

SETTING UP MFA FOR WINDOWS

More information on this additional security can be found here: www.drexel.edu/it/mfa

Microsoft also has a link with information:

<https://support.office.com/en-us/article/use-microsoft-authenticator-with-office-365-1412611f-ad8d-43ab-807c-7965e5155411>

CHANGES FOR PC USERS

OUTLOOK 2016



Outlook 2016 is the *only* Outlook version that supports Multi-Factor Authentication. If you have a Drexel-owned machine you can install it by going to [Software Center](#) (look for Office 365 ProPlus 32-Bit).



For personally owned devices, install the latest Office version (for free) by going to <https://portal.office.com> and sign in your Drexel account.

Once installed, you will be prompted to authenticate the app with your account.

A screenshot of a web-based login page. At the top left, it says 'Enter password'. Below that, it says 'Enter the password for qq84@drexel.edu'. There is a password input field with a masked password '*****'. Below the input field, there is a link 'Forgot my password'. Underneath, there is a 'Need help?' section with a paragraph of text: 'If you have trouble with this service, send an email to the Drexel IT Accounts Office at accounts@drexel.edu or call us at 215.895.2020. For specific help with Office 365, go to drexel.edu/it/office365.' At the bottom left, there are links for 'Sign in with another account' and 'Privacy statement'. At the bottom right, there is a blue 'Sign in' button. The Drexel University logo is in the top right corner.A screenshot of a security verification page. At the top, it says 'Help us protect your account'. Below that, it says 'Your admin has required that you set up this account for additional security verification.' At the bottom, there are two buttons: a blue 'Set it up now' button and a grey 'Back' button. The Drexel University logo is in the top right corner.

Click "Set it Up Now"

SETUP MICROSOFT AUTHENTICATOR APP

Verify your identity 

To set up your device, your admin requires that you verify your identity with a phone.

Mobile app

Let's first install Microsoft Authenticator. To do so,

1. If you don't have the app yet, search for "Microsoft Authenticator" in your phone's store.
2. Launch the app and tap "+".
3. Scan the QR code below:



Can't scan the code? Enter this info in the app:
Code: 701 662 175
Url: <https://cys01pfpad08.phonefactor.net/pad/971478444>

Activate app without

Next **Back**

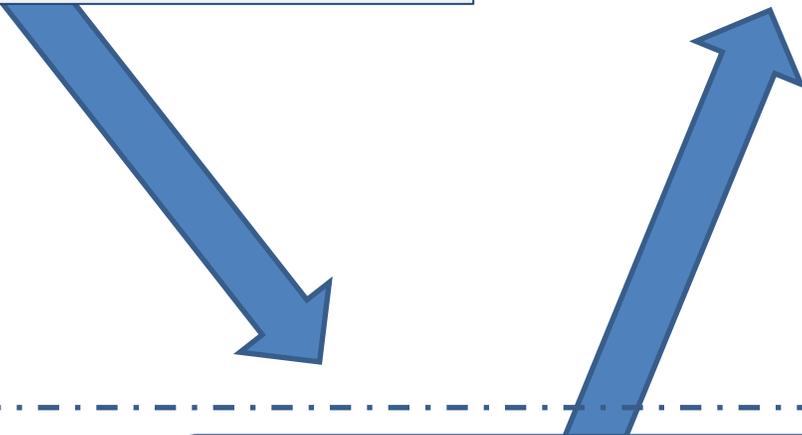
Verify your identity 

To set up your device, you must verify your identity with the method of your choice.

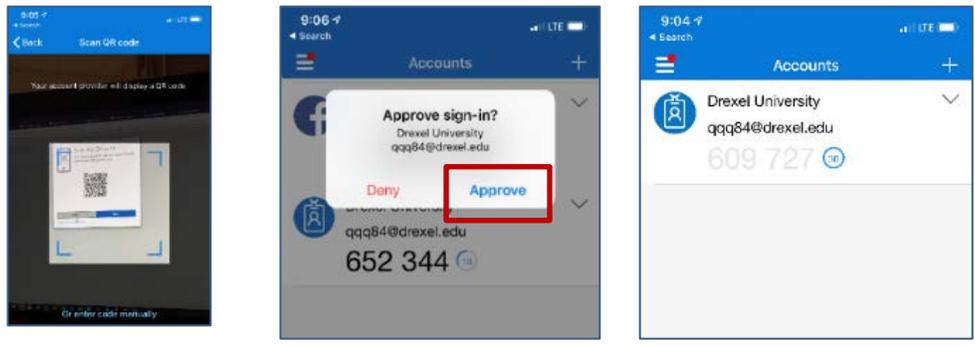
How would you like to use this mobile app?

- Receive a notification on my phone
- Use verification code from the mobile app

Next **Back**



On your mobile device...



The first screenshot shows the 'Scan QR code' screen with a QR code being scanned. The second screenshot shows the 'Approve sign-in?' prompt with a red box around the 'Approve' button. The third screenshot shows the 'Accounts' list with 'Drexel University qq84@drexel.edu' and a verification code '609 727'.

SETUP AN ALTERNATE METHOD OF AUTHENTICATION

Just in case you lose your app 

To set up your device, your admin requires that you verify your identity with a phone.

Select your country or region: Phone number:

[Next](#) [Back](#)

Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

Allow my organization to manage my device

[This app only](#) [Yes](#)

Approve Outlook to use your account

Enter password 

Enter the password for mfa1est54@drexel.edu

[Forgot my password](#)

Need help?

If you have trouble with this service, send an email to the Drexel IT Accounts Office at accounts@drexel.edu or call us at [215.895.2020](tel:215.895.2020). For specific help with Office 365, go to drexel.edu/it/office365.

[Sign in with another account](#)
[Privacy statement](#)

[Sign in](#)

Help us protect your account 

We've sent a notification to your mobile device. Please respond to continue.

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[Use a different verification option](#)

[Next](#) [Back](#)