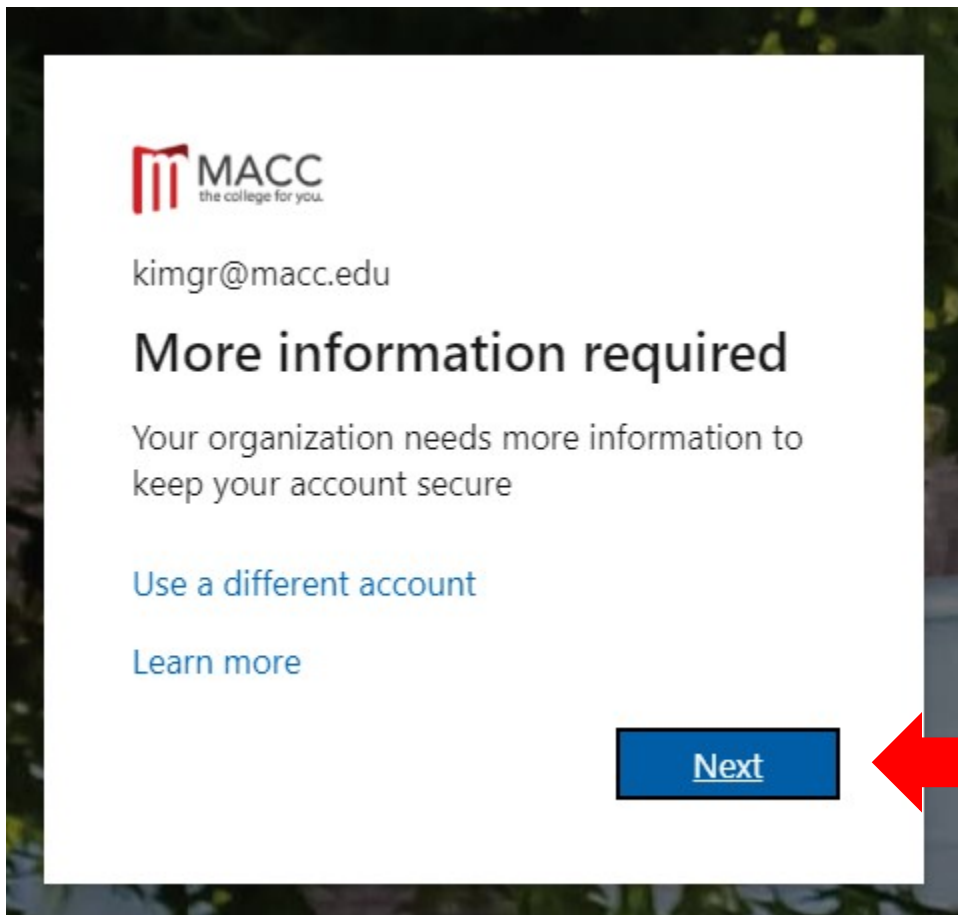


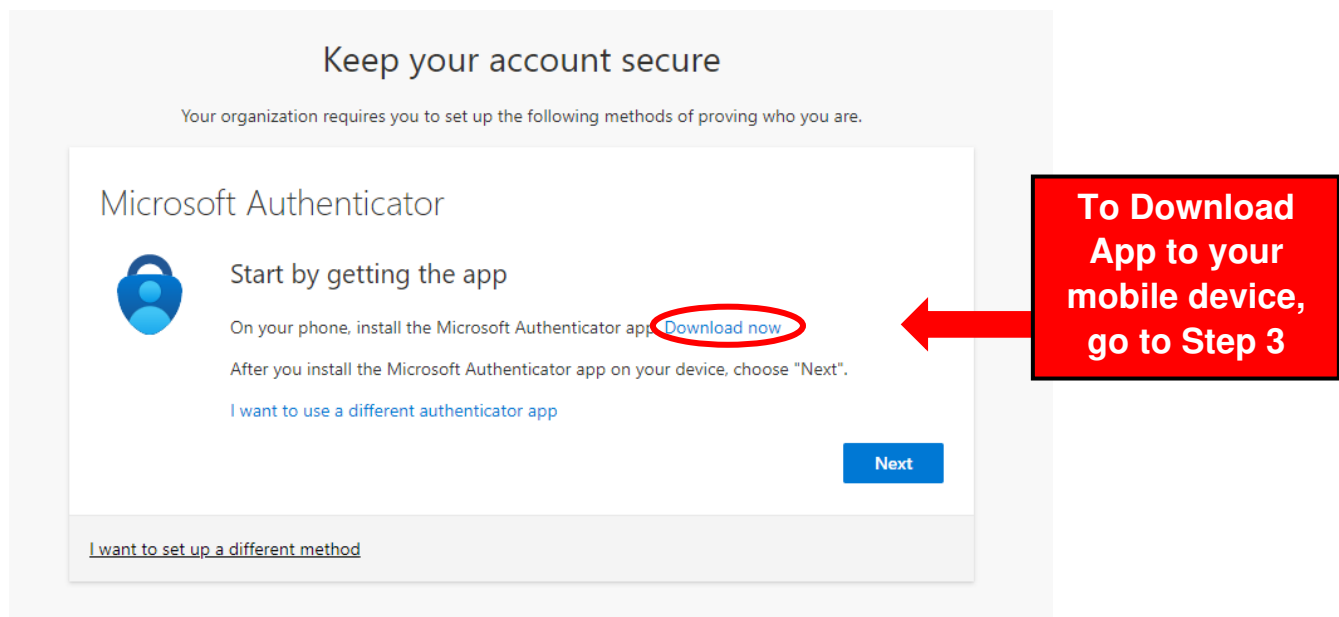
How To Set Up Multifactor Authentication for your MACC Microsoft Office Account

This guide will show you how to set up Multifactor Authentication (MFA) for your macc.edu Office account. You will be setting up MFA using the Microsoft Authenticator app on a smartphone or tablet using either the Google Play Store or the Apple App Store. This guide will refer to this as your mobile device.

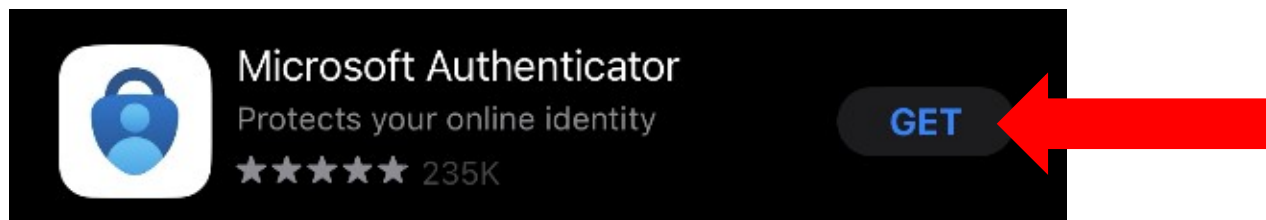
Step 1 – Signing In: Once MFA requirements are turned on, the first time you sign in you will be prompted with the following screen. Click “Next” to proceed.



Step 2 – Download the Microsoft Authenticator App: You'll be asked to download the Microsoft Authenticator App.

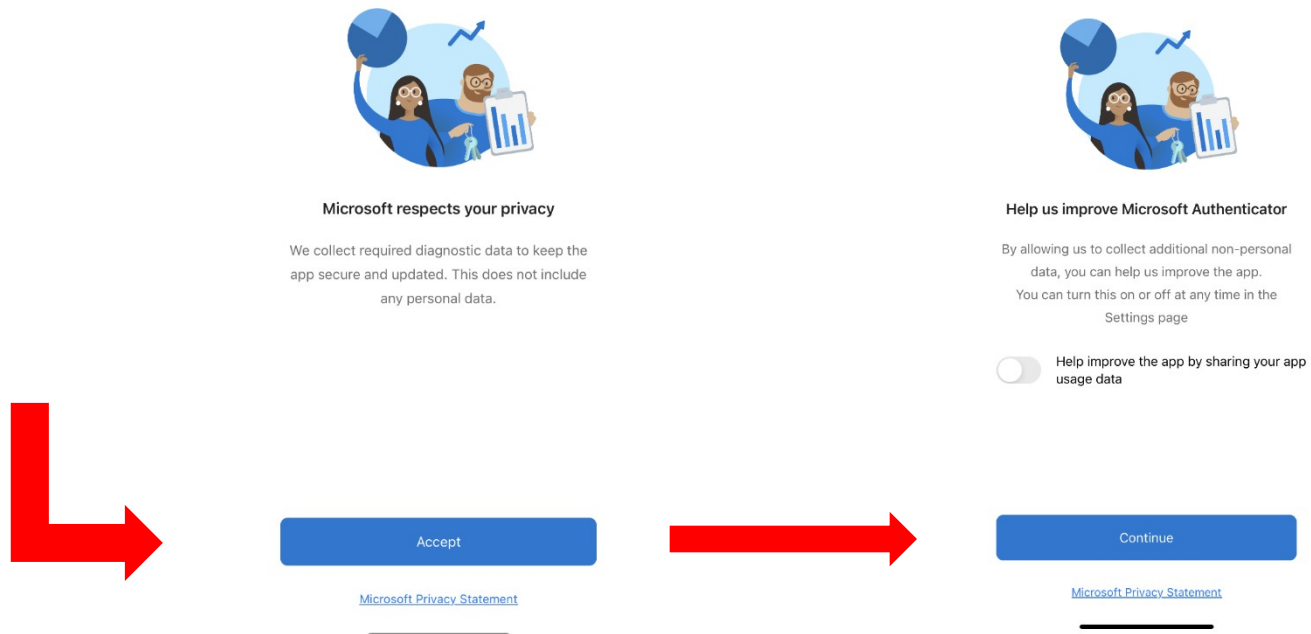


Step 2 – Download the Microsoft Authenticator app: Search for "Microsoft Authenticator" in the App Store on your mobile device. You'll want to be sure to download the one pictured in the screenshot. The icon is a person inside a padlock. Tap "Get" to proceed.

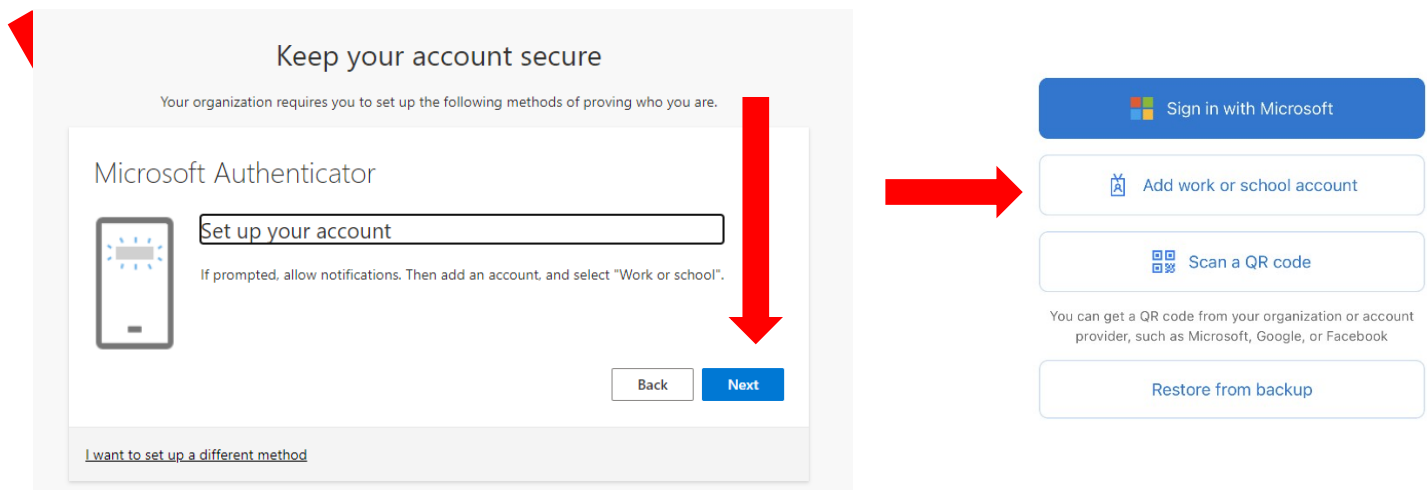


Proceed to download the application.

Step 4 – Open and initialize the app: Open the application. Tap “Accept” to proceed. Then tap “Continue” to proceed.

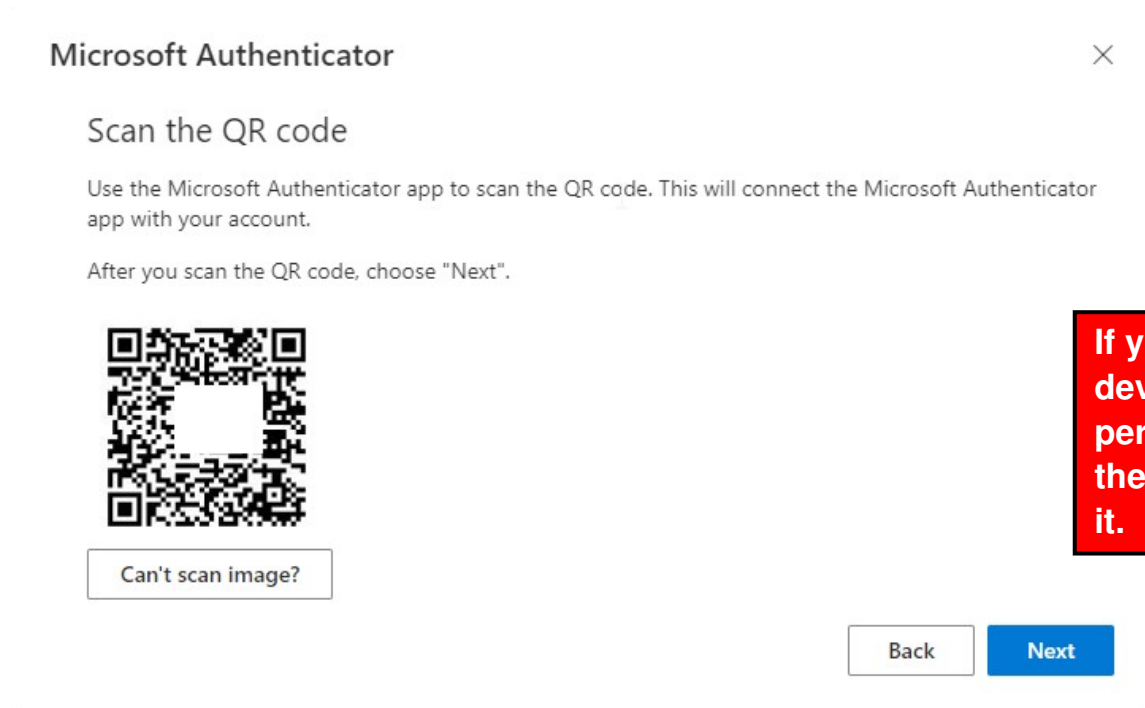


Step 5 – Link your accounts: On the computer, click “Next” to proceed past this screen. On your mobile device, tap the “Add work or school account” button.



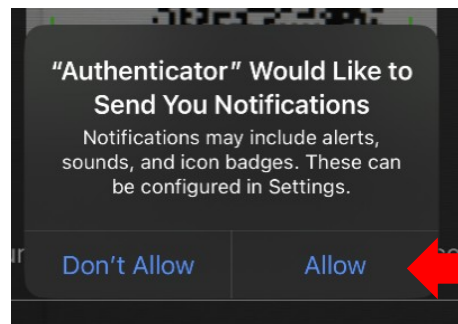


When you see the QR code on your computer, you'll need to scan it with your mobile device.

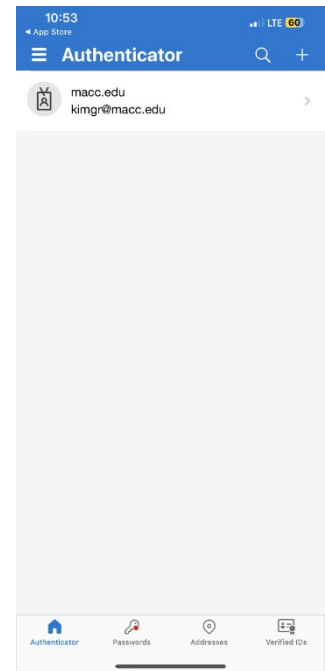


If your mobile device asks for permission to use the camera, allow it.

When prompted to allow notifications, tap "Allow."

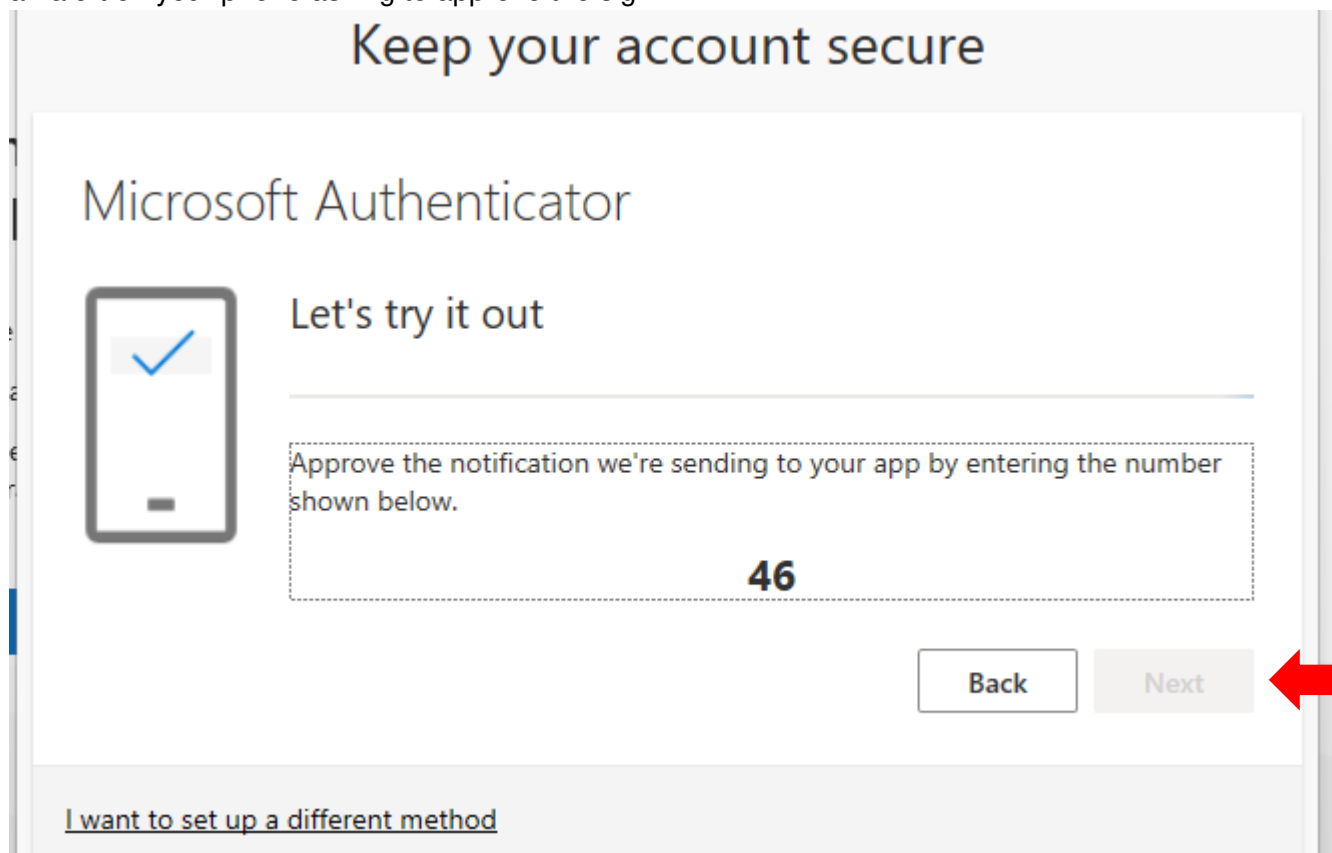


Step 5 (Continued): Once you see this screen, your account is linked to the Authenticator app.

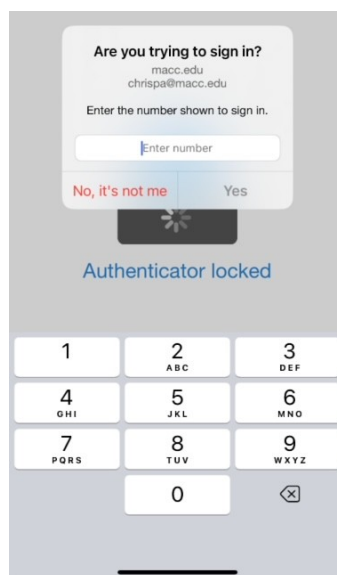


Step 6 – Test the authenticator:

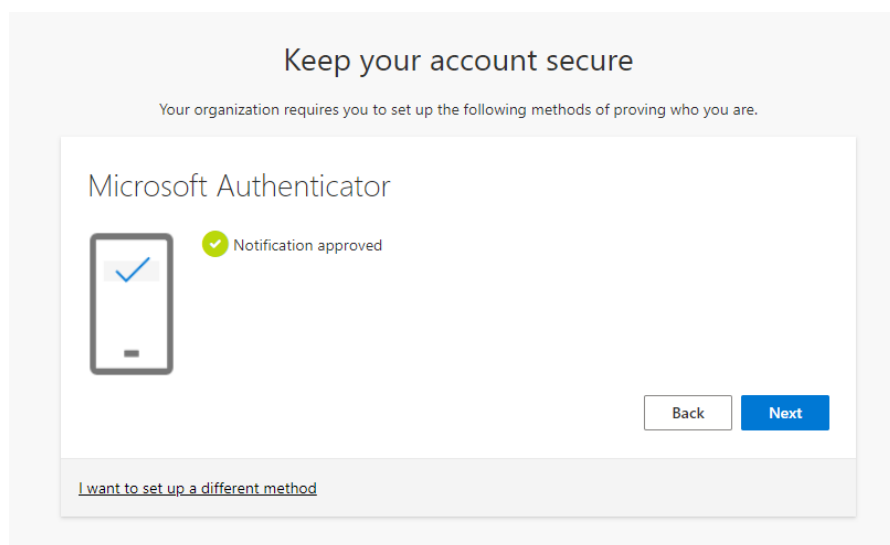
When you click “Next” on the below screen, you’ll receive an alert on your phone asking to approve the sign in.



In the Authenticator app on your mobile device, type in the number you were given in the previous image and tap “Yes”



Approved! You’ve now set up the Microsoft Authenticator app to use Multifactor Authentication!



If you have any questions or need assistance in any part of this process, please contact Computer Services for assistance.

Help Desk: Ext. 11555
helpdesk@macc.edu