MULTI-FACTOR AUTHENTICATION (MFA) for Office 365

NEW STAFF SETUP GUIDE
The Microsoft Authenticator app is required before beginning the setup of MFA on your account. Please download it from the Google Play Store for Android, or the App Store for iOS.

For more information on Microsoft Authenticator app, visit the Microsoft Authenticator page on the Apple App store, or Google Play store.

On your computer, open your preferred web browser and navigate to https://www.office.com
Click on the Sign in button.

Enter your MQ email address and click on the Next button.
Enter your MQ email address password and click the **Sign in** button.

It is now time to setup Multi-Factor Authentication (MFA).

Click on the **Next** button to proceed.
Please ensure you have the Authenticator app downloaded onto your phone, then press the Next button.

**Note:** If you do not own a smart phone, click I want to set up a different method and proceed to Alternate Authentication Methods.

Click Next on your computer screen to continue.

You will need to keep this screen open while you work on your mobile in the next steps, as the QR code displayed will be used to set up the Authenticator app.
Open the Authenticator app on your phone. If you have not used the app before, you will be shown an introduction. Press **Skip** or the > arrow to get to the main menu. You may be directed to enable push notifications, which is recommended. Next, press **Add account** on the main menu, then **Work or School account**. Proceed to **Step 11** of this guide.

If you do not have the **Add Account** button on the main screen of the **Microsoft Authenticator** app, click on the options menu dots in the upper right-hand corner, then click on **Add account**, and finally, click on **Work or School account**.

The **Authenticator** app will now look for the QR code prepared in **Step 8**, above.

Focus the camera over the QR code square. The app will automatically pair itself to your account.

Once scanned, press **Next** on the MFA setup screen in **Step 8**.
The MFA setup will now confirm that the configuration was successful by sending a test approval to your phone.

Click **Approve** on your phone and **Next** on your computer to complete the Setup.

**Congratulations!**

Your email (O365) account has now been setup with Multi-Factor Authentication.

The final page on the website will show you what device and default sign-in method you have configured.