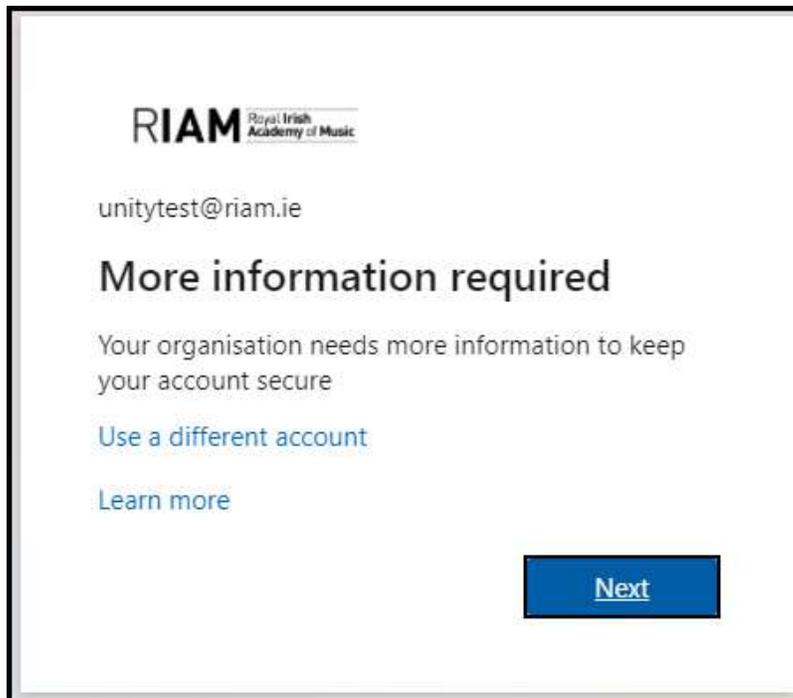


Set up your Microsoft 365 sign-in for Multi-Factor Authentication (MFA)

Multi-factor authentication (MFA) is a term used to describe a second factor of authentication. This second factor uses something you own (such as a phone) and something you know (password) to prove your identity. Below are the directions to perform the initial configuration of Office 365 MFA.

1. Sign into Microsoft 365 with your work account using your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.



Step 2: Select verification method

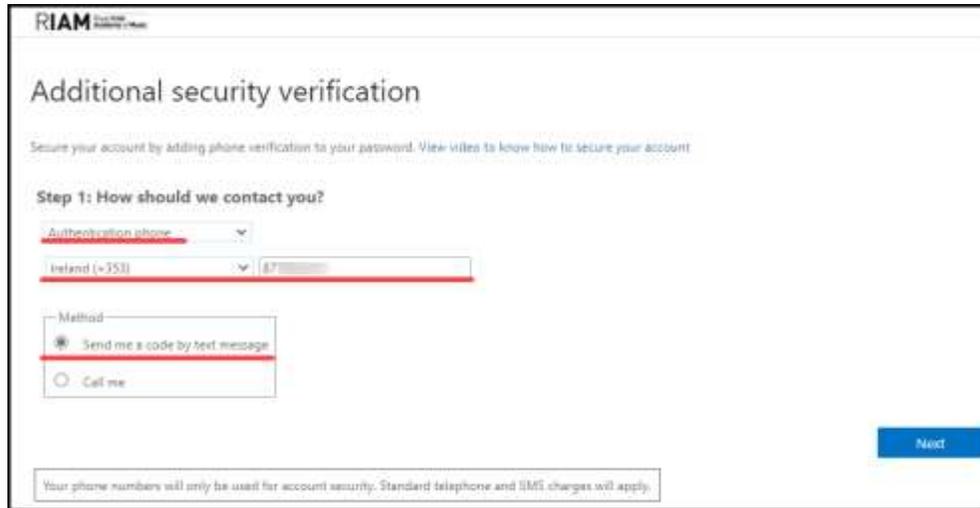
On the Additional Security Verification screen, you will be asked to select the verification method and how you want to receive the code (i.e. contact method). The drop-down menu will provide you with three choices for the verification methods.

In the guide below we cover two methods: (a) **Authentication Phone** and (b) **Mobile App**.

Only one method is required to use MFA.

(a) AUTHENTICATION PHONE METHOD

SETUP INSTRUCTIONS FOR TEXT VERIFICATION METHOD



RIAM

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

Ireland (+353)

87

Method

Send me a code by text message

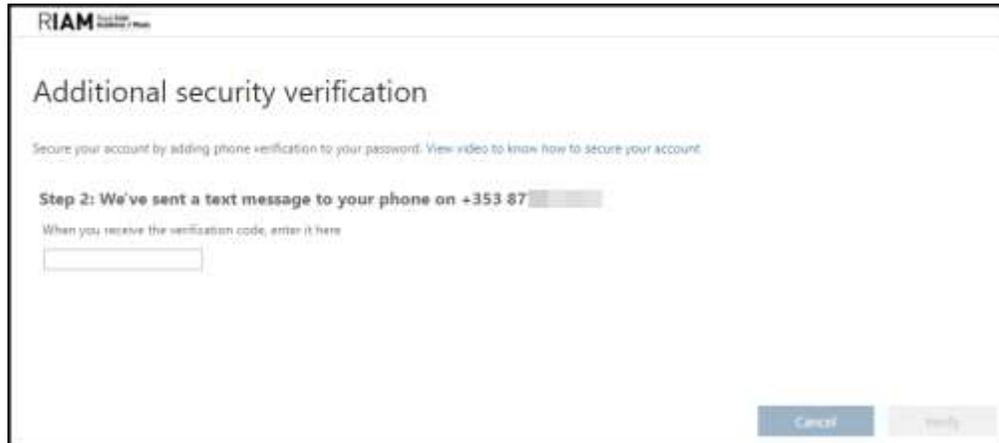
Call me

Next

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

1. “Authentication Phone” method
 - a. Select the **Authentication Phone** option from the drop-down list.
 - b. Select **Ireland** as the country name if not already selected.
 - c. Enter the 9-digit cell phone number by which to be contacted. Do not include spaces, parentheses or any other punctuation marks.
 - d. Select how you want to receive the verification code.
 - i. If you want to receive the code via text message, then select “Send me a code by text message”.
 - ii. If you want to be called instead of receiving the code, then select “Call me”.
 - e. Select **Next**

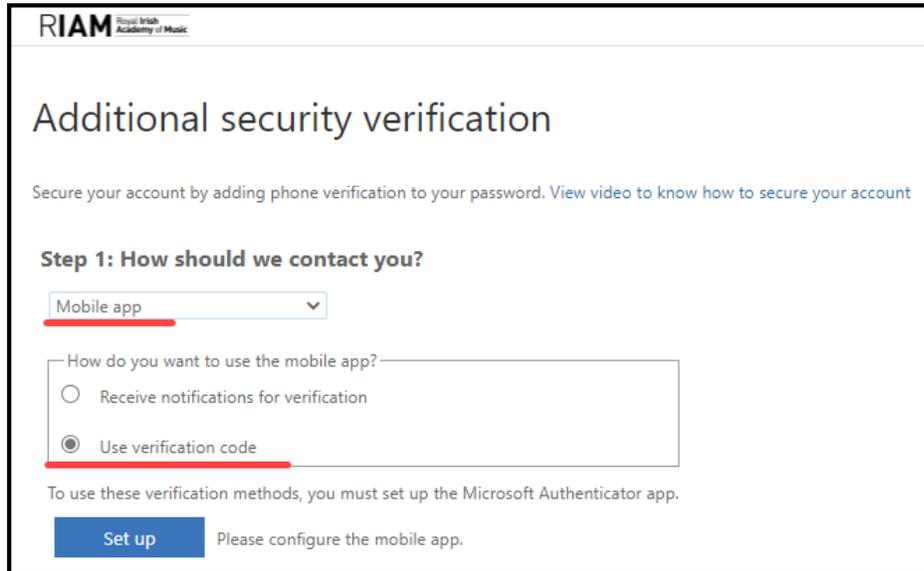
2. If you selected “Send me a code by text message”:
 - a. You will receive a code via text message.
 - b. The screen will now ask you to enter the code sent to your phone. After you enter the code, click on Verify.



3. Click Finish and you will be redirected to your Office 365 account.

(b) MOBILE APP METHOD

- a. Select **Mobile App** option from the drop-down list and click on **Setup**.



RIAM Royal Irish Academy of Music

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

How do you want to use the mobile app?

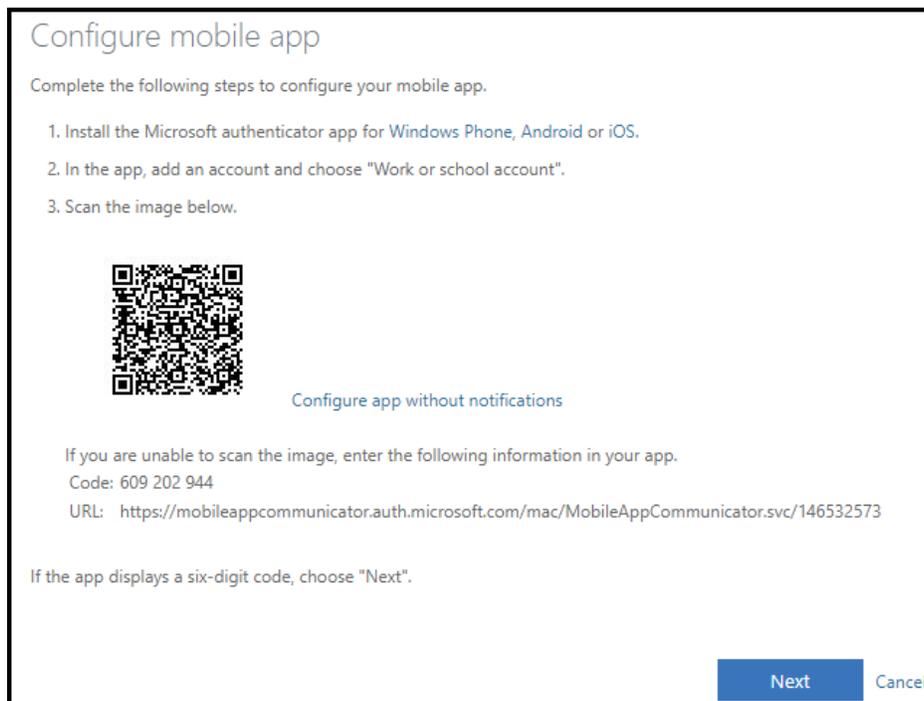
Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

- b. You will see the following screen.



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.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

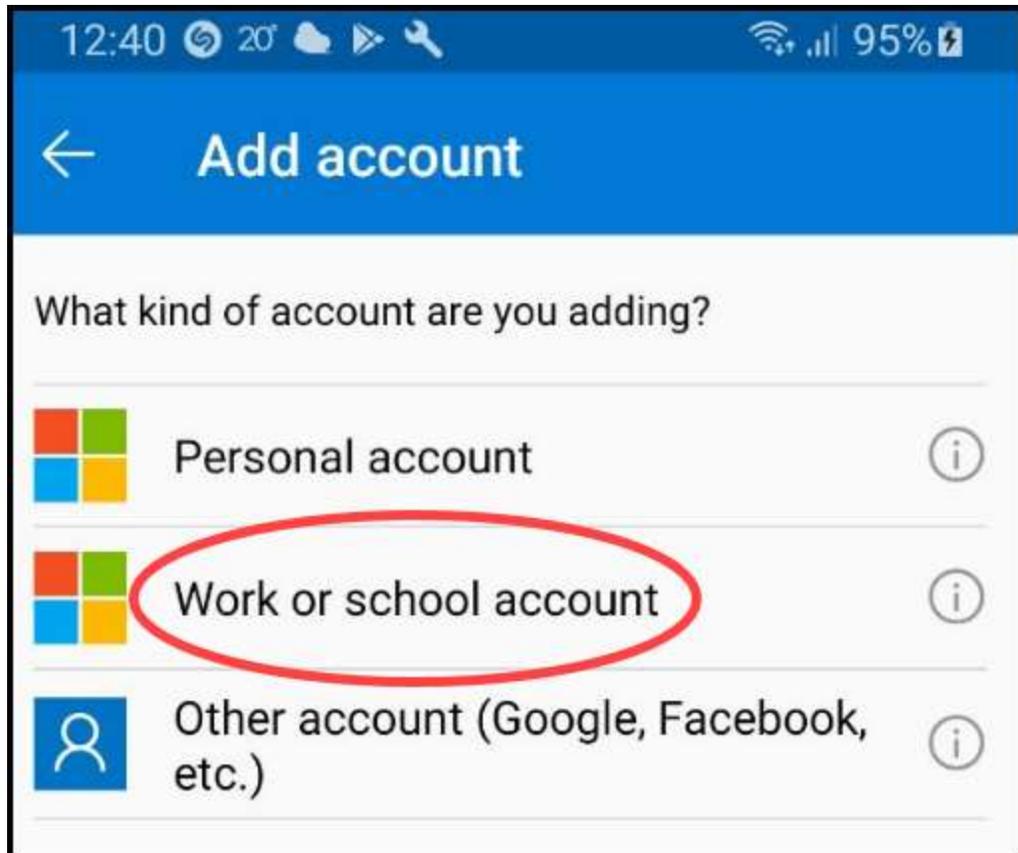
Code: 609 202 944

URL: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/146532573>

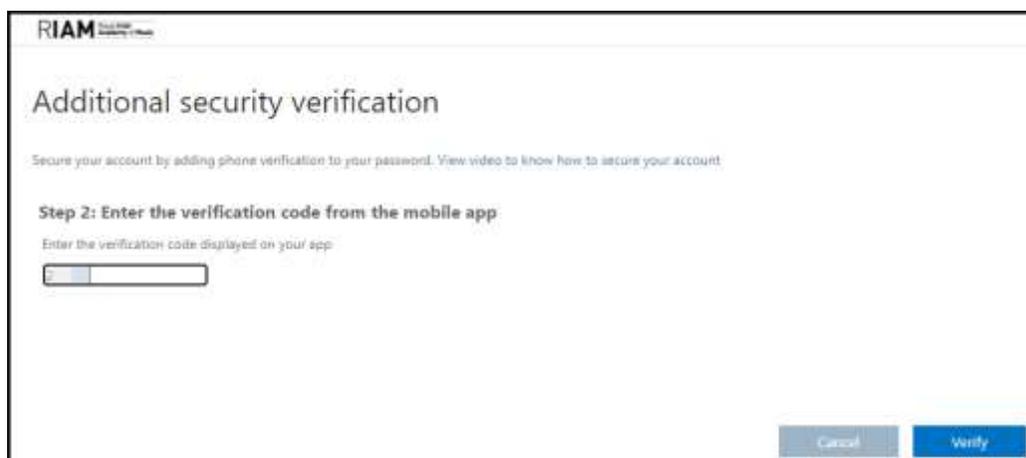
If the app displays a six-digit code, choose "Next".

Next Cancel

- c. On your phone, download and install the "Microsoft Authenticator" app.
- d. In the app, add an account and choose "Work or school account". Below is a screen shot as seen on the mobile phone.



- e. If you are prompted to allow the Microsoft Authenticator to use your camera, click on OK.
- f. After the camera is turned on, scan the image on your computer screen, and then click **Done**.
- g. A six-digit code will show on your phone. Enter that **code** and click on **Verify**.



- h. Enter your mobile phone number and click on **Next**.



RIAM

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

Ireland (+353)

[Next](#)

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

- i. Click **Finish** and you will be redirected to your Office 365 account.
- j. After multifactor has been enabled on your account you will need to use a code sent via SMS (or use the Microsoft app) to approve your login.
- k. If you receive an SMS code or login approvals when you are not trying to log-in you should alert IT Support at tech@riam.ie immediately, as this indicates your account has been compromised.