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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.

- 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.
- Setup Microsoft Authenticator App/Phone number verification for user as well.
 Change default to "Use verification code from app.." Should look similar to below:

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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"

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Select Call +X XXXXXX71 to initiate MFA authentication

