

# 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 multi-factor 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.

1. Login to Office 365 Admin portal, under Active users select Multi-Factor Authentication, Select Service Settings, Select Call to Phone
2. 
3. 
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.  
 **Alternate 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 XXXXXXXX71 to initiate MFA authentication

