

Multi-factor Authentication with Office 365

Introduction

To increase security with College email (and other Office tools) the ITS Department is enabling [Multi-factor authentication](#) (MFA) for Office 365. MFA is a simple way to protect your user profile by requiring users to provide more than just their username and password when attempting to log in.

For example, if someone managed to crack or steal your password but does not have the device you associated with your profile, they will not be allowed to log in. So that second factor – the mobile or office phone – will protect your account from unauthorized logins.

Multi-factor authentication will be required whenever you update your password, both on the device in your College office and on other devices where you use College email.

There are three methods for using MFA with Office 365.

- Authenticator App (recommended method)
- Text Message
- Phone Call

Step-by-step Instructions

Follow this video to setup multi-factor authentication. <https://youtu.be/iFh5qOgLWPQ>

Authenticator App (recommended method)

The most efficient method for setting up MFA is to use the Microsoft Authenticator app (free download, requires a smart phone). This method allows you to use a single tap on your phone to verify your authentication.

Text Message

If you do not have a smart phone but you do have a text-enabled phone (also referred to as SMS-enabled), you can use the text message method.

Phone Call

If you do not have a smart phone or a text-enabled phone, you can use the phone call method.

Microsoft Outlook Plug-in

If you've installed the Microsoft Outlook plug-in for Zoom you'll need to update your Zoom profile. This allows your newly setup multi-factor authentication to continue to sync your meetings between Outlook and Zoom.

Additional Phone Numbers

After you've setup one of the three MFA methods you can set additional phone numbers as backup methods in case the primary method fails. This can be an office phone, home phone, vacation phone, etc. This step is optional.