

Sterling High School – MFA

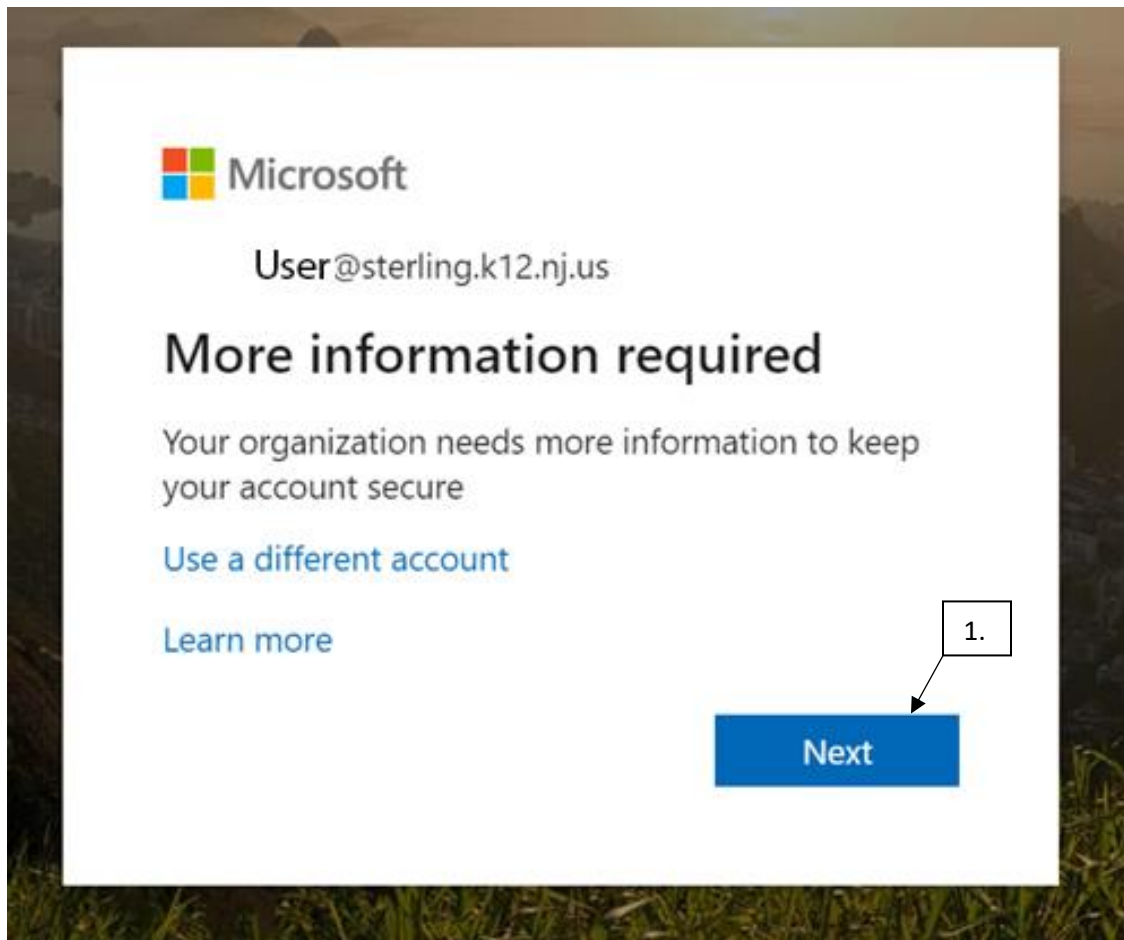


Setting up Office 365 Multi-Factor Authentication

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



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

A. Step 1: How should we contact you?

Authentication phone

United States (+1)

B. Method

Send me a code by text message

Call me

C.

D.

E.

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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



Additional security verification

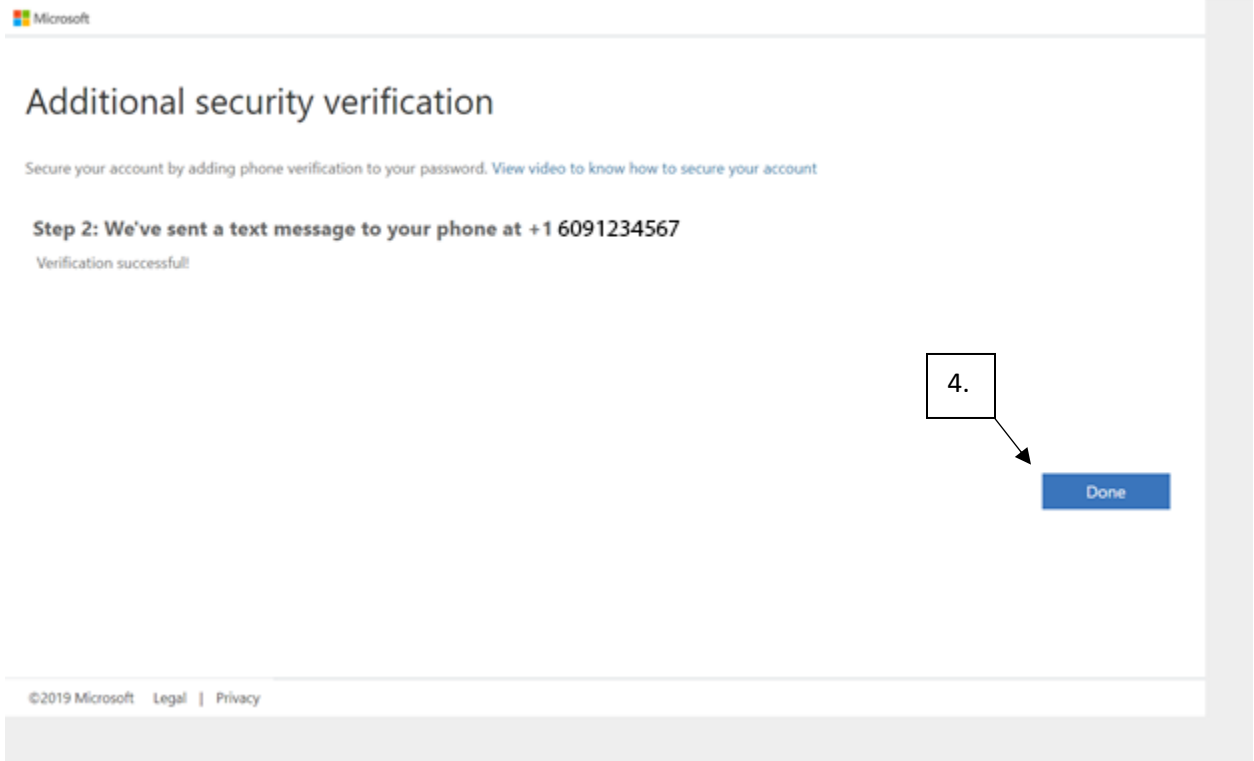
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1 6091234567

When you receive the verification code, enter it here

3.

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



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

Additional security verification

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

what's your preferred option?

We'll use this verification option by default:

Text code to my authentication p ▼

how would you like to respond?

Set up one or more of these options. Learn more

<input checked="" type="checkbox"/> Authentication phone	United States (+1) ▼	6091234567
<input type="checkbox"/> Office phone	Select your country or region ▼	Extension
<input type="checkbox"/> Alternate authentication phone	Select your country or region ▼	
<input type="checkbox"/> Authenticator app or Token	Set up Authenticator app	

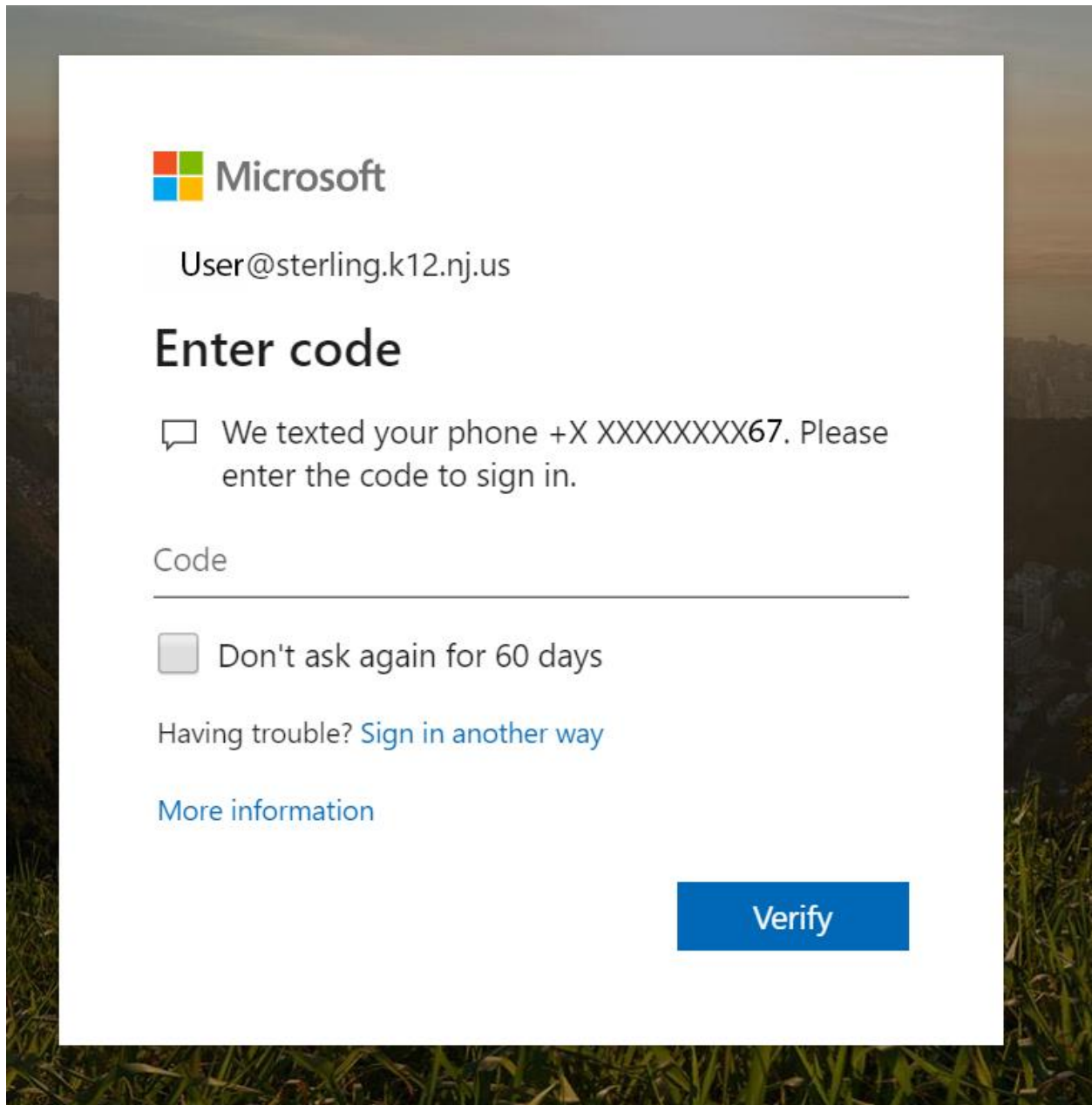
restore multi-factor authentication on previously trusted devices


[Restore](#)

[Save](#) [cancel](#)

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



 Microsoft

User@sterling.k12.nj.us

Enter code

 We texted your phone +X XXXXXXXXX67. Please enter the code to sign in.

Code

Don't ask again for 60 days

Having trouble? [Sign in another way](#)

[More information](#)

[Verify](#)