Office 365 Multi-Factor Authentication Set up



On any computer, navigate to https://account.activedirectory.windowsa zure.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**'.

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ure your account by addi	ng phone vernication to yo	n password, view	VIGEO LO KNOW NOV	v to secure your acc	June	
tep 1: How should	we contact you?					
Authentication phone	T					
Select your country or re	gion 🔻					
-Method						
Send me a code by	text message					
Call me						
						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.

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Mobile Authenticator App Download

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

iPhone

Android

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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.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.

2. In the app, add an account and choose "Work or school account".

3. Scan the image below.



If you are unable to scan the image, enter the following information in your app. Code: 327 846 981 Url: https://cys01napad07.na.phonefactor.net/pad/157028011

If the app displays a six-digit code, choose "Next".

Step 1: How should we contact you?

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Select your country or region	
	Extension