# How to Set up Multi-Factor Authentication

How to Login to Office 365 – via Modern Authentication

1. Authentication: Office 365 will require you to authenticate via the standard Modern Authentication prompt. **Your credentials will be your email address for the username, and your password that you use to log into your computer.**

2. Once you have authenticated, you will be given the following prompt to enroll for Multi Factor Authentication. Click on Set it up now:
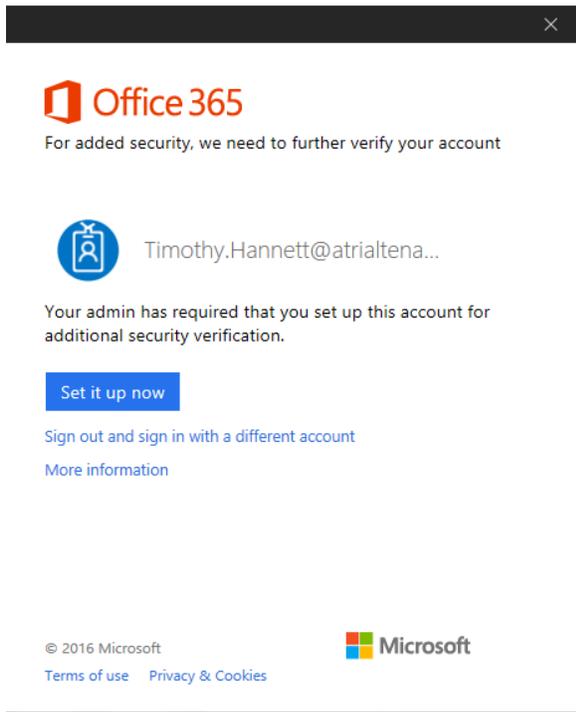
3. Next, you can set your preferred option on how MFA will contact you to verify your identity. The default is set to "Text code to my authentication phone". You will be asked to be contacted via a phone number to verify your identity.
   a. You may use your cell phone -- you can either be called, or you can receive a text message code which you will need to type into the window to verify your identity.
   b. Or you can enter your office desk phone. For a desk phone, the service will call you and provide instructions.
   c. You can also enter an alternate authentication phone (for instance, your home phone number if you are trying to login from home)

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Additional security verification   app

When you sign in with your password, you are also required to respond from a regi
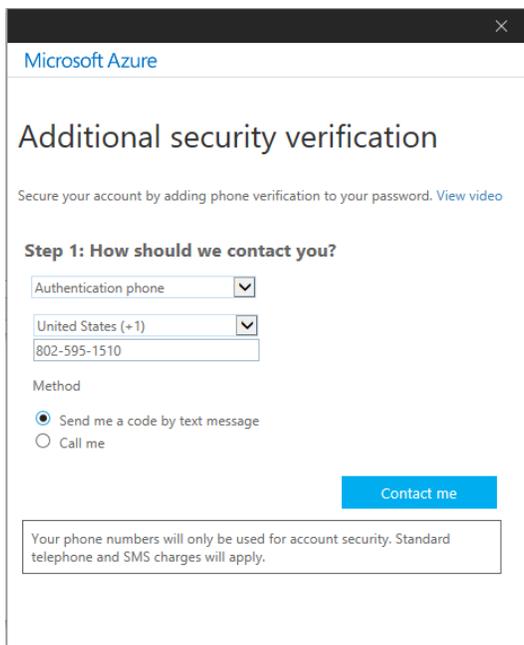View video

what's your preferred option?

We'll use this verification option by default.

| Call my authentication phone |
| Text code to my authentication phone |
| Call my office phone |
| Notify me through app |
| Use verification code from app |

Set up one or more of these options. Learn more

☑ Authentication phone   United States (+1) ▾   802
☐ Office phone   Select your country or region ▾   802
                                                              Exter
☑ Alternate authentication phone United States (+1) ▾   802

☐ Azure Authenticator app   Configure

Save   cancel

Microsoft Azure   ✕

Additional security verification

Secure your account by adding phone verification to your password. View video

Step 1: How should we contact you?

Authentication phone ▾

United States (+1) ▾

802-595-1510

Method

◉ Send me a code by text message
○ Call me

                                    Contact me

Your phone numbers will only be used for account security. Standard
telephone and SMS charges will apply.

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4.   In the case of a cell phone text message, this is the prompt you will see to enter the code that was sent to you.
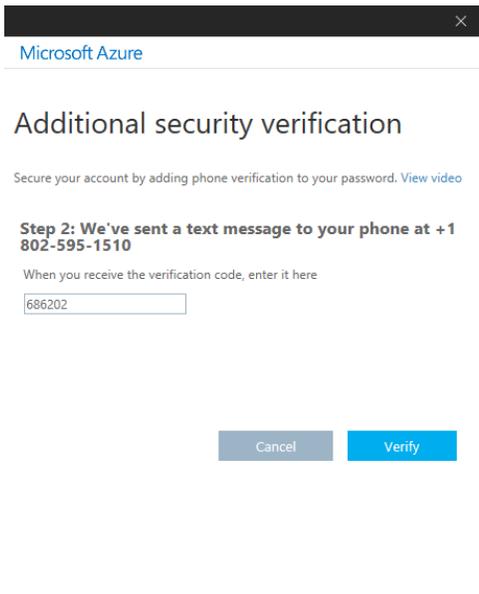
5. The next prompt will tell you that for applications that cannot use Modern Authentication, you must use an app password to authenticate (make note of it – you will need this password when you try to use your native applications on mobile devices -- see screen below). The applications that **DO NOT SUPPORT** modern authentication are:
   - Native mail applications on Apple and Android devices,
   - Windows desktop versions of Outlook prior to Office 2013 (2010, 2007, etc)
   - InfoPath 2013 and SharePoint Designer 2013
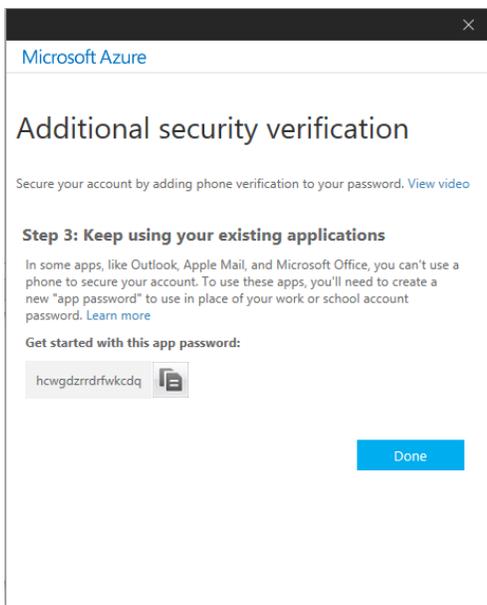
6. That's it! You may continue to use your applications with the enhanced security that Multi Factor Authentication offers!

For instructions on How to Set Up/Use App Passwords for Multifactor Authentication in Portal click here: http://dii.vermont.gov/sites/dii/files/PDF/Support/MSO365-Setting-APP-Passwords-in-Portal.pdf

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