

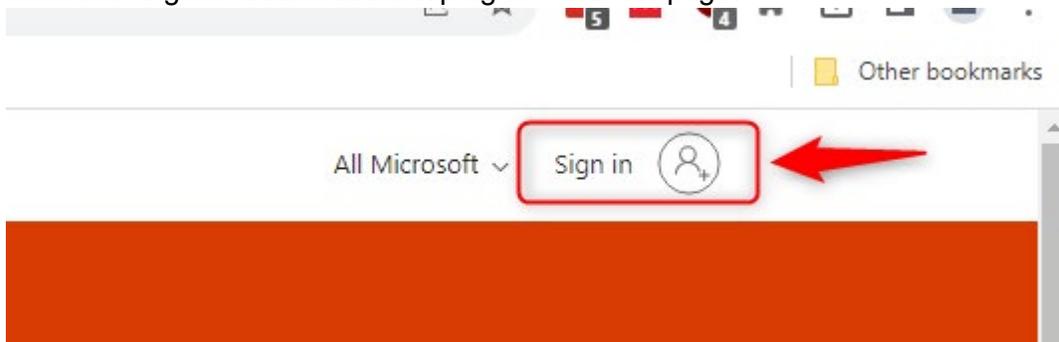
# Setting up Microsoft Office 365 MFA- Students

Follow these instructions to set up Multifactor Authentication for Microsoft Office 365.

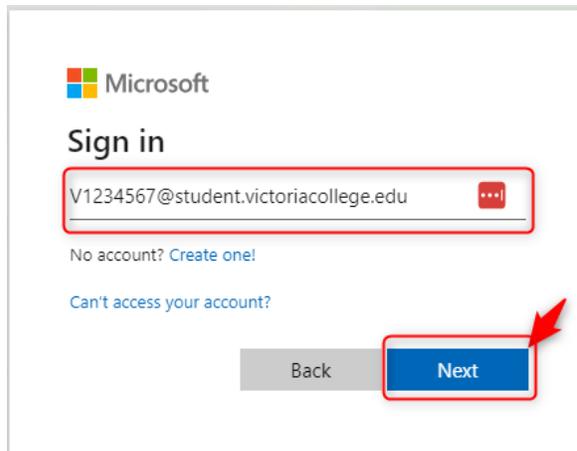
## Using Phone App

You will need the Microsoft Authentication app installed from the iOS App or Google Play Store to complete the setup.

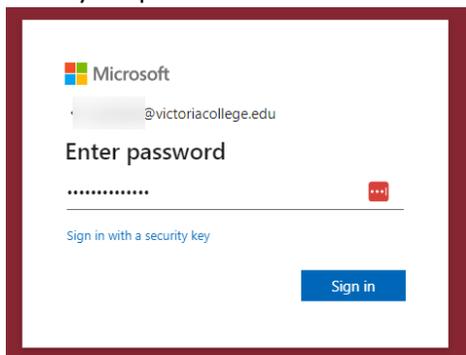
1. From a computer open a web browser and navigate to <https://www.office.com>.
2. Click the "Sign in" button at the top right of the webpage.



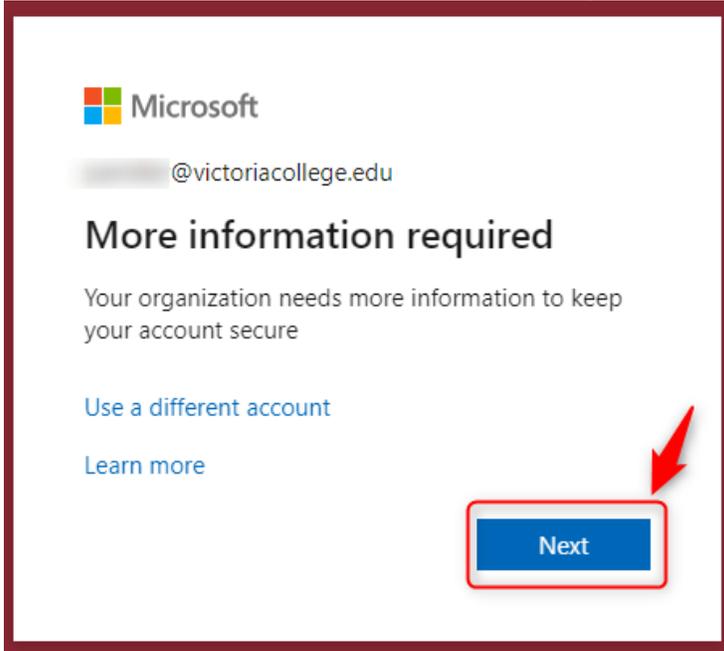
3. Students Sign into Office 365 using the Pirate portal login [@student.victoriacollege.edu](mailto:@student.victoriacollege.edu) [V#@student.victoriacollege.edu](mailto:V#@student.victoriacollege.edu) or [PM123456@student.victoriacollege.edu](mailto:PM123456@student.victoriacollege.edu) then Click Next.
4. Type in your Pirate Portal password



5. Enter your password.

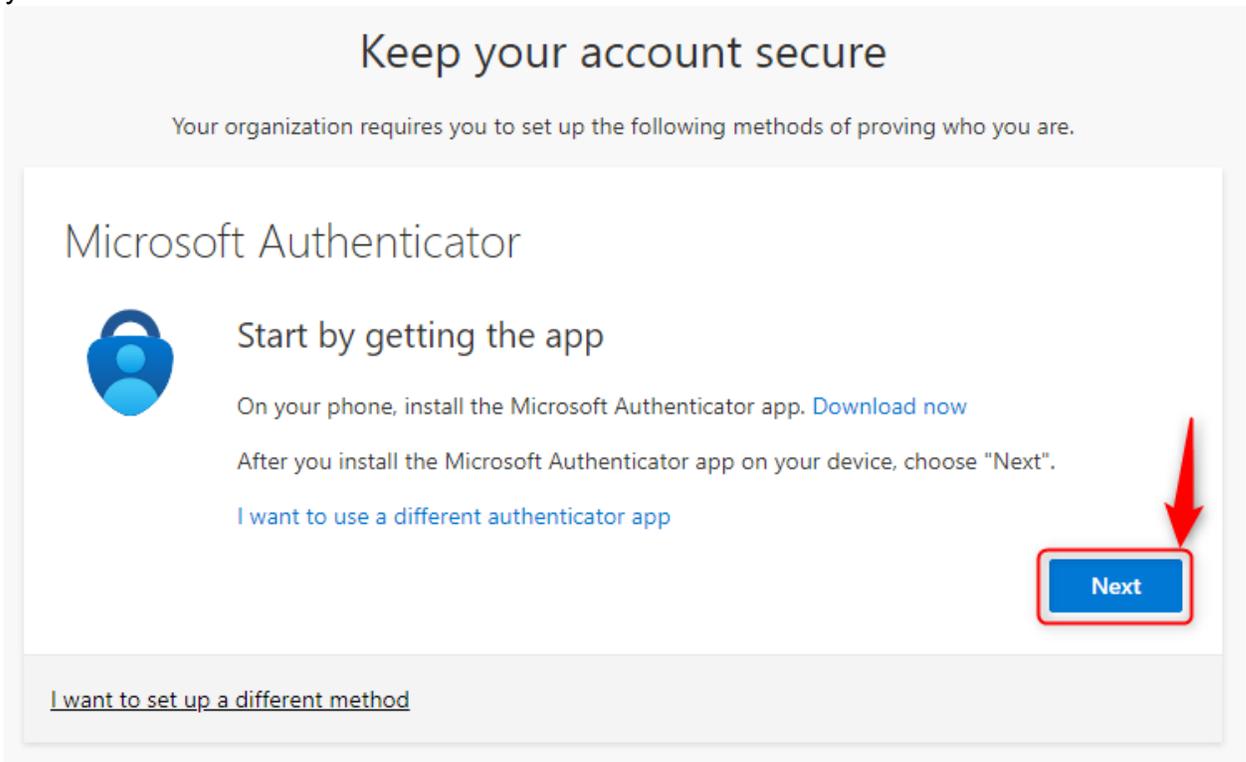


- You will be prompted to set up MFA to comply with security policy. Click Next.

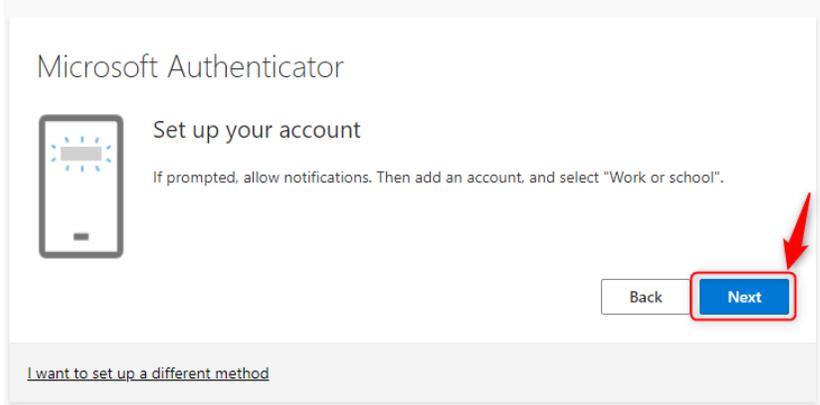


## Using Microsoft Authentication

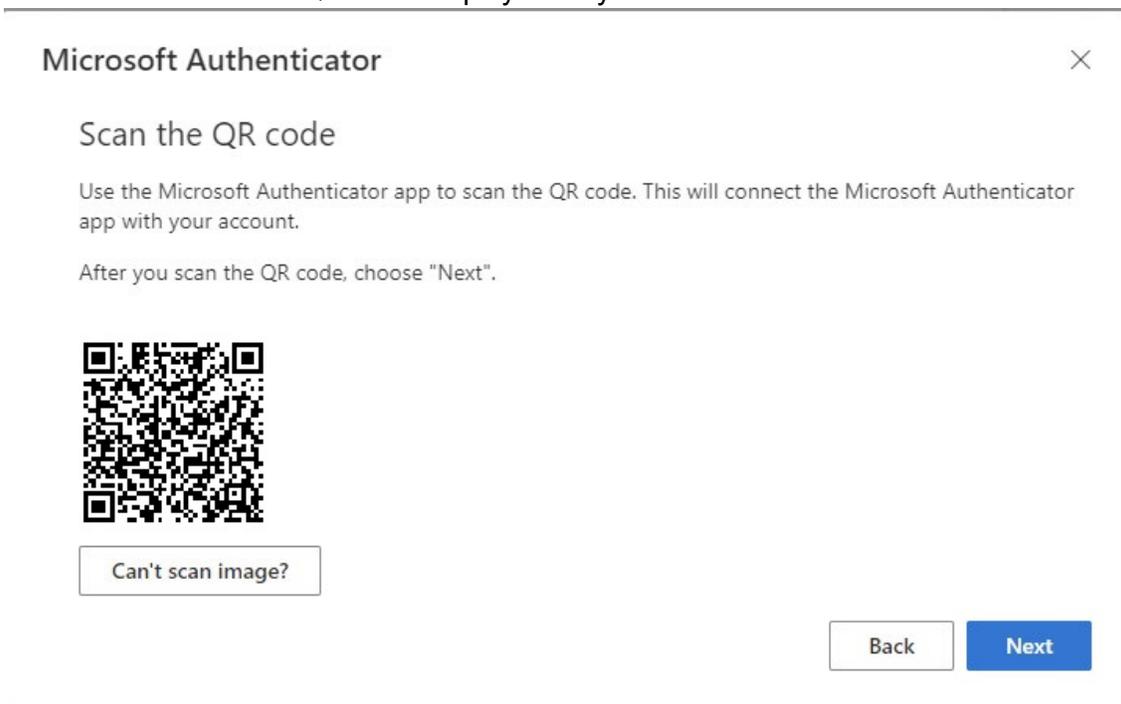
- Install Microsoft Authentication from the App Store or if you already have it launch it from your home screen. Then click Next.



8. Click Next on the information window.



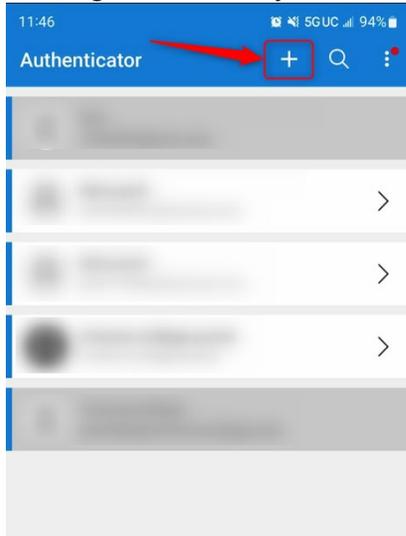
9. You should now see a QR code displayed on your PC:



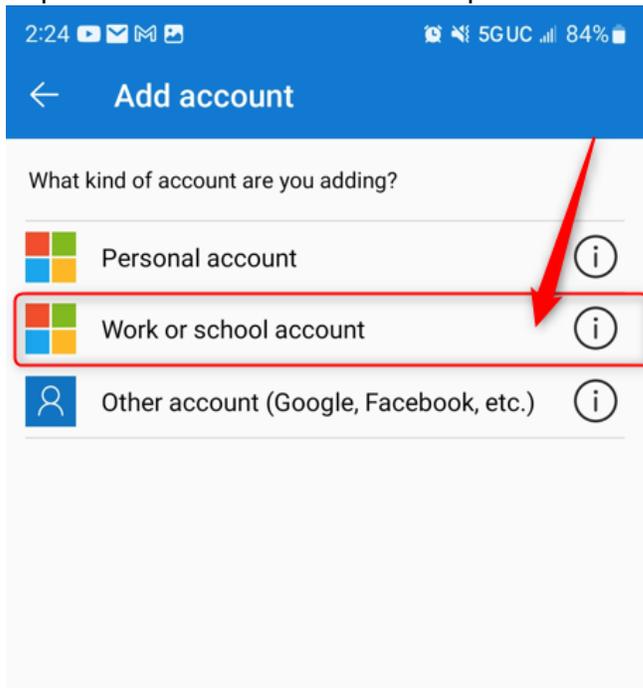
## Instructions from this point will be done on your phone

*Note: You will need to allow notifications on your phone for the Microsoft Authenticator app.*

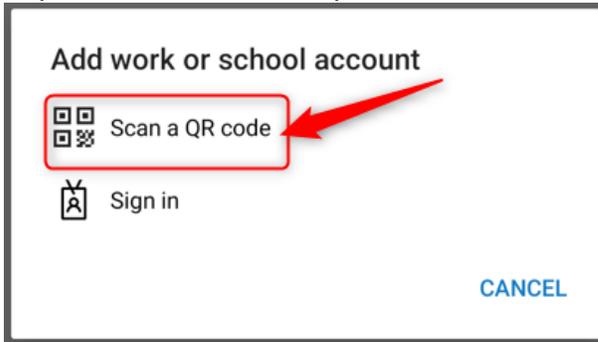
1. In the Microsoft Authenticator app tap the “+” button at the top.  
(The image shows entries in Microsoft Authenticator which are blurred out, you should have nothing here unless you’ve used it for another service already.)



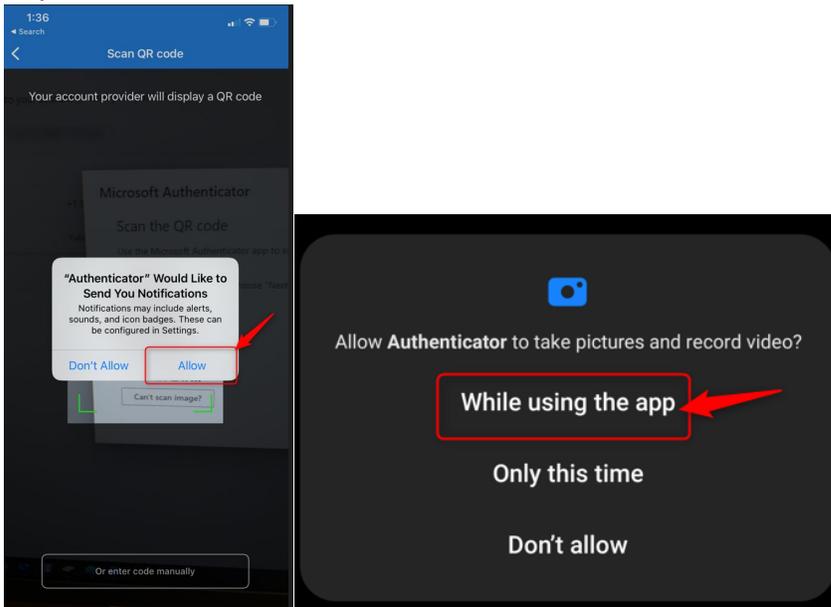
2. Tap the “Work or school account” option.



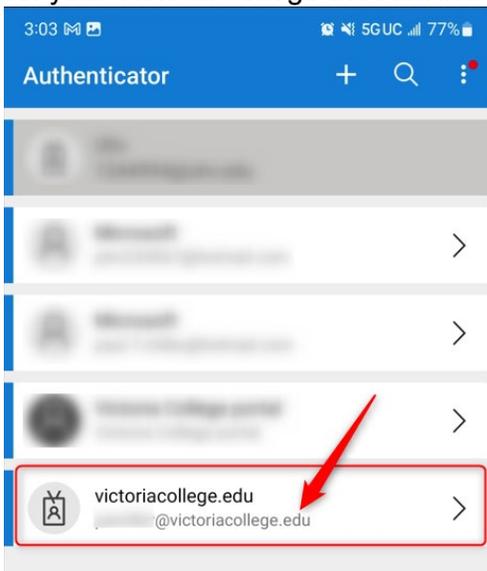
3. Tap the Scan QR Code option:



4. Tap the “Allow” button to allow notifications and Picture access:



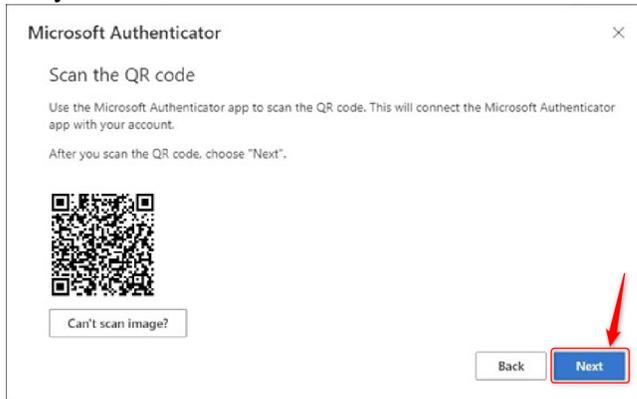
5. Scan the QR code on your computer screen with your iPhone. You should now see an entry for your Victoria College account in Microsoft Authenticator.



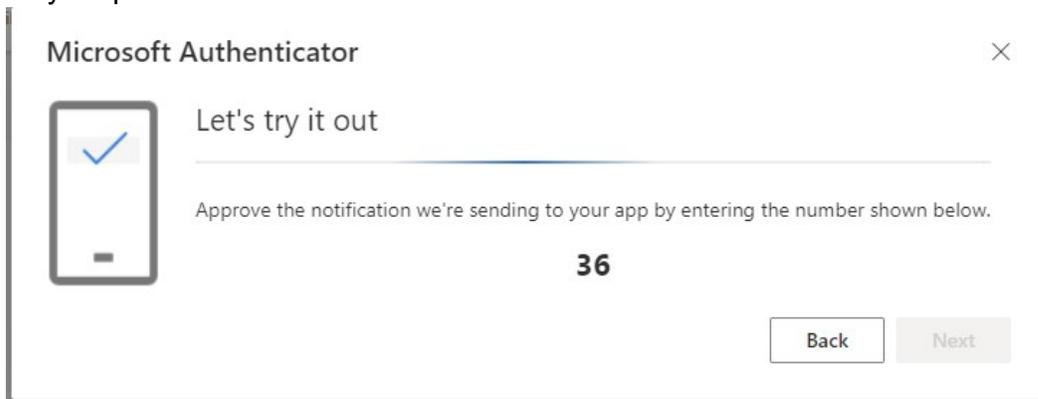
## Testing Multifactor Authentication

Now that you have added Microsoft Authenticator as a multifactor authentication method for your Office 365 account Microsoft will have you test it.

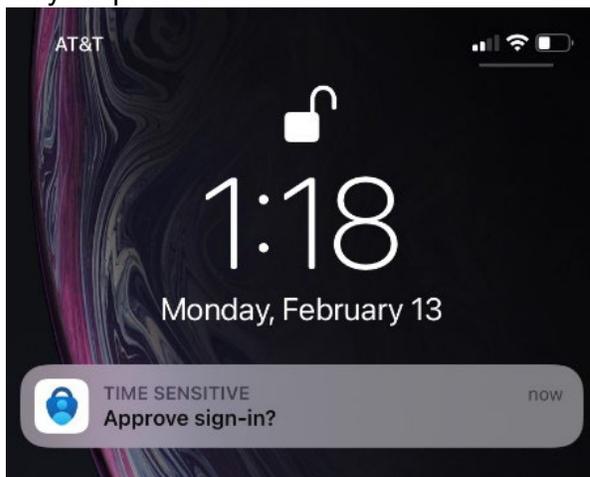
1. On your PC, click the Next button on the QR code screen.



2. On the next screen, you should see a 2-digit code, and you will receive a push notification on your phone.



3. Tap the push notification to input the code from your PC into the Microsoft Authenticator app on your phone.



4. Enter the code from your computer's browser into the Microsoft Authenticator app, then tap "Yes":



5. Your computer should now show that the notification is successfully approved, you can click the "Done" button to finish the MFA setup process.

