# User Instructions for Setting Up Multi-Factor Authentication for Office 365
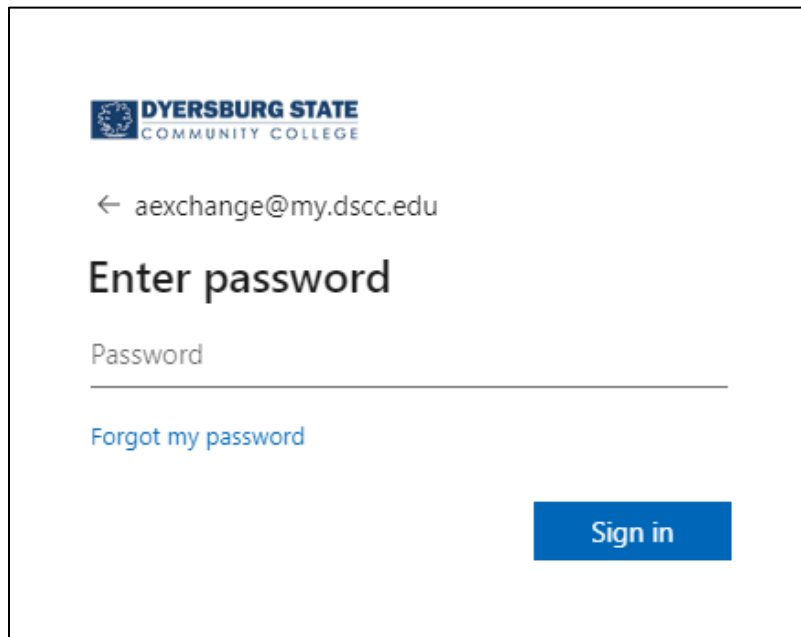
1. In a browser go to the URL https://www.office.com and press "Sign in".
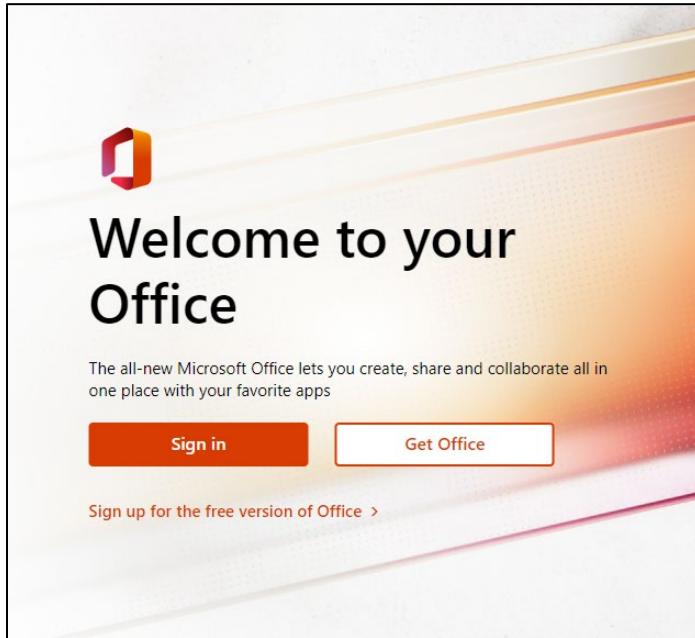


2. Sign in with your Dyersburg State email address. Enter your email address and press "Next". (Note: student email address end with @my.dscc.edu and faculty, staff, and adjunct faculty email addresses end with @dscc.edu).
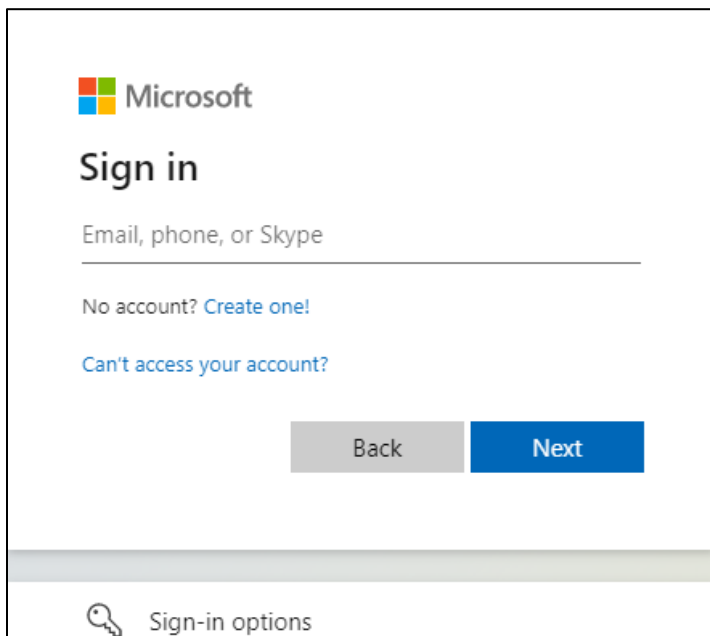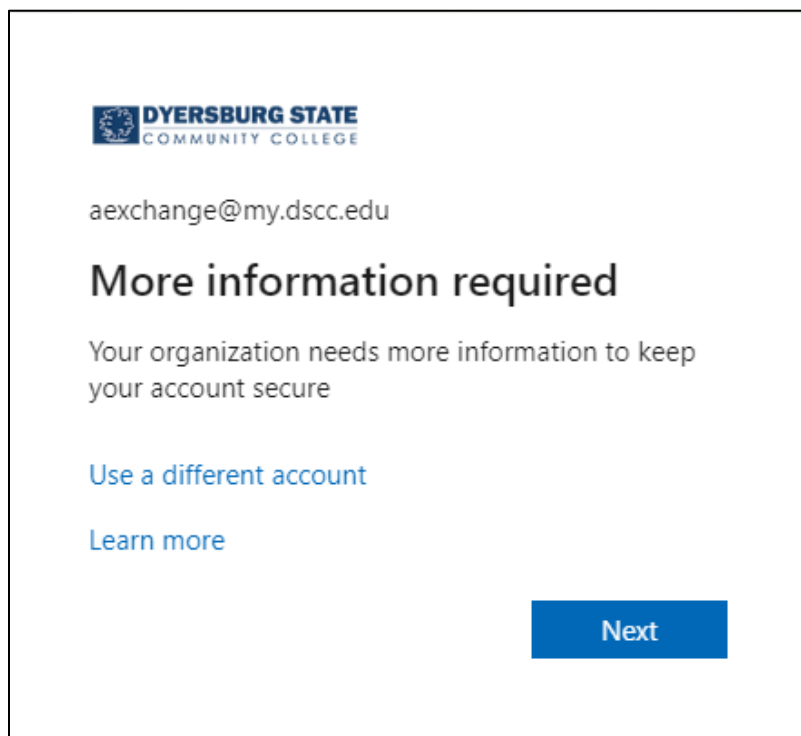
3. Enter the password for your DSCC account.



4. Press "Next" on the "More information required" box.

5. On the "Additional security verification" page, there are several methods for verification. The drop-down box will allow you to choose how to be contacted: Authentication phone, Office phone, or Mobile app. We suggest setting up several methods in case your primary verification method is not available.



6. For the "Authentication phone" method, enter your mobile phone number and select "Send me a code by text message" or "Call me". In either case you will be given a security code to enter for verification once you press the "Next" button.

7. For the "Office phone" method, enter your office phone number and press the "Next" button. You will be given a security code to enter for verification.



8. For the "Mobile app" method, choose either "Receive notification for verification" or "Use verification code" and press the "Set up" button.

9. Follow the instructions on the "Configure mobile app" screen. Install the Microsoft Authenticator app from the Google Play Store for Android devices or the App Store for Apple devices. Follow the rest of the instructions to add your account.

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: 618 464 449
Url:   https://mobileappcommunicator.auth.microsoft.com/activate/513167267/EUS

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

Next    cancel

10. This method takes a little while to verify and there will be a "Checking activation status" with a spinning circle during this time.

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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    Checking activation status..

Next

11. Once verified, press the "Next" button to continue.



12. When the "Mobile app" method is chosen, Microsoft will ask you to enter a phone number for a backup method of verification. Enter a phone number and press the "Next" button.

13. On the screen for "Step 4: Keep using your existing applications", press the "Done" button.
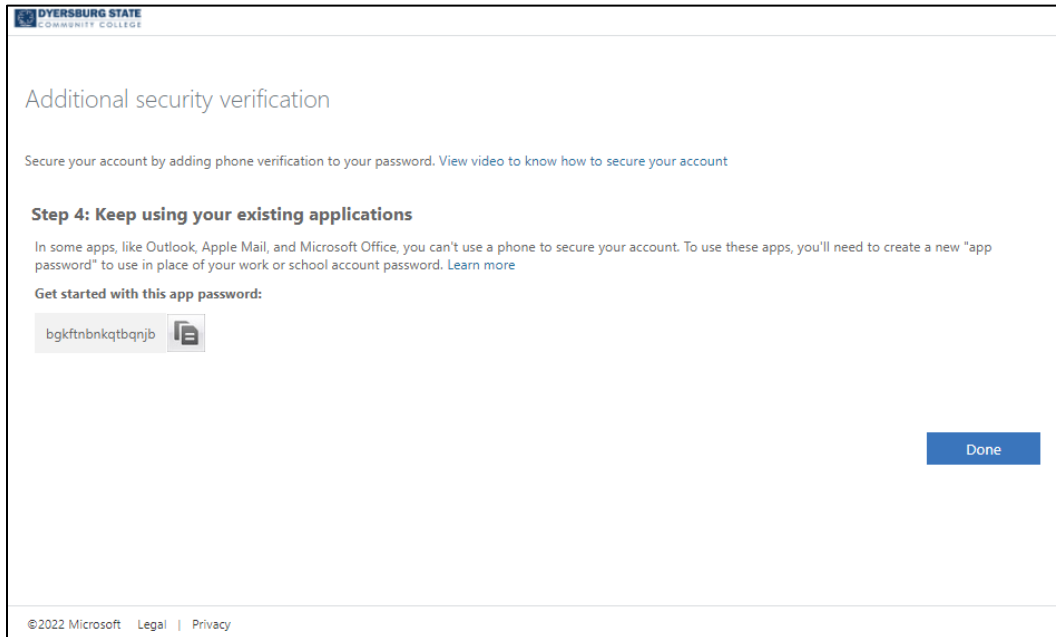


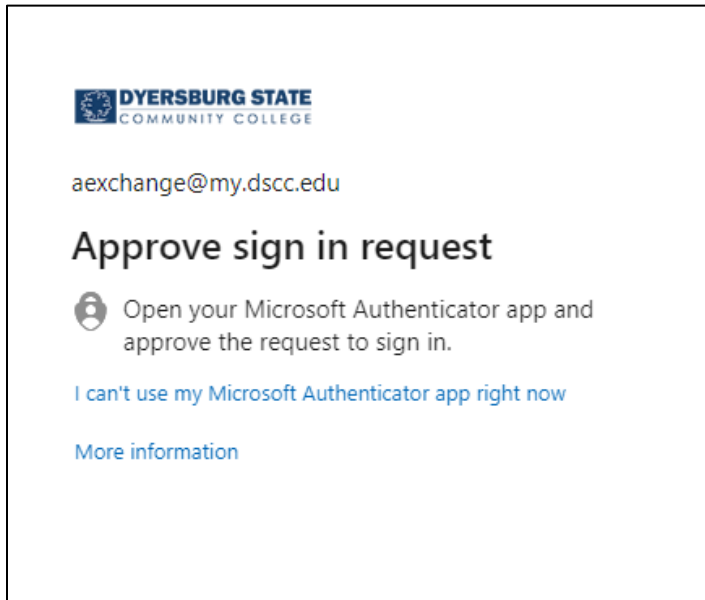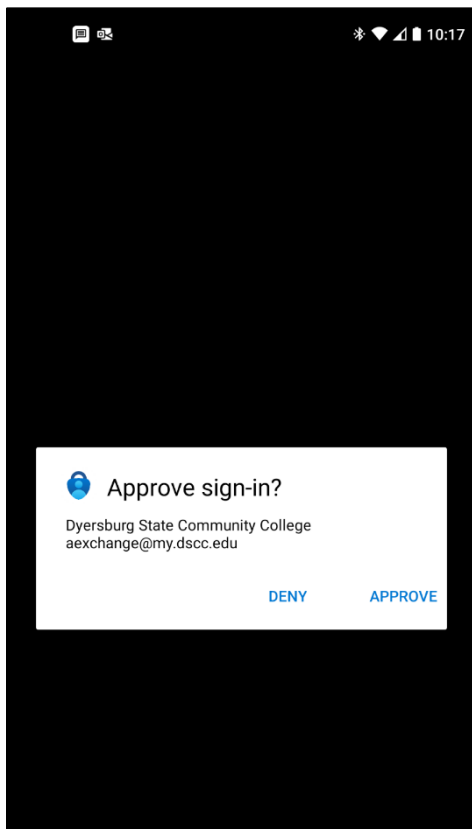14. Once complete, you will be asked to sign in to your account. Enter your DSCC password as requested.
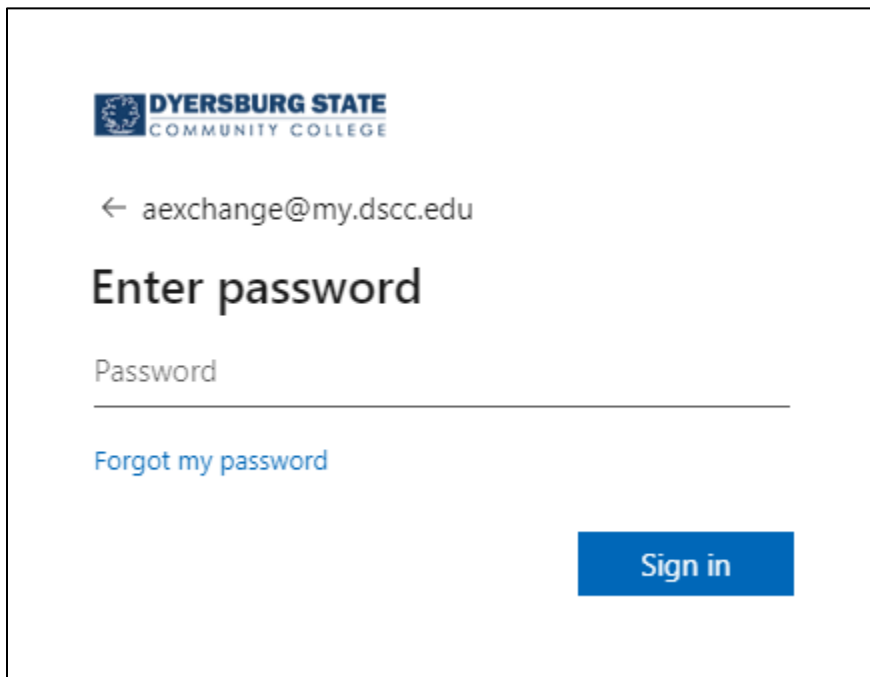
15. If the "Microsoft Authenticator app" was setup, an approval request will be sent to your device.



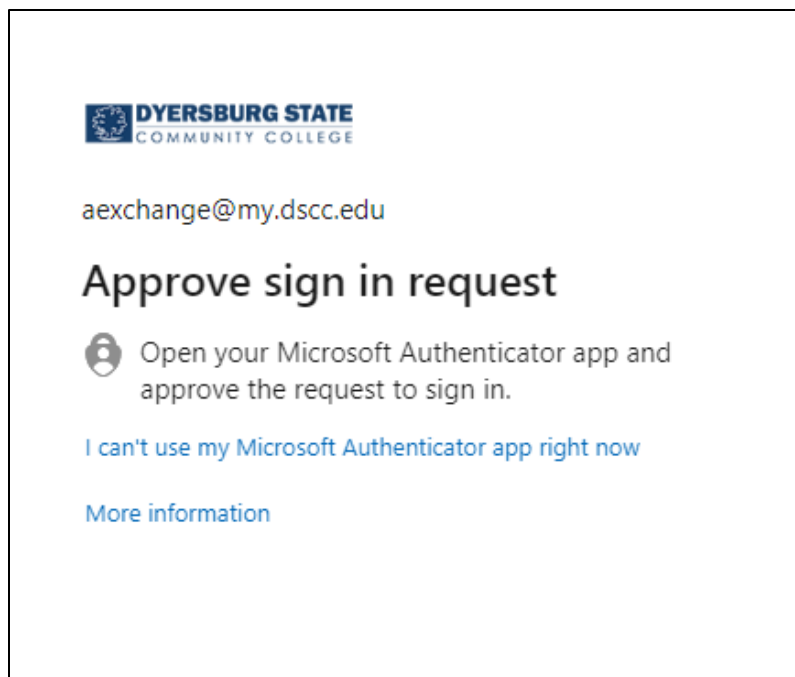16. Press "Approve" to continue with signing in to your account.

17. You will be asked to "Stay signed in?" We recommend choosing "No". If you choose "Yes", only do so on a trusted device, such as your work computer or personal device.

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## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No    Yes

18. On the "Approve sign in request" screen, choose "I can't use my Microsoft Authenticator app right now" If you do not have access to the device running the app.

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## Approve sign in request

Open your Microsoft Authenticator app and approve the request to sign in.

I can't use my Microsoft Authenticator app right now

More information

19. Additional authentication methods you have setup for your account will be made available. Choose a backup method to verify and sign in to your DSCC Microsoft 365 account.

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## Verify your identity

Approve a request on my Microsoft Authenticator app

123   Use a verification code

Text +X XXXXXXXX07

Call +X XXXXXXXX07

More information

Are your verification methods current? Check at https://aka.ms/mfasetup

Cancel