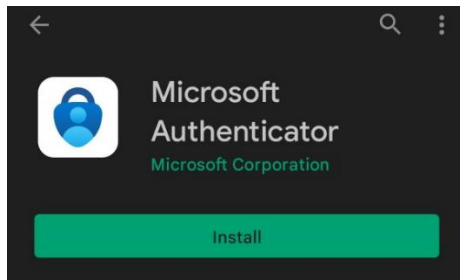


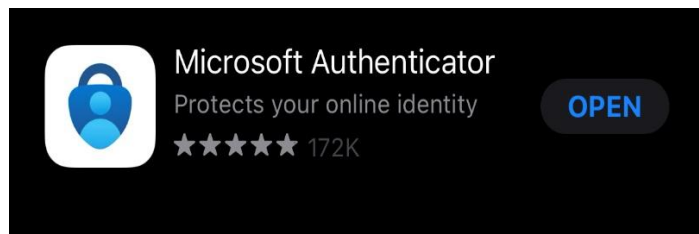
Configuring MFA for Microsoft Account

1. Install the Microsoft Authenticator app (from Microsoft Corporation) for your mobile device from the app store for your device. If prompted, **do not** login to your Microsoft account through the app, this will be configured later.

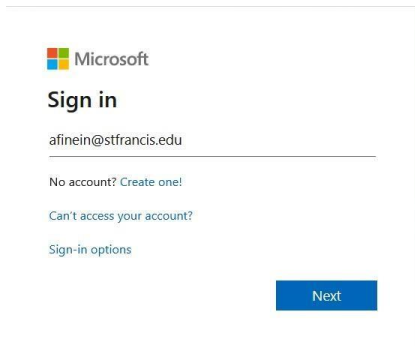
Android



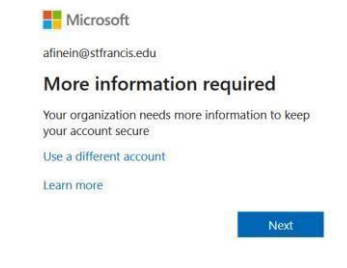
Apple iOS



2. From your computer, open a **web browser** and go to portal.office.com.
3. Enter your USF email address and password when prompted on your computer.



4. On the next screen, click **Next**.



5. On the next page, select **Mobile app** from the dropdown menu and then select **Use verification code**. Click **Set up**. A QR code will appear.

Step 1: How should we contact

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 Mobile app has been

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: [redacted]

URI: <https://mobileappcommunicator.authmicrosoft.com/mac/MobileAppCo>

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

6. Now, on your device, open the authenticator app. If prompted to agree to the privacy statement, click **I Agree** to begin adding your account.

7. Still working on your device, click the button for "**Scan a QR code.**" If your device asks for permission to take pictures and record videos, click **Allow**.



Peace of mind for your digital life

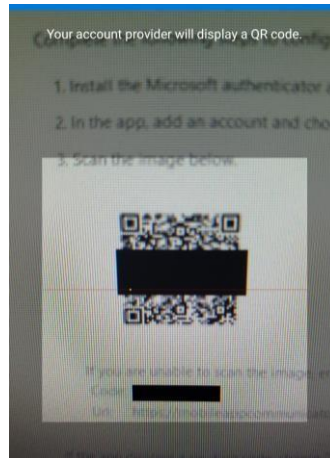
Secure your accounts with multi-factor authentication.

Sign in with Microsoft

Scan a QR code

QR code will be shared by your account provider

8. Point the camera from your device towards the QR code on the computer screen. It will automatically read the code and add the account.

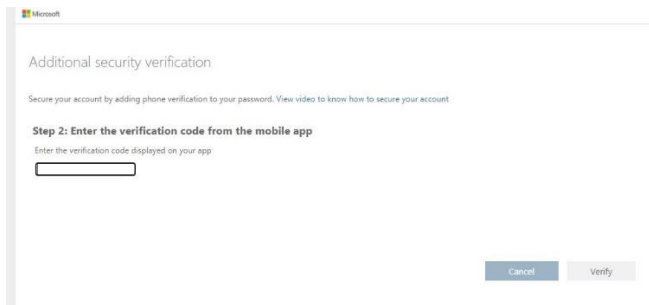


9. On your computer, click



Next.

10. You will then be prompted on the computer to enter the six digit code from your device.



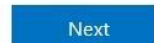
11. After entering the code from your device, you will be asked to **confirm your phone number** so that Microsoft can call/text you in the event your app is not working. Enter your phone number and click **next**.

Additional security verification

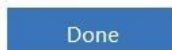
Secure your account by adding phone verification to your password. View video

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

United States (+1) [dropdown] 703 [input field]



12. If prompted, skip step 4 about copying the app password and click **Done** on the next page, you should be redirected to your Microsoft account. Going forward you will need to use the code from your device when logging into Microsoft services for added security.



13. Microsoft protects the app by requiring you to enter your phone/device passcode on supported devices before being able to access the app or approve notification. To turn this feature off, go to the **app main screen**, click the **three lines in the top left corner**, and select **Settings**. Turn off the toggle for App Lock.



For assistance, please contact the Technology Support Center by submitting a ticket at techsupport.stfrancis.edu/help or calling 815-768-TECH (8324).