

Microsoft O365 Multifactor Authentication

Multifactor Authentication (MFA) is an authentication method that requires the user to provide two or more verification factors to gain access to a resource such as an application, online account. MFA is a core component of a strong identity and access management (IAM) policy.

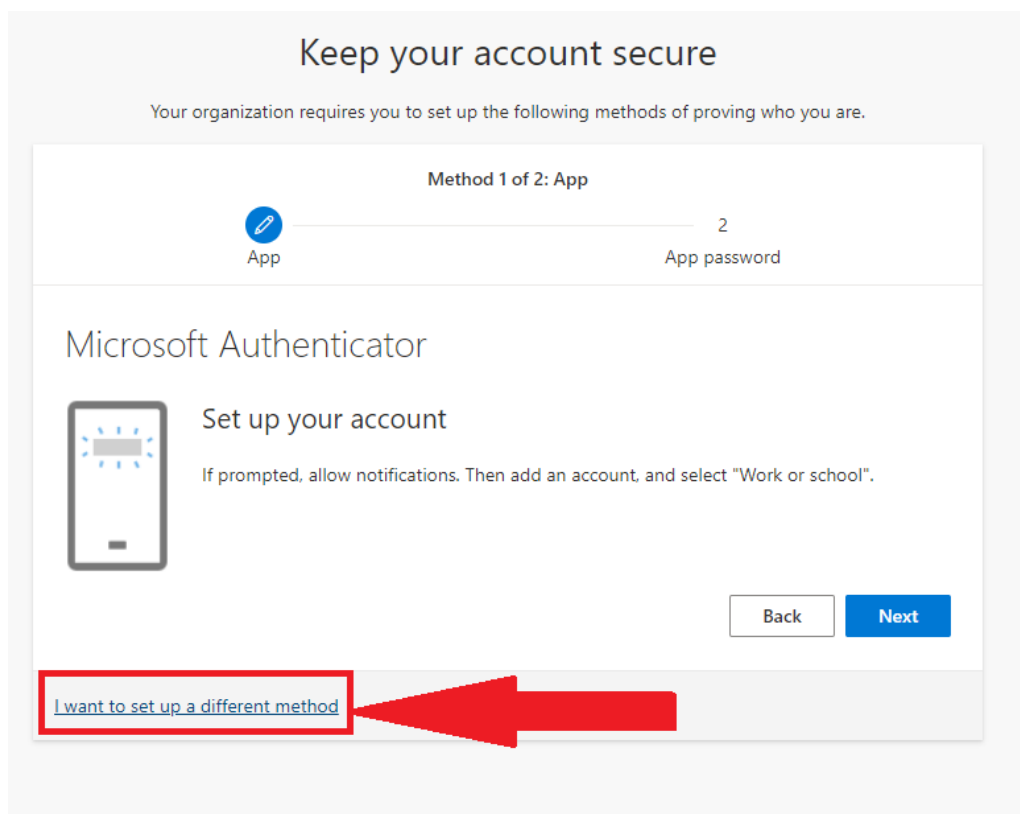
There are three methods available for Multifactor Authentication on the Microsoft 365 platform.

1. SMS (OTP)
2. Call
3. Authenticator App (Android or IOS)

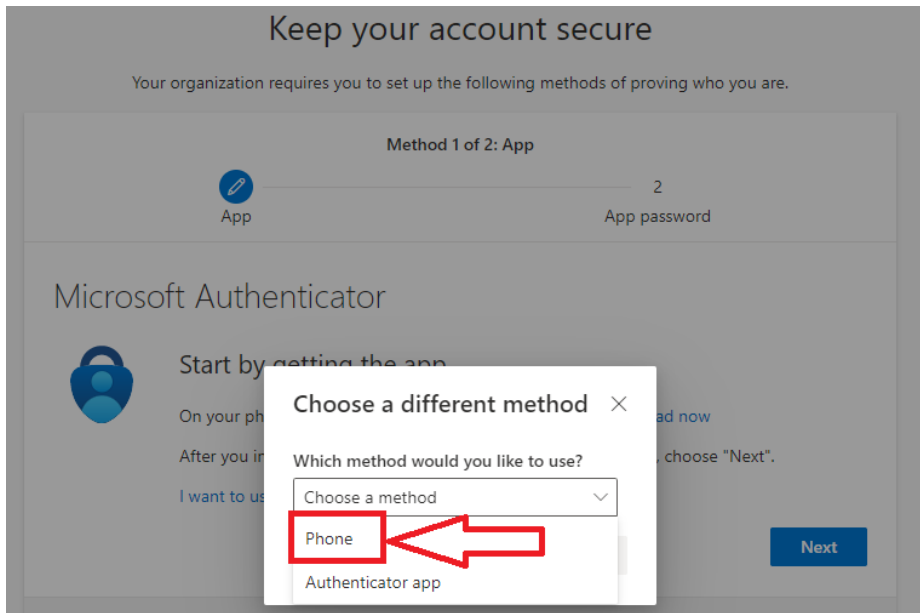
Part 1: Registering the mobile number for MFA

The first step in configuring your MFA in this method is registering your mobile number on the M365 platform.

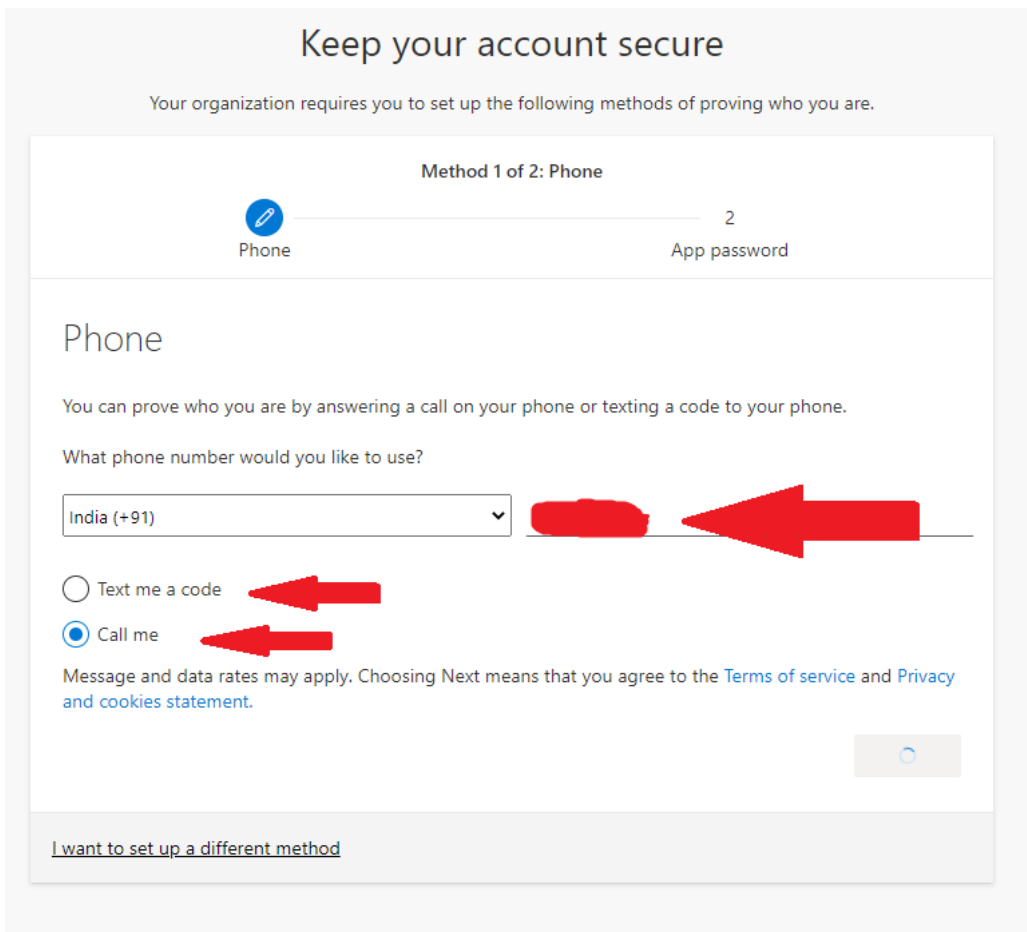
1.



2.



3.

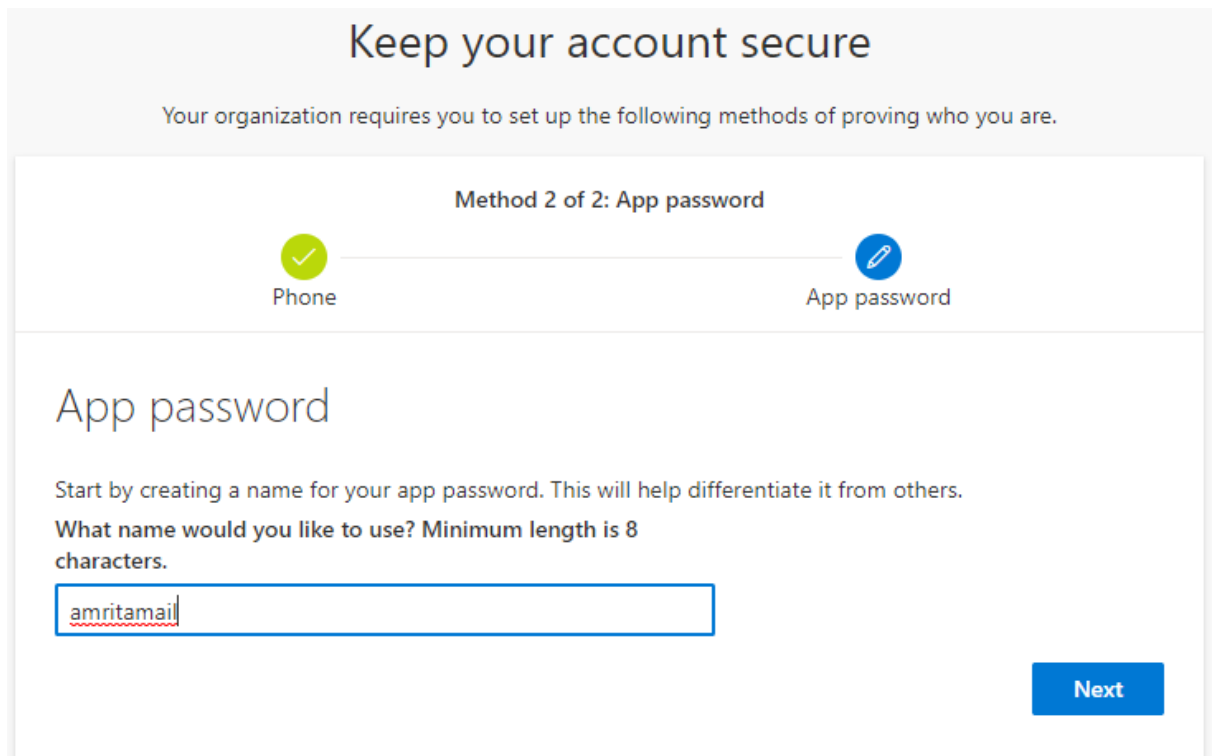


While registering the mobile number, it will prompt whether to send a **Text** or to **Call** your mobile.

- a) If you select “**Text me a code**”, an OTP will be sent to your phone for verification process. Use the received OTP to verify and proceed.
- b) If you select **Call** option, accept the call on your mobile phone and follow the instruction in the call. You will have to open the dial pad and press the ‘#’ key to complete the verification.

Once the mobile number and/or Authenticator App are registered, they will appear in the Security info page. After you complete registering MFA, each time you try to login in to the M365 platform, will have to go through the second step of authentication either using an OTP, a Call or through the Authenticator App.

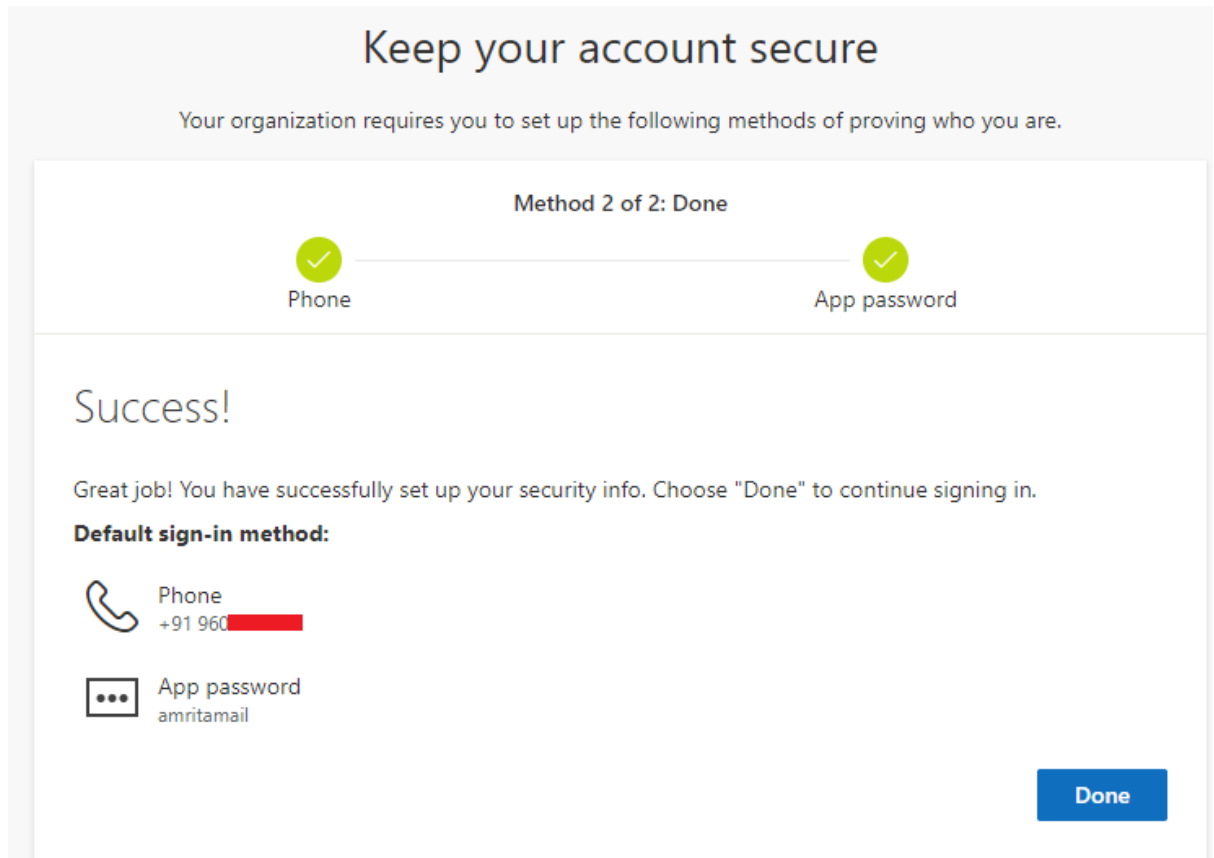
4.



The screenshot shows a Microsoft account security setup screen. At the top, it says "Keep your account secure" and "Your organization requires you to set up the following methods of proving who you are." Below this, there are two progress indicators: "Phone" with a green checkmark and "App password" with a blue pencil icon. The current step is "App password". The instructions read: "Start by creating a name for your app password. This will help differentiate it from others. What name would you like to use? Minimum length is 8 characters." A text input field contains the text "amritamail" with a red dashed underline. A blue "Next" button is located at the bottom right.

Next, give a name for app password. Eg: amritamail

5.



Once the mobile number is successfully registered, a screen with the registration status will be shown as above.

Click '**Done**' to proceed to the MS Outlook Mail.

Update/change your mobile number already registered for MFA.

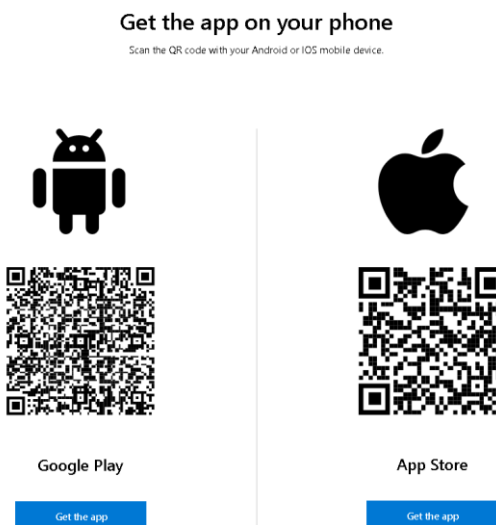
If you would like to update/change your mobile number, Please visit <https://mysignins.microsoft.com/security-info>

Follow the same procedure mentioned above in part 1 step 3

Part 2 : Registering the Microsoft Authenticator App

Download and install the Authenticator App on your mobile phone from the App store (iOS) or Google Play (Android)

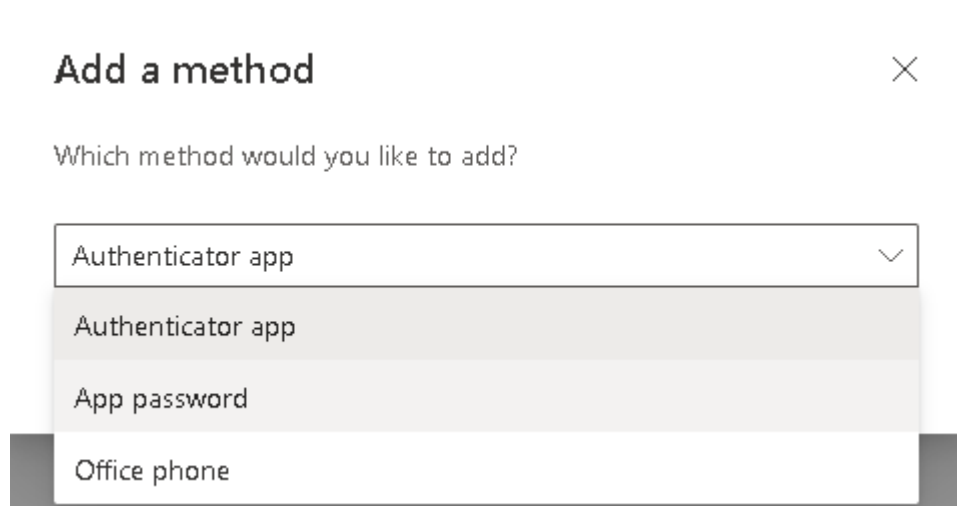
<https://www.microsoft.com/en-us/security/mobile-authenticator-app>



On a desktop or laptop go to the security info page at:


<https://mysignins.microsoft.com/security-info>

Click Add Sign-in method and select Microsoft Authenticator and click on Add sign-in method. Proceed as shown in the screenshot below.



Select 'Authenticator app'

Microsoft Authenticator ×



Start by getting the app


On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Click 'Next'

Microsoft Authenticator ×



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Click 'Next'

You will get the following screen on your desktop or laptop. Open the Microsoft Authenticator App in your mobile device. See screenshots below in order to proceed further.

Microsoft Authenticator ×

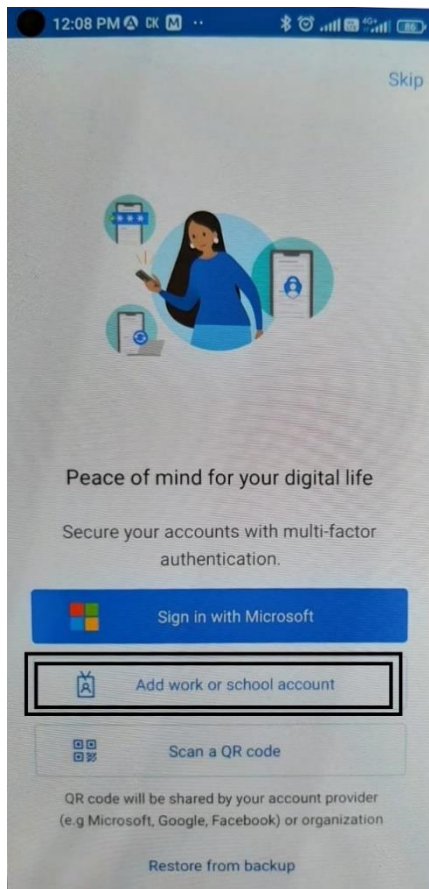
Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

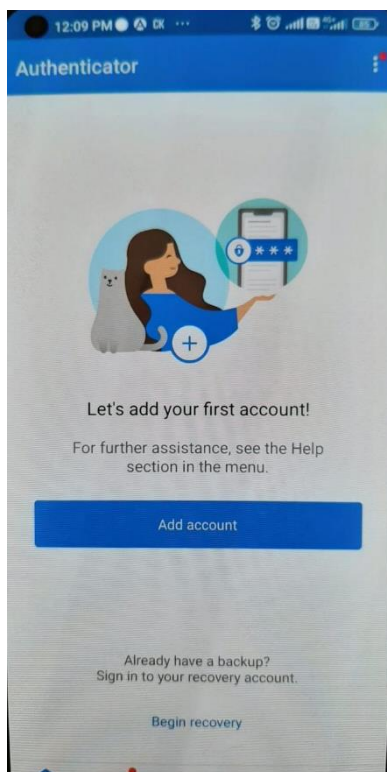
After you scan the QR code, choose "Next".



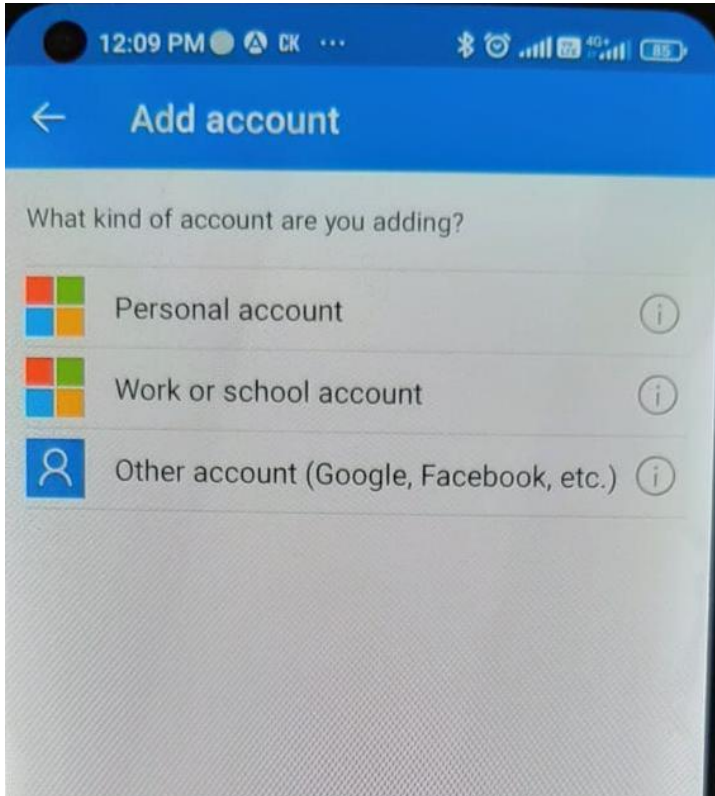
On your Mobile Open the Authenticator App



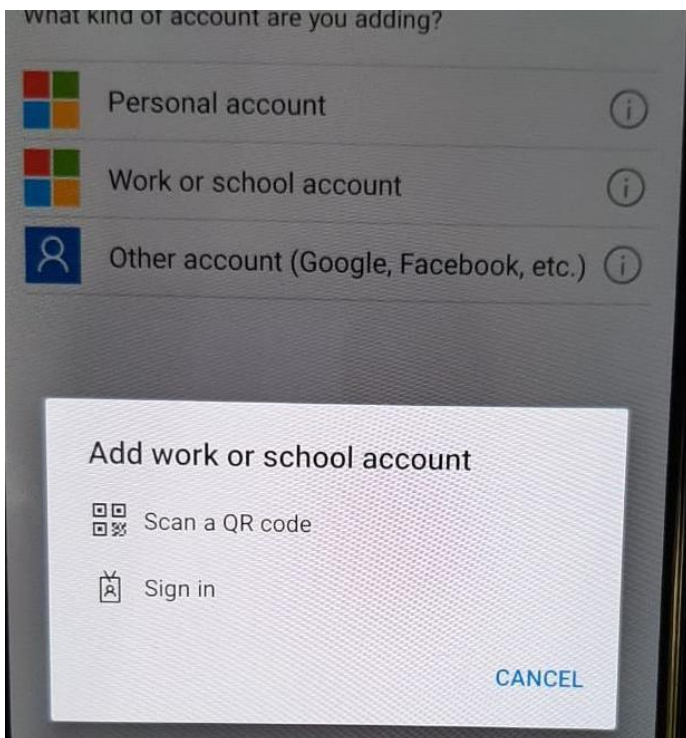
Select **"Add Work or School Account"**



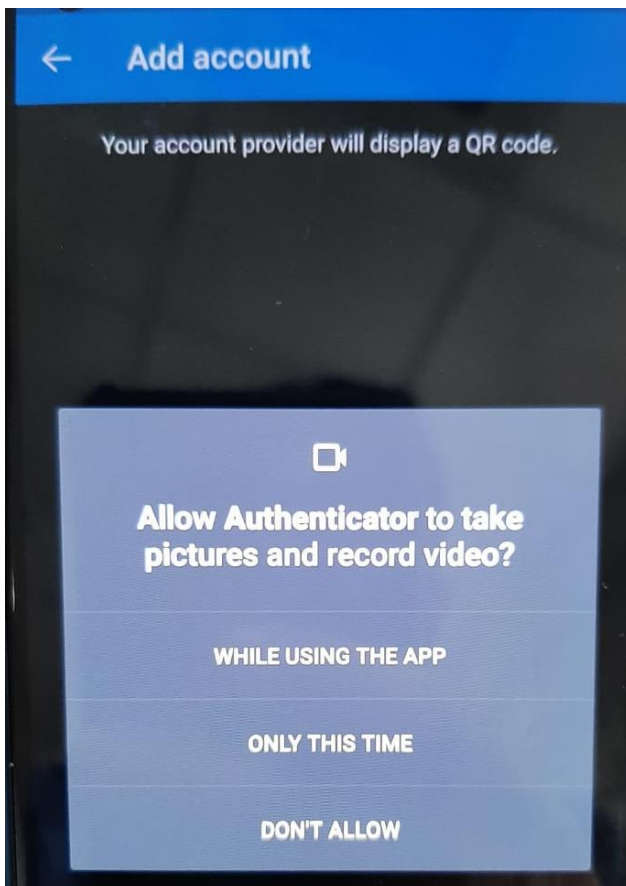
Click **"Add Account"**



Select **“Work or School Account”**



After that select **“Scan a QR Code”**



If prompted, allow permission to the app to take pictures and record video.

Scan the QR code displayed on the computer screen, scan it and click “Next” after which a sample notification will appear on your phone. Click “Approve” on your mobile.


Once the initial registration is completed, whenever a login attempt is made to M365 Platform, you will be prompted for multifactor authentication either through the Microsoft Authenticator App on your mobile phone or with the mobile number registered.

Note: You can change the default sign-in method and add or remove sign-in methods at the below given security information page.











<https://mysignins.microsoft.com/security-info>

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#) 

+ Add sign-in method

 Alternate phone		Change
 Phone		Change
 App password		
 Microsoft Authenticator	M2004J19C	
 Microsoft Authenticator	SM-A505F	
 Email		Change