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# HOW TO

# Set up MFA (Multi-Factor Authentication)



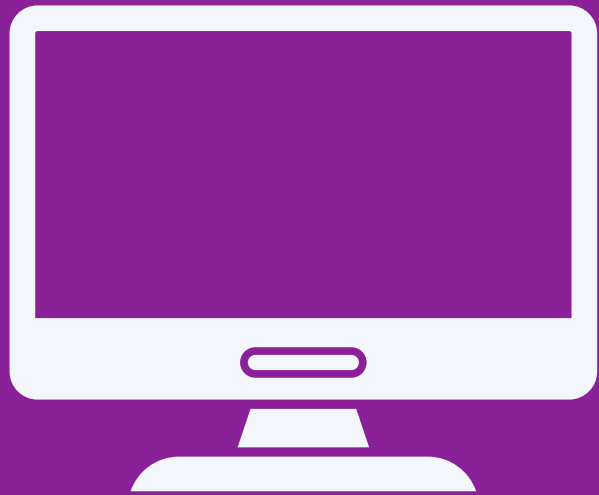


# What is MFA?

In today's digital age, securing your email communications is more important than ever.

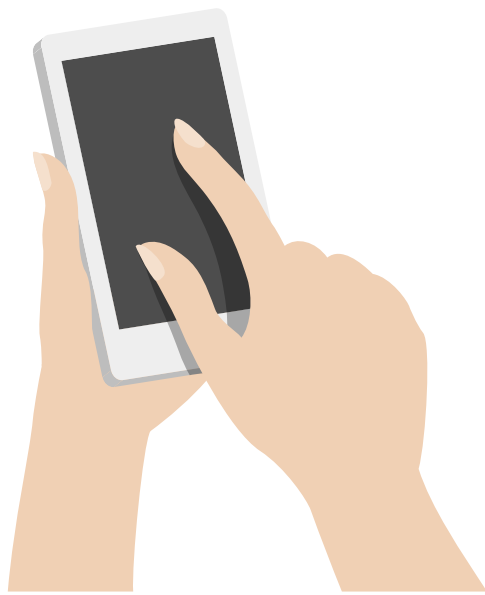
Multi-Factor Authentication (MFA) adds an extra layer of security to your Microsoft Outlook account, ensuring that only you have access to your emails. MFA requires the user to provide two or more verification factors to gain access to a resource.

Here's a step-by-step guide to setting up MFA for your Outlook account.



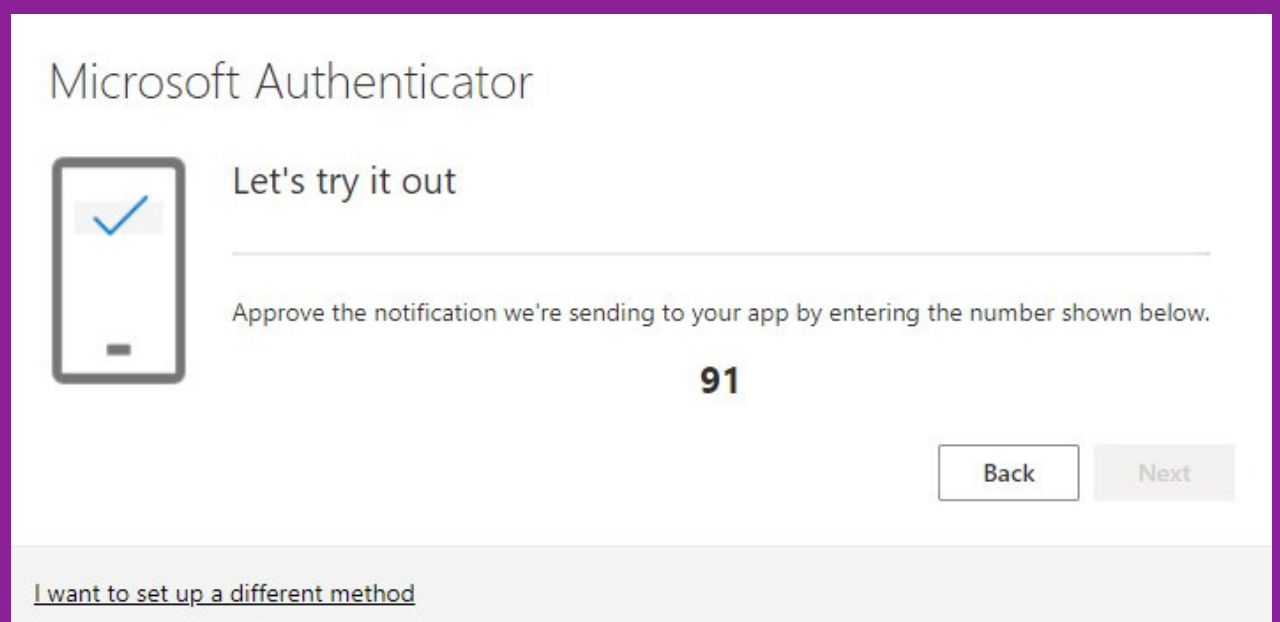
# Setting up on PC...

1. Open your web browser (either Edge or Chrome)
2. Browse to Office.com
3. Click “Sign In”
4. Log in with your email address and password
5. You should see the below, click “Next” twice
6. You should see the below, click “Next”
7. You should see a QR code, stay on this page and proceed to phone steps



# Setting up on your phone...

1. Open your Microsoft Authenticator app
2. Select the “+” icon in the top right-hand corner
3. Select “Work or school account”
4. Select “Scan QR code”
5. Scan the QR code on your PC
  - a. Your phone should display a message that the account has been added successfully





6. On your PC, click “Next”

1. On your PC, you should see something similar to the below

2. On your phone, you should see something like this, enter the number that is Displaying on your PC and press “YES”

7. Click “Next”

8. Click “Done”

A screenshot of a mobile sign-in verification screen. At the top, there is a blue padlock icon followed by the text "Are you trying to sign in?". Below this is a black rectangular redaction box. Underneath the redaction, the text "Enter the number shown to sign in." is displayed. A text input field with a blue border contains the number "89". At the bottom of the screen, there are three buttons: "YES", "NO, IT'S NOT ME", and "I CAN'T SEE THE NUMBER".

Are you trying to sign in?

Enter the number shown to sign in.

Enter number here

89

YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER



# Benefits of using MFA

- Enhanced Security
- Reduced Risk of Cyber Threats.
- Simplified Management
- Increased Protection
- Adaptability
- Improved User Experience



# Is MFA secure?

While MFA significantly enhances security, it is not completely foolproof.

Sophisticated attack methods can potentially bypass certain forms of MFA. It's important to choose strong MFA solutions and stay informed about the latest security practices to maintain the highest level of security.

MFA should be part of a comprehensive security strategy that includes regular software updates, secure device management, and user education on potential threats.

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