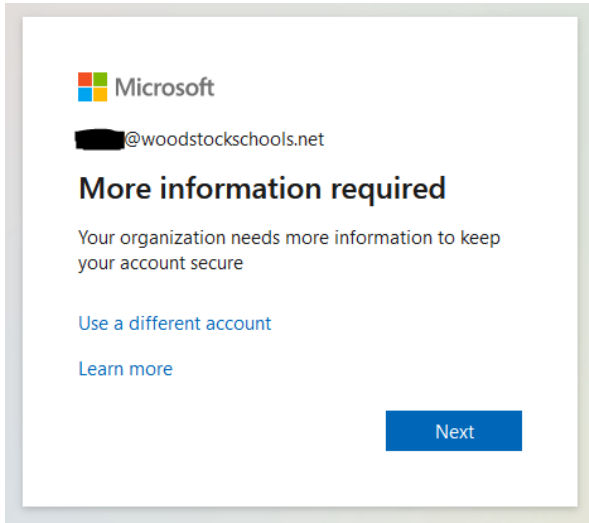
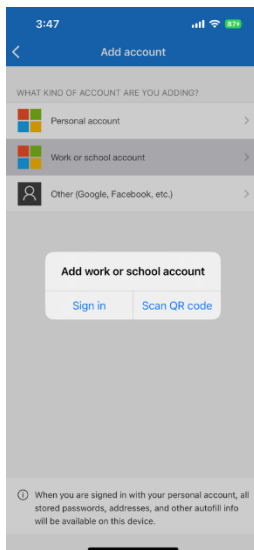


## Office 365 MFA Setup Instructions

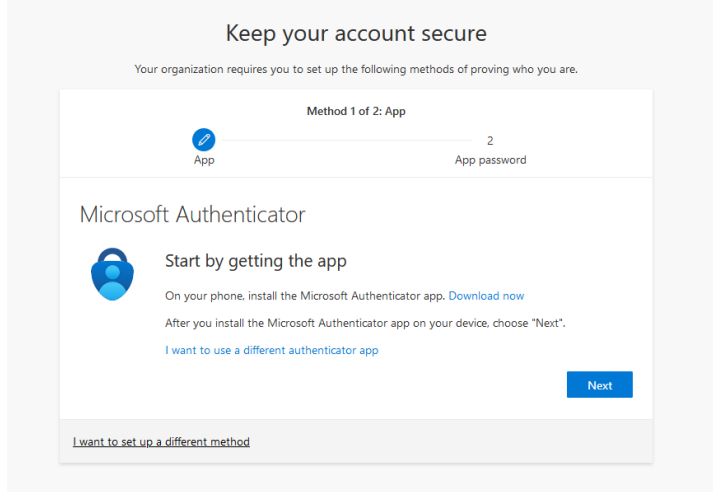
1. Login to your Office 365 account with your school email address and password at <https://portal.office365.com>.
2. Download the app “Microsoft Authenticator” from the Apple App Store or Google Play store on your smartphone.
3. Once logged into your email account at <https://portal.office365.com> you will be prompted for more information. Please click next at this prompt.



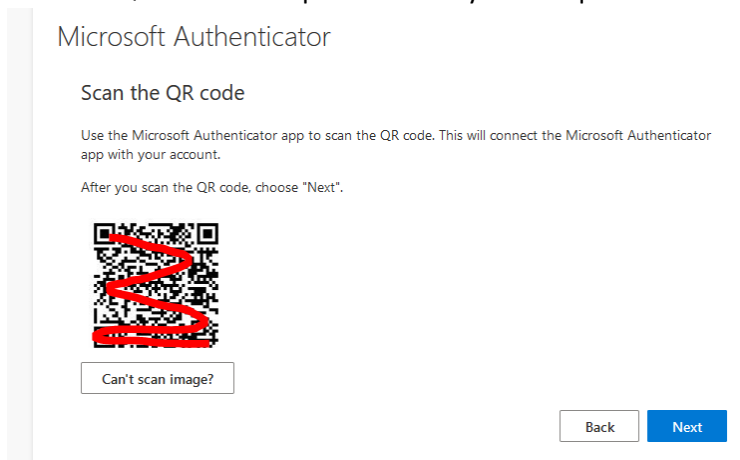
4. On your phone choose the type of account “work or school account”
5. Click scan QR code when prompted.



6. Click Next on the computer when you see the following prompt.



7. Click Next on the next screen.
8. Scan the QR code that is presented on your computer screen



9. Click Next and Enter the number shown on the screen into the box that will appear on your smartphone.
10. Click Next again and Type Office365 into the box and then hit next once again.
11. Click Done twice to finish the process.