

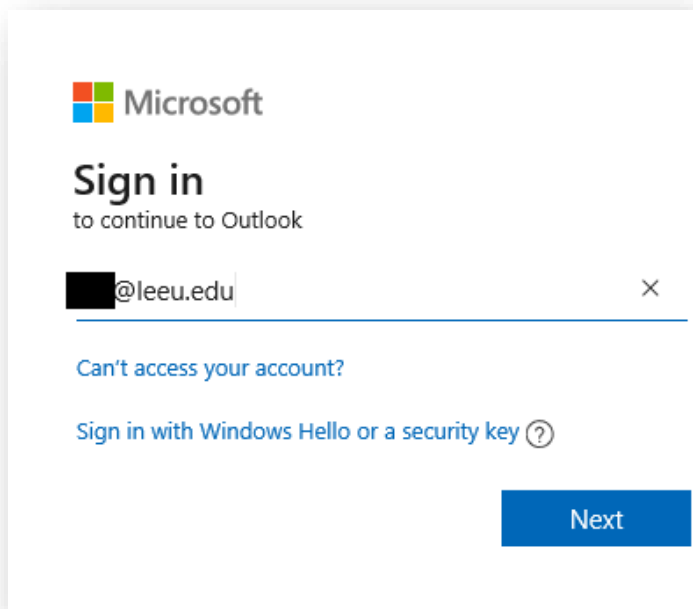
## How to Setup Multi-Factor Authentication (MFA) For Office 365

There are two methods:

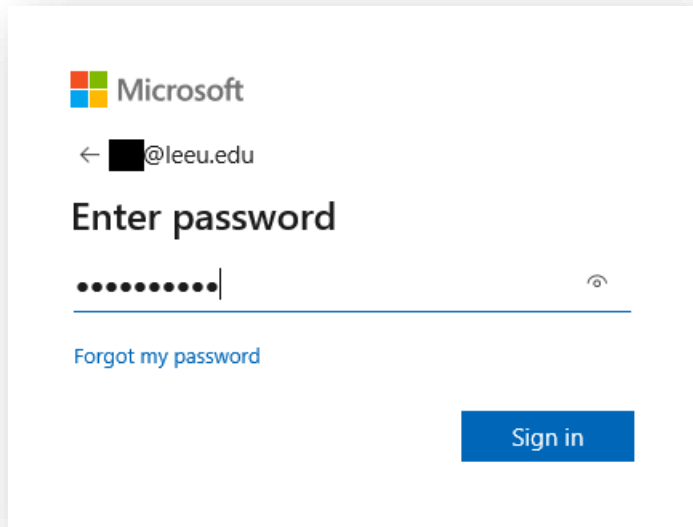
- [Mobile Device App](#) (recommended)
- [SMS Text Message \ Phone Call](#)

### **Method 1: Mobile Device App**

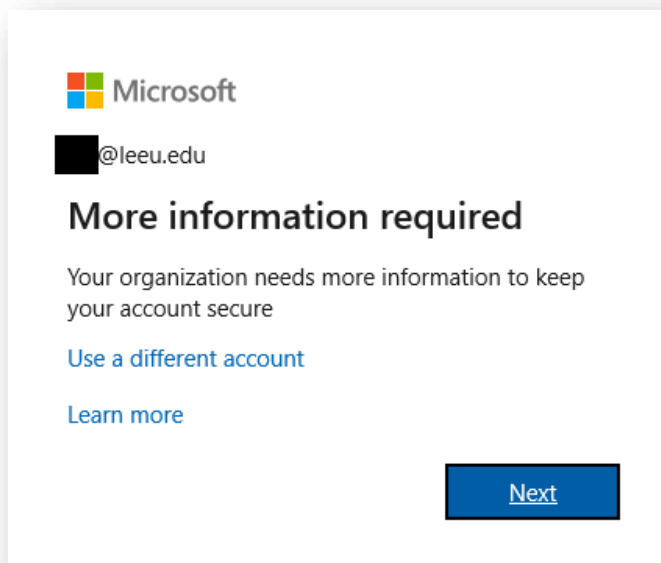
1. Open a browser and navigate to [www.leeu.edu](http://www.leeu.edu) or <https://outlook.office365.com>
2. Type your full student email address and click “Next”



3. Type your password and click “Sign in”



4. You will receive a notification explaining that you will need to provide additional information for account security. Click "Next"




5. On the drop-down menu, click "Mobile app". Choose your preferred use (i.e. Receive notifications for verification or Use verification code). Click "Set up"

# Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

## Step 1: How should we contact you?

Mobile app 

How do you want to use the mobile app?

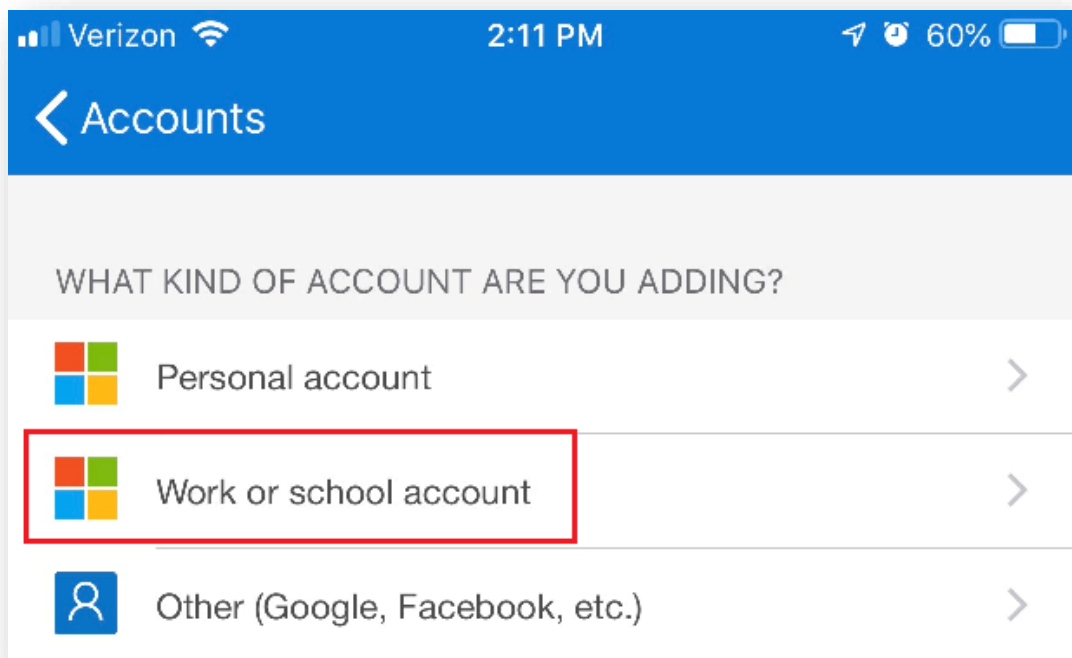
- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#)

Please configure the mobile app.

- On your cell phone, download the **Microsoft Authenticator** app from the Apple App Store, Google Play Store or Windows Store
- In the app, add an account and choose "Work or school account"




8. Scan the QR code on the screen or manually enter the code and click "Next"

## Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.  
Code: 469 933 084  
Url: <https://cys01napad08.na.phonefactor.net/pad/302698894>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

9. Confirm your preferred method and click "Next"

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### Step 1: How should we contact you?

Mobile app 

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#)


Mobile app has been configured for notifications and verification codes.

10. You will receive a message asking to respond via the verification app on your mobile phone

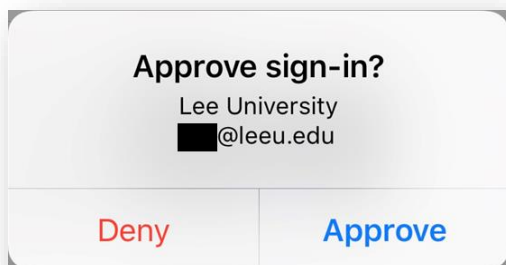
## Additional security verification

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### Step 2: Let's make sure that we can reach you on your Mobile App device

 Please respond to the notification on your device.

11. On your mobile phone, the Microsoft authenticator app will ask if you deny or approve sign-in.  
Click "Approve"



12. For added security, you will be prompted for a phone number. Please enter your phone number and click "Next"

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**Step 3: In case you lose access to the mobile app**

United States (+1)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

13. Once the phone number is verified, you will receive an app password. You can copy this password and keep it in a secure location. Click "Next"
- a. This secure password can be used for specific applications that cannot use a phone to secure the account (i.e. Microsoft Outlook, Apple Mail, etc....). This password will only work for these types of applications and will not work anywhere else.


## Additional security verification

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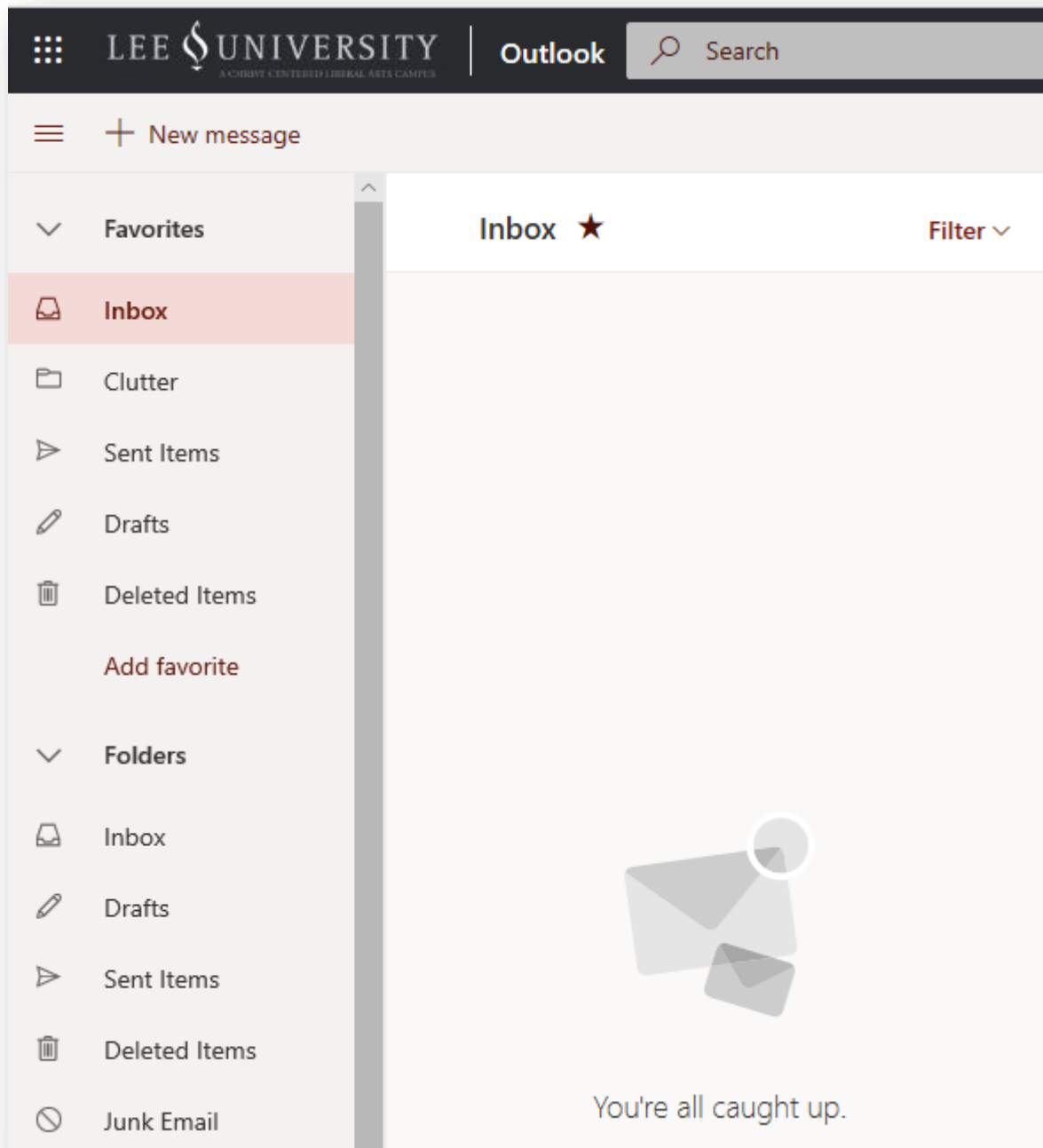
**Step 3: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

**Get started with this app password:**

xywwmqhfgdhcyzqy 

14. You will now be directed to your email Inbox




15. From this point on, when you log in to your email via a web browser, you will be prompted for either a six-digit code via the Microsoft Authenticator app or prompted to “approve” the sign-in via the Microsoft Authenticator app to continue to your email. For convenience, you may check the box “Don’t ask again for 14 days” if you are using a personal computer that is considered secure and will not be accessed by anyone else but yourself.



@leeu.edu

## Approve sign in request

 We've sent a notification to your mobile device.  
Please respond to continue.

Don't ask again for 14 days

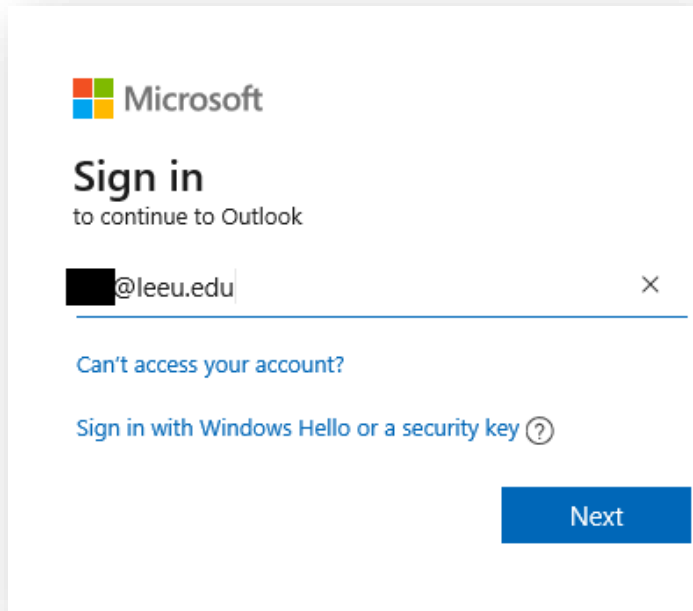
Having trouble? [Sign in another way](#)

[More information](#)

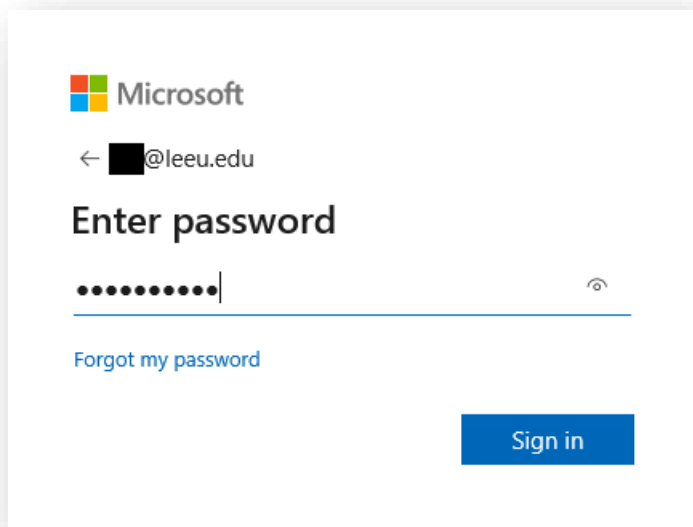
### **Method 2: SMS Text Message or Phone Call**

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2. Type your full student email address and click "Next"

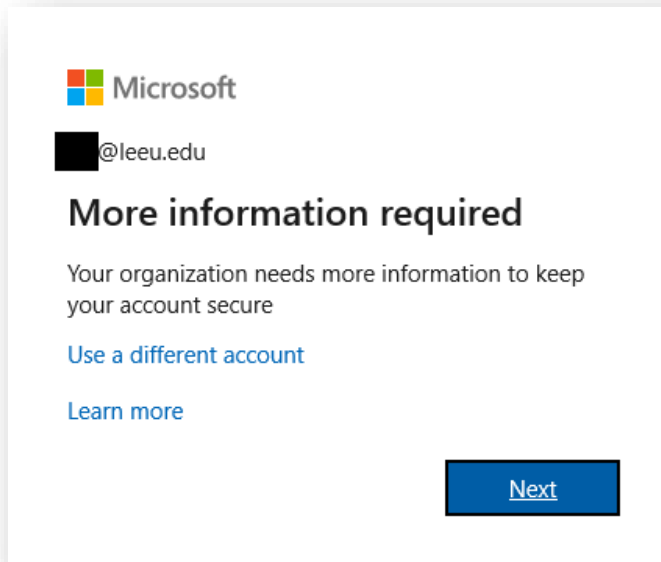




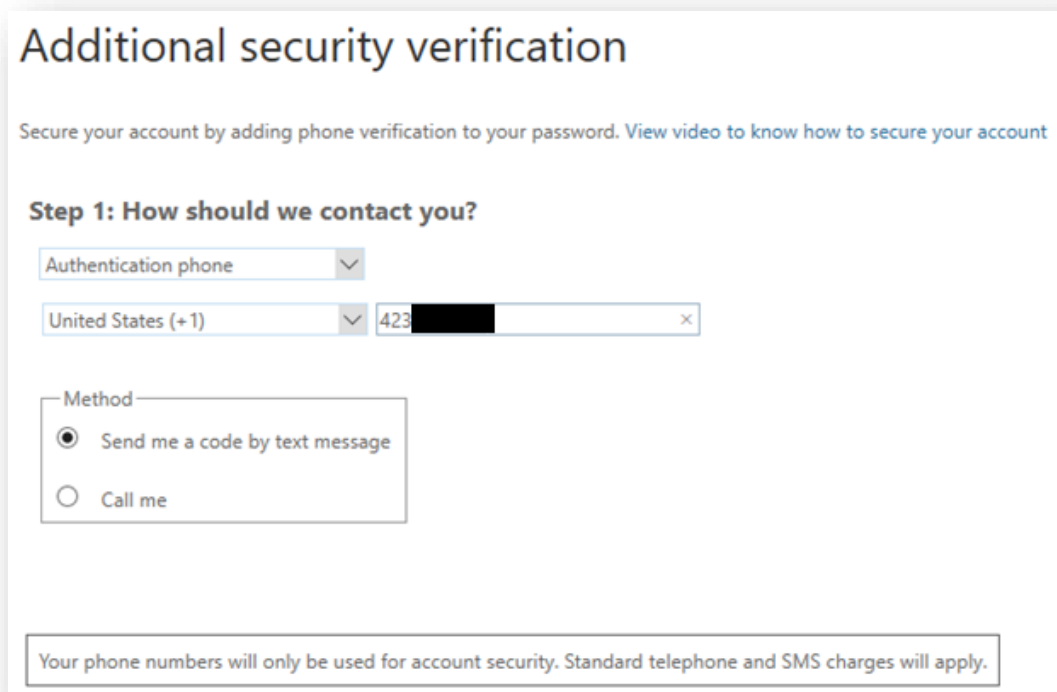
3. Type your password and click "Sign in"



4. You will receive a notification explaining that you will need to provide additional information for account security. Click "Next"



5. On the drop-down menus, click “Authentication phone” and “United States (+1)”. Type your mobile phone number and choose your preferred method (i.e. text message or phone call). Click “Next”



6. Once you receive the six-digit code, enter it in the provided field and click “Next”

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +1 423 [REDACTED]**

When you receive the verification code, enter it here

7. Once the code is verified, you will receive an app password. You can copy this password and keep it in a secure location. Click "Next"
  - a. This secure password can be used for specific applications that cannot use a phone to secure the account (i.e. Microsoft Outlook, Apple Mail, etc....). This password will only work for these types of applications and will not work anywhere else.


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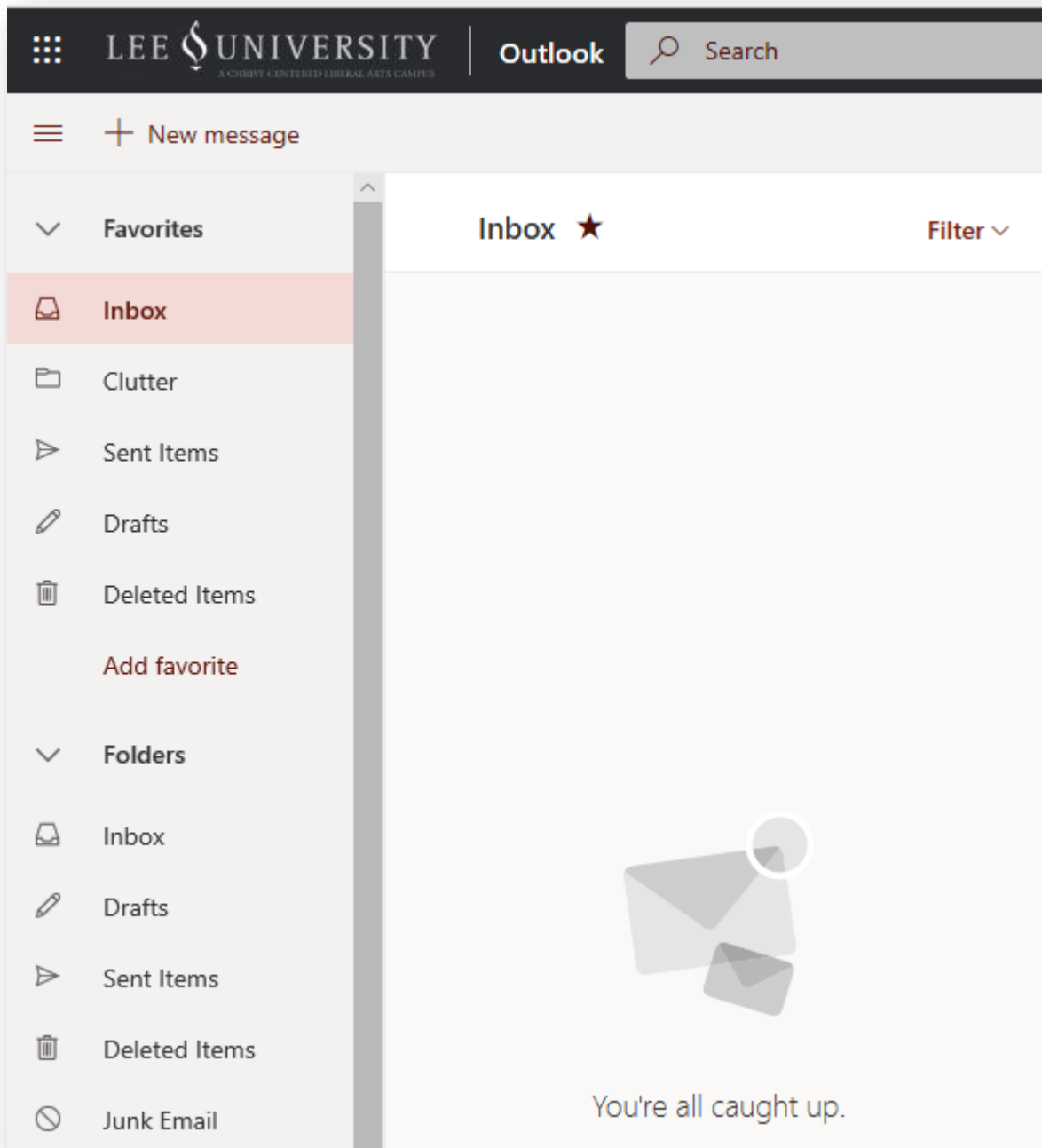
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Get started with this app password:

xywwmqhfgdhcyzay 

8. You will now be directed to your email Inbox



9. From this point on, when you log in to your email via a web browser, you will be prompted for a six-digit code to continue to your email. For convenience, you may check the box "Don't ask again for 14 days" if you are using a personal computer that is considered secure and will not be accessed by anyone else but yourself.



██████@leeu.edu

## Enter code

📄 We texted your phone +X XXX ████████ Please enter the code to sign in.

100164

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Don't ask again for 14 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify

