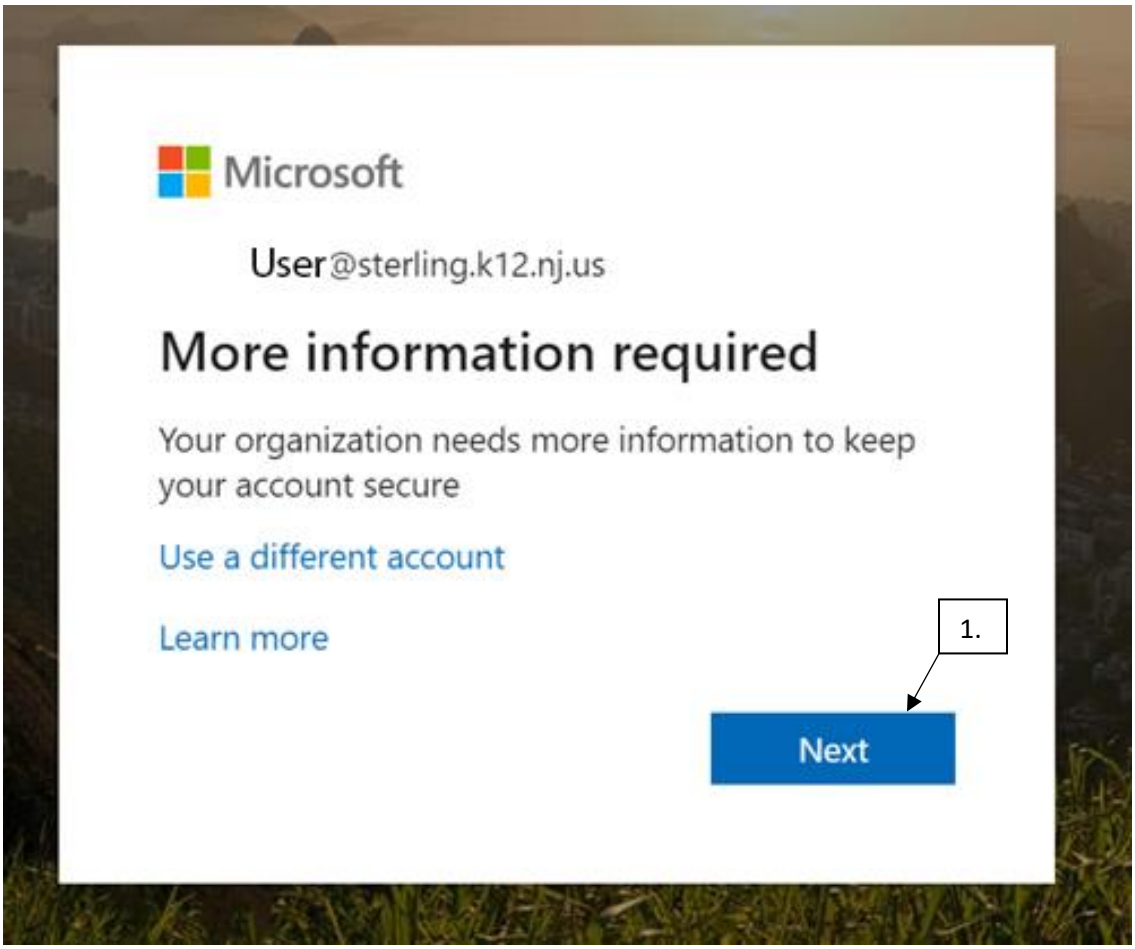
Setting up Office 365

Multi-Factor Authentication

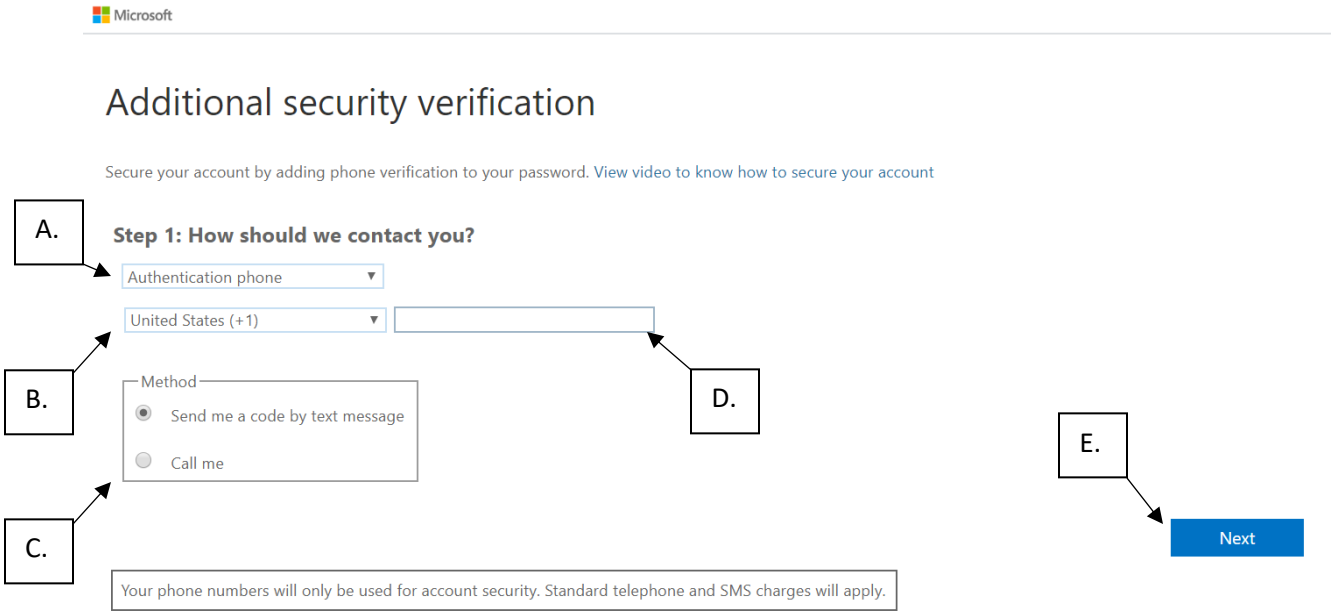
Created: 11/12/2019 Please Contact Paul Mays at pmays@sterling.k12.nj.us if you have any issues

Setup Office 365 Multi-Factor Auth.

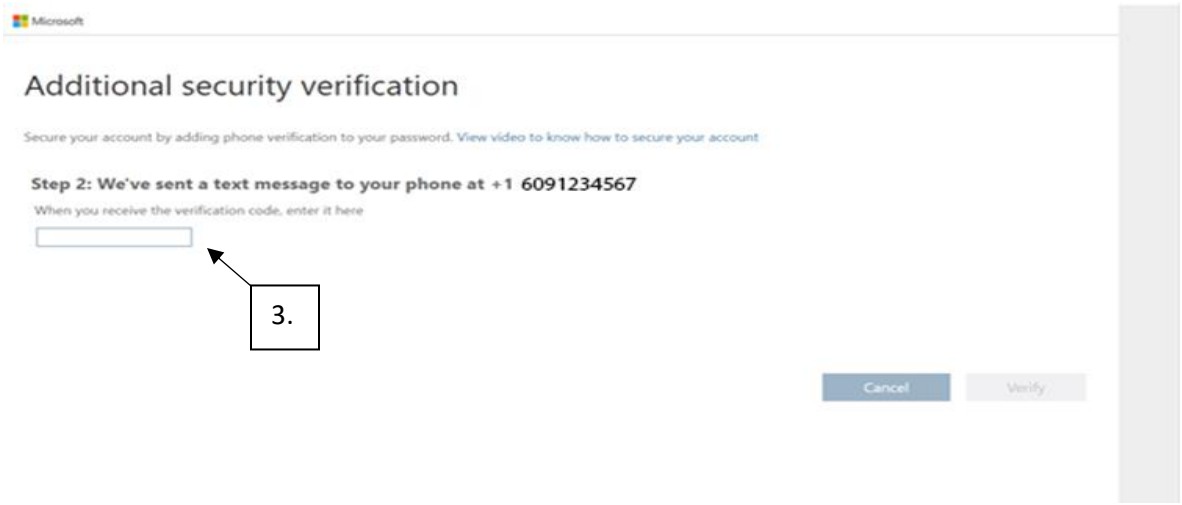
1. Open web browser go to http://aka.ms/mfasetup login to your office365 account then click on Next when you see the screen below.



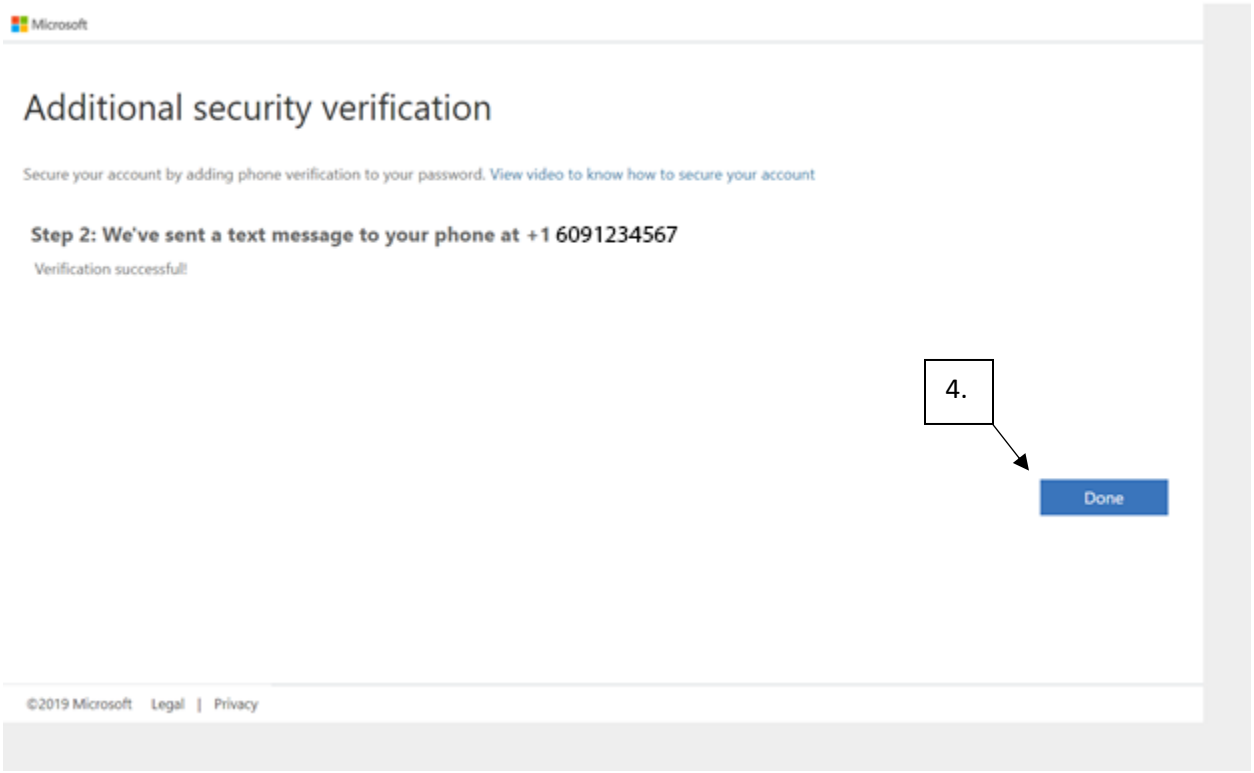
2. On the following page.
   A: check that “Authentication phone” is selected
   B: Region is selected “United States (+1)”
   C: Select Method “Send me a code by text message”
   D: Enter mobile phone number with area code – example ‘6091234567’
   E: Click next



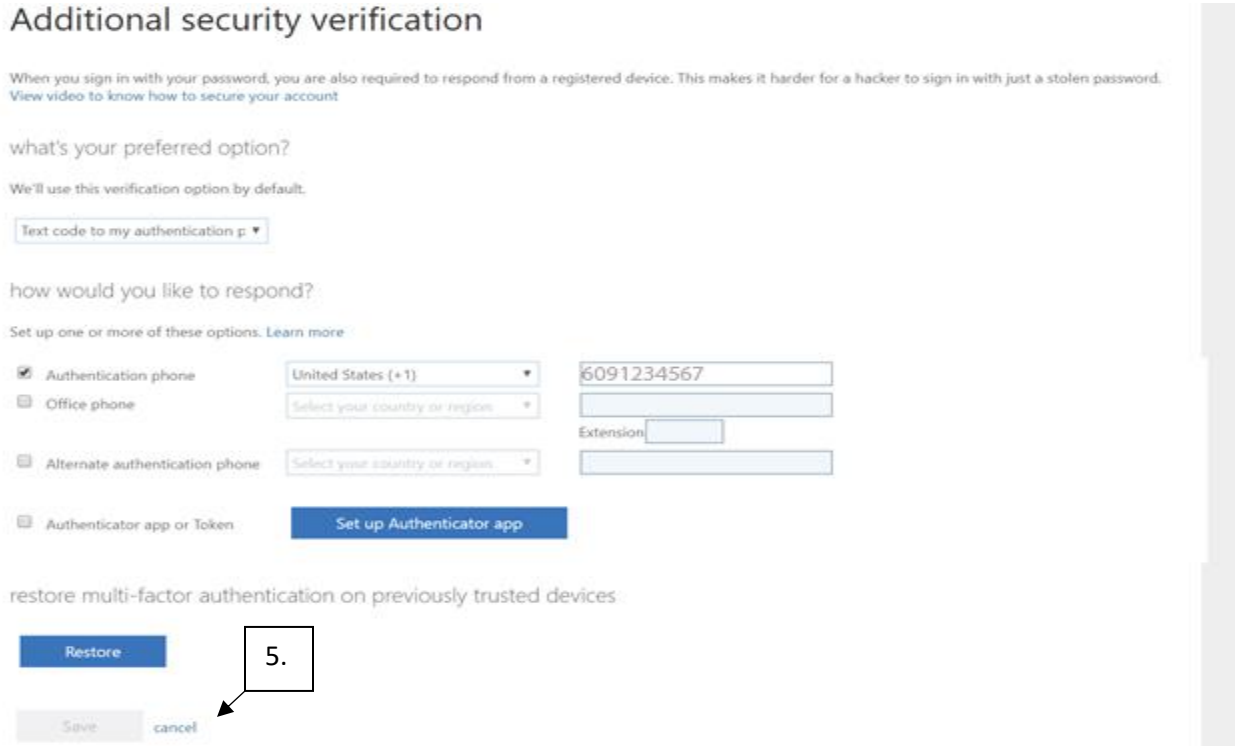
3. You will receive a 6 digit code text message on your phone from Microsoft enter it in the box, then click verify

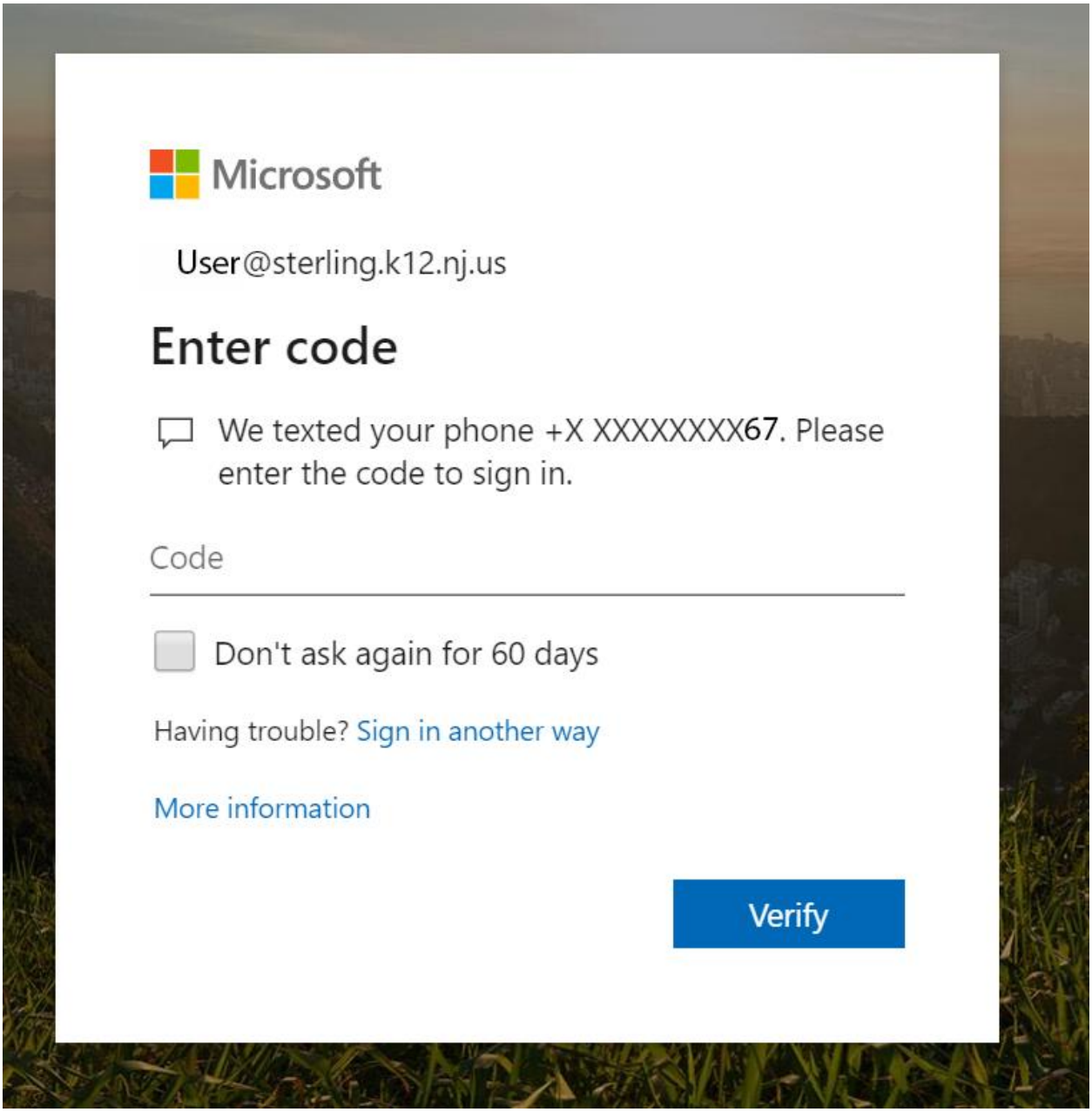


4. When it finishes verifying the code you'll see the following screen then click done



5. On the last screen scroll to the bottom and click cancel. Your account is now setup.



Using Office 365 Multi-Factor Auth.

When you access Office 365 anywhere other than at the school, you will see the following screen after you login with your account info. Microsoft will then send a code to your mobile phone. Enter the code; if you select “Don’t ask again for 60 days”, you will not see this screen again for 60 days as long as you are on this device and at the current location. Click verify to continue to Office 365