

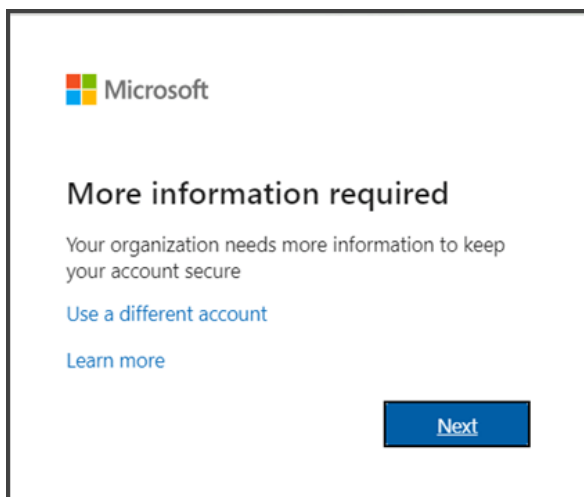
End User Guide: Microsoft Office 365 Multifactor Authentication (MFA)

Implementing Multifactor authentication (MFA) adds an extra layer of security to your Microsoft 365 account (email, SharePoint, OneDrive and Office). This means that when you sign into your account for the first time on a new device or browser you need more than just the username and password. You need a second thing – what’s called a second "factor" - to prove who you are. This second factor is often a dynamically generated verification code, either provided by an authenticator app or sent to your phone via SMS.

Once Invario enables your organization, and your account, with multi-factor authentication (MFA) you must set up your user account to use it. **Follow the steps below to set up your account.**

Set up your Microsoft 365 sign-in for multi-factor authentication (MFA)

1. Sign into Microsoft 365 with your work account with your password like you normally do. After you choose Sign in, you'll be prompted for more information.



2. Choose **Next**.
3. The default authentication method is the free Microsoft Authenticator app. If you have it installed on your mobile device, select Next and follow the prompts to add your work account. If you don't have it, search for the "Microsoft Authenticator" app on your smart phone app store and install the app.
TIP: Use an authenticator app rather than SMS for a faster and more secure experience.
4. Once you complete the instructions to specify your additional verification method, the next time you sign into Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.
5. To ensure email continues to work on your mobile device, you'll need to delete and then re-install your Office365 email/Outlook account on your phone. This can be done through Settings feature on your device.

Note: Generally, you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password.

If you need assistance setting up your MFA for Microsoft 365, contact the Invario Help Desk (Help@Invario.net).