

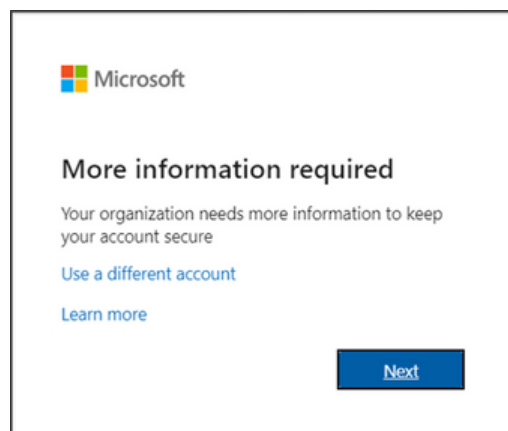
Microsoft MFA Setup Guide

Enhancing the security of your Microsoft 365 account through Multi-Factor Authentication (MFA) is a crucial step in safeguarding your data. MFA adds an extra layer of protection by requiring a second form of verification during sign-in. This guide will walk you through the process of setting up MFA using the Microsoft Authenticator app.

Step 1: Initial Sign-In

Navigate to the Microsoft 365 sign-in page and log in with your **@sistersofmercy.org** account credentials.

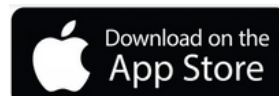
Upon signing in, you'll receive a prompt indicating that additional security verification is required. Click on "**Next**" to proceed.



Step 2: Install the Microsoft Authenticator App

You'll be prompted to install Microsoft Authenticator. On your mobile device, open the Google Play Store (Android) or App Store (iOS).

Search for "**Microsoft Authenticator**" or use the QR code below and install the app. Ensure the developer is by **Microsoft Corporation**.

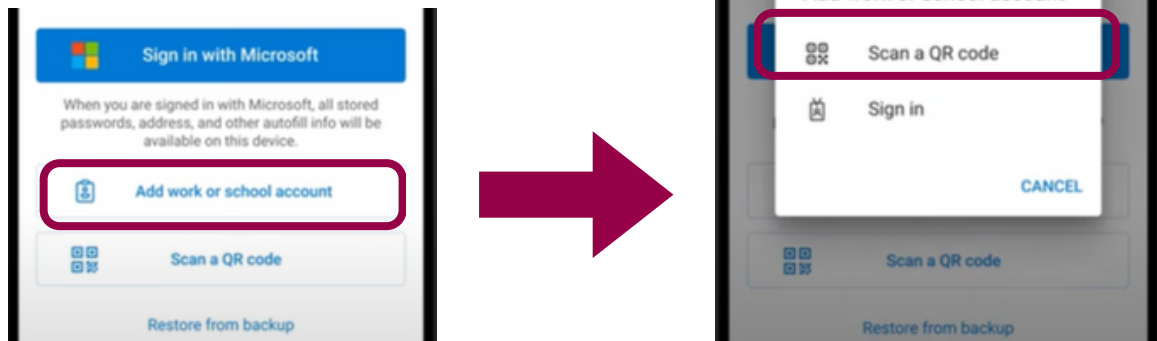


Step 3: Configure the Authenticator App

Launch the **Microsoft Authenticator** app on your mobile device.

If it's your first time using the app, you'll need to allow notifications and camera permission. In the app, select "**Add work or school account**".

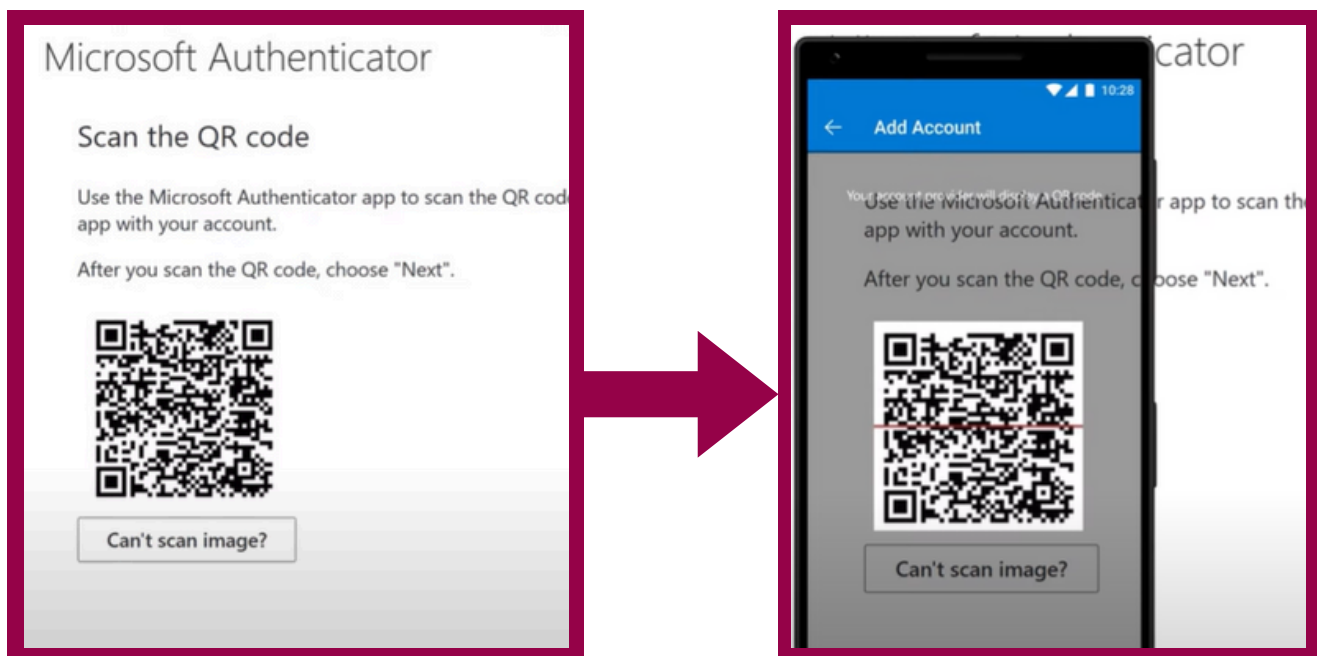
Choose the option to **Scan a QR code**.



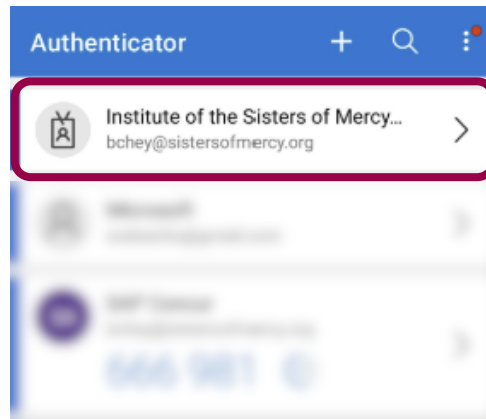
Step 4: Link the Authenticator App to Your Account

Return to your computer, where you were prompted to download the app and click **Next**. You should now see a QR code.

Use the Authenticator app on your mobile device to scan this QR code.

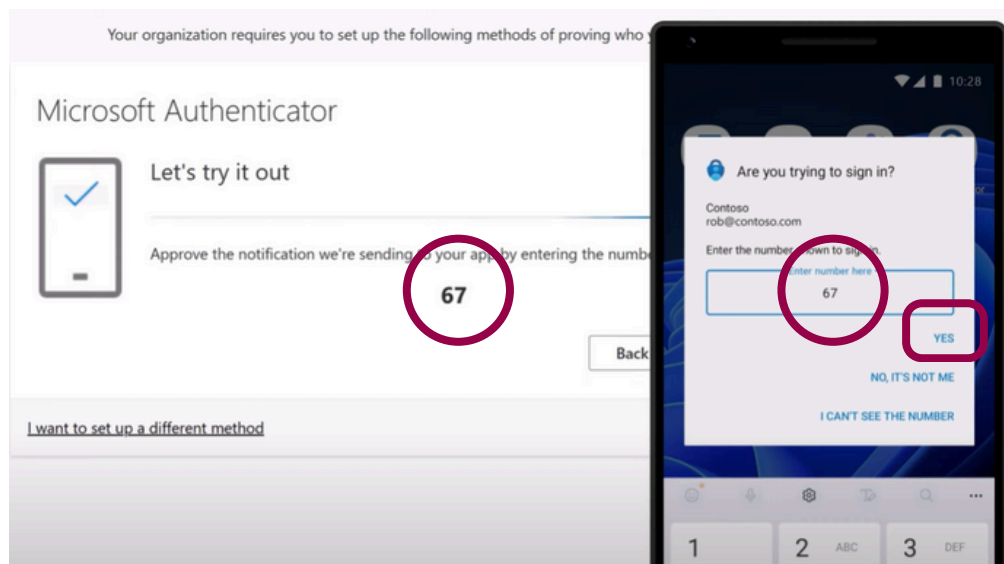


After scanning, the account will be added to your Authenticator app, displaying a six-digit code that refreshes **every 30 seconds**.

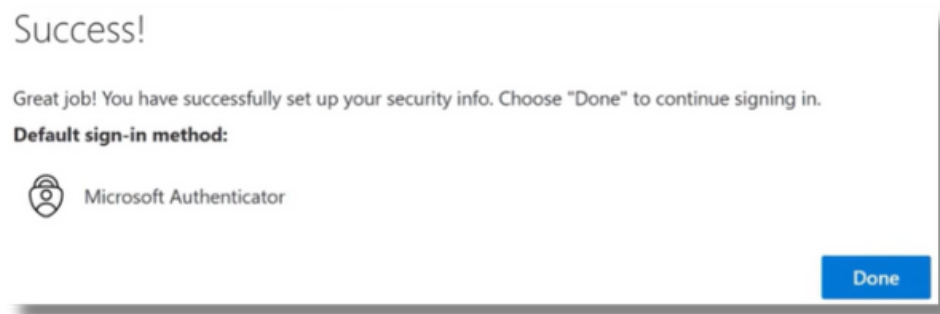


Step 5: Verify and Finalize Setup

On your computer, click "**Next**" after the QR code is scanned. To confirm the setup, Microsoft 365 will send a test notification to your Authenticator app.



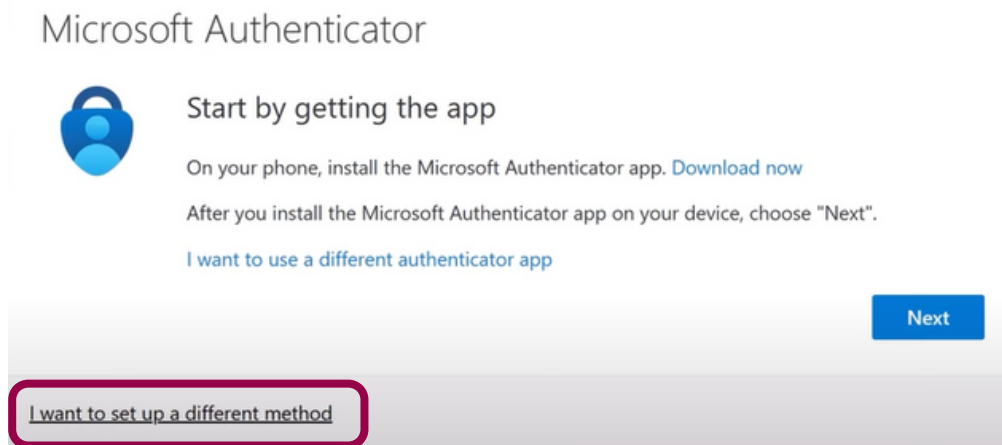
Tap the notification on your mobile device, enter the **number** shown on your computer and tap "**YES**" to complete the verification process.



Alternative Verification Methods

If you prefer not to use the Authenticator app, you can set up MFA using alternative methods such as SMS or phone calls:

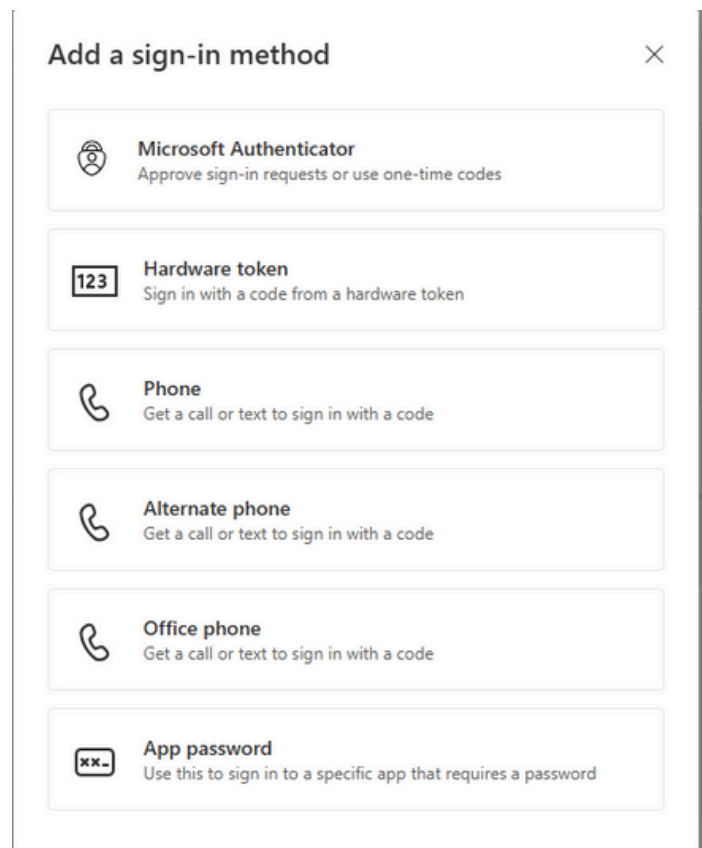
During the MFA setup process, when prompted to set up the Authenticator app, select "**I want to set up a different method**".



Choose either "**Phone**" or "**Email**" as your preferred method.

Follow the on-screen instructions to complete the setup using your chosen method.

Note: Following steps are for Phone.



Phone ×

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) ▼

☒ Receive a code
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Enter your mobile phone number where you want the text messages sent and click “Next”.

Check your phone for the 6 digit code from Microsoft and enter it in the field below.

Phone ×

We just sent a 6 digit code to +1 215645-XXXX. Enter the code below.

[Resend code](#)

By completing these steps, you've successfully enhanced the security of your Microsoft 365 account with Multi-Factor Authentication.

Phone ×

☒ Verification complete. Your phone has been registered.