



MITT Student - Office 365 Multi-Factor Authentication Setup Guide

MITT requires students to protect their Office 365 accounts with multi-factor authentication (MFA). When logging into an Office 365 app (such as Outlook, Word, or Excel online) students will be prompted to configure MFA. Users will be able to select one of three ways to receive multi-factor authentication requests:

- Microsoft Authenticator app
- Phone call
- Text Message

What is Multi-Factor Authentication?

Multi-factor Authentication (MFA) is an login method that requires the user to provide two or more verification factors to gain access to a resource such as an application, online account, or a VPN.

MFA Readiness checklist:

- If you're using a desktop or laptop, close all apps, browsers and tabs when initially setting up MFA to avoid being prompted to authenticate for each Microsoft 365 session that's open.
- If you're using a mobile device, such as your phone, as your second authentication method and you're being asked to authenticate multiple times, close the email application on your mobile device and relaunch the application or reboot the phone.
- For the best experience setting up MFA, we recommend signing into your MITT Office 365 on a separate device from the cellphone/tablet you will be using for MFA. For instance, sign into your MITT Office 365 account on a laptop, then install the Microsoft Authenticator app, or receive the text/call your cellphone
- Some users may not be able to sync their Apple or Android mail emails on a native mail app after MFA is enabled. In this case, deleting and re-adding the email account should fix the problem. Alternatively, use the Microsoft Outlook app to sync emails on your phone. It creates a much more secure connection.

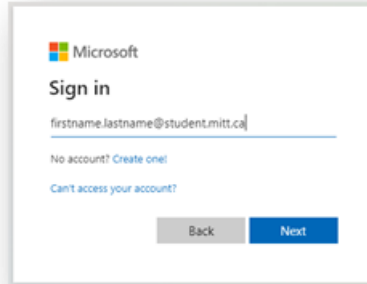
Students will need to have access to a cellphone capable of installing apps, or receiving texts/phone calls

*If you don't have access to a cellphone, please contact MITT student support at <https://forms.office.com/r/5R4gj9Mk50> and alternate methods of multi-factor authentication can be provided

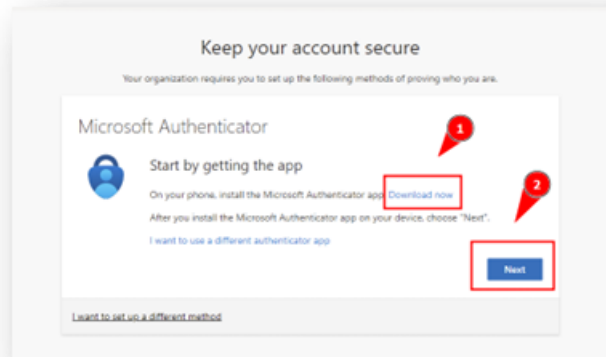
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Multi-factor authentication with Microsoft Authenticator App

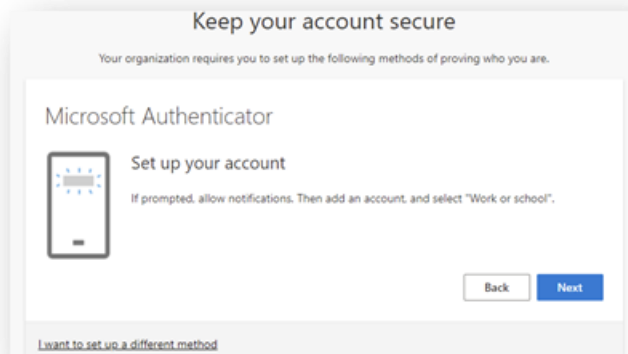
1. Open a web browser (Chrome, Firefox, Edge, etc.)
2. Sign into your student email account through <https://login.microsoftonline.com> (same process applies for all O365 logins - MyLearning, Outlook.com, etc)



3. Install the Microsoft Authenticator app (1) on your cellphone or click 'Next' (2) if the app is already installed

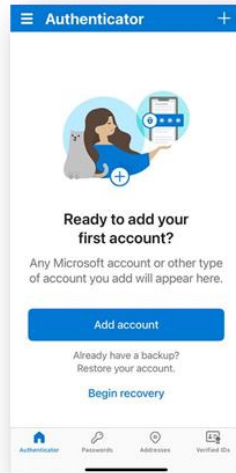


4. Click 'Next'

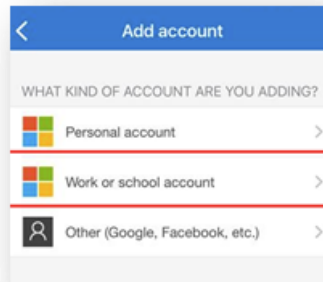


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5. Open the Microsoft Authenticator app on your cellphone and click 'Add account'



6. Select 'Work or school account' on your cellphone

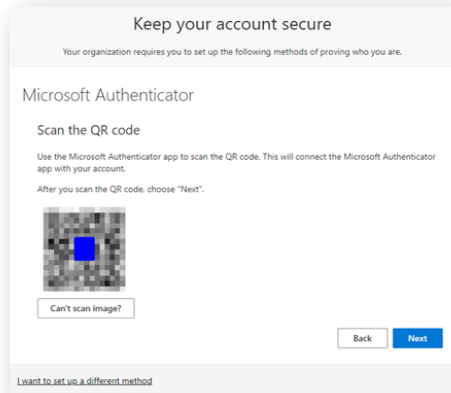


7. Select 'Scan QR code' on your cellphone



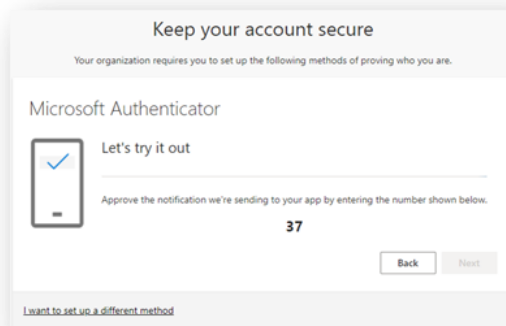
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8. Open your browser, scan the barcode with the Microsoft Authenticator app opened on your cellphone and click 'Next' within your browser



9. Take note of the number provided within your browser (this is a test to see if your MS Authenticator app is configured correctly) and enter it into your MS Authenticator app on your cellphone

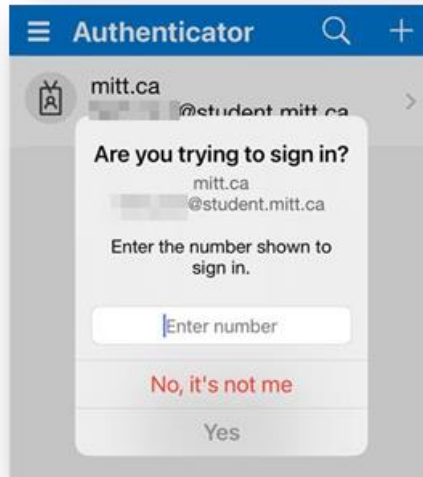
Browser:



Cellphone:

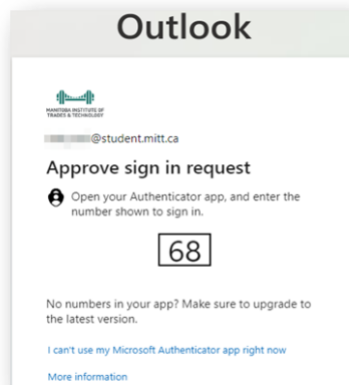
Enter the number provided in your browser into the Microsoft Authenticator app and click 'Yes'

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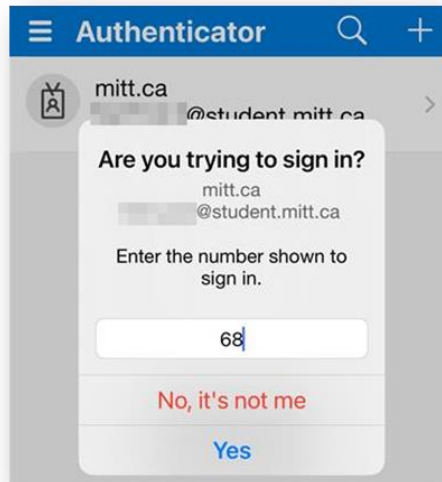
10. After this test is complete, a new code is provided in your browser (similar to step nine). Once again copy the number into your Microsoft Authenticator app

Browser:

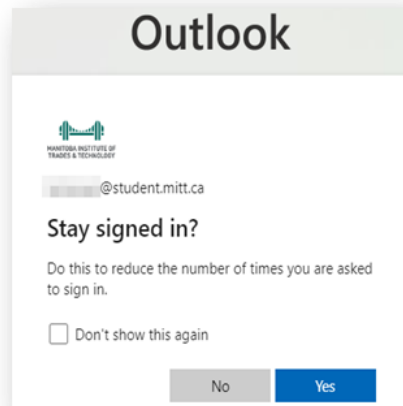


Cellphone:

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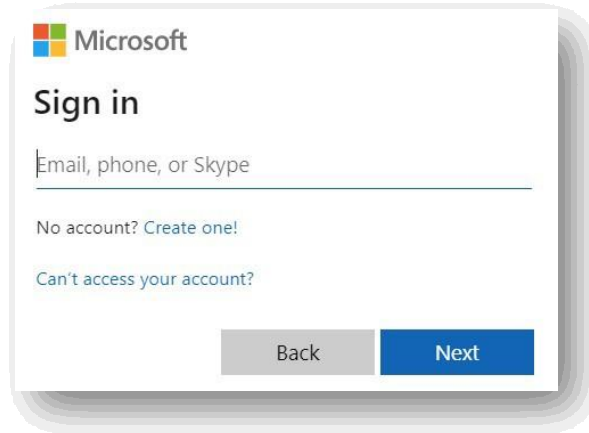
11. Click 'Yes' if you'd like to remain signed in



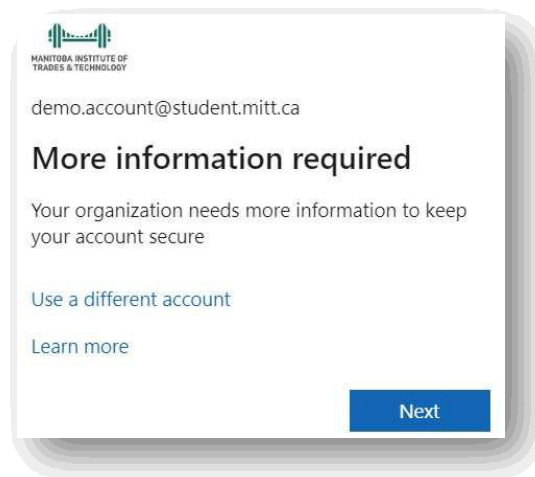
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Multi-factor authentication with Text Message/Phone Call

* Microsoft plans to discontinue the use of text messages and phone calls for multi-factor authentication in the near future, which will require the setup of the Microsoft Authenticator App (see steps above)*

1. Visit <https://login.microsoftonline.com> and log in using your MITT email address and password.

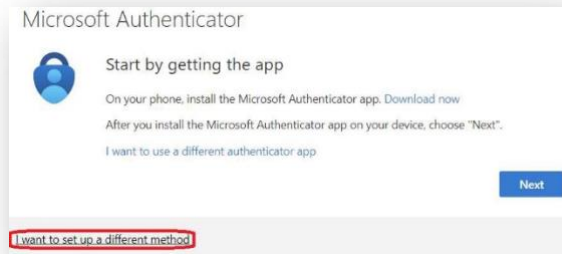


2. You will receive a message saying 'More information required', click 'Next'



3. The default option is Microsoft Authenticator (see Page 2), to set up multi-factor authentication with a text message or a phone call click on 'I want to set up a different method' then select 'Phone'

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4. Select the appropriate country code and enter your cellphone number, including the area code, and then select whether you want to receive a call or text message. Click 'Next'

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Canada (+1) Enter phone number

☒ Text me a code
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

5. Complete the prompt depending which option you selected:
 - a. If you selected 'Text me a code', Microsoft will text you a code. Enter the code and click 'Next'

Use verification code [redacted] for Microsoft authentication.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 204 [redacted]. Enter the code below.

[redacted]

Back Next

[I need to set up a different method](#) [Skip setup](#)

- b. If you selected 'Call me', an automated call will be sent to your device. Press the # key to approve the call
6. Once the code is entered/phone call is approved you will see confirmation that your multi-factor authentication device is now configured. Click 'Next' then 'Done' to finish this process.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

✓ SMS verified. Your phone was registered successfully.

Next

[Skip setup](#)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone: +1 204 [redacted]

Done