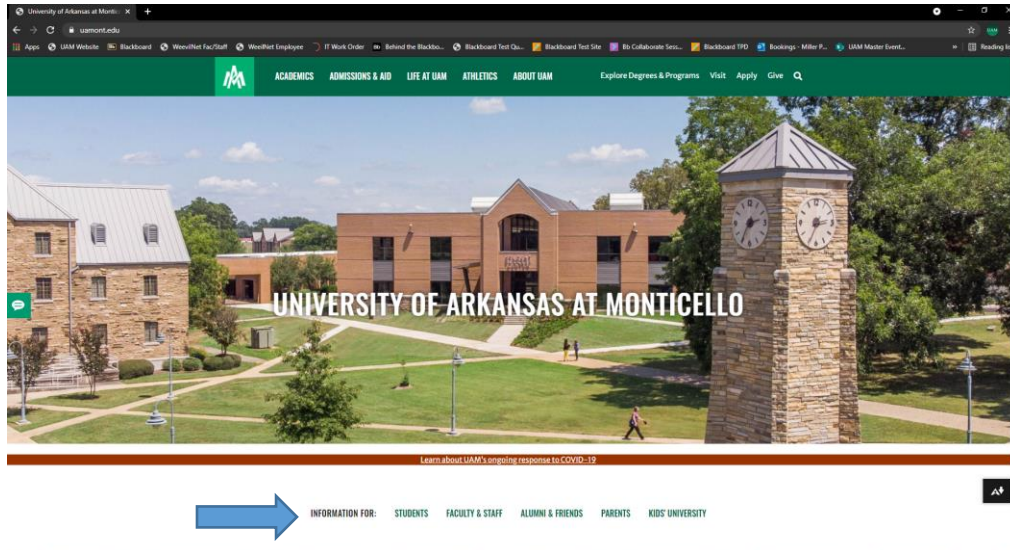
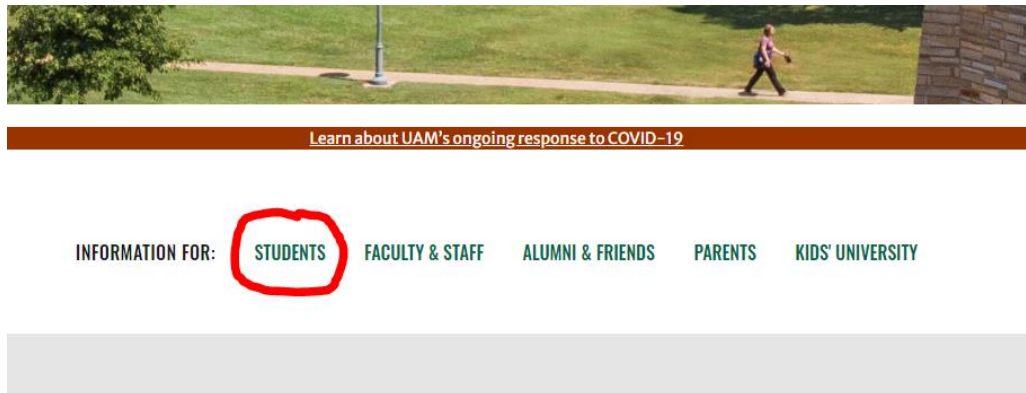


Register for Multifactor Authentication to Office 365

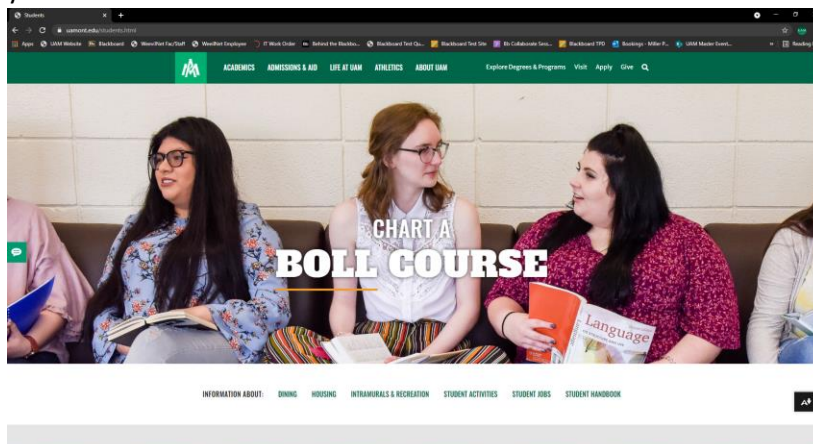
1. Go to the UAM website: www.uamont.edu



2. Click on INFORMATION FOR: STUDENTS under the red COVID-19 bar

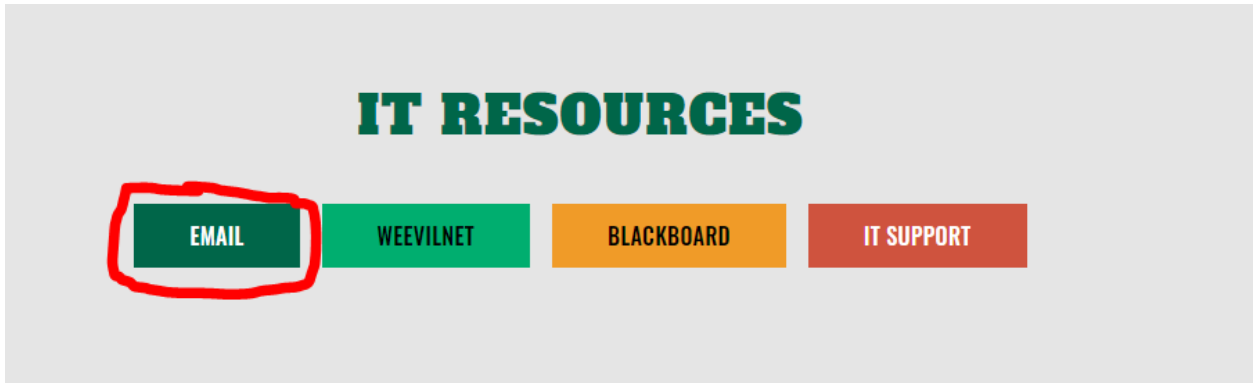


You will then be brought to the Student “Chart A Boll Course” page. Scroll down the page until you see IT RESOURCES.

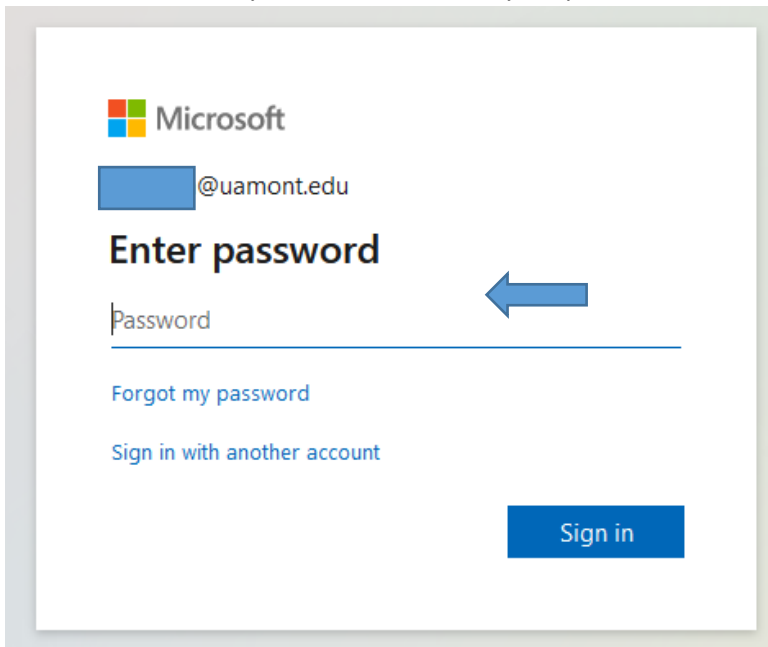


Register for Multifactor Authentication to Office 365

Under where it says IT RESOURCES you will then click the dark green EMAIL button.

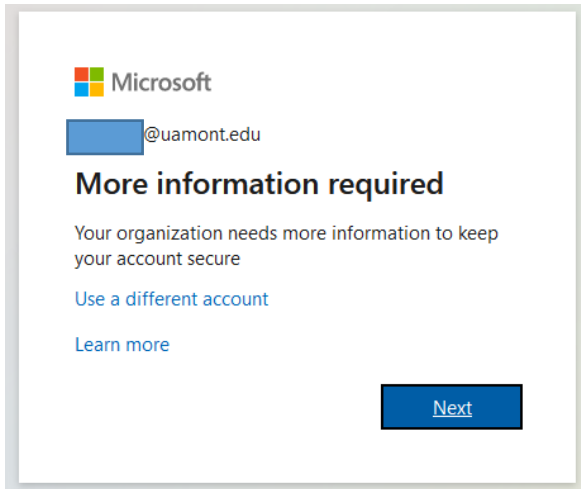


3. Your web browser may remember your username and just prompt you for a password like below. If not, enter your username, then your password.

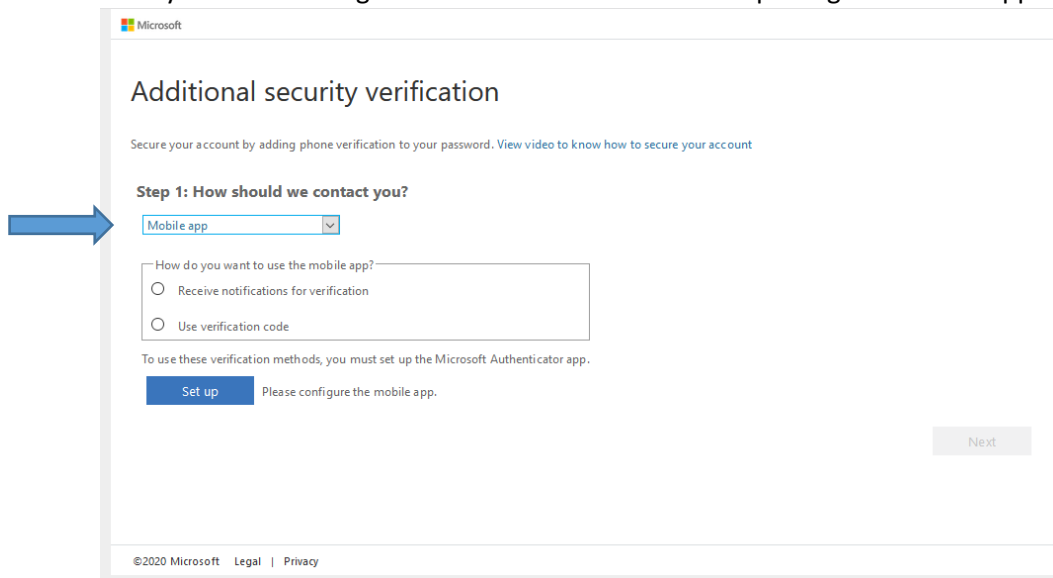


Register for Multifactor Authentication to Office 365

4. After entering your password, you will receive a message that more information is required. Click 'Next' to setup Multi-Factor Authentication.



5. The next screen will ask how you would like to receive your second factor of authentication. IT recommends you use 'Mobile App', but you may choose any of the available options. Office Phone is **not** recommended in case you need to access Office 365 while off campus, or are away from your desk. This guide will show how to set MFA up using the Mobile App.



Register for Multifactor Authentication to Office 365

6. Under 'How do you want to use the mobile app?' select the option you prefer, then click 'Setup'. If you choose 'Receive notifications for verification', all you will have to do is hit approve when you are prompted on your phone. If you select, 'Use verification code', you will have to enter a 6-digit code from the Authenticator App to verify yourself. For this guide, we will use 'Receive notifications for verification'. Click 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

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.

Next

©2020 Microsoft Legal | Privacy

7. Once you have clicked setup, a window with a QR code will pop up.

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.

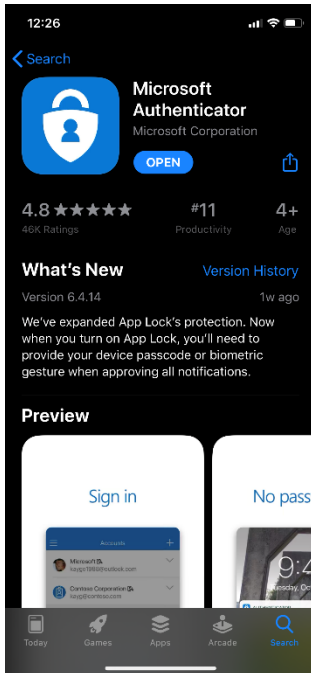
If you are unable to scan the image, enter the following information in your app.
Code: 271 520 421
Uri: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/779618623>

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

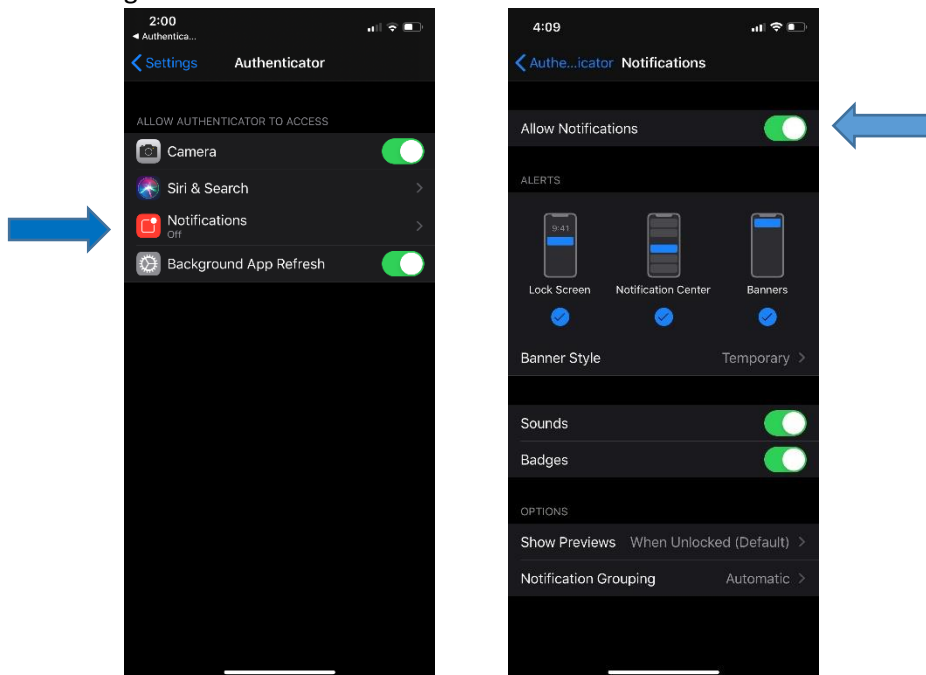
Next cancel

Register for Multifactor Authentication to Office 365

8. If you are going to use the Microsoft Authenticator app, you will need to download it from your mobile app store before continuing this guide.

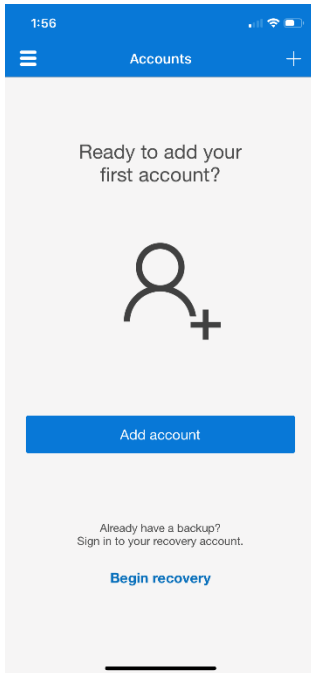


- a. After downloading the app, you will need to make sure that push notifications have been enabled for it. On an iPhone, this can be done by: going to Settings, locating the Authenticator app, selecting Notifications, then slide the button over to where it turns green.

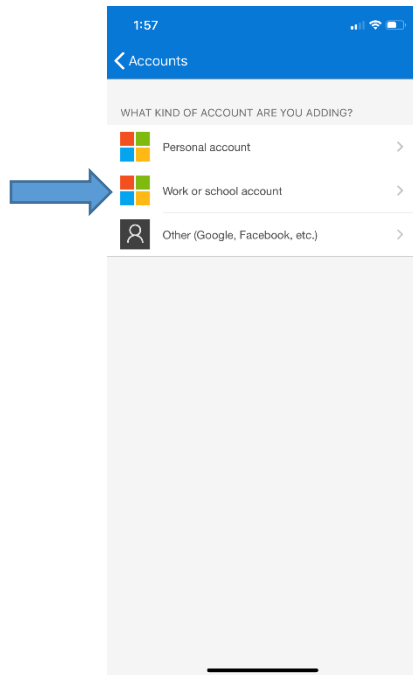


Register for Multifactor Authentication to Office 365

9. You will now need to open the Authenticator App, and continue registration. With the Microsoft Authenticator App opened on your phone, select 'Add Account'.

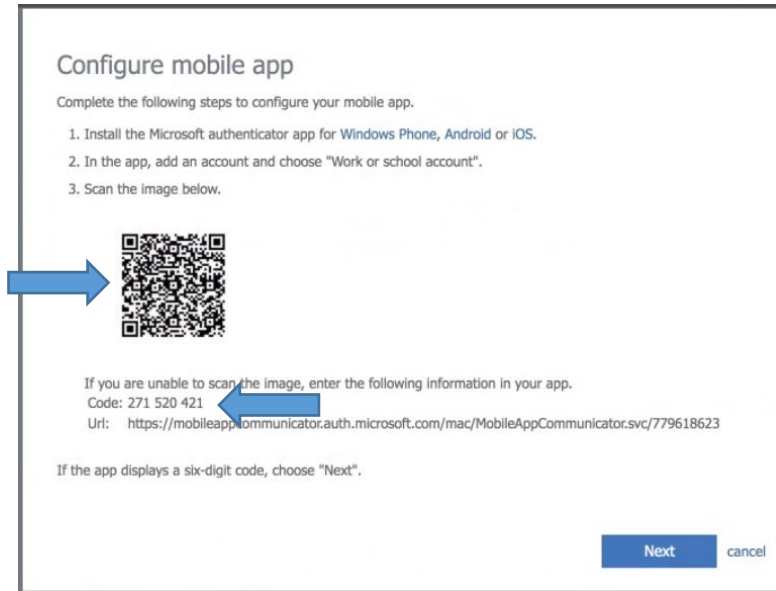


10. Select 'Work or School' account.

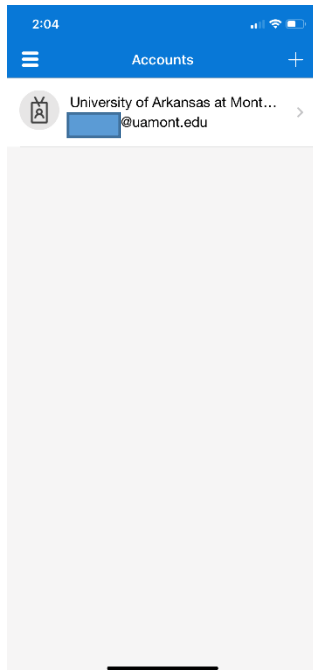


Register for Multifactor Authentication to Office 365

11. If you wish to scan the QR code provided by Microsoft, you will need to allow the app access to your camera. If you do not wish to scan the QR code, then you can enter the provided 9-digit code. In this guide, we scanned the QR Code.



12. After you scan the QR code, your UAM account name should show up in the list of Accounts.



Register for Multifactor Authentication to Office 365

13. Once your account shows up in the list of accounts in the Authenticator App, go back to your computer and look at the screen that provided your QR code. It should read, "Mobile app has been configured for notifications and verification codes". If it does, click Next.

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

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 Mobile app has been configured for notifications and verification codes. 

Next

©2020 Microsoft Legal | Privacy

14. Microsoft will now test the Authenticator App by sending you a verification code.

Microsoft

Additional security verification

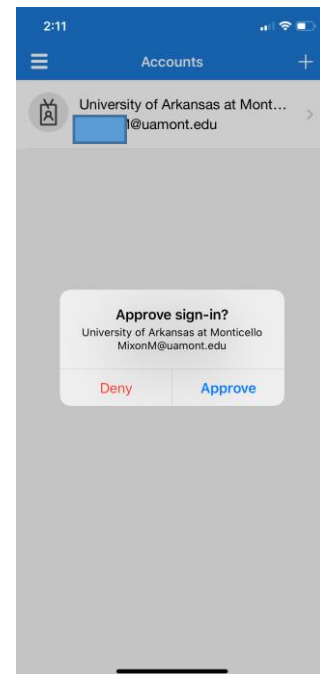
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

Next

©2020 Microsoft Legal | Privacy



Register for Multifactor Authentication to Office 365

15. Once you approve the test verification, setup on the app is complete. On the next screen, Microsoft will ask for your mobile phone number. This is so they can verify your account just in case you lose access to your Authenticator App. It is recommended by IT that you have a backup verification method in case you lose access to the Authenticator App, however, the decision to provide this information is yours.

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)

[Done](#)

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

©2020 Microsoft | Legal | Privacy

16. After setting up the app, you will be prompted to enter your password for Office 365 again. Enter your password.

Microsoft

@uamont.edu

Enter password

Sorry, your sign-in timed out. Please sign in again.

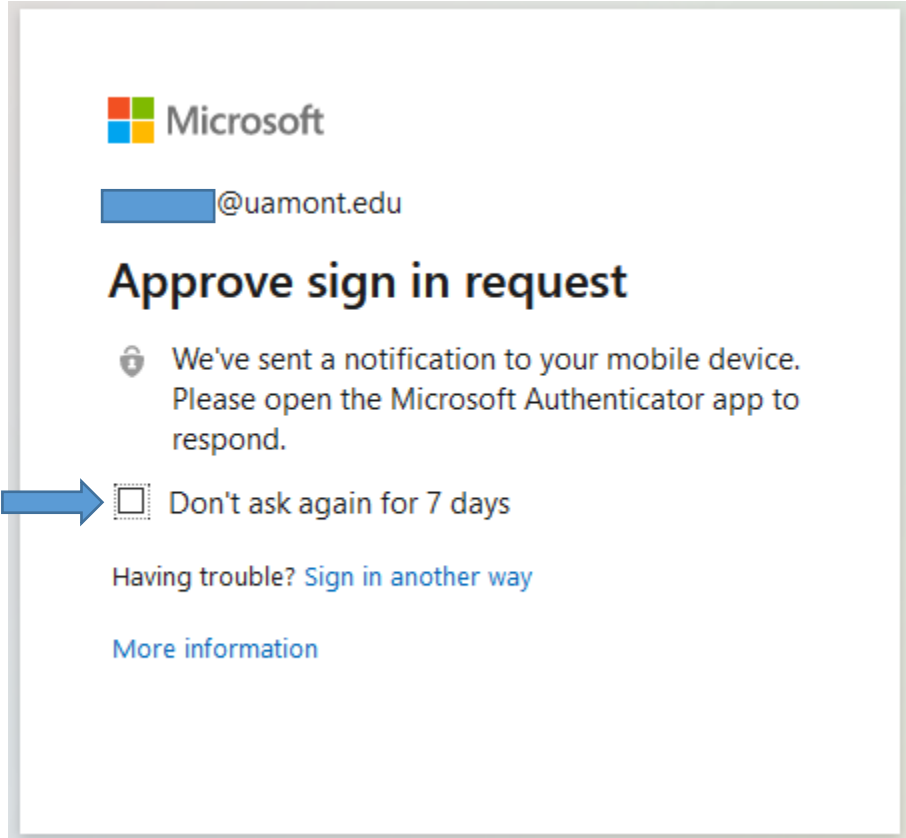
[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

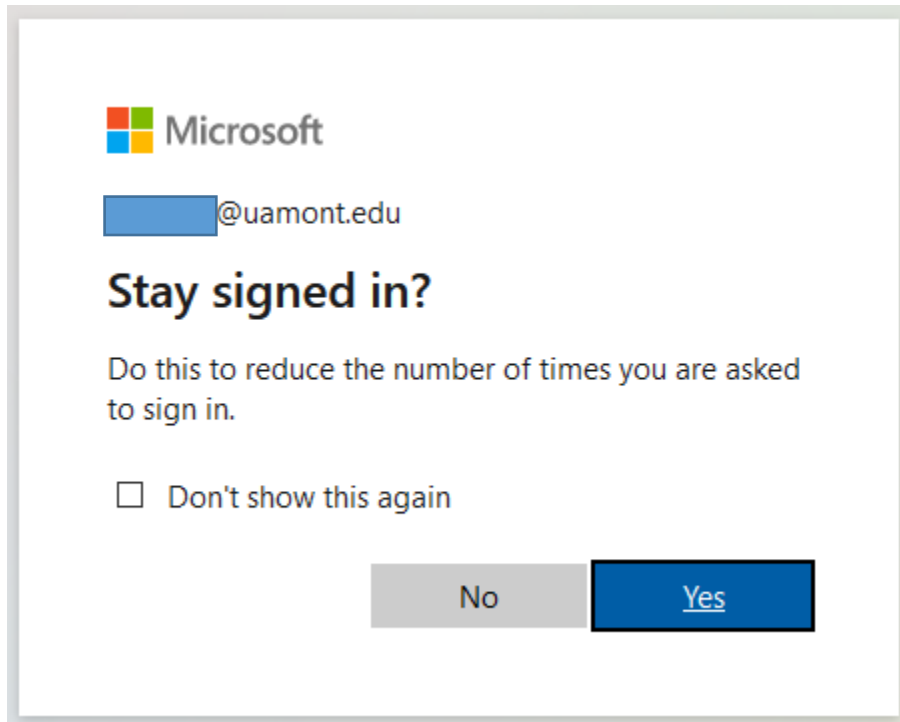
Register for Multifactor Authentication to Office 365

17. After entering your password, you will be asked to approve the sign-in request, and you should receive a notification from the Authenticator App on your phone. Before approving the request, you can choose to check the 'Don't ask again for 7 days box'. Doing so will not require MFA for 7 days on that computer. If you choose to do this, IT recommends you only do this for trusted computers, such as your desktop computer at work.



Register for Multifactor Authentication to Office 365

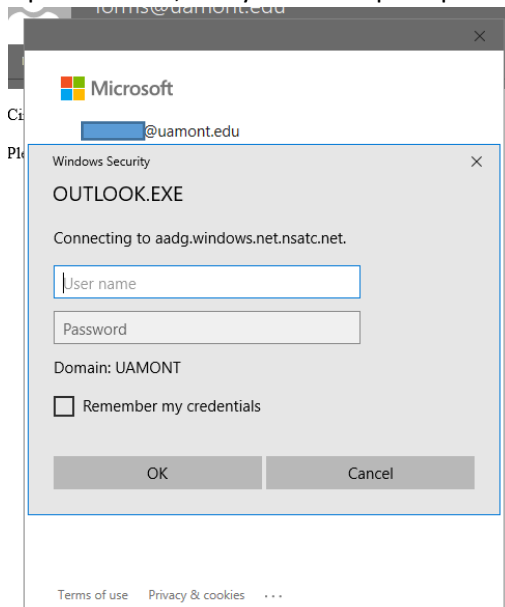
18. Microsoft will ask if you would like to stay signed in. When testing this, I clicked 'Yes', and checked 'Do not show this again', but my password was NOT remembered, and I was asked every time I logged in.



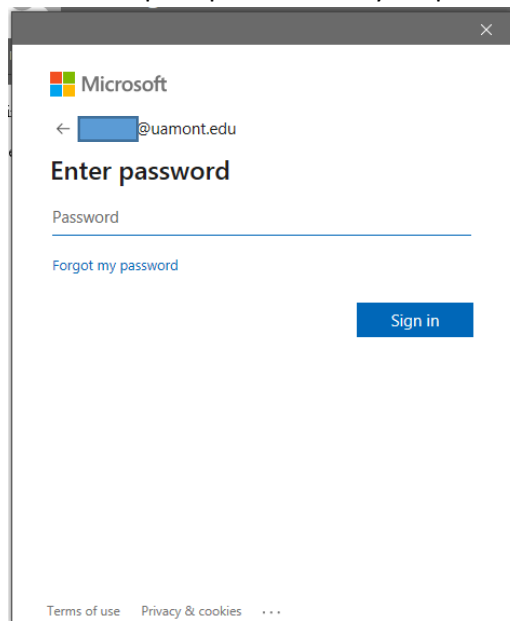
19. You should now have access to your Office 365 account, and have Multi-Factor Authentication setup.
20. You will now need to close and sign back in to any Microsoft desktop applications that you use. This may include, but not be limited to: Outlook, Teams, and One Drive. The sign-in procedure for Outlook has been documented below. The login process for all of the desktop apps will be similar.

Register for Multifactor Authentication to Office 365

21. Open Outlook, and you will be prompted to log in. Enter your credentials, and click OK.



22. You will be prompted to enter your password again.



23. After entering your password the second time, you should receive an approval request from the Authenticator app on your phone. Once you approve the request, Outlook should connect to the mail server.

24. If you have email being sent to your phone, you will have to log back into that, too. For iPhones, the login process is the same as when you change your password on the 90th day, except the extra step of Authenticator sending you an approval request is added.