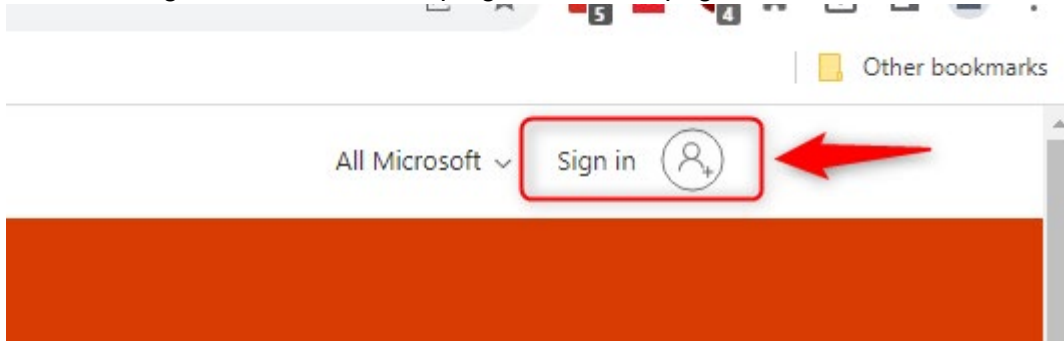


# Setting up Microsoft Office MFA- Students

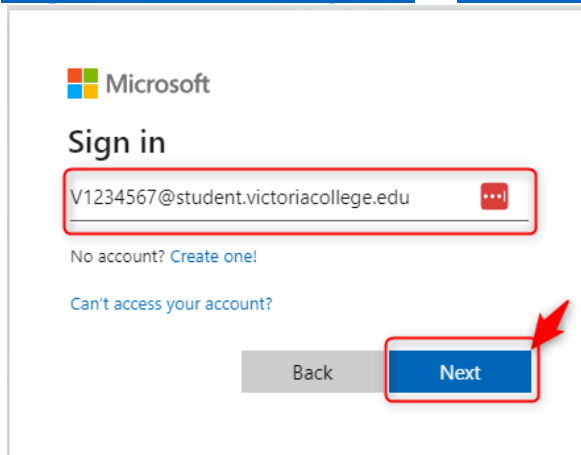
Follow these instructions to set up Multifactor Authentication for Microsoft Office 365.

## Computer

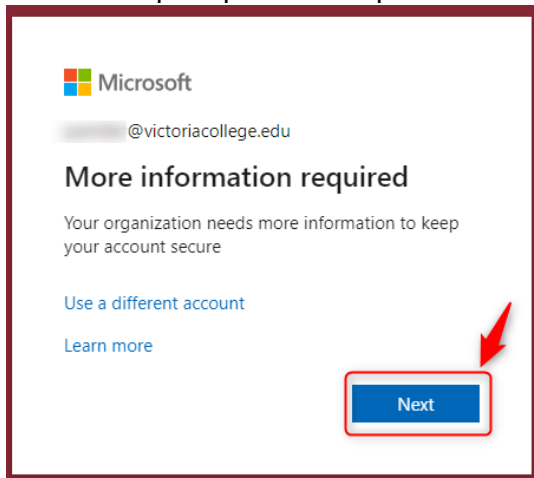
1. From a computer open a web browser and navigate to <https://www.office.com>.
2. Click the "Sign in" button at the top right of the webpage.



3. Sign into Office 365 using **Pirate portal username @student.victoriacollege.edu** [V#@student.victoriacollege.edu](#) or [PM123456@student.victoriacollege.edu](#) then Click **Next**.



4. Type in your Pirate Portal password
5. You will be prompted to setup MFA to comply with security policy. Click **Next**

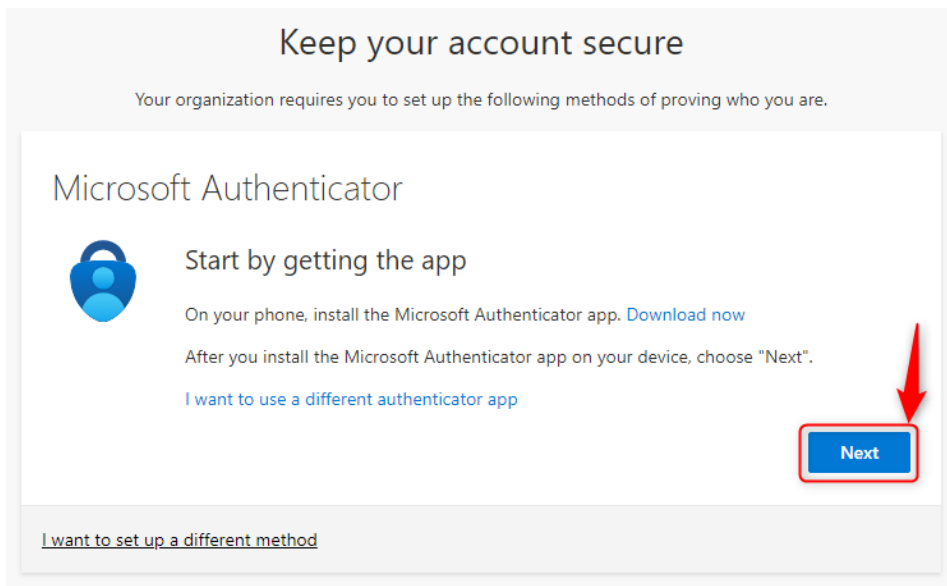


## Microsoft Authenticator (Phone)

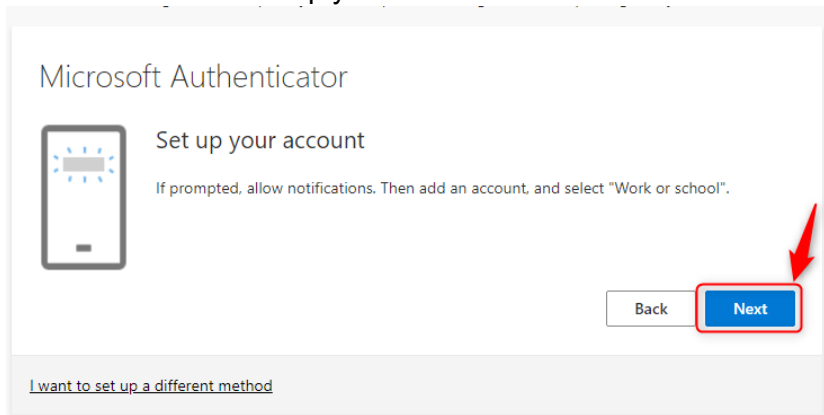
Note: You will need to allow notifications on your phone for the Microsoft Authenticator app.

6. Install the Microsoft Authenticator from the iOS App or Google Play Store to complete the setup. If you have already installed the app, skip the installation step. Click **Next**.

### Microsoft Authenticator App

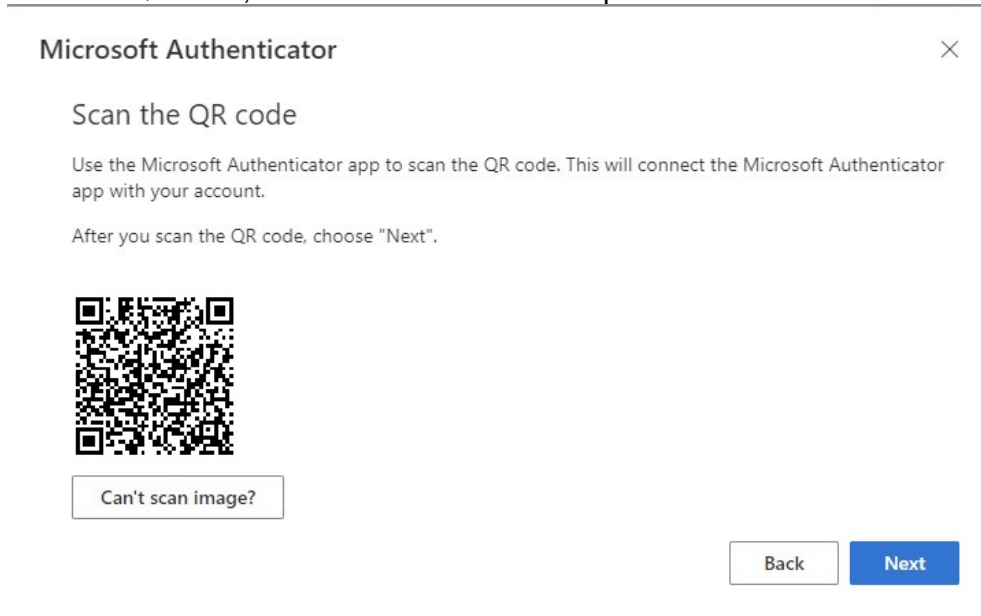


6. Click **Next** on the Set up your account information window.

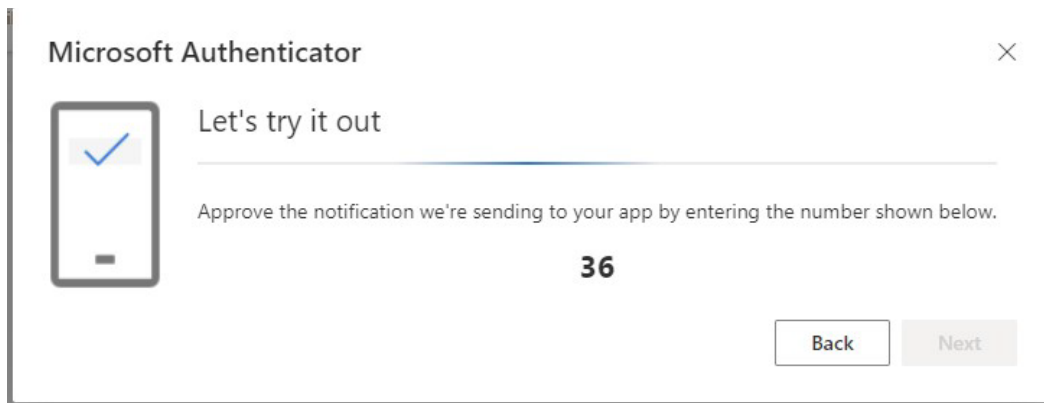


7. You should now see a QR code displayed on your computer. Scan the QR code using the Microsoft Authenticator app on your phone.

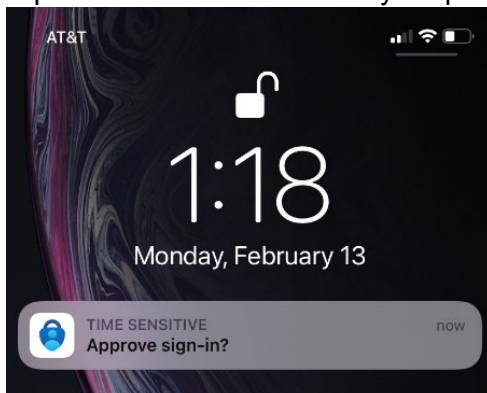
If you do not see the scan QR code option, tap on Verified ID's, tap on Scan QR code, scan the QR code, then click **next** on the computer screen.



8. On the computer screen, you should see a 2-digit code displayed

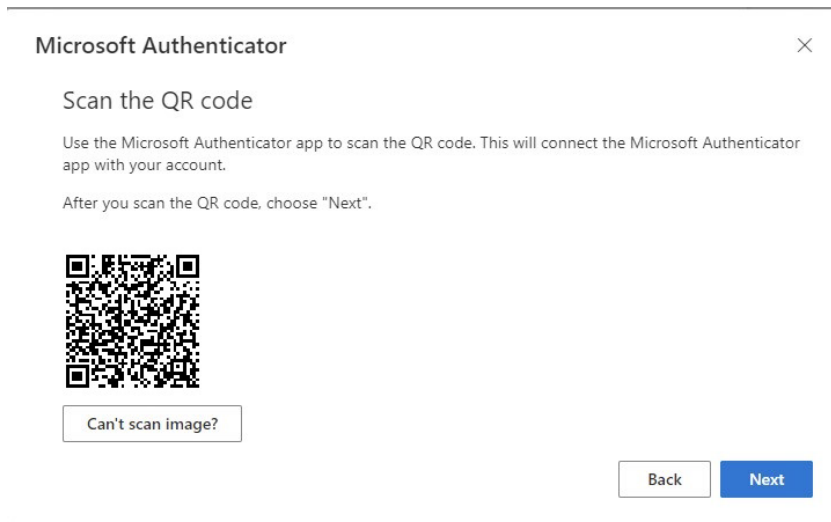


9. A push notification is sent to your phone from Microsoft Authenticator: Approve sign in

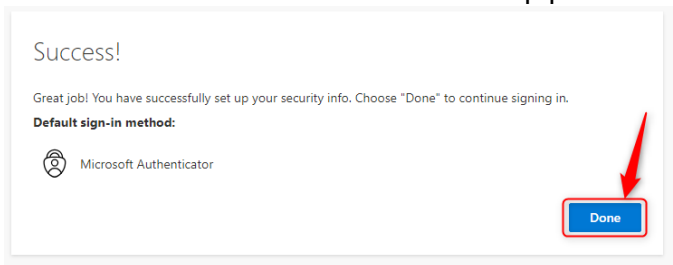


10. Tap to approve the sign-in and **Input the code** from your computer (step 8) into the Microsoft Authenticator app on your phone.

11. On your computer screen, click **next** to continue



12. Your computer screen should now show that the notification is successfully approved, click the “Done” button to finish the MFA setup process.



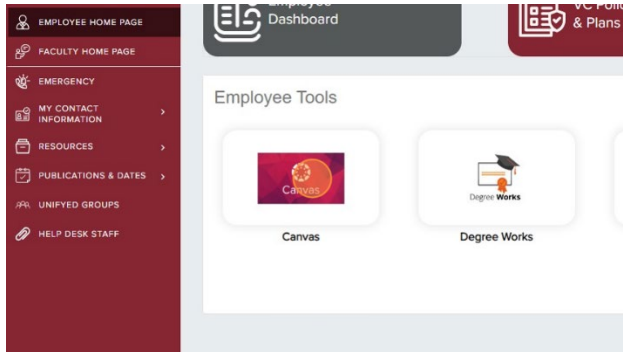
13. You should now be able to view the Office 365 Dashboard

14. To view your email: On the left-hand side, click on the Outlook icon.

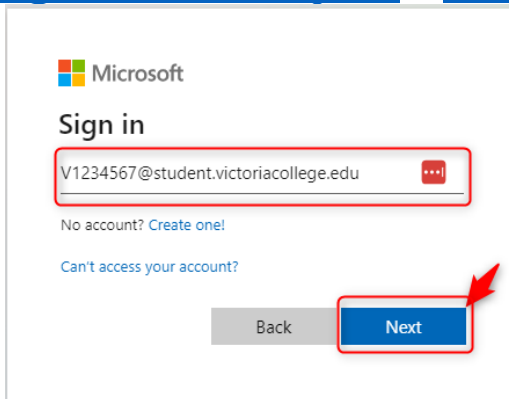
15. To view your email in Pirate Portal: login into Pirate Portal/ Student Home Page/ Student Tools/0365 Email.

## Canvas Login

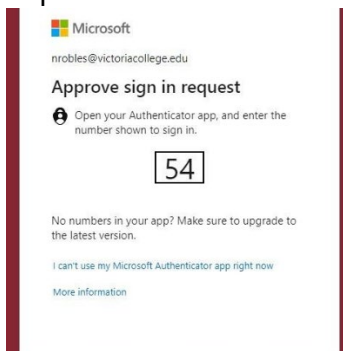
1. To login into Canvas: Click on Canvas



2. 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**.



3. Type in Pirate Portal password
4. A push notification is sent to your phone from Microsoft Authenticator: Approve sign in



5. Tap to approve the sign-in and Input the code from your computer (step 18) into the Microsoft Authenticator app on your phone.
6. Microsoft Notification message: Stay signed in? Select your response: No or Yes