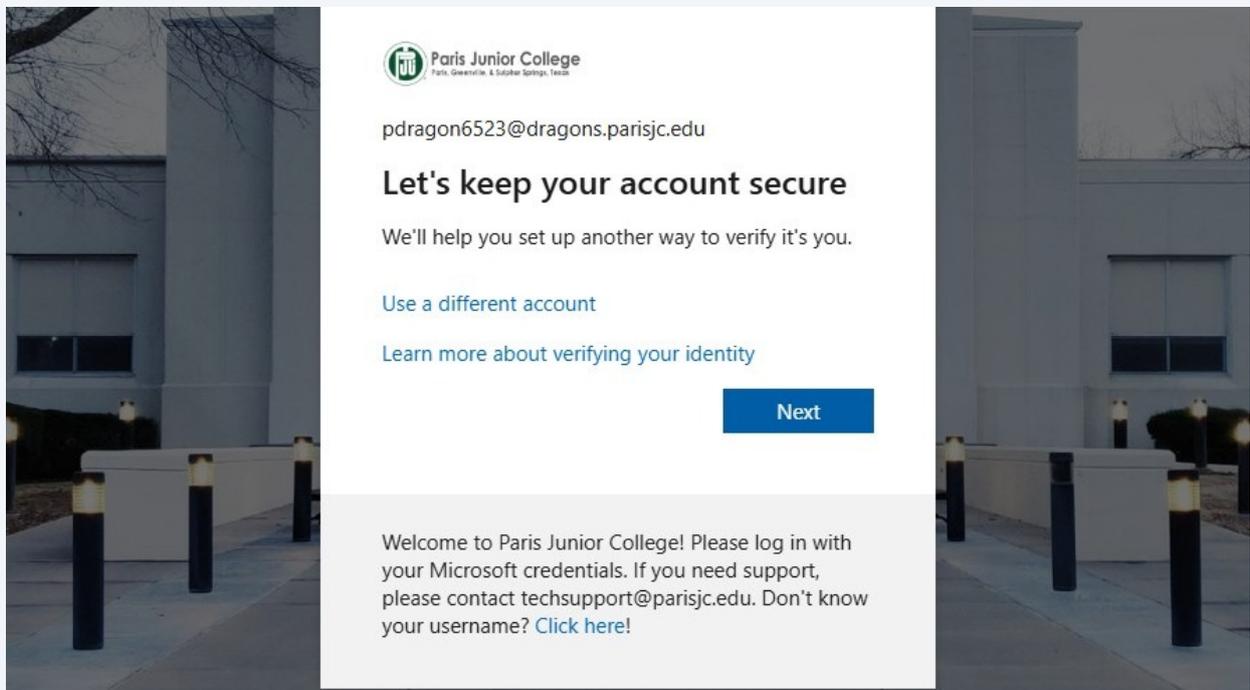


Setting Up MFA with Microsoft 365

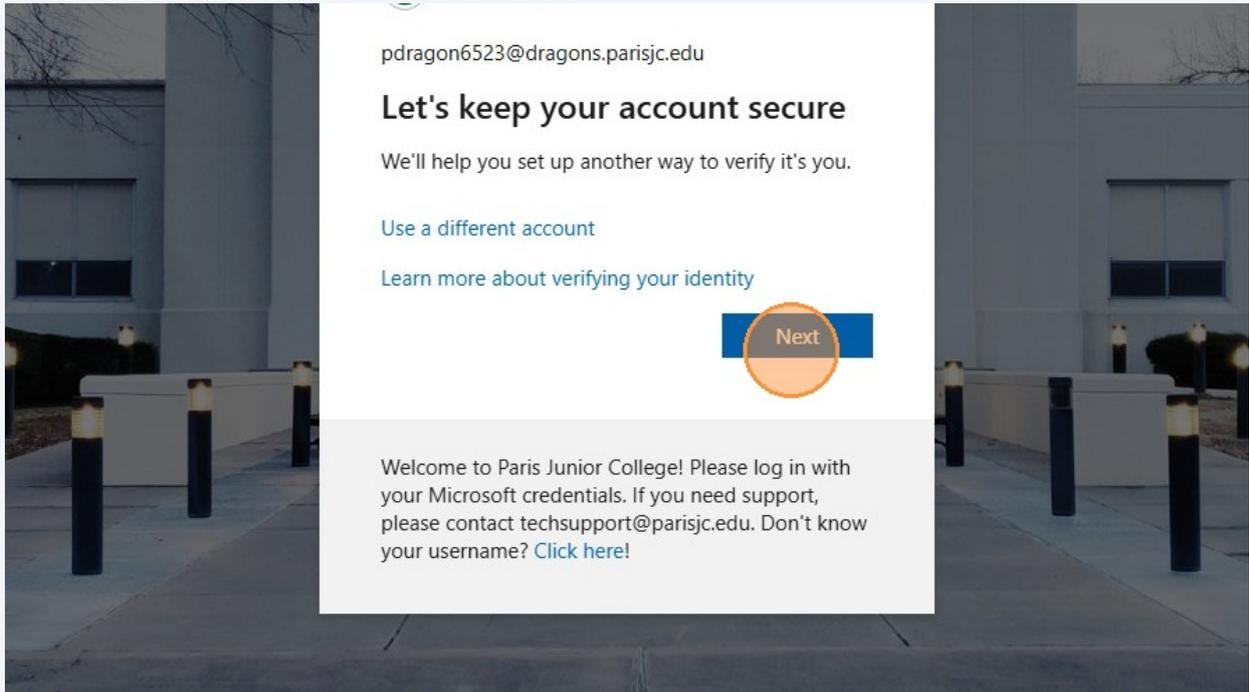
1

After logging in to outlook.com, portal.office.com, or navigating to <https://login.microsoftonline.com/kmsi>, you may be prompted to "keep your account secure."

This is the beginning of the Multifactor Authentication (MFA) setup process for your Microsoft 365 (Email) access.

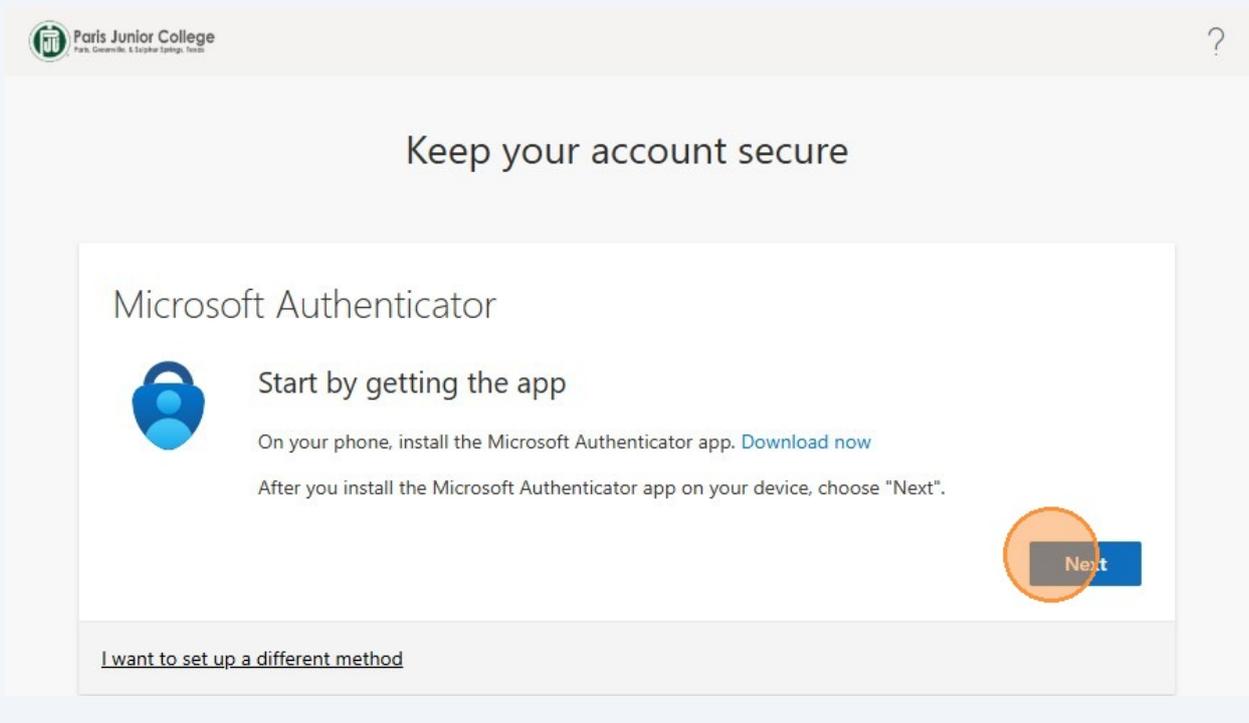


2 Click Next



3 Click "Next" to setup MFA with Microsoft Authenticator.

If you choose to set up a different method, please scroll down to the "**Phone (SMS)**" setup.





Microsoft Authenticator - App Installation

At this point, you will need to go to the App Store on Apple iOS devices, or the Google Play store on Android devices and download the "Microsoft Authenticator" app. Ensure the publisher is "Microsoft".

For assistance, please email techsupport@parisjc.edu.

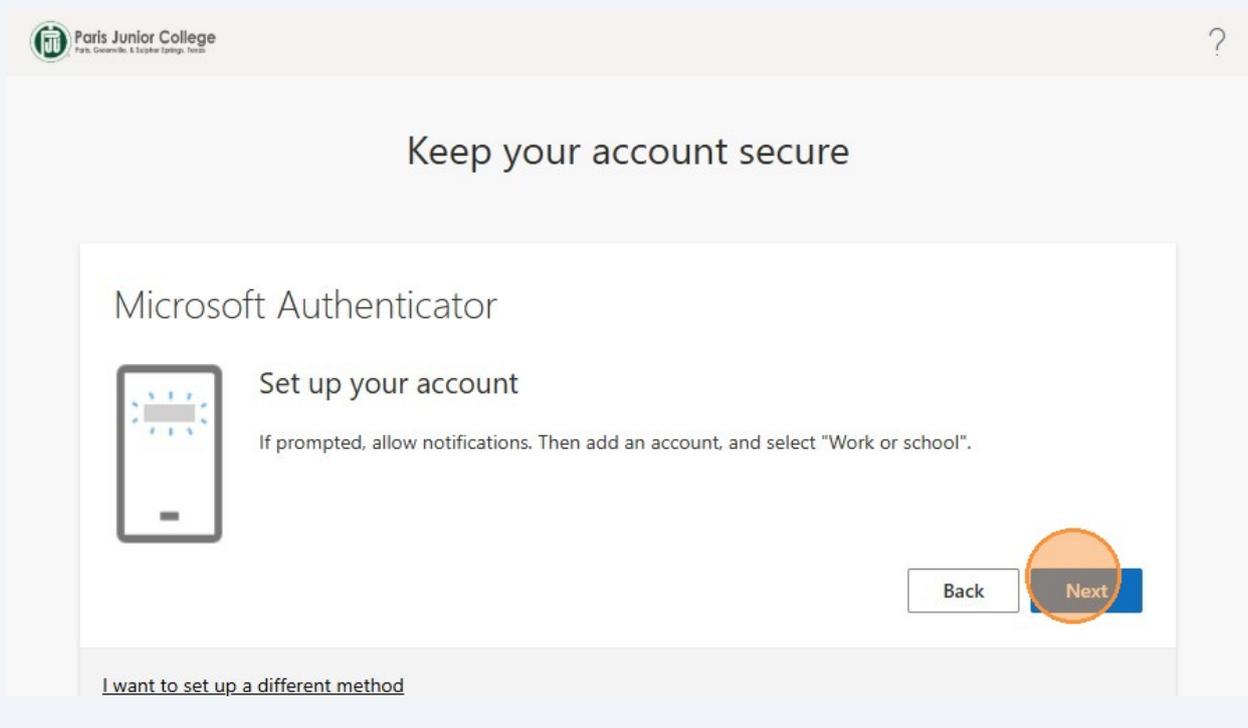


Below are QR codes for the respective stores.



4 Microsoft Authenticator:

Once you have installed the app, follow the directions below and then click Next.



5 Microsoft Authenticator:

Using the app:

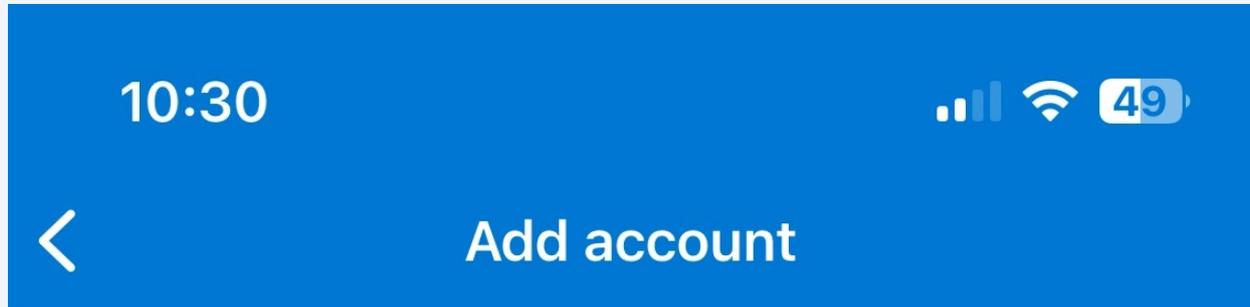
- Click the "+" in the upper right hand corner.



6 Microsoft Authenticator:

Using the app:

- Select "Work or school account".



WHAT KIND OF ACCOUNT ARE YOU ADDING?



Personal account



Work or school account



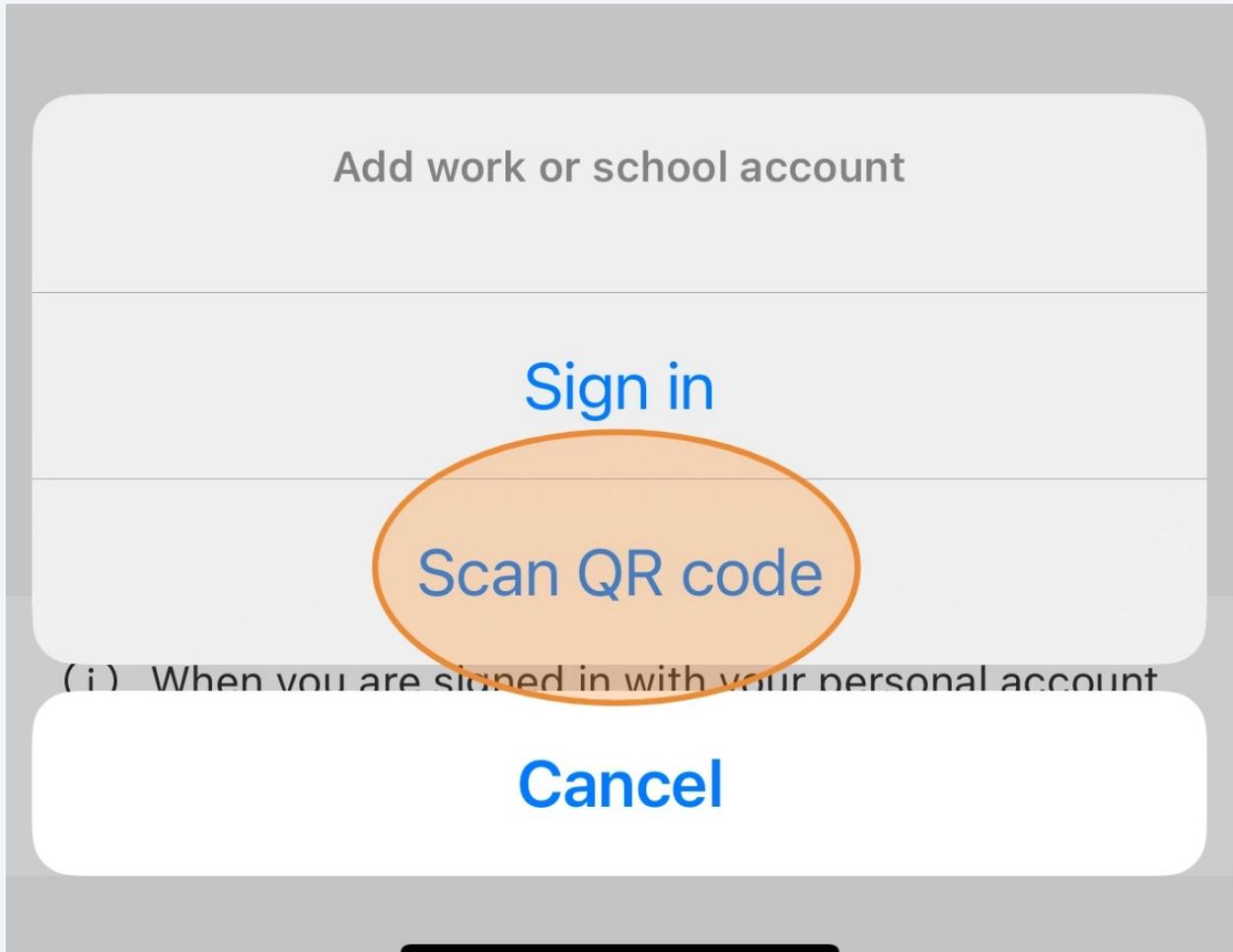
Other (Google, Facebook, etc.)



7 Microsoft Authenticator:

Using the app:

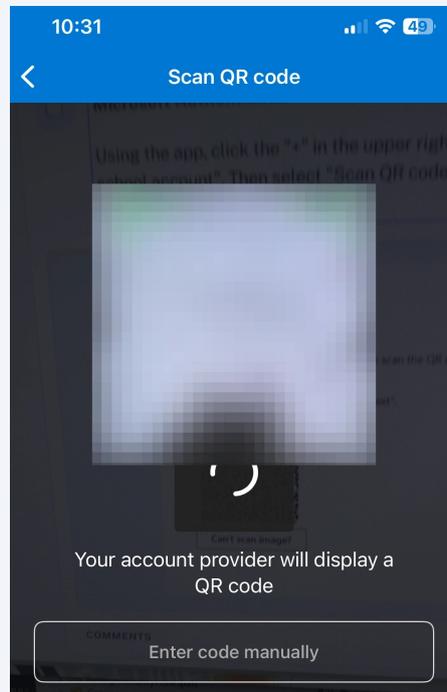
- Select "Scan QR code."



8 Microsoft Authenticator:

Using the app:

- Scan the QR code displayed on your screen



9 Microsoft Authenticator:

Back on your computer, click "Next"

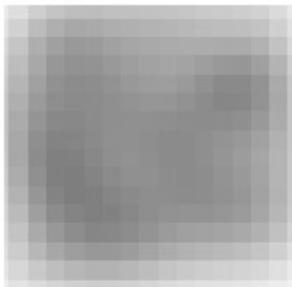
Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

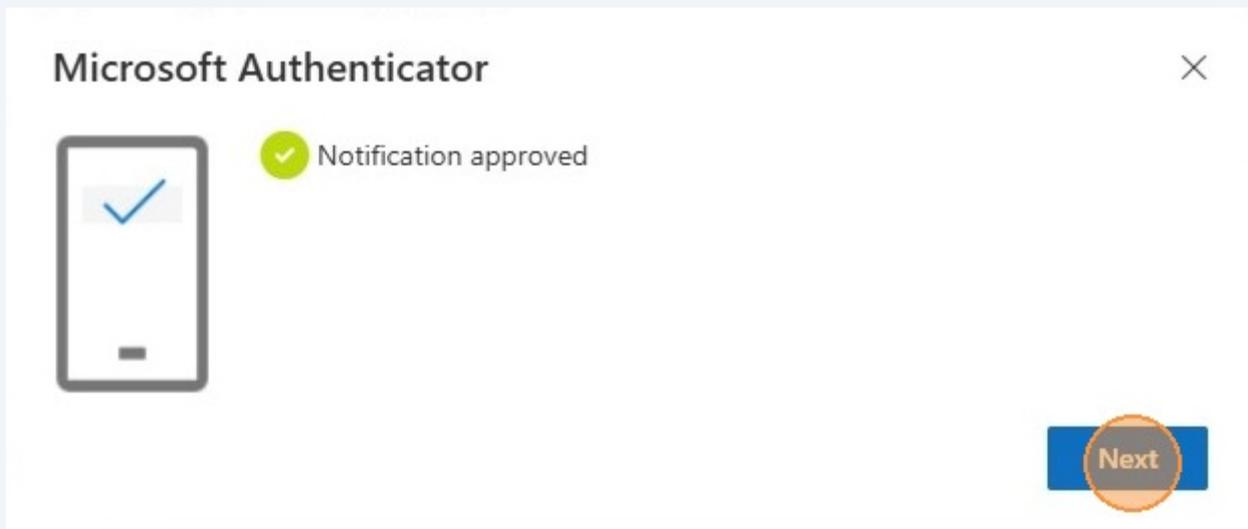
Next

10 Microsoft Authenticator:

Input the number displayed on your computer screen into your Microsoft Authenticator app. Once complete, you will automatically be redirected to the screen below.

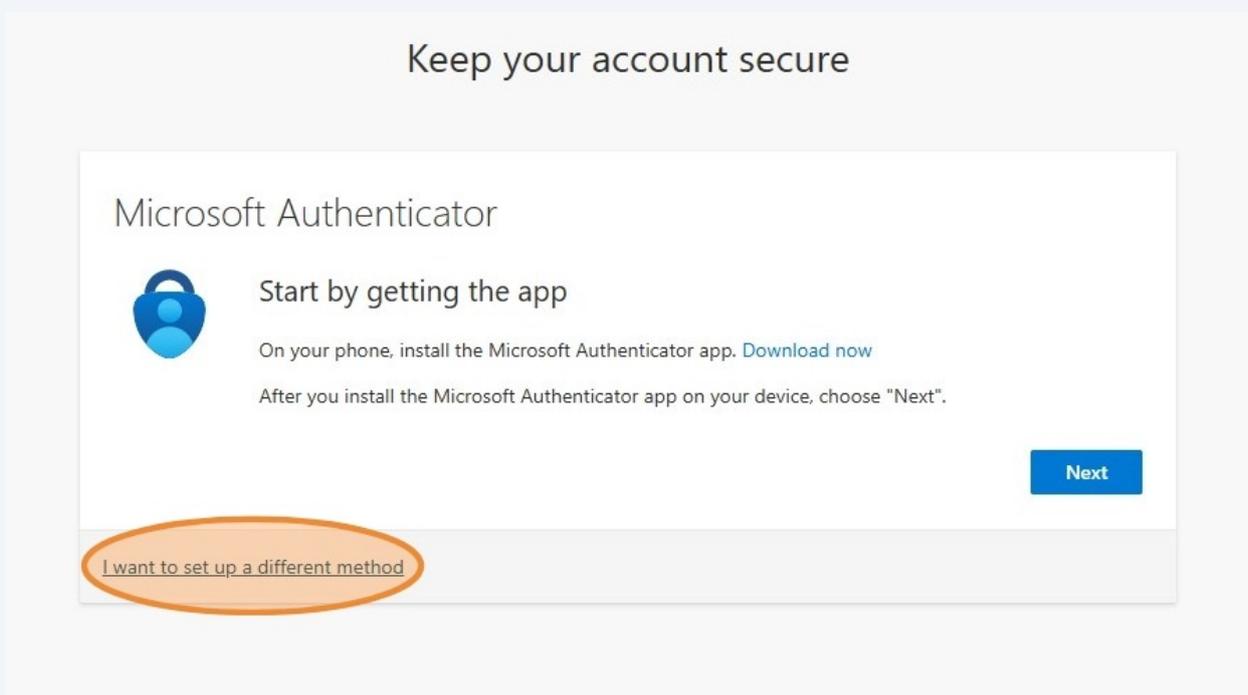
Click "Next"

You can now proceed to step 21.



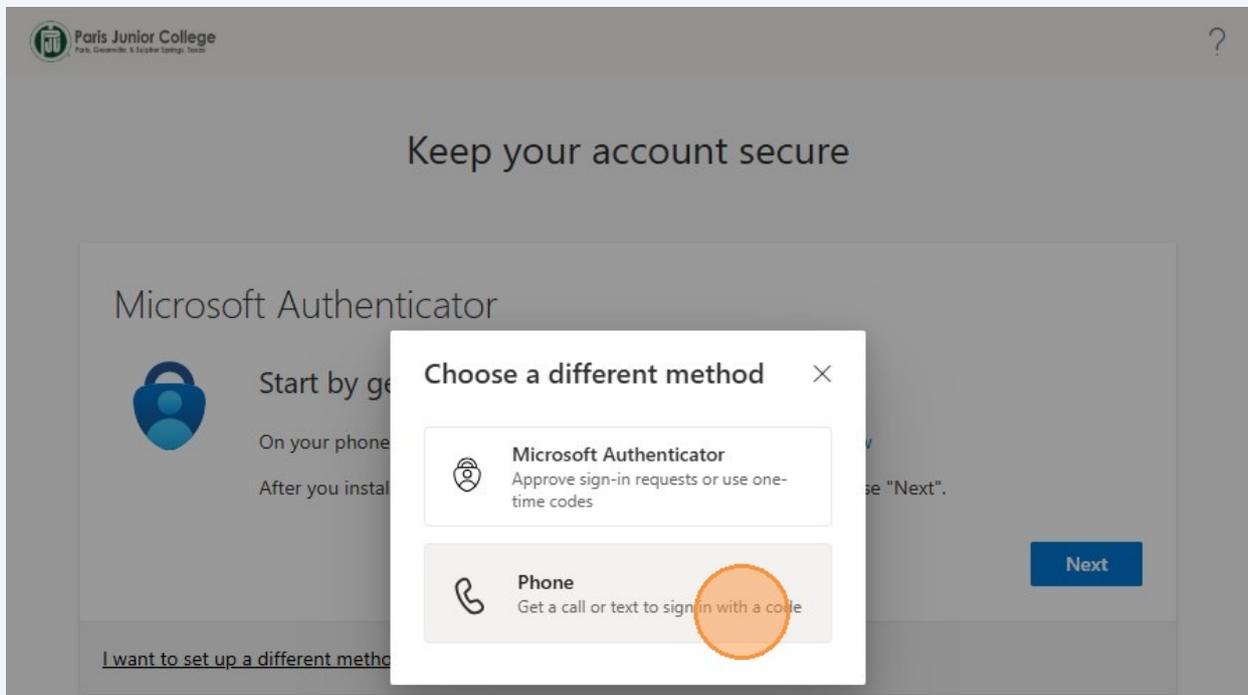
11 Phone (SMS):

Click "I want to set up a different method"



12 Phone (SMS):

Click "Get a call or text to sign in with a code"



13 Phone (SMS):

Click the "Enter phone number" field and enter your desired SMS-enabled phone number.

Keep your account secure

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](#).

Next

14 Phone (SMS):

Once you've entered your phone number, select "Receive a code" if it is not already selected. If you are prompted for a "Call me" option, **do not** select it as it is not supported.

Click "Next"

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](#).

[Next](#)

[I want to set up a different method](#)

15 Phone (SMS):

Click the "Enter code" field. And enter the code sent to your phone.

Paris Junior College
Paris, Greenville, & Sevier Springs, Tenn.

Keep your account secure

Phone

Enter code

[Resend code](#)

[I want to set up a different method](#)

16 Phone (SMS):

Once your code is entered, click "Next"

Paris Junior College
Paris, Greenville, & Sevier Springs, Tenn.

Keep your account secure

Phone

[Resend code](#)

[I want to set up a different method](#)

17 Phone (SMS):

Verification should complete successfully. If not, please try again or reach out to techsupport@parisjc.edu

Click "Next"



Keep your account secure

Phone

 Verification complete. Your phone has been registered.

Next

18 **Phone (SMS):**

Click "Done"



Paris Junior College
Paris, Greenville, & Taylor Springs, TN



Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



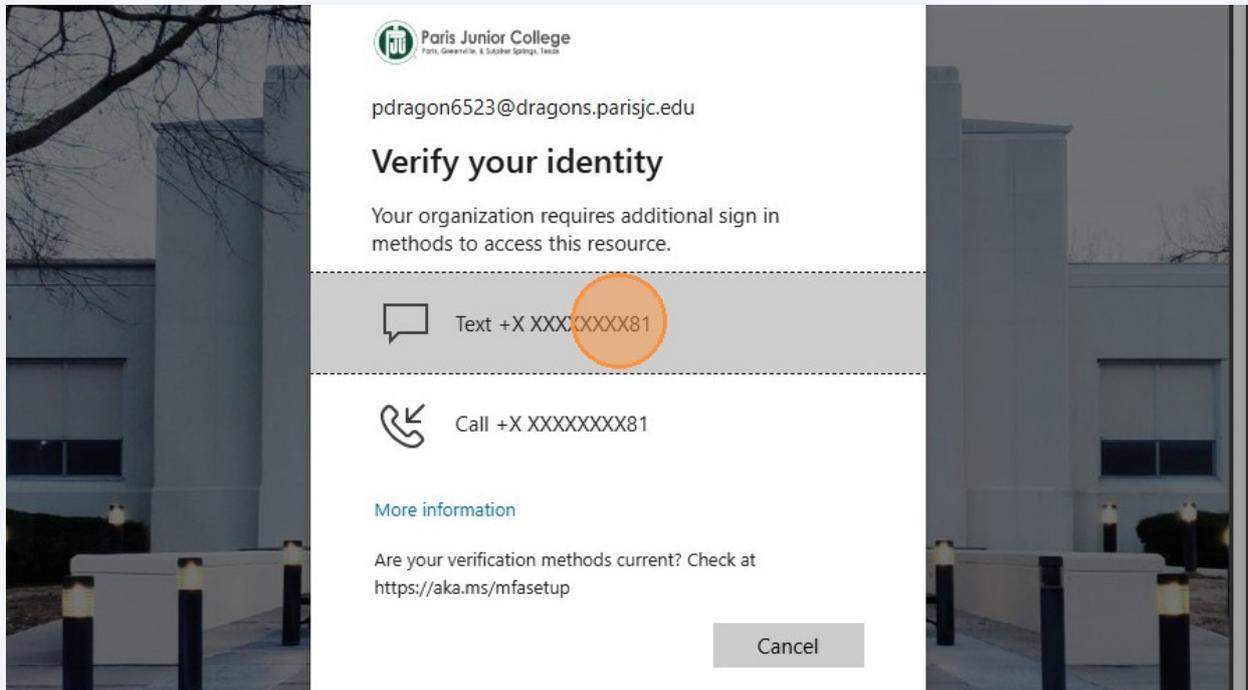
Phone

Done

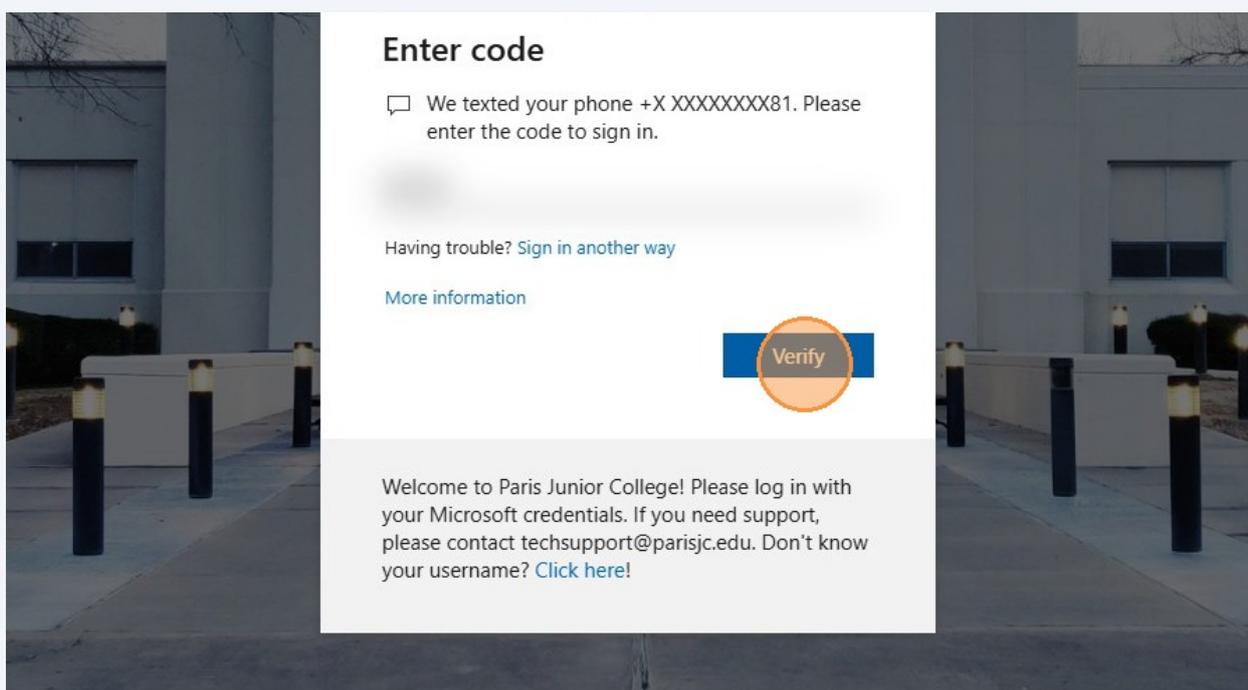
19 Sign in:

Once your preferred MFA method setup is complete, you will be redirected to login, this time using your recently created MFA method.

In the following **Phone** (SMS) example, we will click "(Your number)"



20 Enter the code sent to your phone and then click "Verify".



21

Verify your MFA registrations:

Once complete, you can verify your MFA registrations here:

<https://mysignins.microsoft.com/security-info>

This page displays the various methods used for MFA.

The screenshot shows the Microsoft Security Info page for a user at Paris Junior College. The page title is "Security Info" and it contains the following information:

- Header: Paris Junior College | My Sign-Ins
- Section: Security info
- Text: "These are the methods you use to sign into your account or reset your password."
- Text: "You're using the most advisable sign-in method where it applies."
- Text: "Sign-in method when most advisable is unavailable: Phone - text +1 [redacted] Change"
- Table of MFA methods:

+ Add sign-in method				
Phone	+1 [redacted]	Change	Delete	▼
Password	Last updated: an hour ago	Change		
Microsoft Authenticator	Push multi-factor authentication (MFA)		Delete	

22

That is all! If you have issues or questions with MFA setup, please reach out to techsupport@parisjc.edu