

Enabling MFA in M365

Presented to:



September 23, 2024

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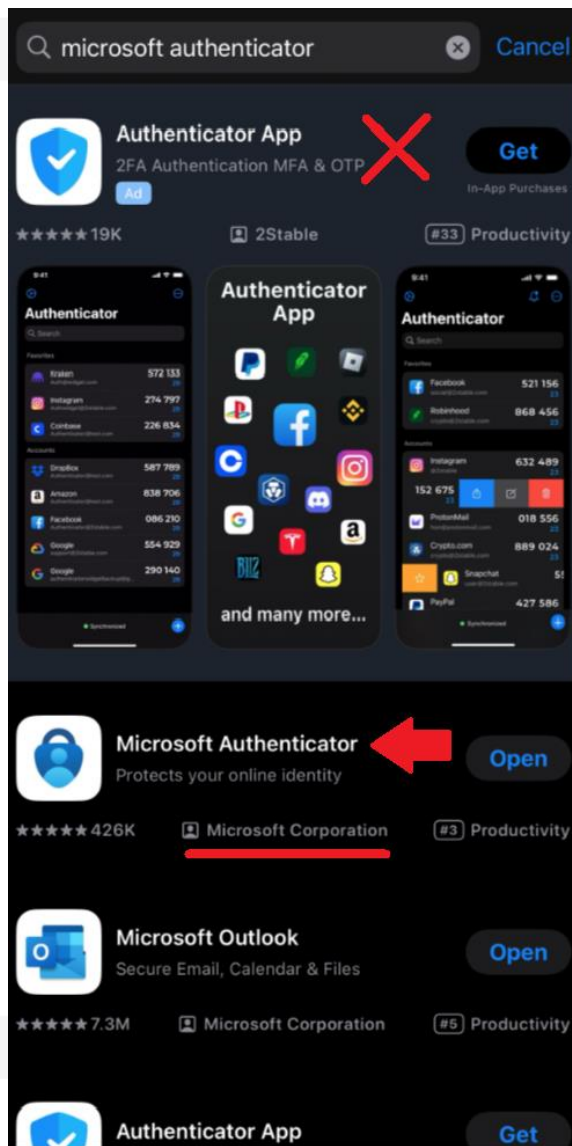
Optimise security processes to bring down costs

A vulnerable entry point for cyber attackers is to use credential-based attacks to access networks and steal data or spread ransomware. However, multi-factor authentication stops 99.9 percent of credential-based attacks. That's why MFA really is one of the most fundamental security measures.

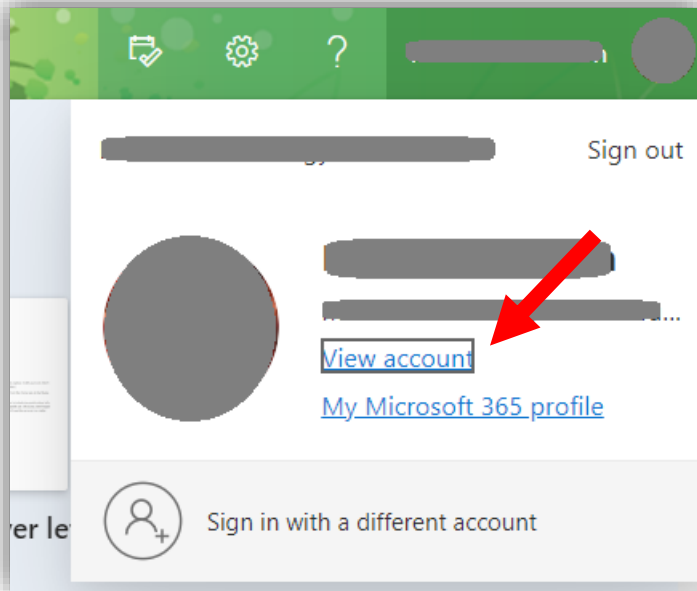
Building a secure hybrid workforce

Multi Factor Authentication is becoming increasingly important for an organisation's cybersecurity. To stay resilient, organisations need to ensure employees can securely and easily access their work across devices, no matter where they are. MFA helps achieve this. Also, by modernising MFA organisations can increase resilience to attacks and service outages.

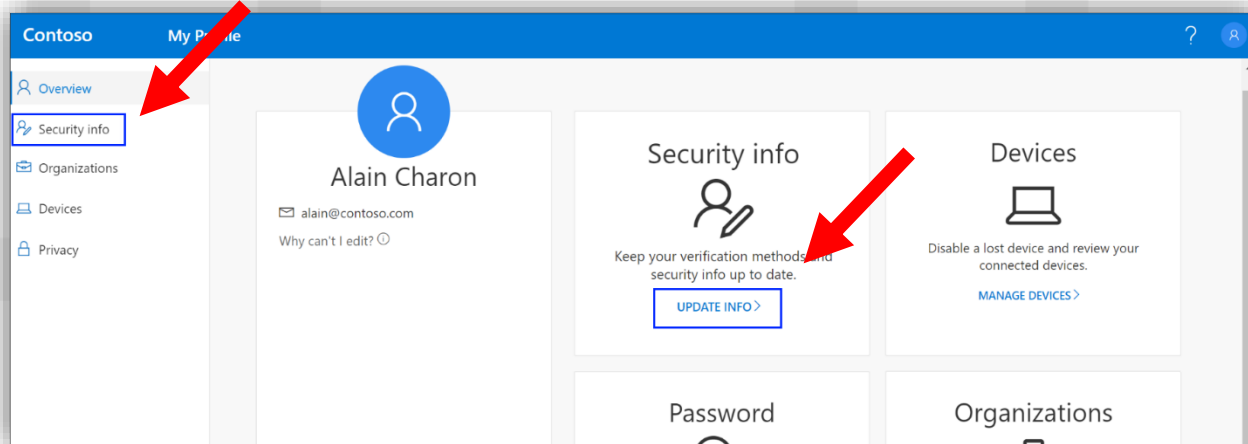
1. Download the Microsoft Authenticator app for your mobile device at <https://www.microsoft.com/en-us/security/mobile-authenticator-app>



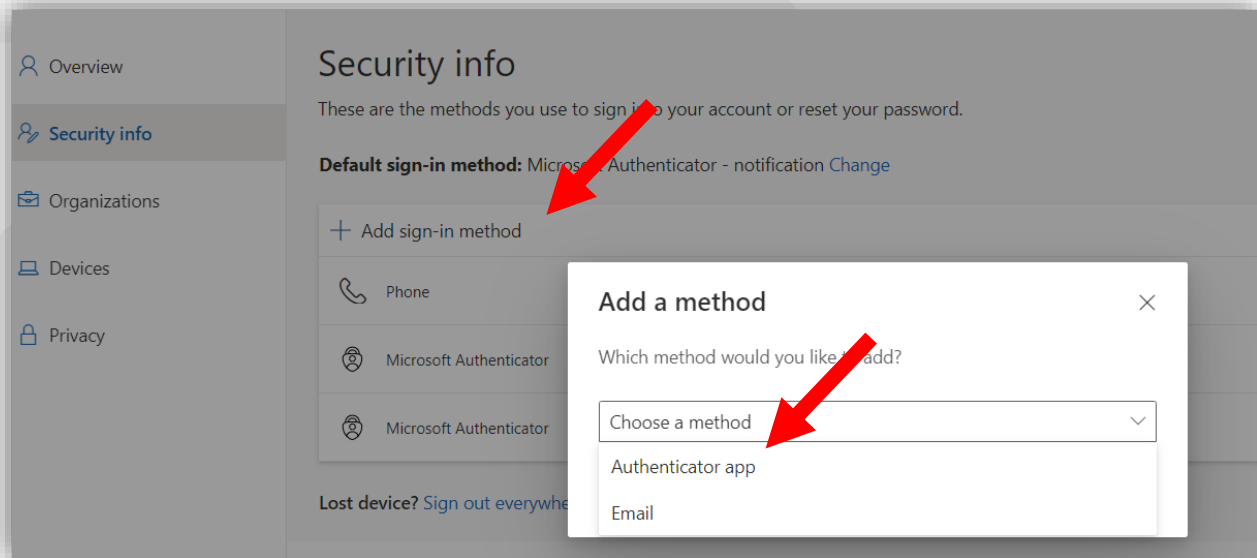
2. On your PC, sign into your Microsoft account at <https://aka.ms/mfasetup> or click on **View Account** from your user profile at the top-right of the window.



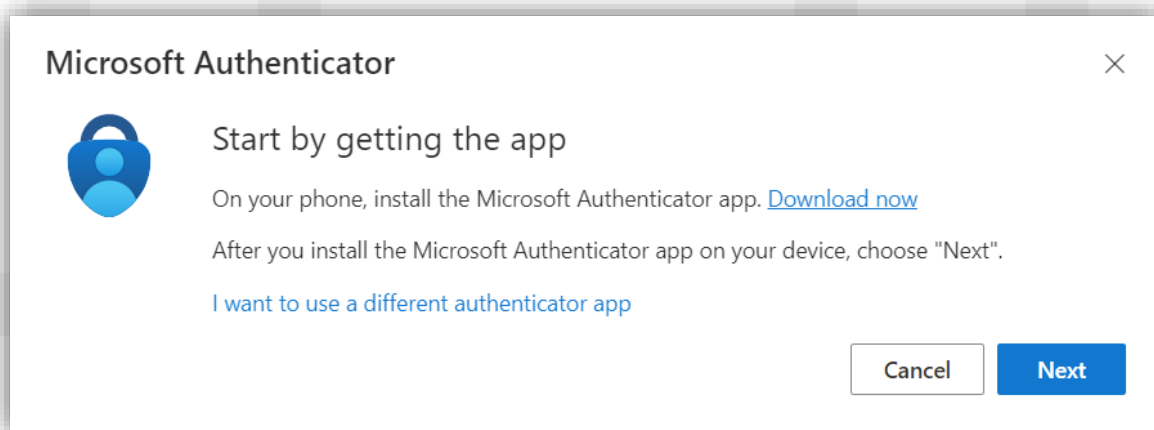
3. Click on **Security info** on the left-hand menu.



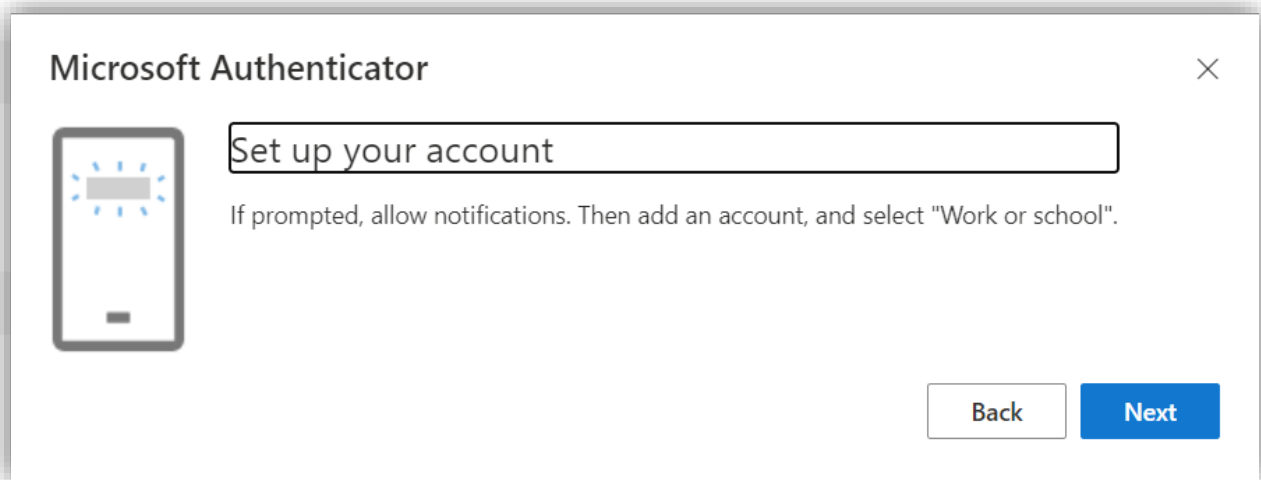
4. Select **"Add sign-in method"**.
5. Select **Authenticator app**



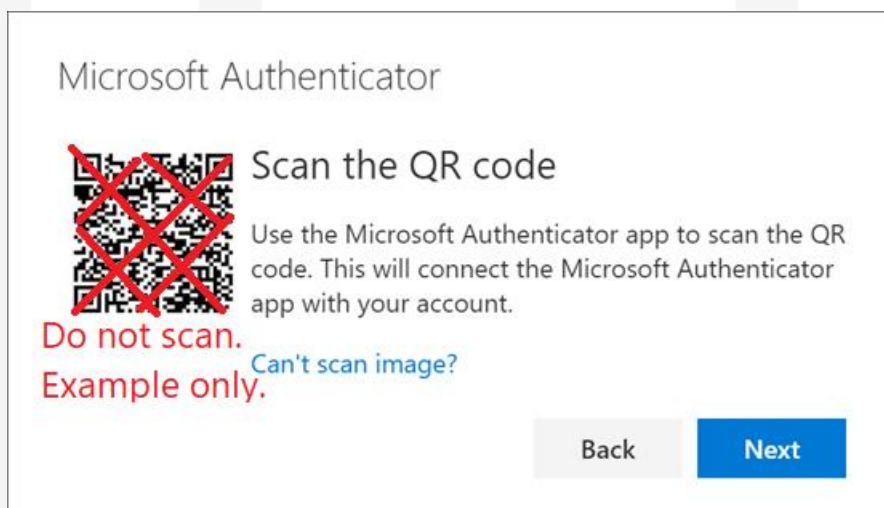
6. Click **Next**, as you've already installed the Authenticator app.



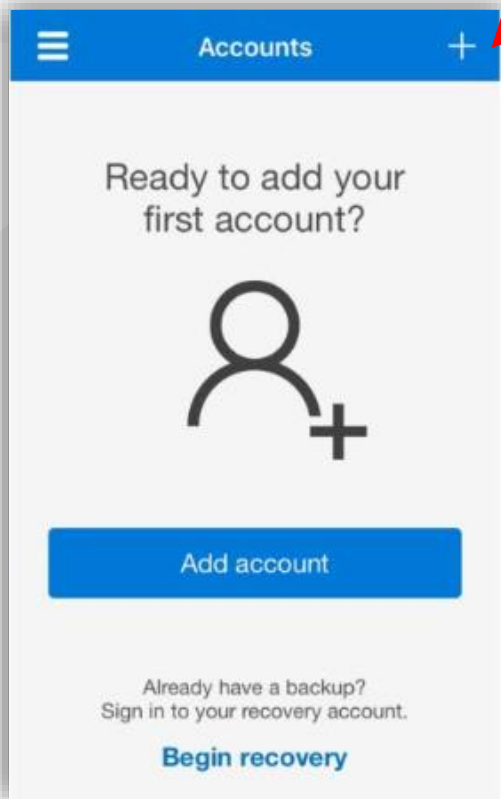
7. Click **Next** again, to have your PC display the QR code.



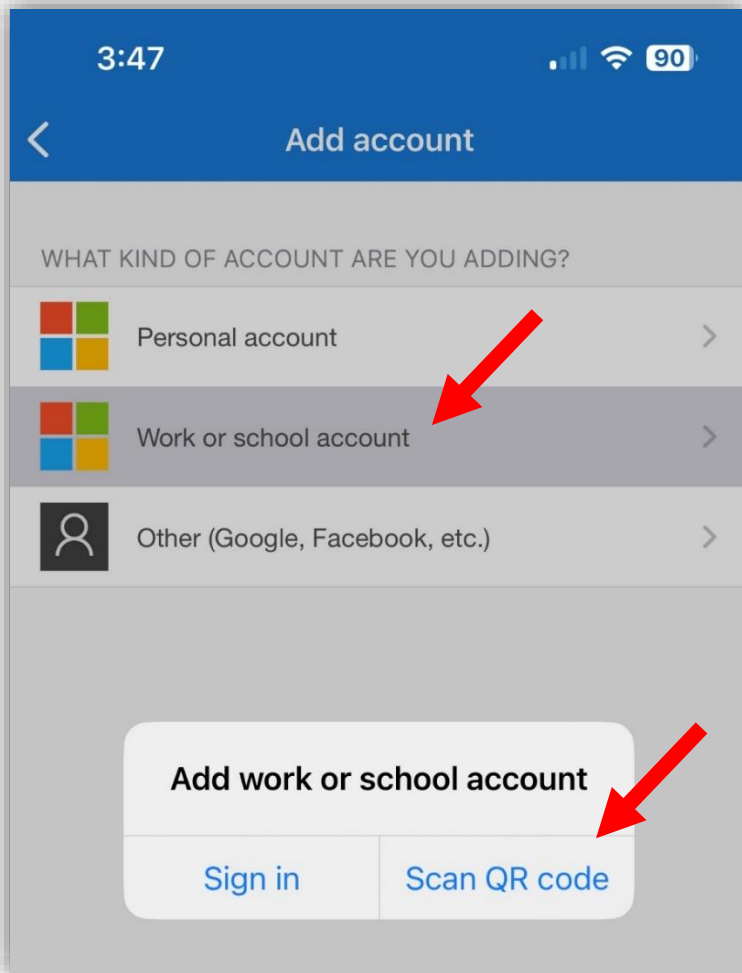
8. It should look similar to this. NOTE: Do not scan the QR code in this instruction document.



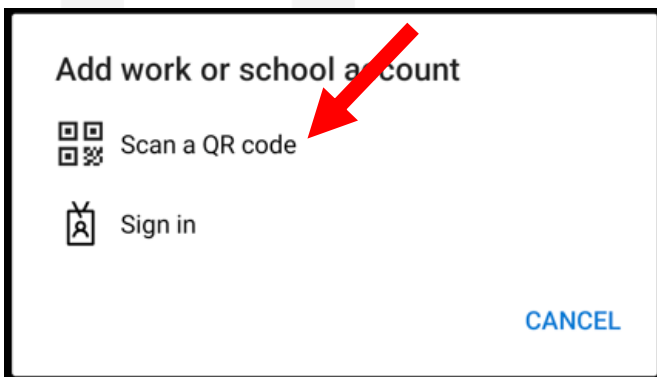
9. Open the MS Authenticator app on your phone and click on the **Add account** (or Plus button at top-right of screen).



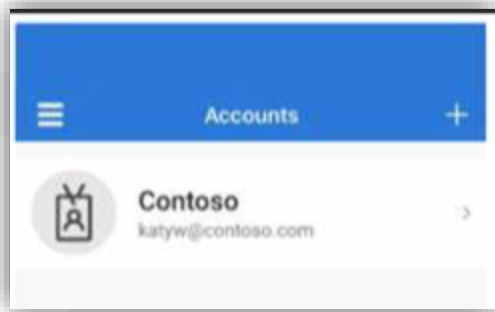
10. Select **Work or school account** and then **Scan QR code**.



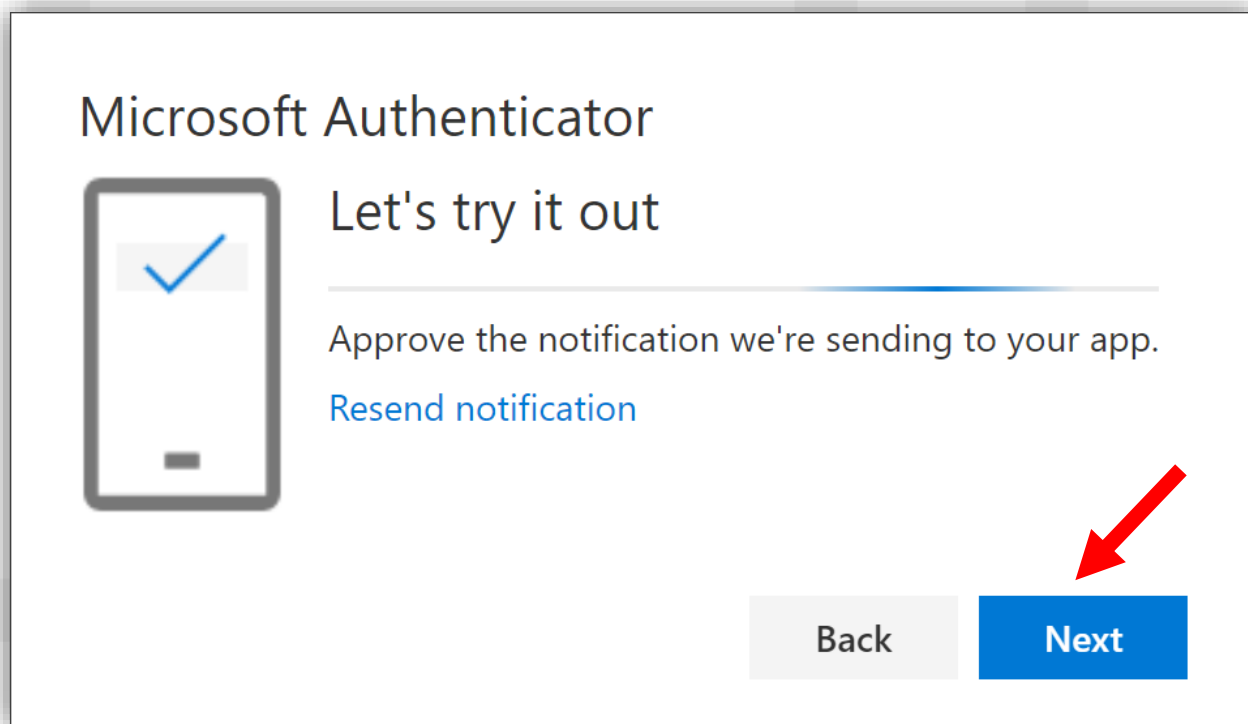
Or



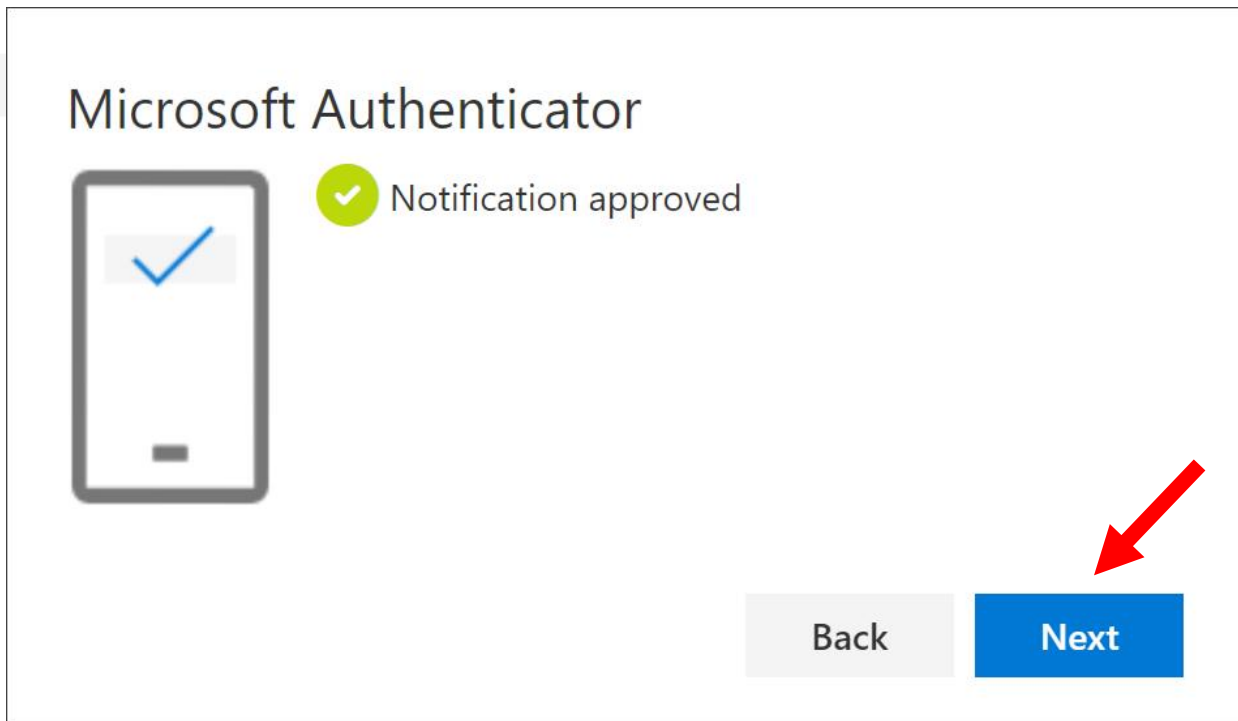
11. Scan the QR code with your phone.
12. Your phone app will then add the account.



13. Click **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.



14. Enter the number shown into your Authenticator app on your phone to approve the login.



15. For mobile devices, Open Outlook, you'll be asked to Sign in, open Authenticator. The screen to enter the digits might get hidden by the Auth request dialogue. Select "I can't see the number" to bring the initial window up, then tap the screen again to enter the number.