D&S Helpdesk

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Office 365 MFA Setup and usage

Dave Topan - 2020-08-11 - 0 Comments - in Office 365

Set up Microsoft 365 sign-in for multifactor authentication

By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first specify your password and, when prompted, you also type a verification code sent to your phone.

 Login to Office 365 Admin portal, under Active users select Multi-Factor Authentication, Select Service Settings, Select Call to Phone

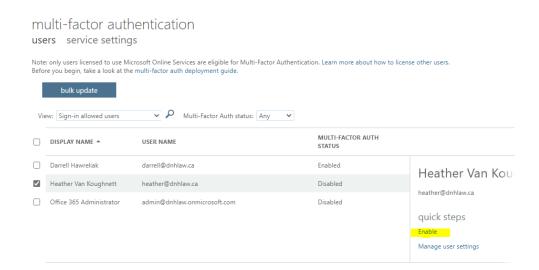
multi-factor authentication users service settings Note: only users licensed to use Microsoft Online Services are eligible for Multi-Factor Authentication. Learn more about how to license other users. Before you begin, take a look at the multi-factor auth deployment guide. bulk update View: Sign-in allowed users

Multi-Factor Auth status: Any multi-factor authentication users service settings app passwords Allow users to create app passwords to sign in to non-browser apps O Do not allow users to create app passwords to sign in to non-browser apps verification options Methods available to users: ☑ Call to phone Text message to phone ✓ Notification through mobile app ✓ Verification code from mobile app or hardware token remember multi-factor authentication Allow users to remember multi-factor authentication on devices they trust Days before a device must re-authenticate (1-60): 14 save

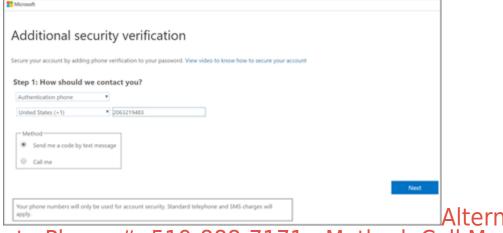
3.

2.

4. Enable MFA for user



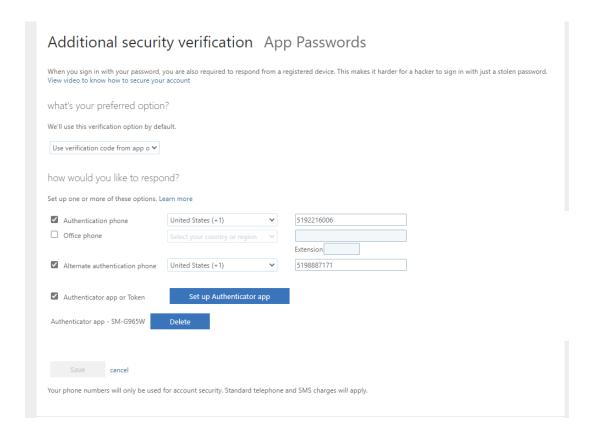
- 5. On the user's computer, browse to https://portal.office.com
- 6. Sign in to Microsoft 365 with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.
- 7. Choose Next.
- 8. Select your verification method and then follow the prompts on the page.



ate Phone #: 519-888-7171 - Method: Call Me

- 9. From your cell call -519-888-7171. You will be told that one time MFA has been set, then click Next
- 10. After you test your additional verification method, choose Next.
- 11. Setup Microsoft Authenticator App/Phone number verification for user as well.

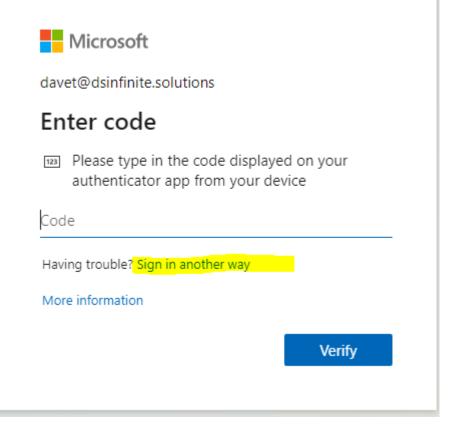
 Change default to "Use verification code from app.." Should look similar to below:



Usage

Before signing into a user who has MFA enabled, call 519-888-7171 from your phone. Wait for prompt to notify that MFA has been set.

Logon to user's account and select "Sign in another way"



Select Call +X XXXXXXX71 to initiate MFA authentication

