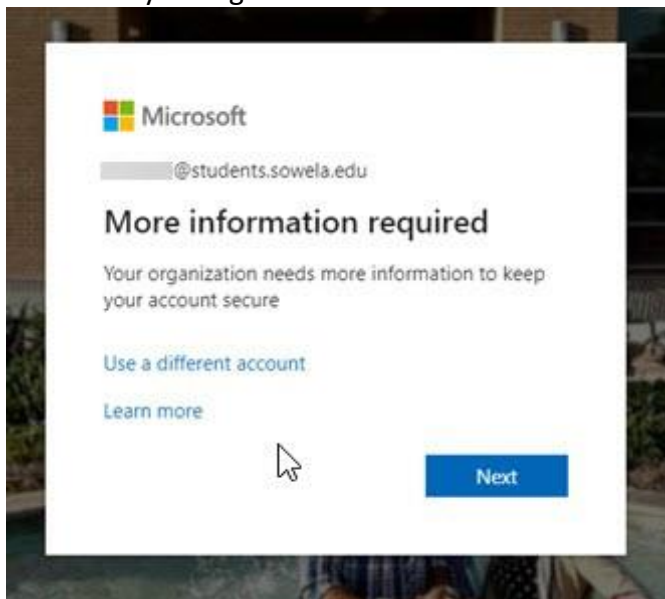


Initial Setup of Multi Factor Authentication for Office 365

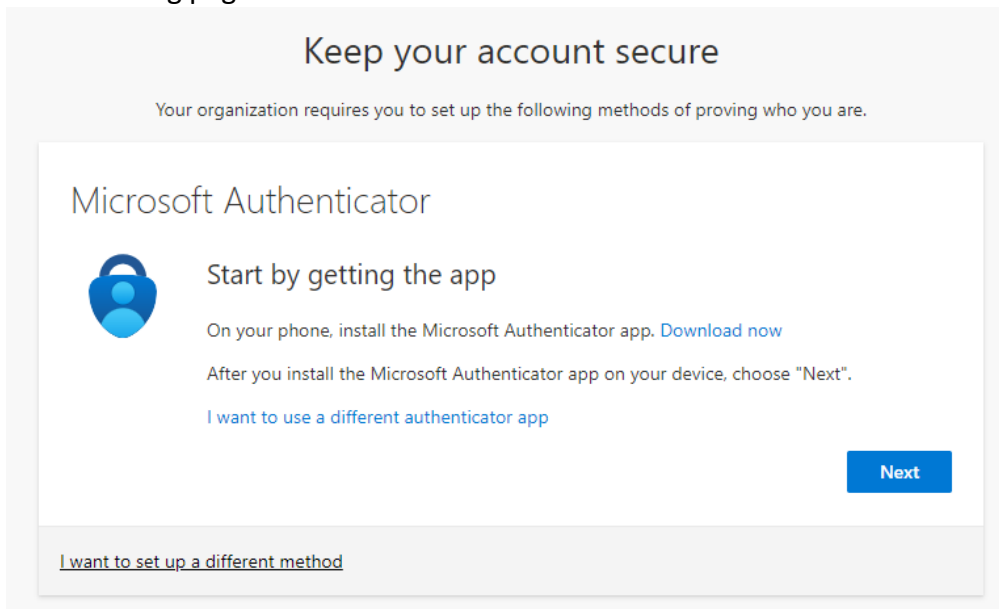
Multi-Factor Authentication (MFA) will need to be set up to login to SOWELA student email account.

On first login attempt, this image will appear if MFA has not been setup on your SOWELA Technical Community College Office 365 account:



Click **Next** to set up MFA.

The following page will show:



Three ways to perform MFA:

1. Mobile App
 2. Text message
 3. Voice call
-

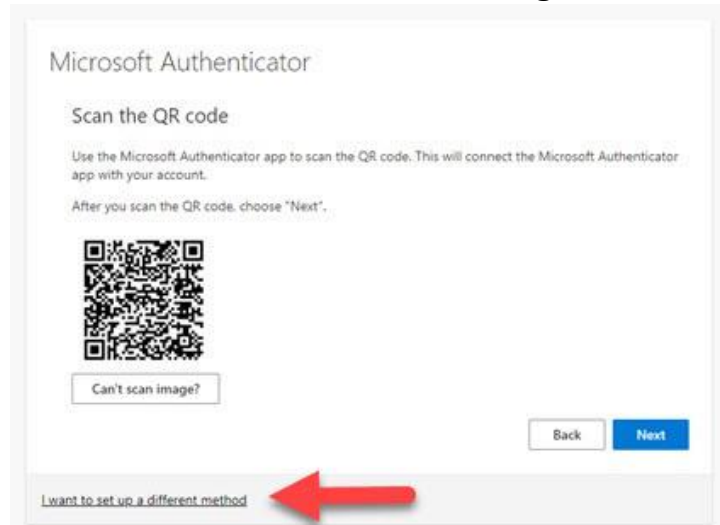
To use the Microsoft Authenticator App

- 1) Open the Microsoft Authenticator app on your phone.
- 2) Choose to add an account.
- 3) Select Work or School account.
- 4) Select "Scan a QR code". (You may need to give app permission to use your phone's camera.)
- 5) Use your camera to scan the QR code on your laptop.

MFA will then be set up on your Office 365 account.

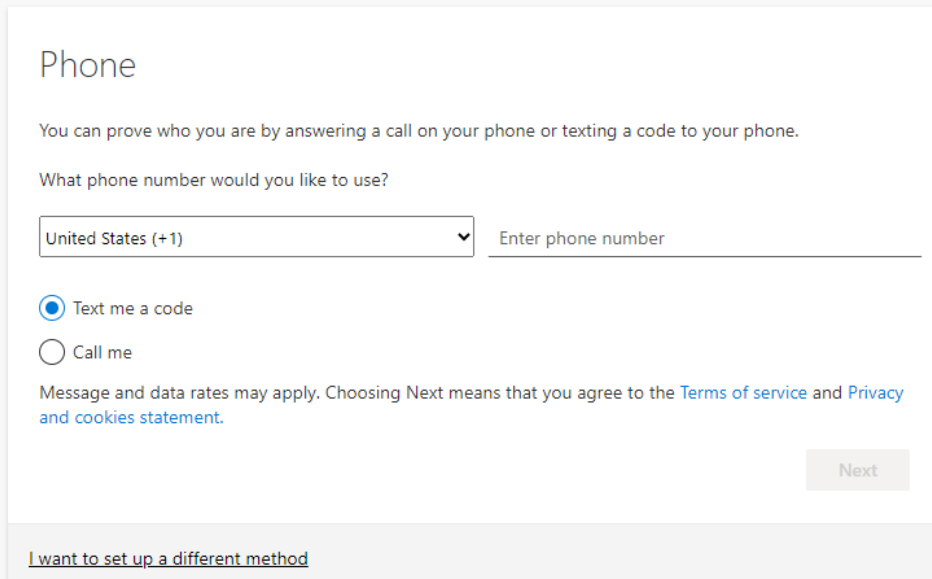
The app works by sending you a notification when it detects you are trying to login to your Office 365 account. Open the notification and indicate that you are trying to login. You will then be logged into your account on your laptop.

To use a Phone Call or Text Message Authentication



Choose "I want to set up a different method" (located on the bottom left corner of screen).

- 1) To receive a text or voice call, choose "Phone",
 - a. Select "Send me a code by text message" or
 - b. "Call me" based on your preference for receiving the code.



Microsoft video on how to setup your MFA at this link:

https://www.youtube.com/watch?v=Q8OzabuNwHI&ab_channel=Microsoft365

For assistance or questions, please submit a ticket to help@sowela.edu.