Setting up MFA to use the Microsoft Authenticator App if MFA is already setup on the account
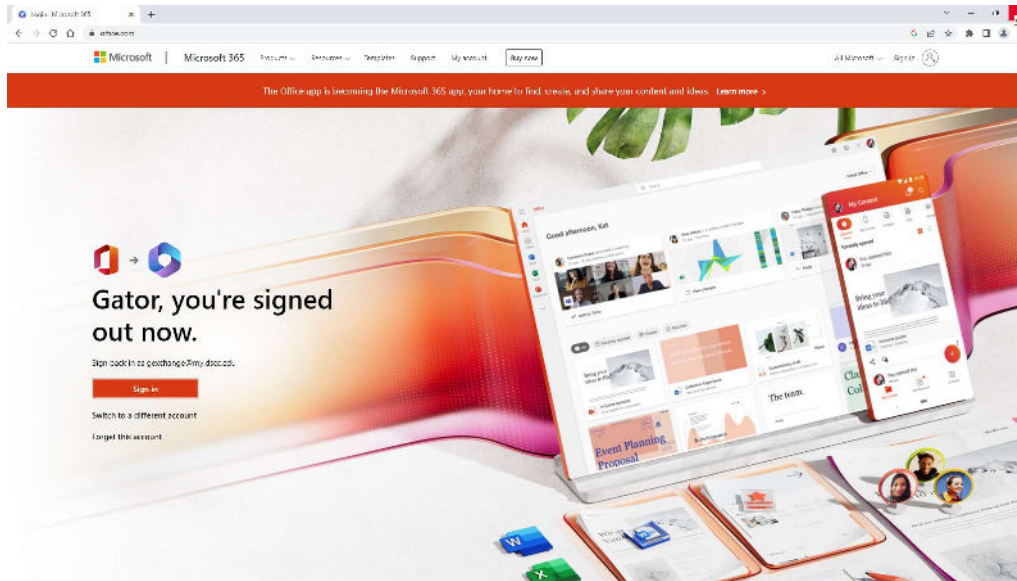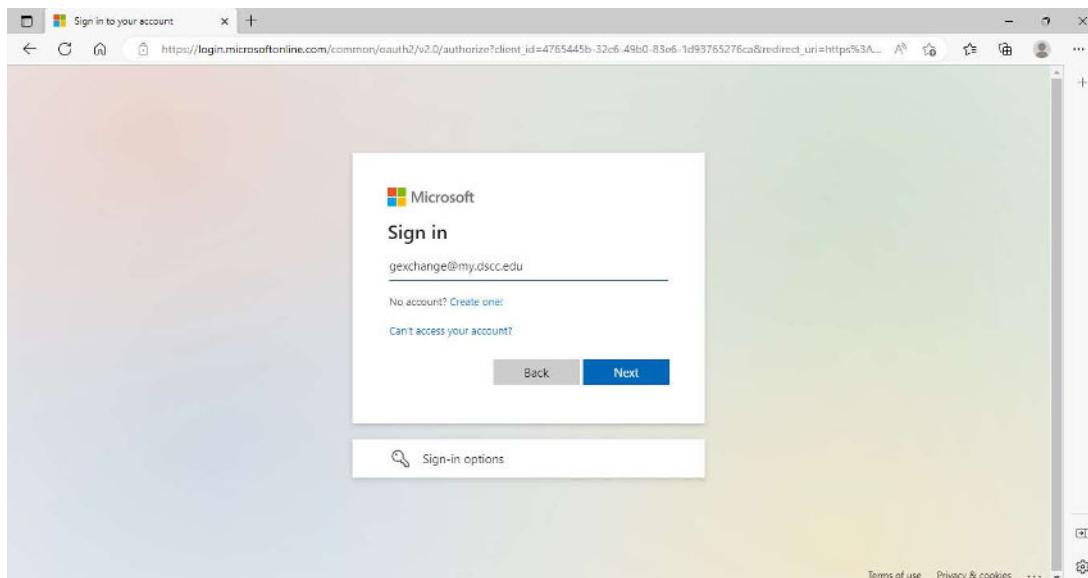
In a browser, navigate to https://www.office.com.
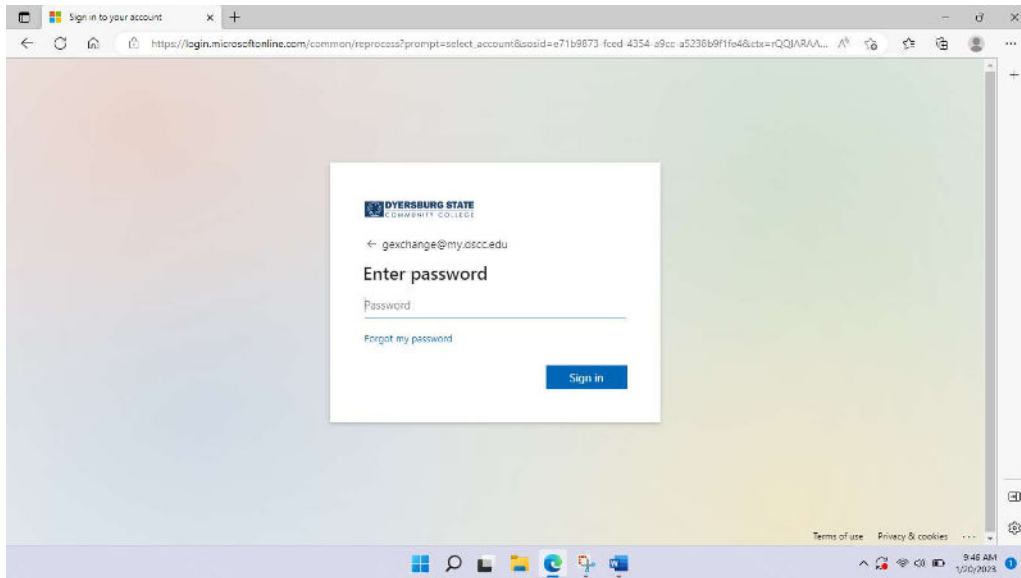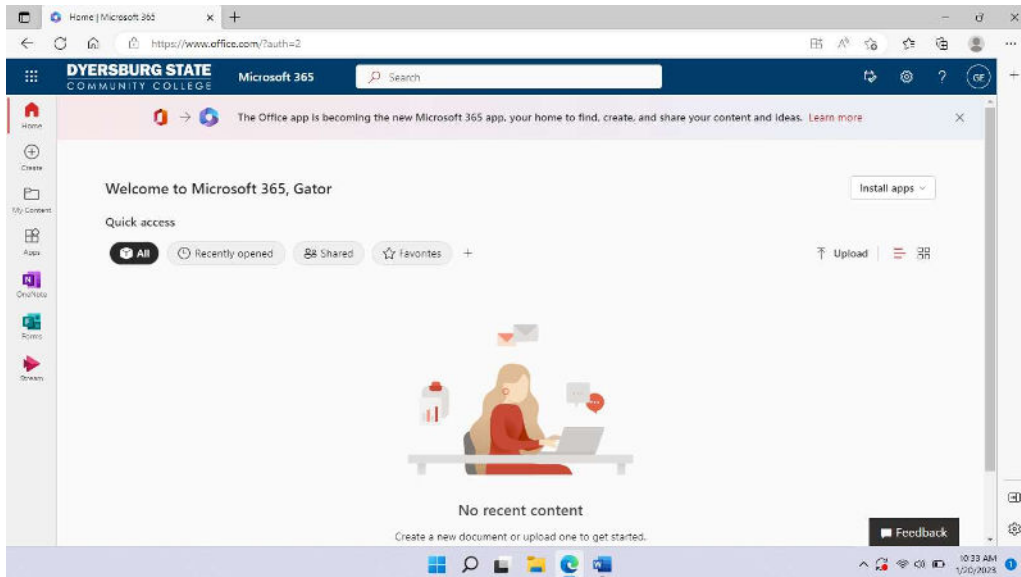
Press the Sign in button.

Enter your DSCC email address (for students your email address is your username@my.dscc.edu).
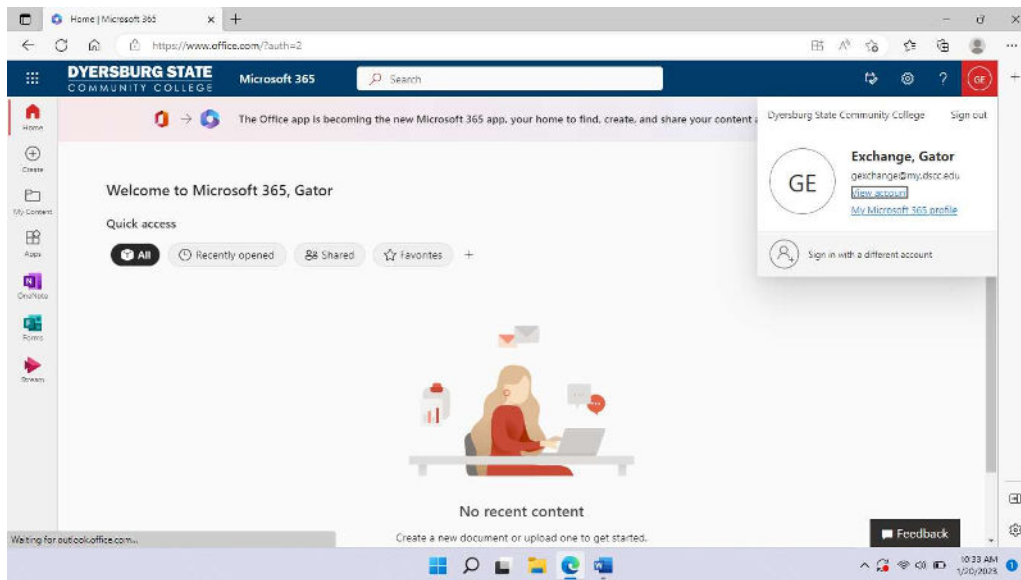
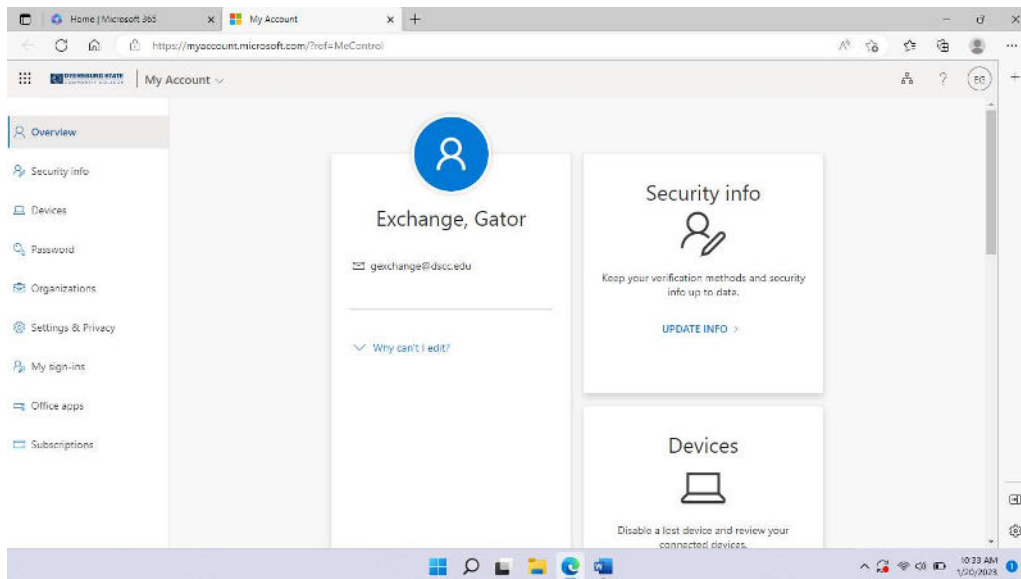Enter your DSCC password and authenticate using your current MFA method.

On the main office.com web page, click on your initials (or picture) at the top right of the page.
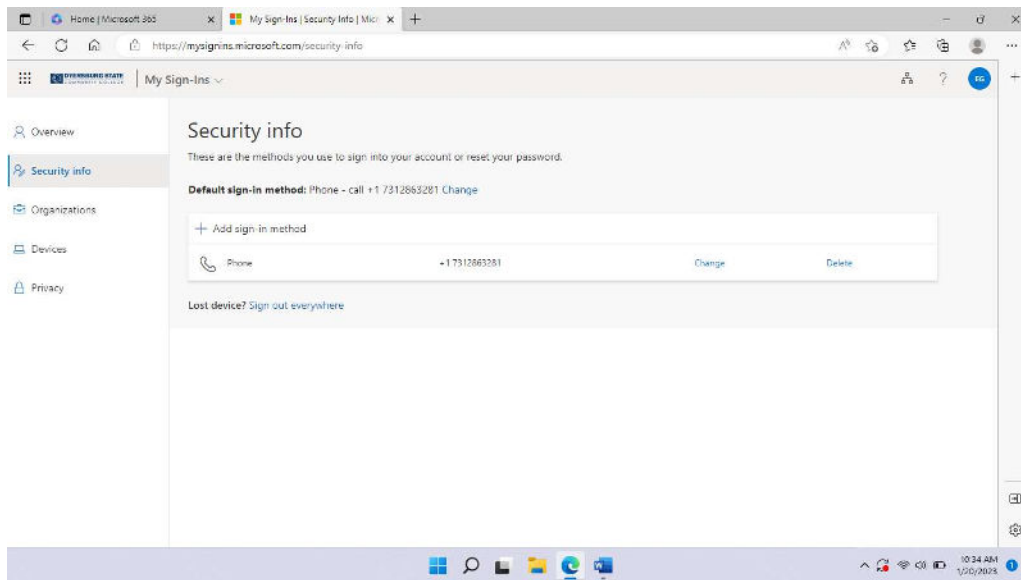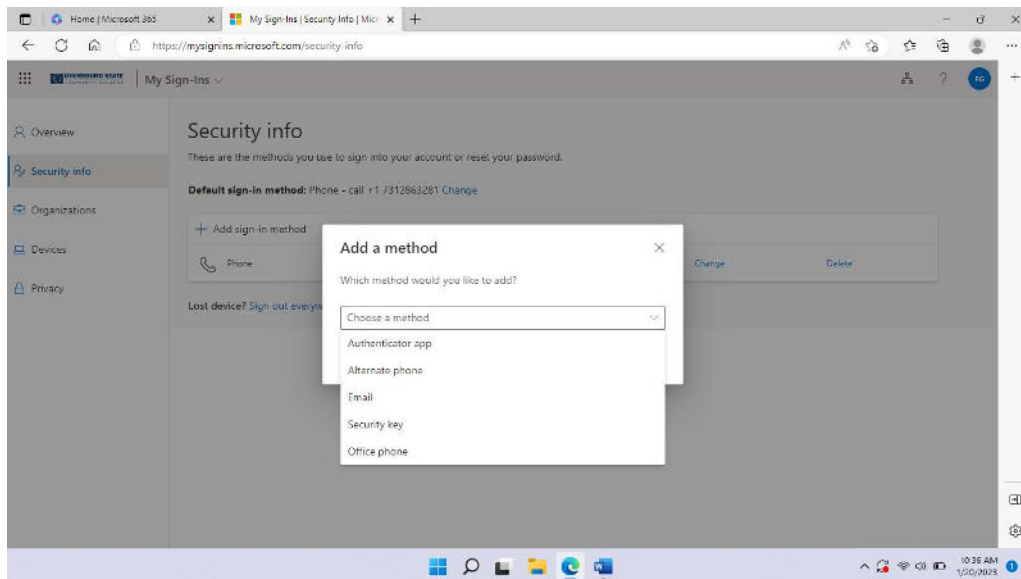
Choose View account from the drop down.

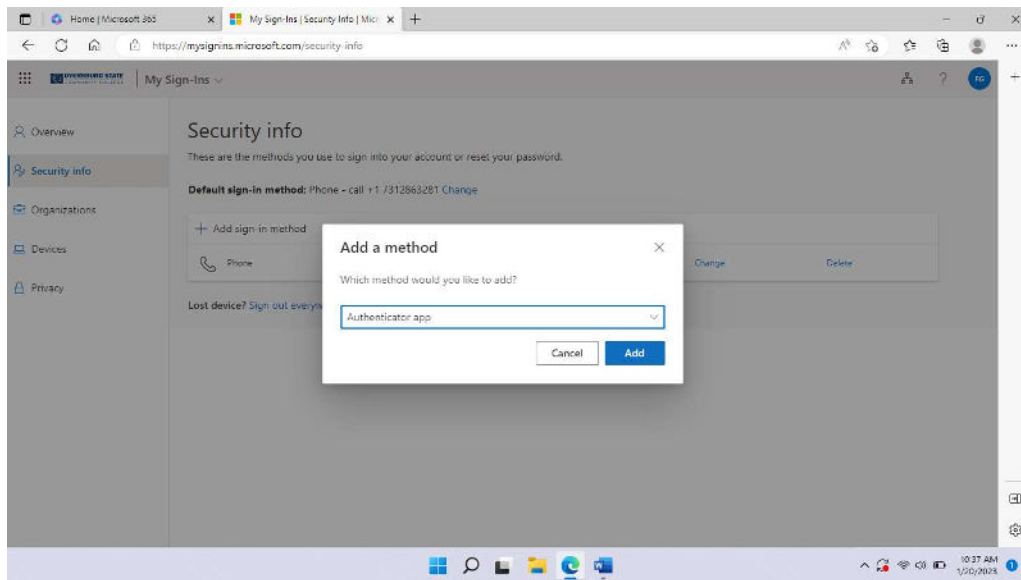Select Update Info in the Security Info block.
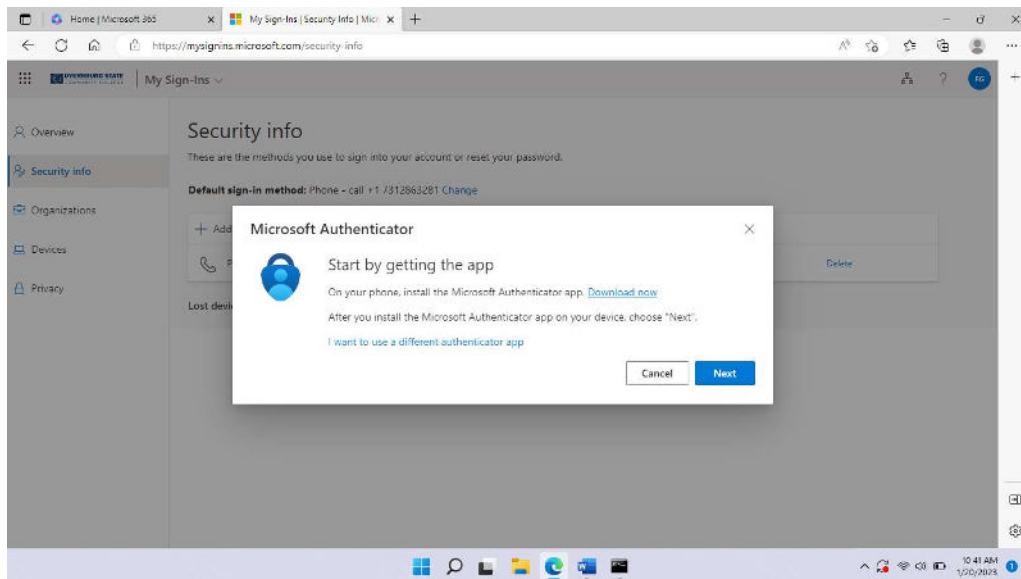
Click on Add sign-in method.

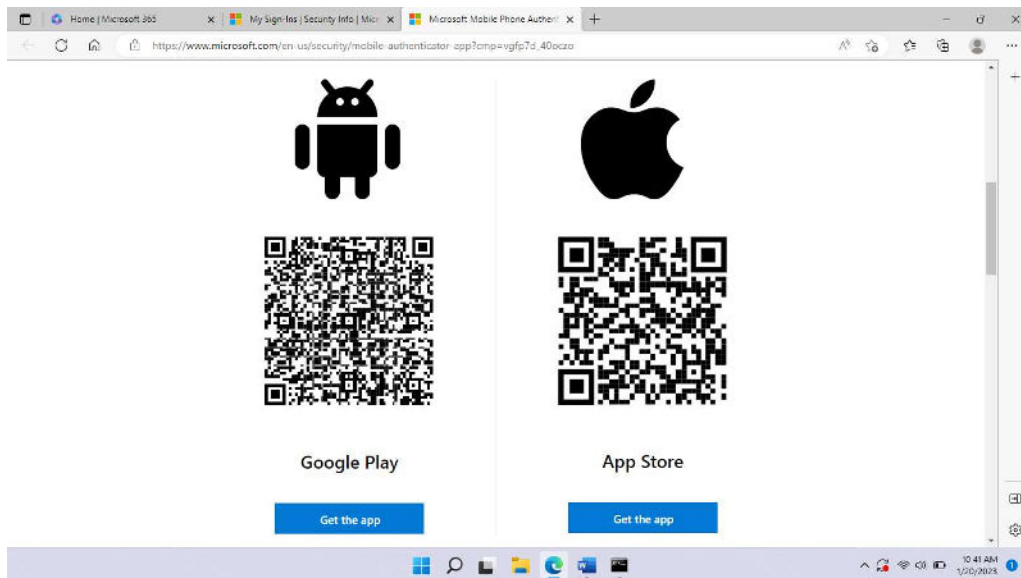Drop down the list and choose Authenticator App.

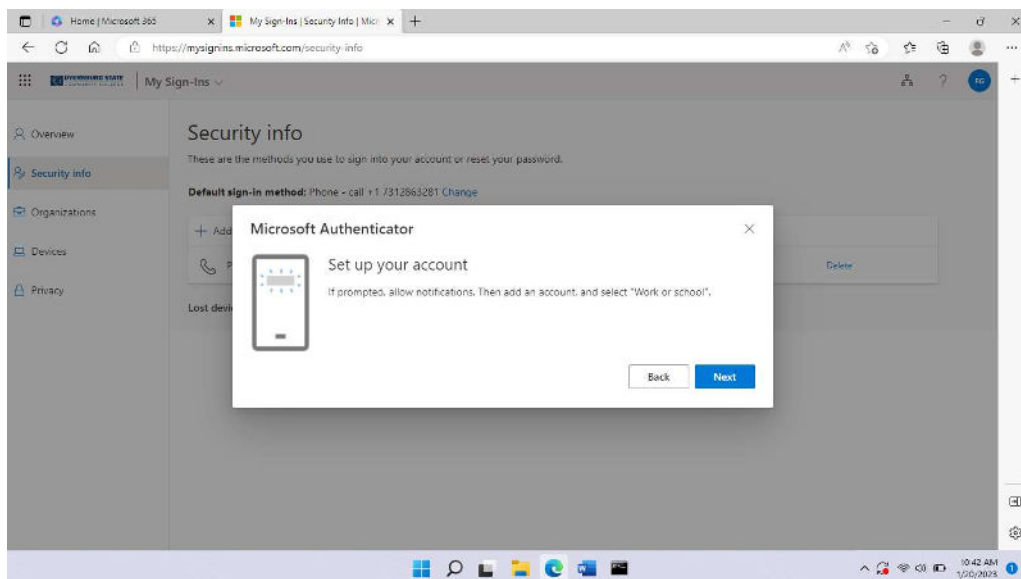After selecting the Authenticator App, press Add.

Select Download Now and a new browser window will open with download options.
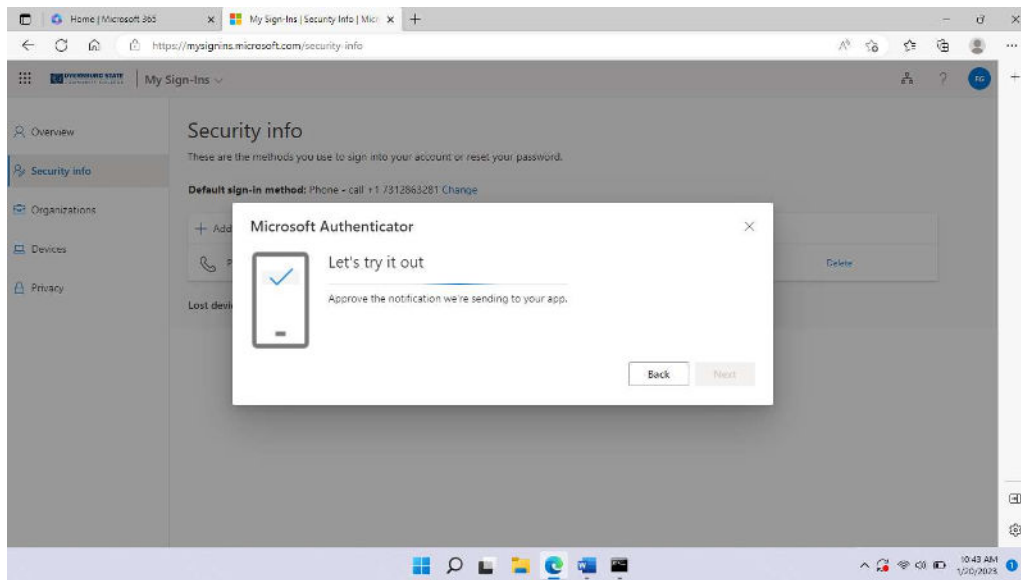
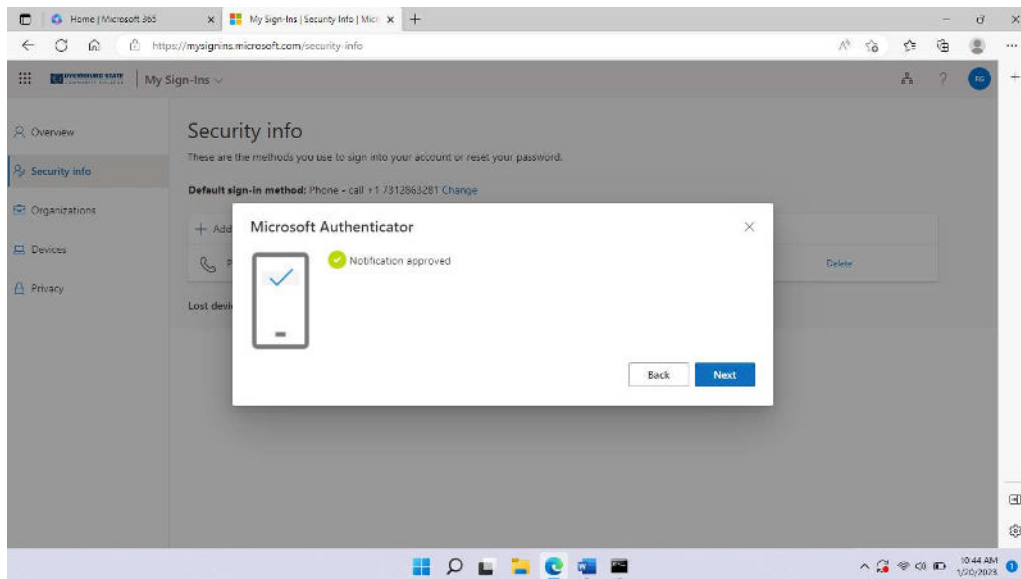Choose the download method based on the type of device.

Go back to the previous window. Open the Microsoft Authenticator App on the device and add your account. Follow the instructions in the app and then press Next in the browser window.
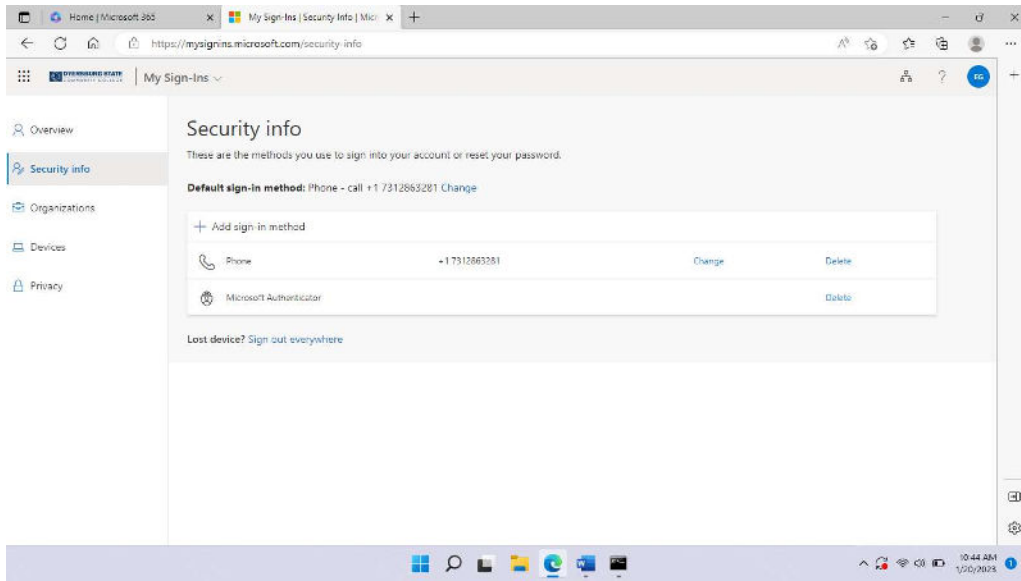
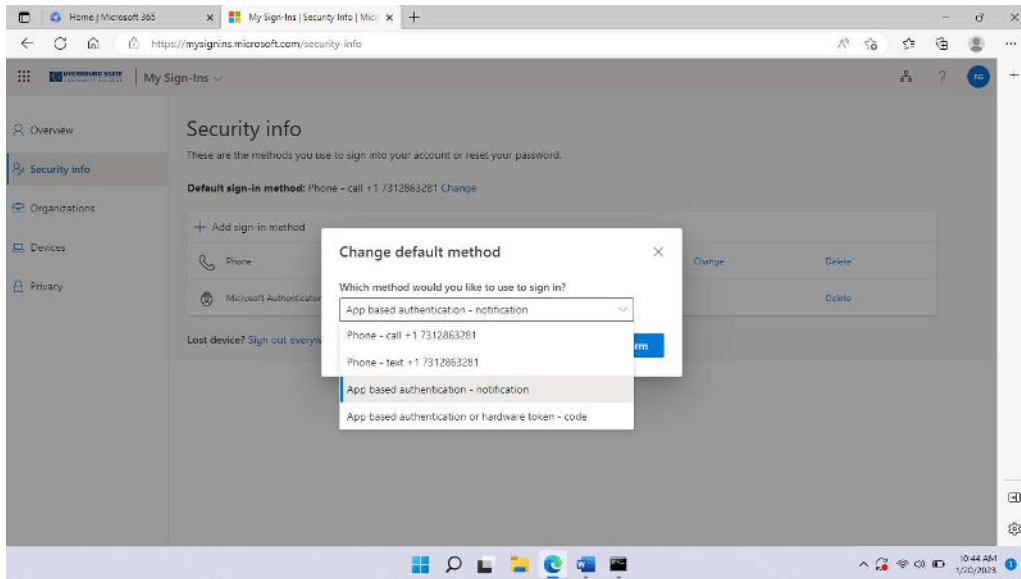It will ask you to try it to out to ensure it is working.

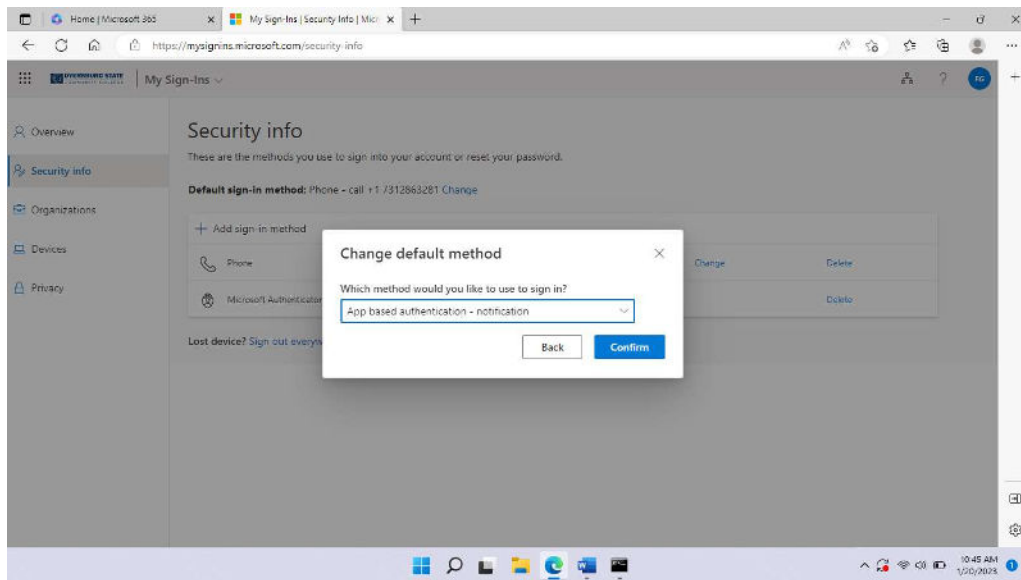Once the verification approved message is shown, press Next.

Next click on the Change link to change the Default sign-in method.
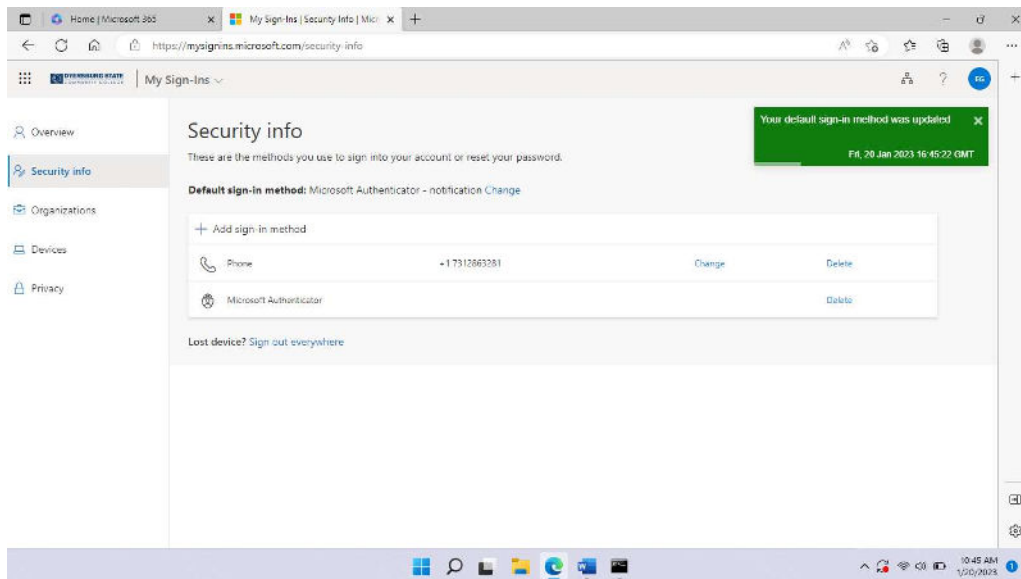

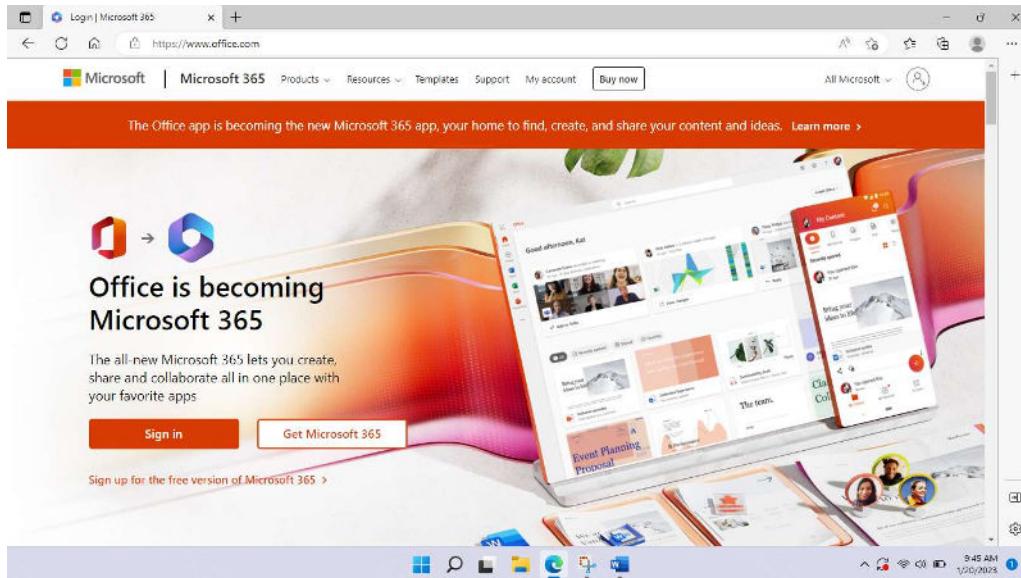In the dropdown choose App based authentication – notification.
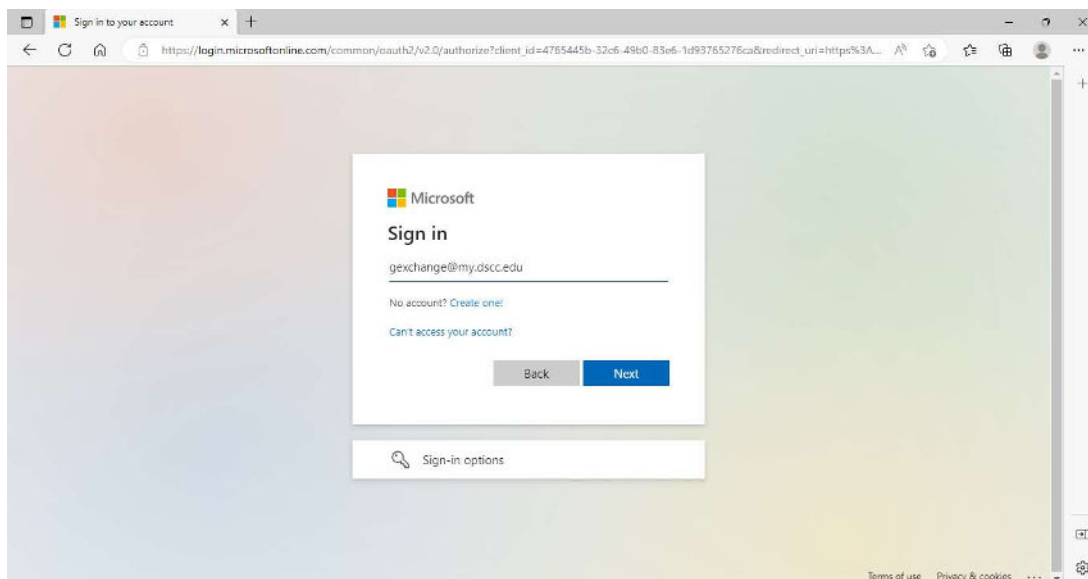
Once selected, press confirm.

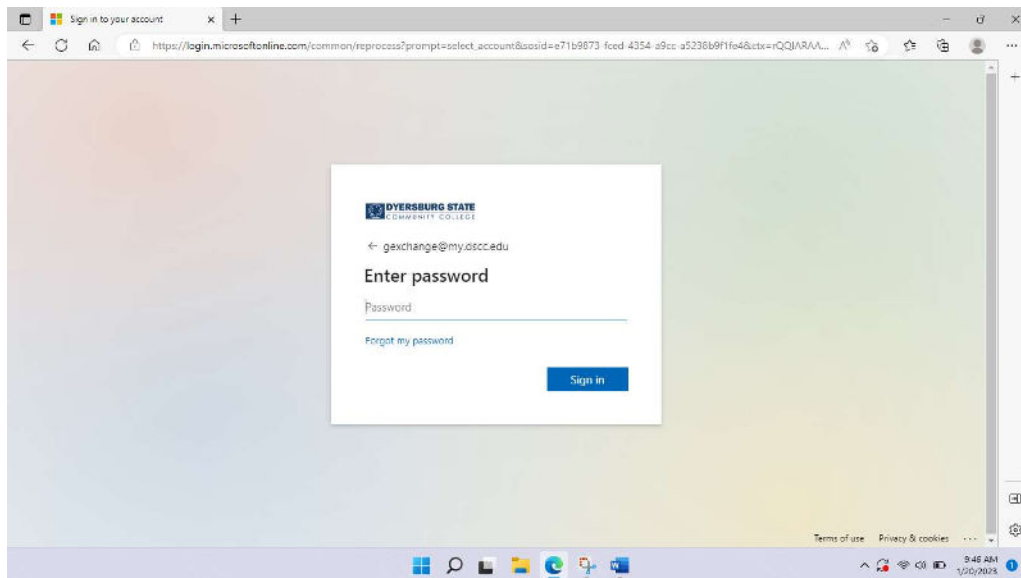The new method show be shown as the default sign in method.

Close the current browser session and start a new one. Navigate to https://www.office.com and choose Sign in.
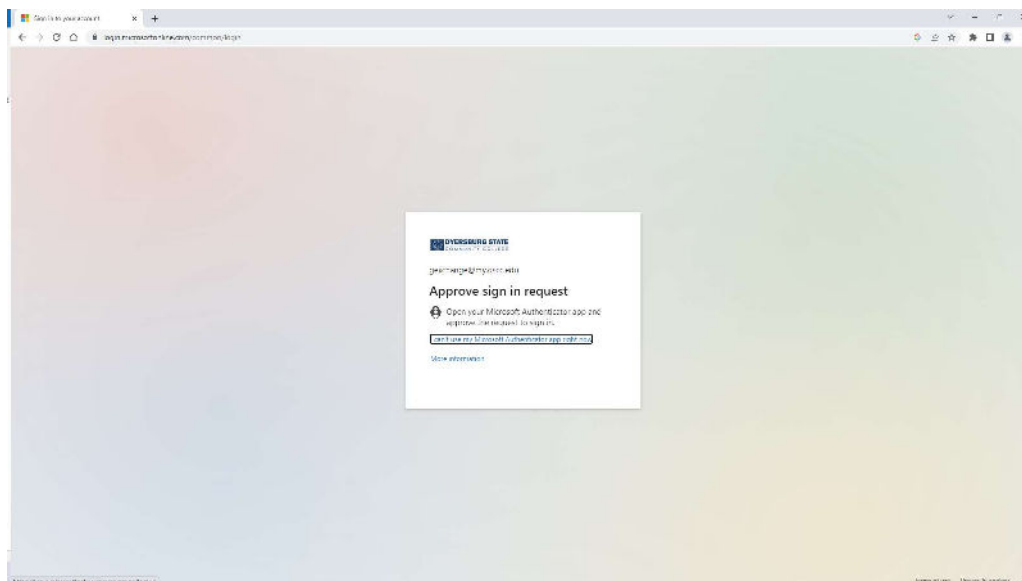

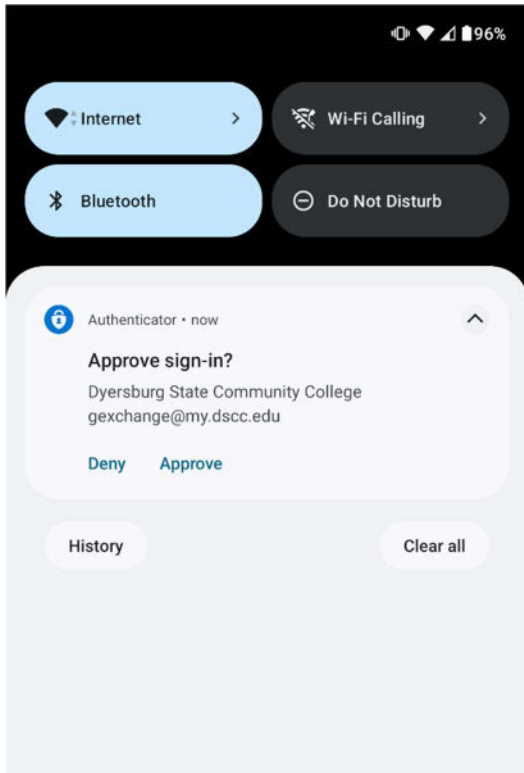Enter your DSCC email address (for students your email address is your username@my.dscc.edu).

Enter your DSCC password and authenticate using your current MFA method.
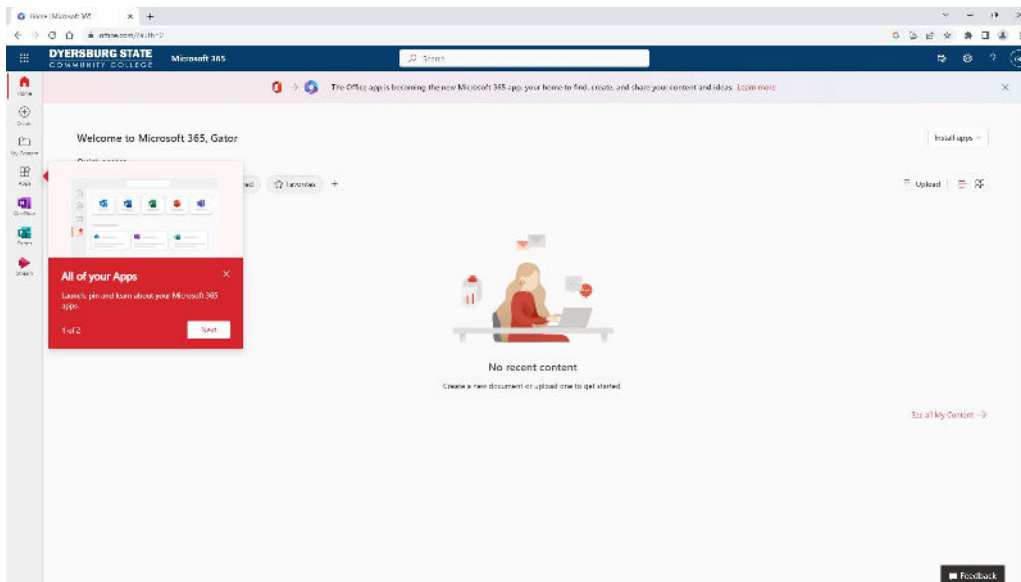

When the Approve sign in request page appears, go to your phone and approve the request.

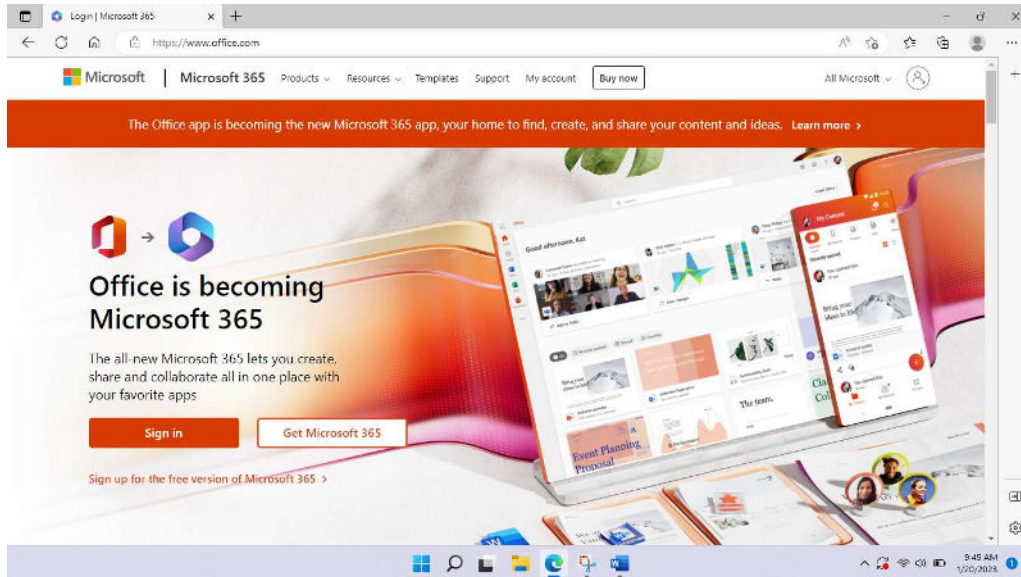Press approve from the phone notification sent from Microsoft.

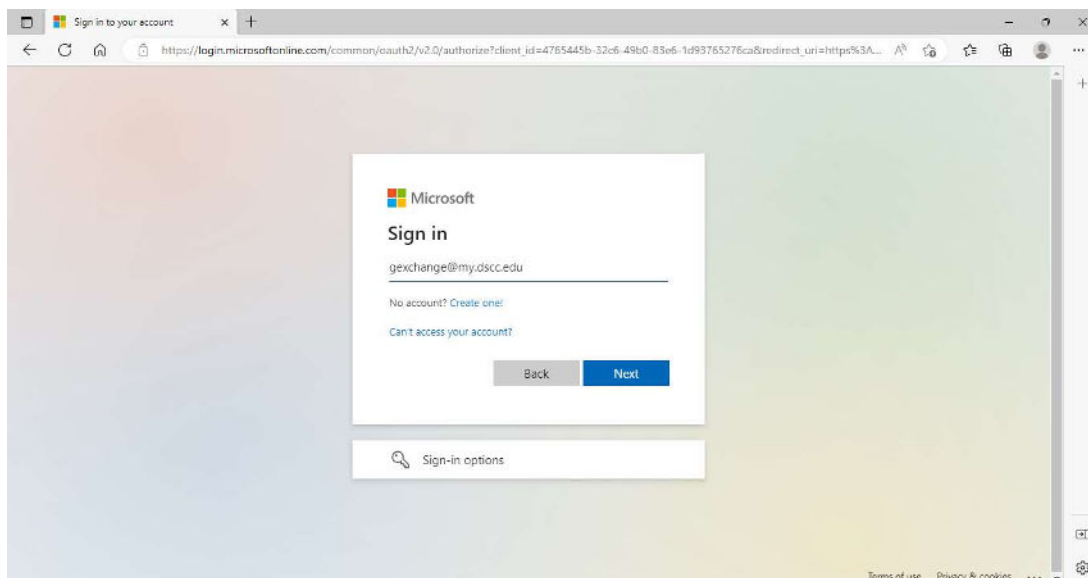Once approved the main Microsoft Office 365 page will appear.

Setting up MFA for first time using the Microsoft Authenticator App

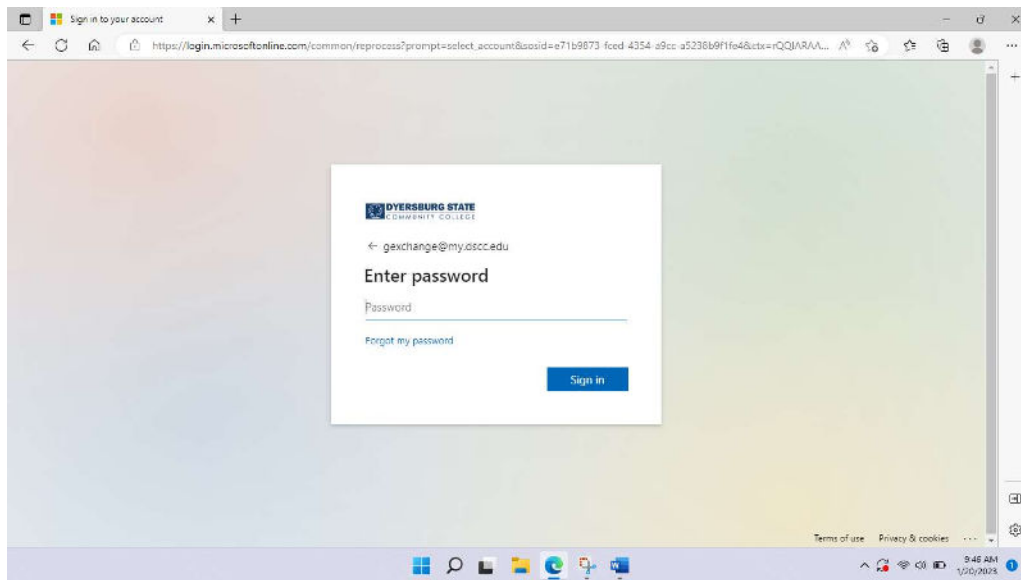In a browser, navigate to https://www.office.com.
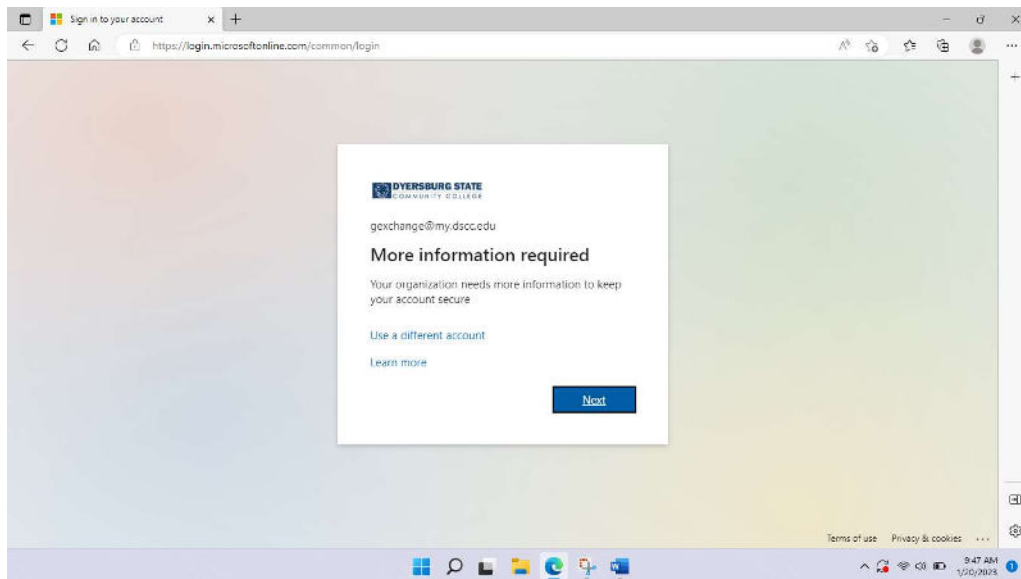
Press the Sign in button.

Enter your DSCC email address (for students your email address is your username@my.dscc.edu).
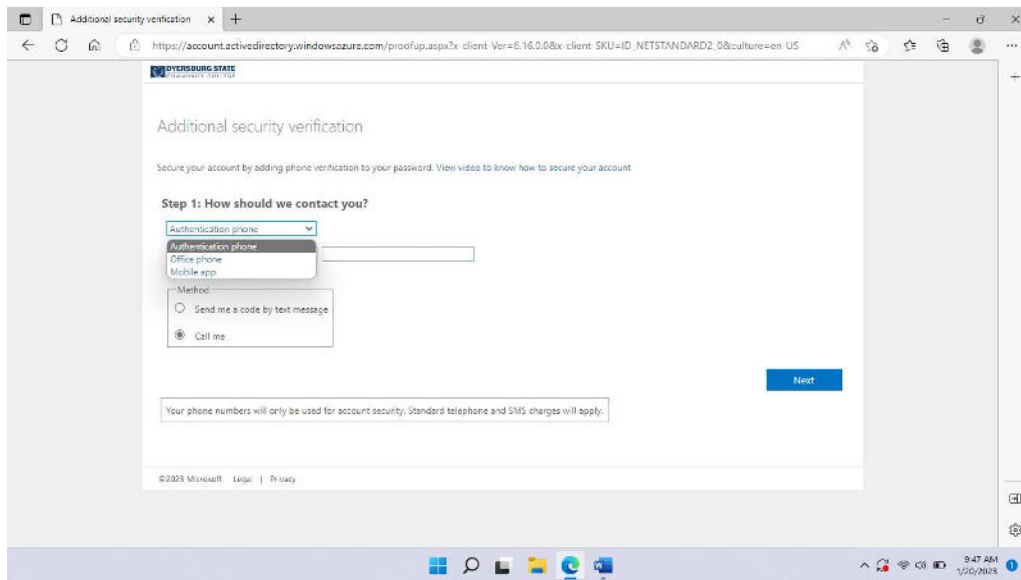
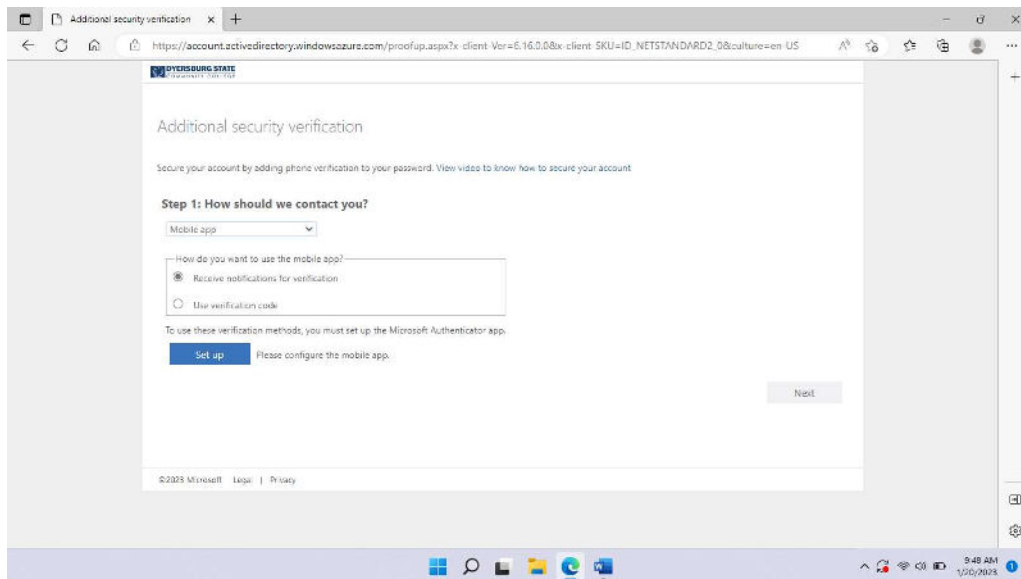Enter your DSCC password and authenticate using your current MFA method.

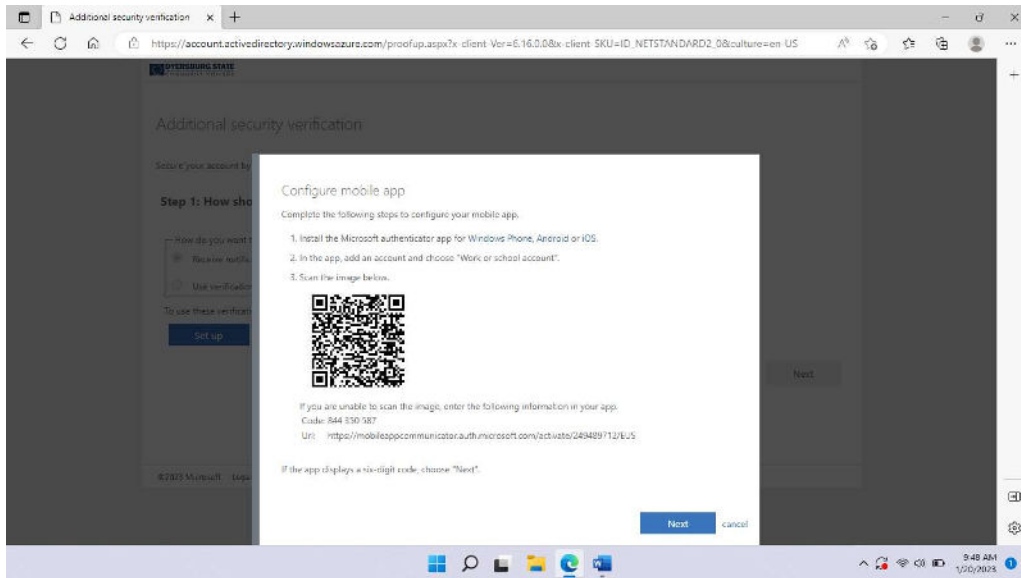On the More information required page press Next.
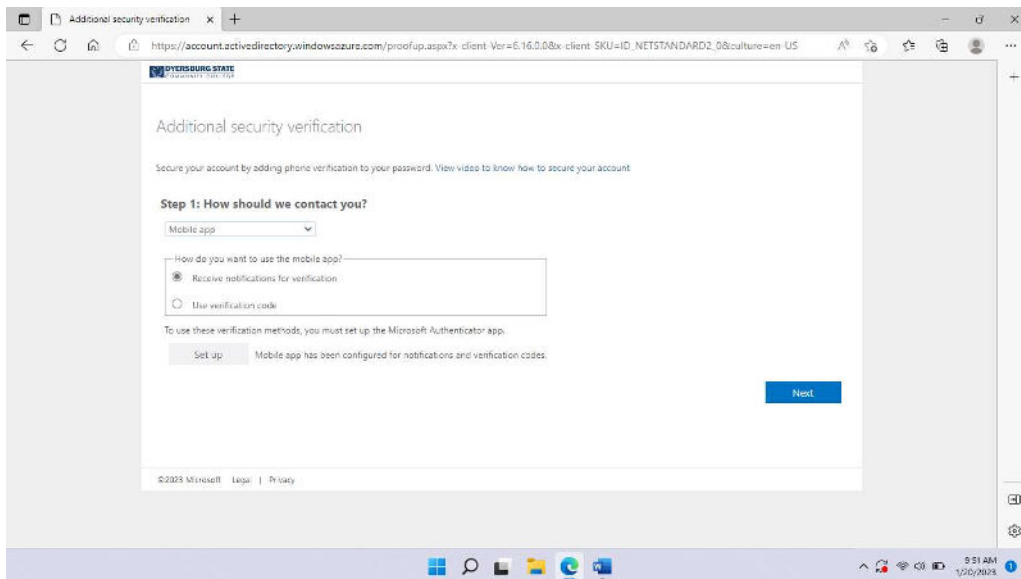
In the dropdown menu choose Mobile app.

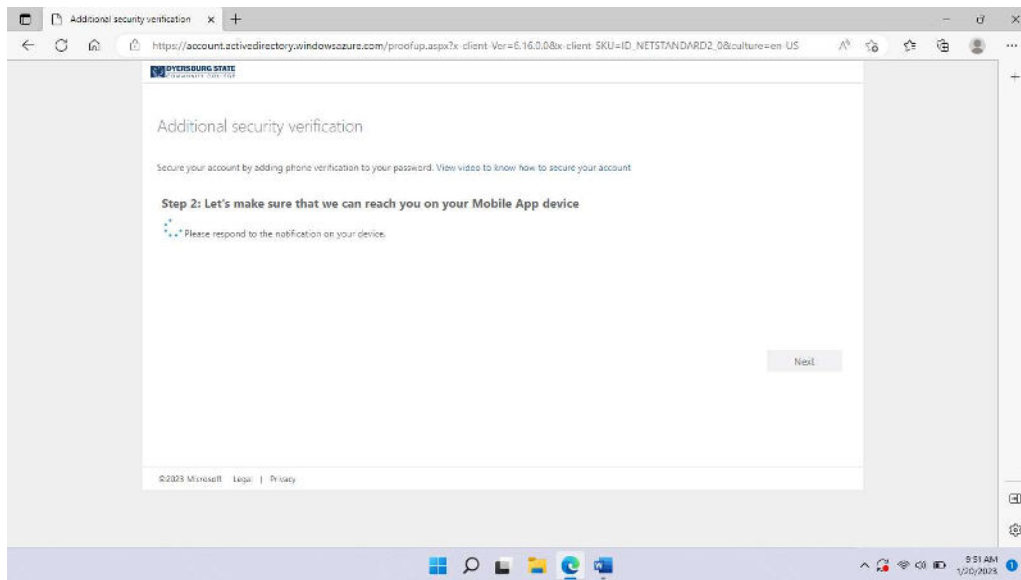Select Receive notifications for verification.

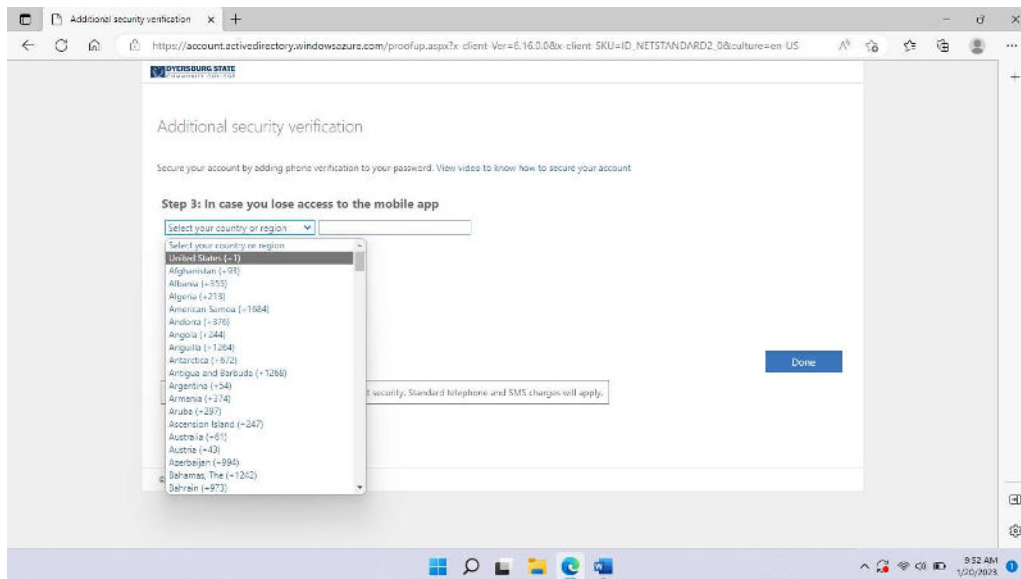Install the appropriate Microsoft authenticator app per the type of device.

Once finished with the instructions on the page press Next. You will be taken to the previous page; press Next.
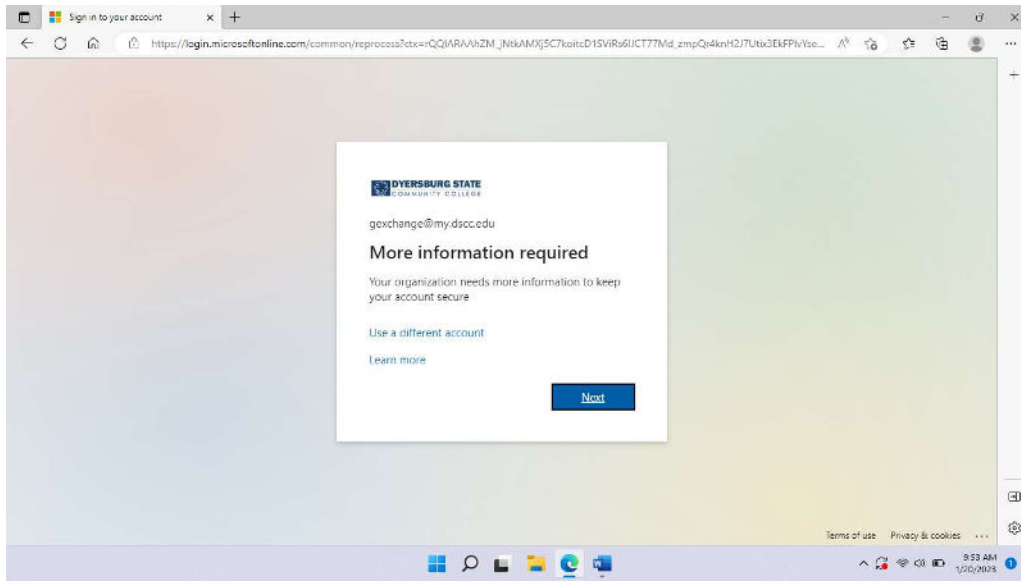
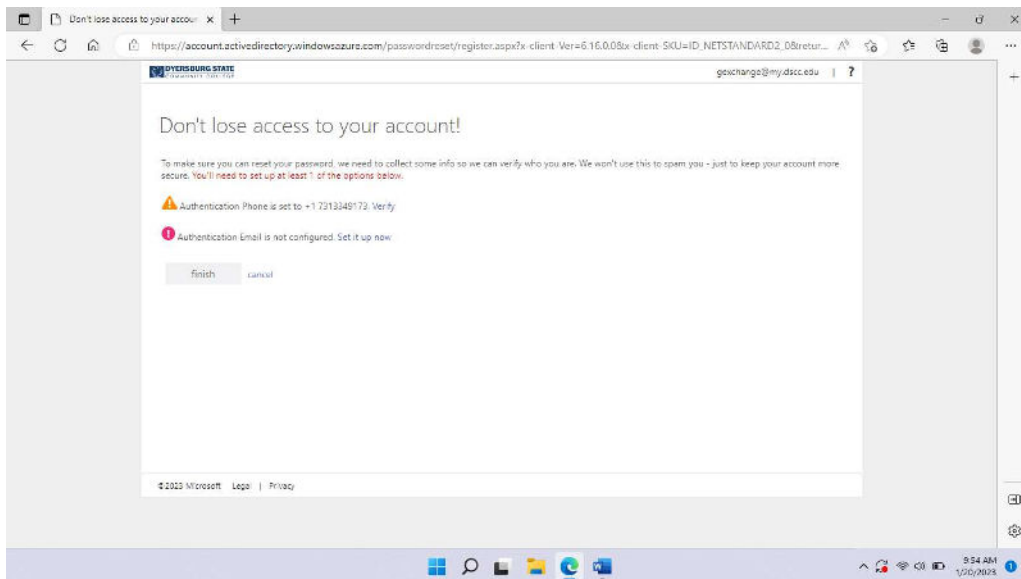A first-time verification will be sent. Once verified press Next.

A phone number will be required as a backup. Select the Country, enter your phone number, and press next. .
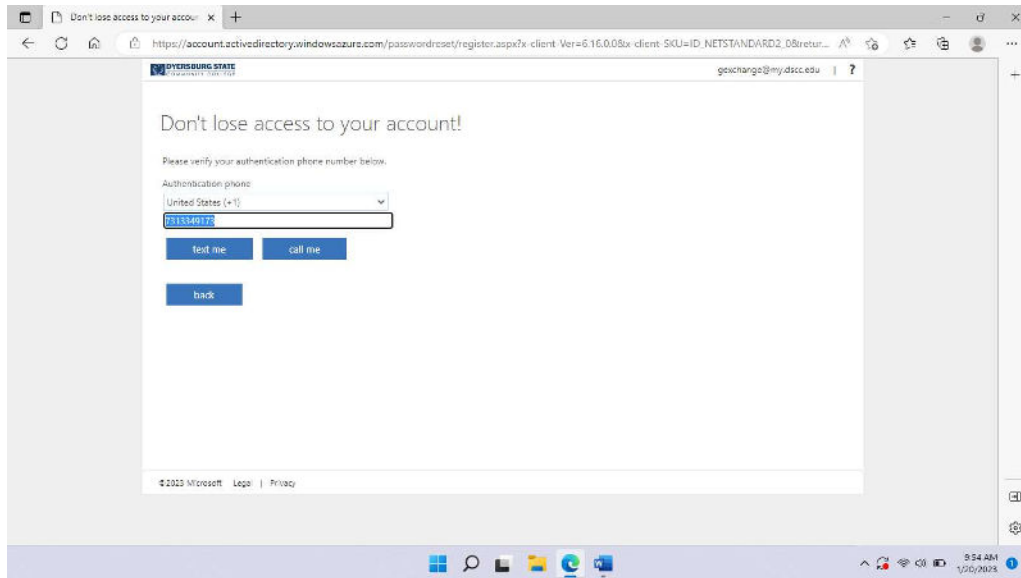
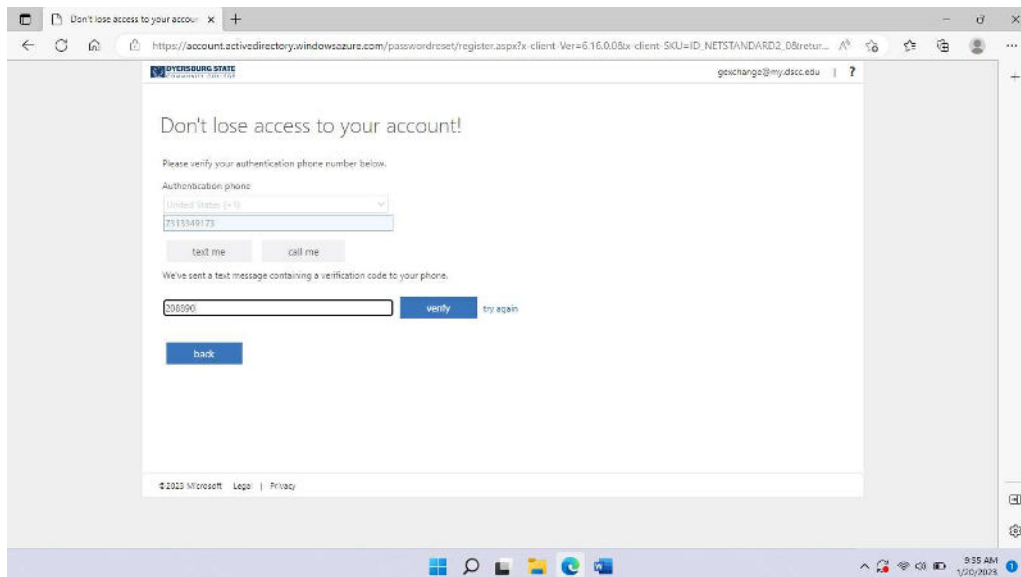On the More information required page, press Next.

Press Verify next to the Authentication phone (Do not use the email function because Microsoft has disallowed using a personal email as authentication).
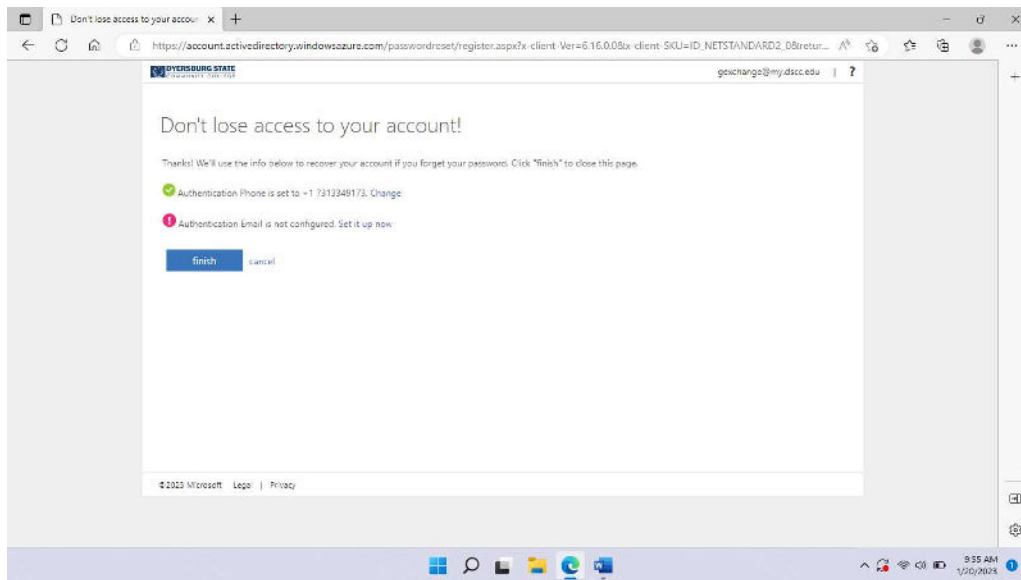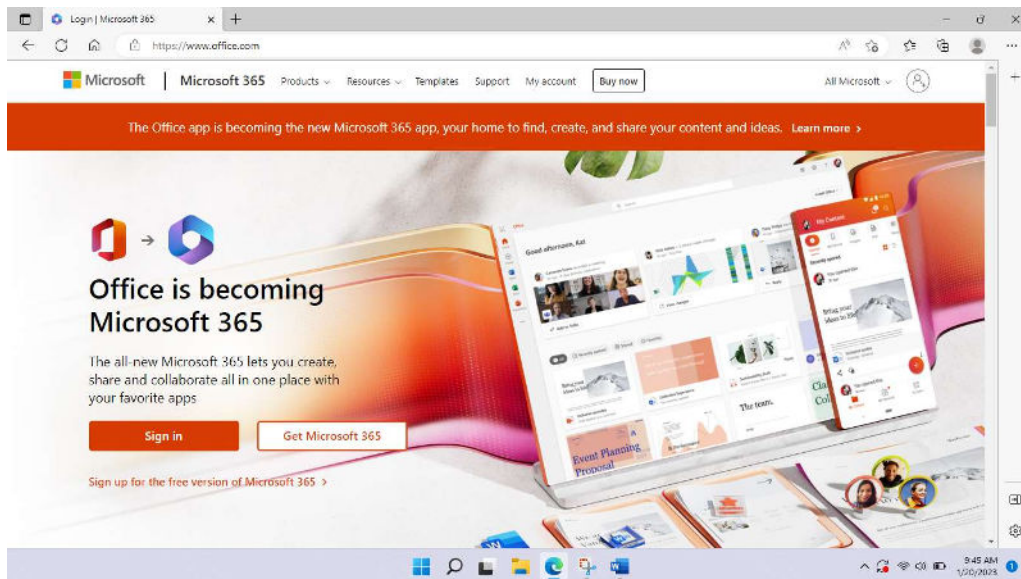
Select Text me or Call me.

If you choose Text me, enter the code sent to the mobile device. If you choose call me press the # key when prompted. Then press Next.
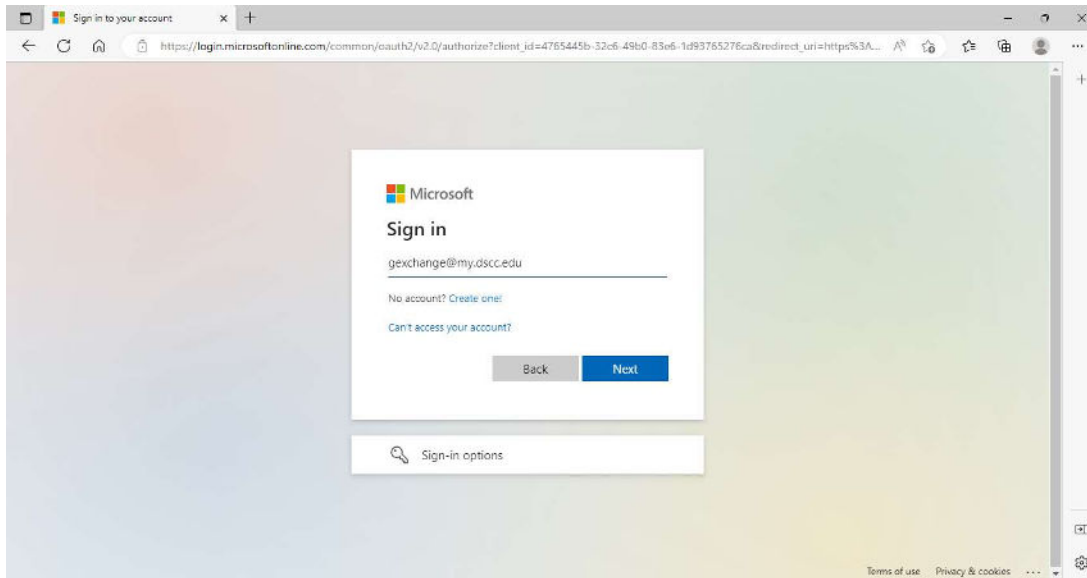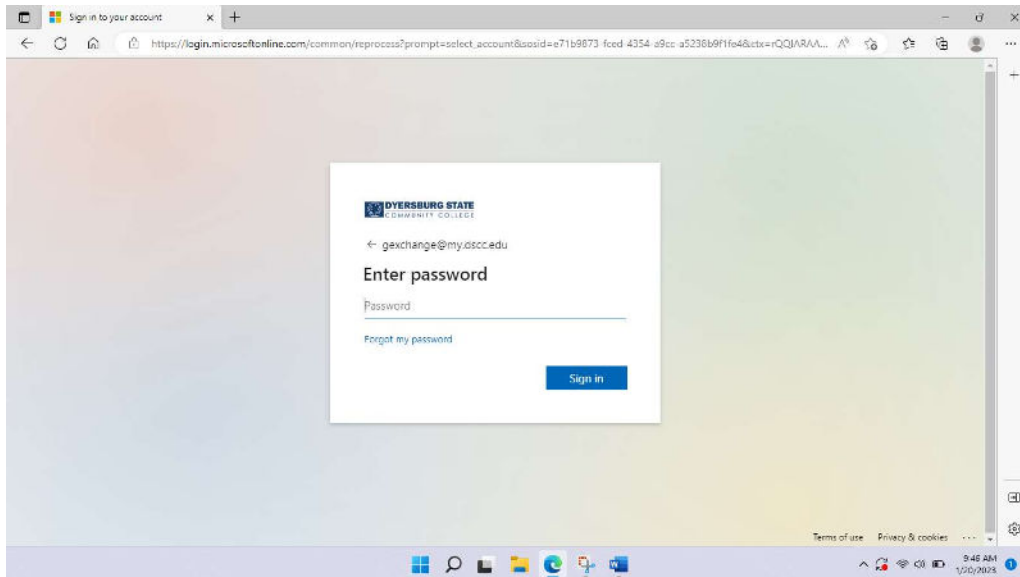
Once the phone is verified, press Finish.

Close the current browser session and start a new one. Navigate to https://www.office.com and choose Sign in.
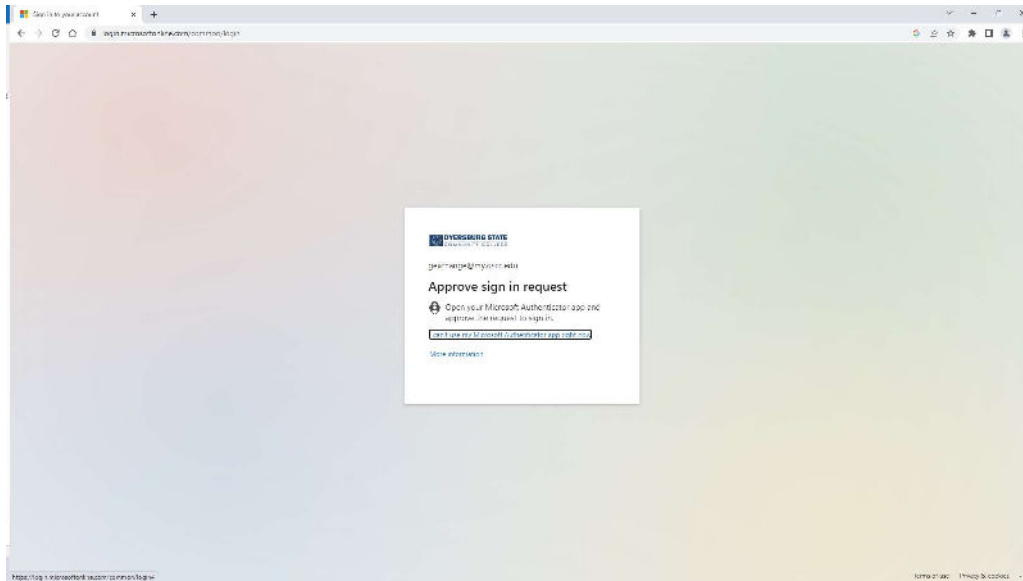
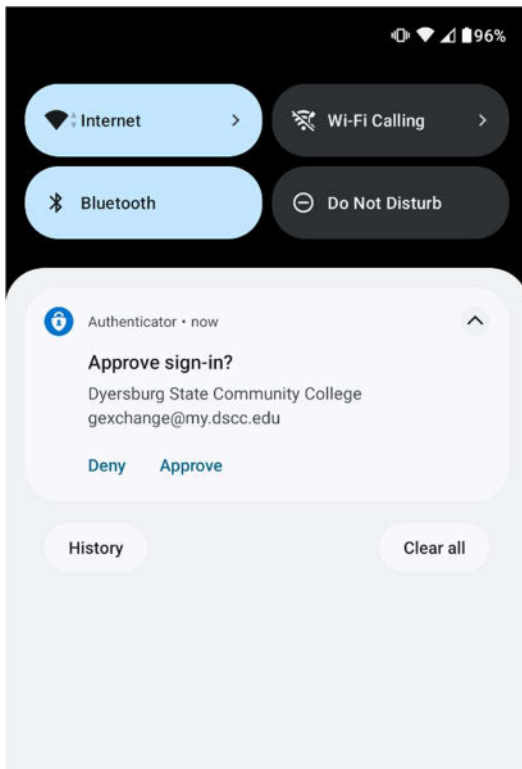Enter your DSCC email address (for students your email address is your username@my.dscc.edu).

Enter your DSCC password and authenticate using your current MFA method.

When the Approve sign in request page appears, go to your phone and approve the request.

Press Approve from the phone notification sent from Microsoft.

Once approved the main Microsoft Office 365 page will appear.