## MFA (Multi-factor authentication) instructions using Microsoft authenticator app (Alumni/Retirees Only)

- 1. Download the Microsoft Authenticator App from either the Google Play Store or the Apple App Store.
- 2. Go to <u>https://office.com/una.edu</u> and sign using your UNA username and password.
- 3. Upon sign in, you will see the following screen that will start the setup process for the multi-factor authentication. Click Next.



4. For Step 1, pull down the menu and select Mobile app.

	Microsoft
	Additional security verification
	Secure your account by adding phone verification to your password. View video to know how to secure your account
	Step 1: How should we contact you?
-	Authentication phone    Authentication phone    Office phone    Mobile app    O Send me a code by text message    Send me
	Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
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5. After selecting Mobile app, you will now see a Setup button at the bottom of the screen. Click on Setup.

. Microsoft	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 1: How should we contact you?	
Mobile app v	
How do you want to use the mobile app? Receive notifications for verification Use verification code	
To use these verification methods, you must set up the Microsoft Authenticator app.	
Set up Please configure the mobile app.	
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6. Open the Microsoft Authenticator app on your phone. Select the Add Account option. Select Work or School Account. Select "Scan QR Code" option. Now take your phone and scan the QR code shown on the computer. After you have scanned the code, the app will add your UNA account to the Microsoft Authenticator app. Click Next.

Configure mobile app
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.
lf you are unable to scan the image, enter the following information in your app. Code: 050 126 210
Url: https://mobileappcommunicator.auth.microsoft.com/activate/600117949/EUS
If the app displays a six-digit code, choose "Next".
Next cancel

7. When you see the screen below, click Next.

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Step 1: How should we contact you?
Mobile app v
How do you want to use the mobile app?
O Receive notifications for verification
O Use verification code
To use these verification methods, you must set up the Microsoft Authenticator app.
Set up Mobile app has been configured for notifications and verification codes.
Next
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8. You will now be prompted to enter your phone number in case you lose access to the mobile app. Select United States from the pull down, then type in your phone number. When you have entered your phone number, click Next to complete the process.

Microsoft
Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 3: In case you lose access to the mobile app
United States (+1) v 2565555555 1.
2. Done
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
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