

Office 365 Multi Factor Authentication (MFA)

MFA adds an additional layer of security to your account.

When you try to login to your O365 account, you will be told that “More information is required” and to either setup MFA via the Microsoft Authenticator App or via SMS.

METHOD 1: Registering for the Authenticator App

To register for the Authenticator App, first Install the Microsoft Authenticator App onto your device. Click Next on the below screen.

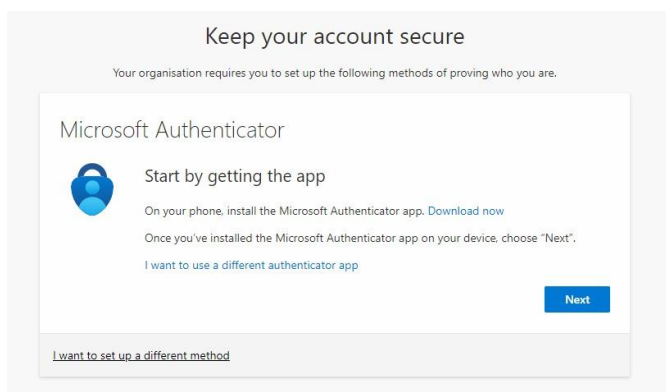
You will be presented with a QR code. Click the ADD (+) button on your Authenticator App and scan the QR code.

It's a good idea to use two different devices when initially registering the app. Sign in to www.office.com using your school email and password on a device that does not contain the app (eg Laptop, Computer or Tablet) to allow you to use your device with the App to scan the QR.

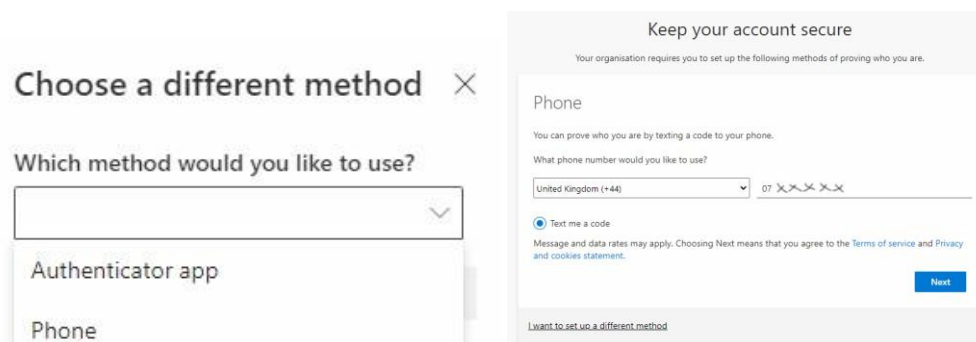
METHOD 2: Registering for SMS (Text Message) MFA

When you try to use the ‘Login with Microsoft’ feature or sign in to Office 365 (www.office.com) for the first time using your school email address and password, you will see the screen below.

Click Next and you will be faced with the below screen. To setup SMS (Text Message) MFA, click “I want to set up a different method” at the bottom.



Next, select Phone from the dropdown menu. On the next screen, select United Kingdom (+44) from the dropdown menu and enter your phone number. Click next and you will then receive a 6 digit code to register your number. Enter the code on the screen to complete the setup.



When you sign in to your O365 account using your username and password, you will then receive a SMS message with a code to enter.

Verify your identity




Text +XX XXXXXXXXXX51

[More information](#)

Cancel

Enter code

 We've texted your phone +XX XXXXXXXXXX51.
Please enter the code to sign in.

391259

[More information](#)

Cancel

Verify

For Support Email ithelpdesk@madeleyacademy.com or visit the IT Services Office on the first floor opposite ICT1.