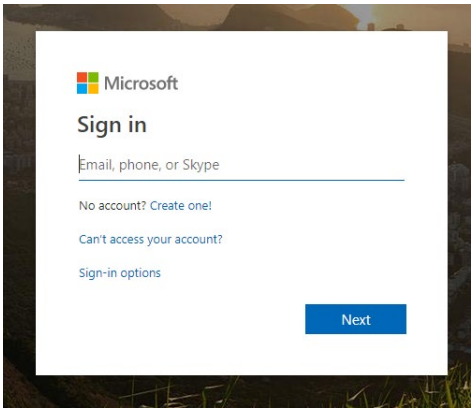
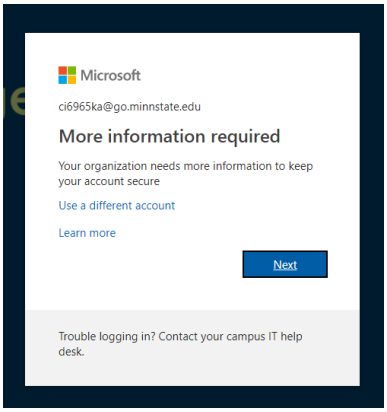
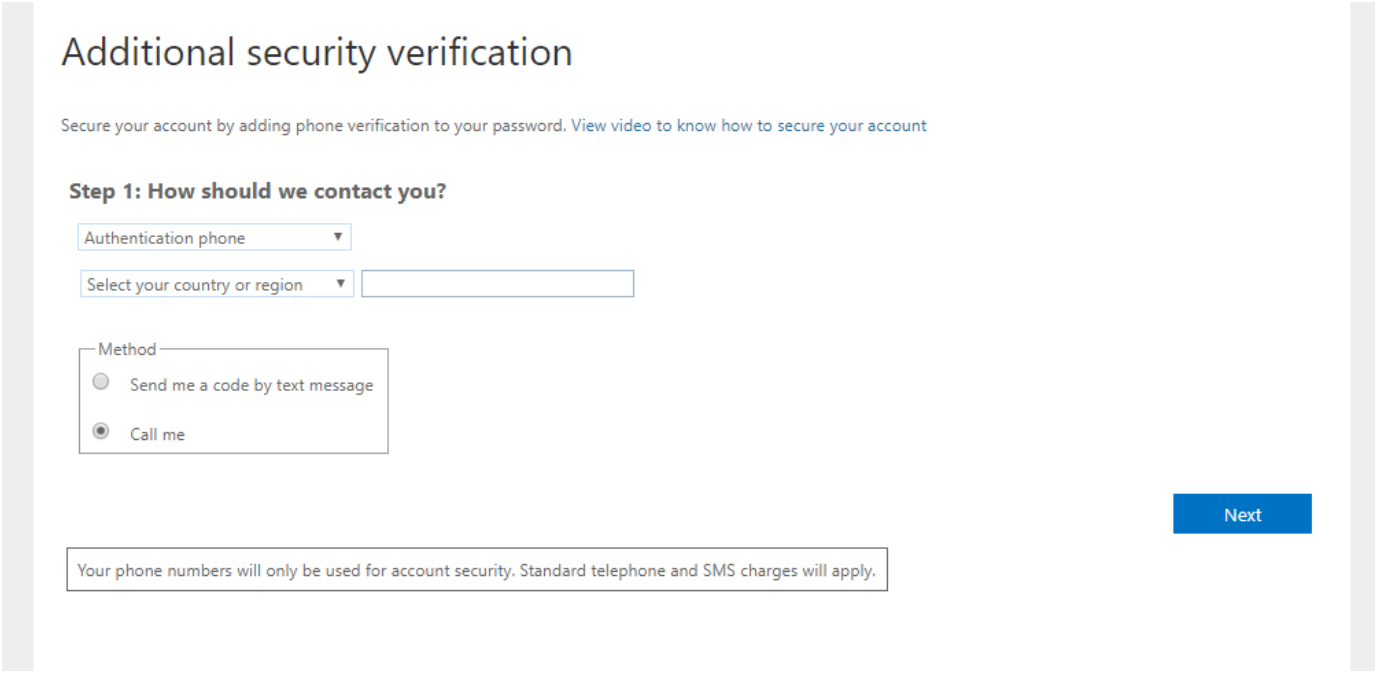
Office 365 Multi-Factor Authentication Set up



On any computer, navigate to **https://account.activedirectory.windowsazure.com/Proofup.aspx**
Then, log in.
Students: [StarID]@go.minnstate.edu
Faculty/Staff: [StarID]@minnstate.edu



Once signed in, you will be prompted to provide more security information to your account. Click '**Next**'.



Now, click on the first dropdown and select which secondary device you would like to use for multi-factor authentication.
Authentication phone: This will verify through an Automated phone call or text.
Office Phone: This will verify through your office phone. Mobile App:
Mobile App: This will use the Microsoft authenticator App to secure your account.

Please Decide which option you would like to chose and the navigate to that section on the next page.

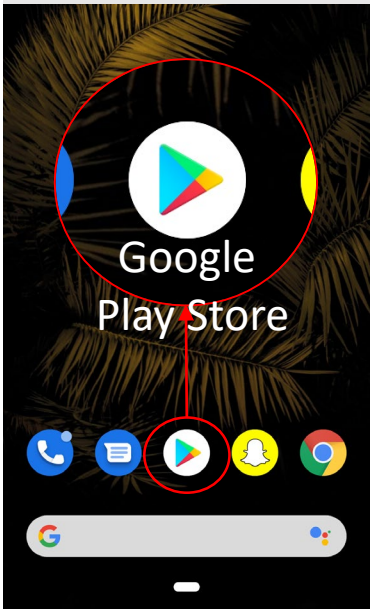
Office 365 Multi-Factor Authentication Set up

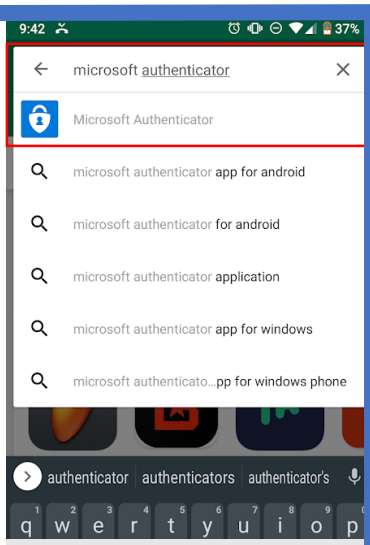
Mobile Authenticator App Download

If you do not wish to use the mobile authenticator app, skip this page.

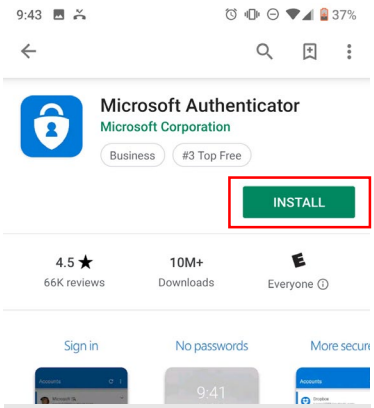
Android

On your smartphone, navigate to the Google Play Store



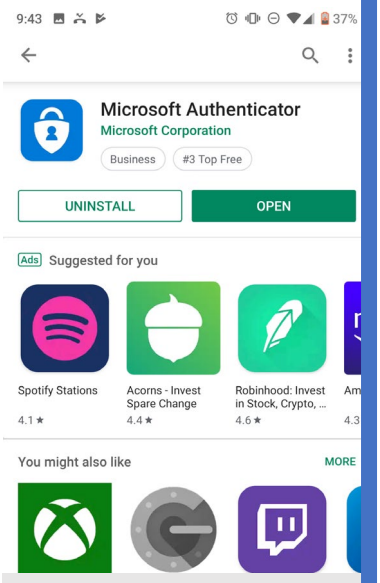


In the search bar, type “Microsoft Authenticator”, Then click the first option shown above.



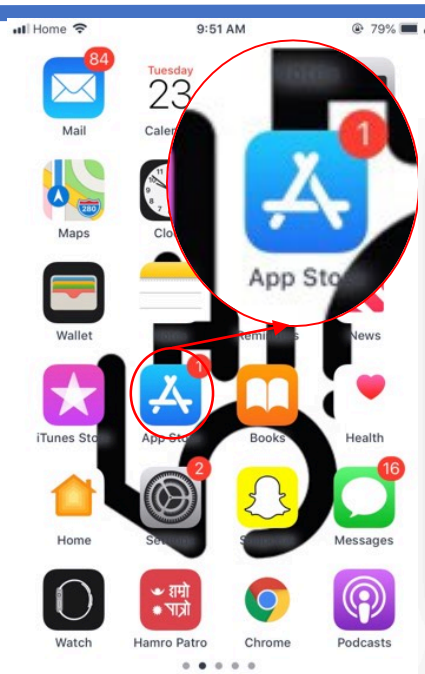
Click “Install”. Once install is finished you are ready to go to the next page!

Note: You may need to enter your Google password if prompted.

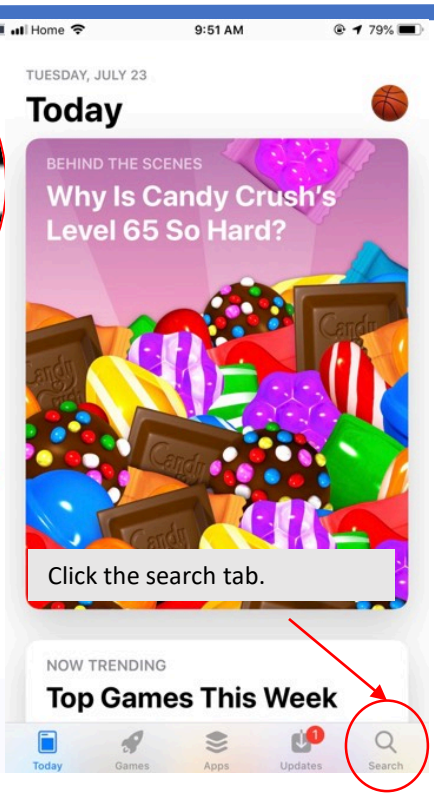


When the setup is complete the store page should look like this, and you are ready to move to the next steps!

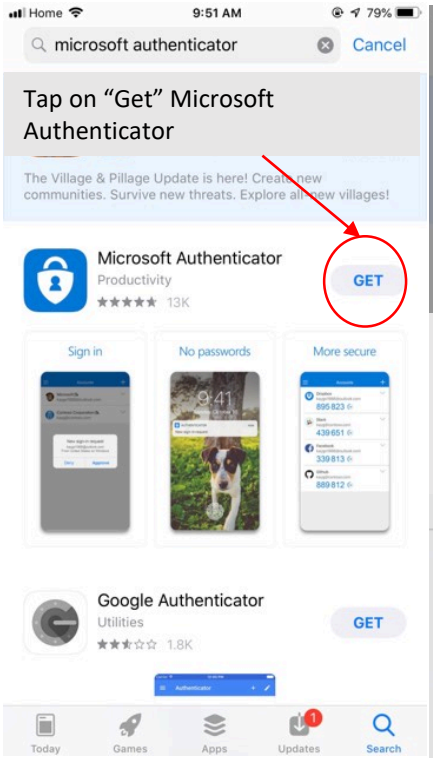
iPhone



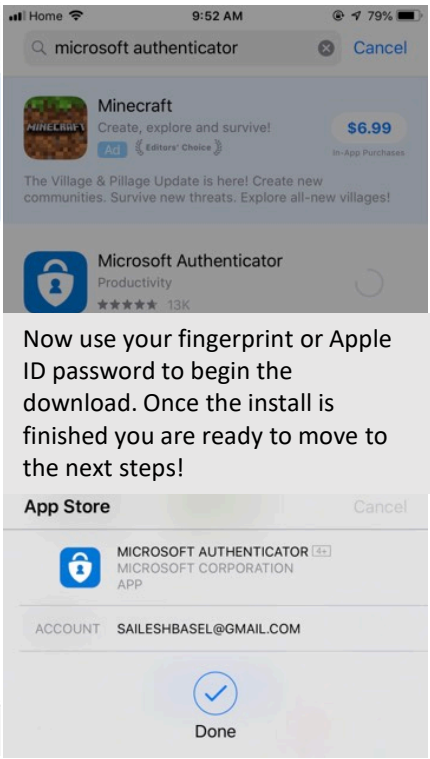
On your iPhone, navigate to the App Store



Click the search tab.



Tap on “Get” Microsoft Authenticator



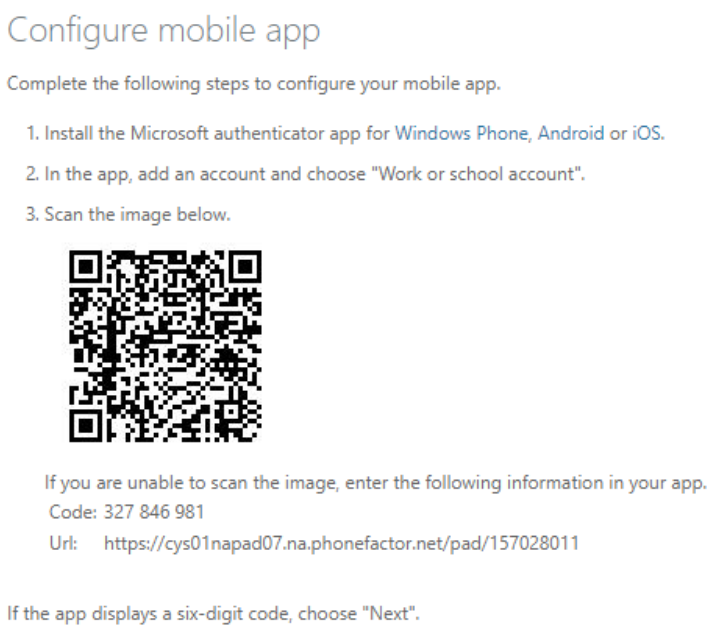
Now use your fingerprint or Apple ID password to begin the download. Once the install is finished you are ready to move to the next steps!

All the available authentication methods are listed below with instructions on how to activate. We recommend you chose more than one.

Mobile Authenticator App

From the first drop down select "**Authenticator App**" and then click whether you want to verify through secret code, or app notification. Then click "**Set Up**".

On the Microsoft Authenticator app, click "**Add Accounts**" , then "**Work or School account**". The app will ask for permission to use your camera, click "**Allow".** Then you simply need to **scan the QR code** on your computer screen and you are done!

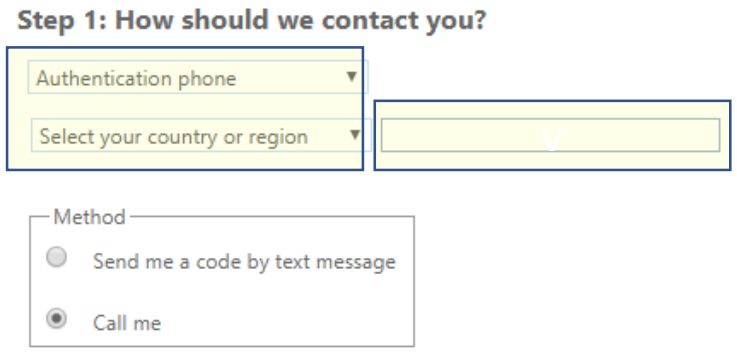


Authentication Phone

From the first drop down select "**Authentication Phone**" and then type in the phone number you would like to use along with the country code of your phone number.

Next Choose whether you would like to verify through call or text.

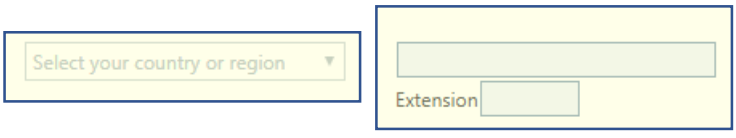
Click "**Next"** and you will receive a call or text with instructions on how to complete the process.



Office Phone

From the first drop down select "**Office Phone**" and then type in the phone number **and extension** along with the country code of your phone number.

Click "**Next"** and you will receive a call with instructions on how to complete the process.



Process complete! To add more than one authentication method, simply follow this guide again.