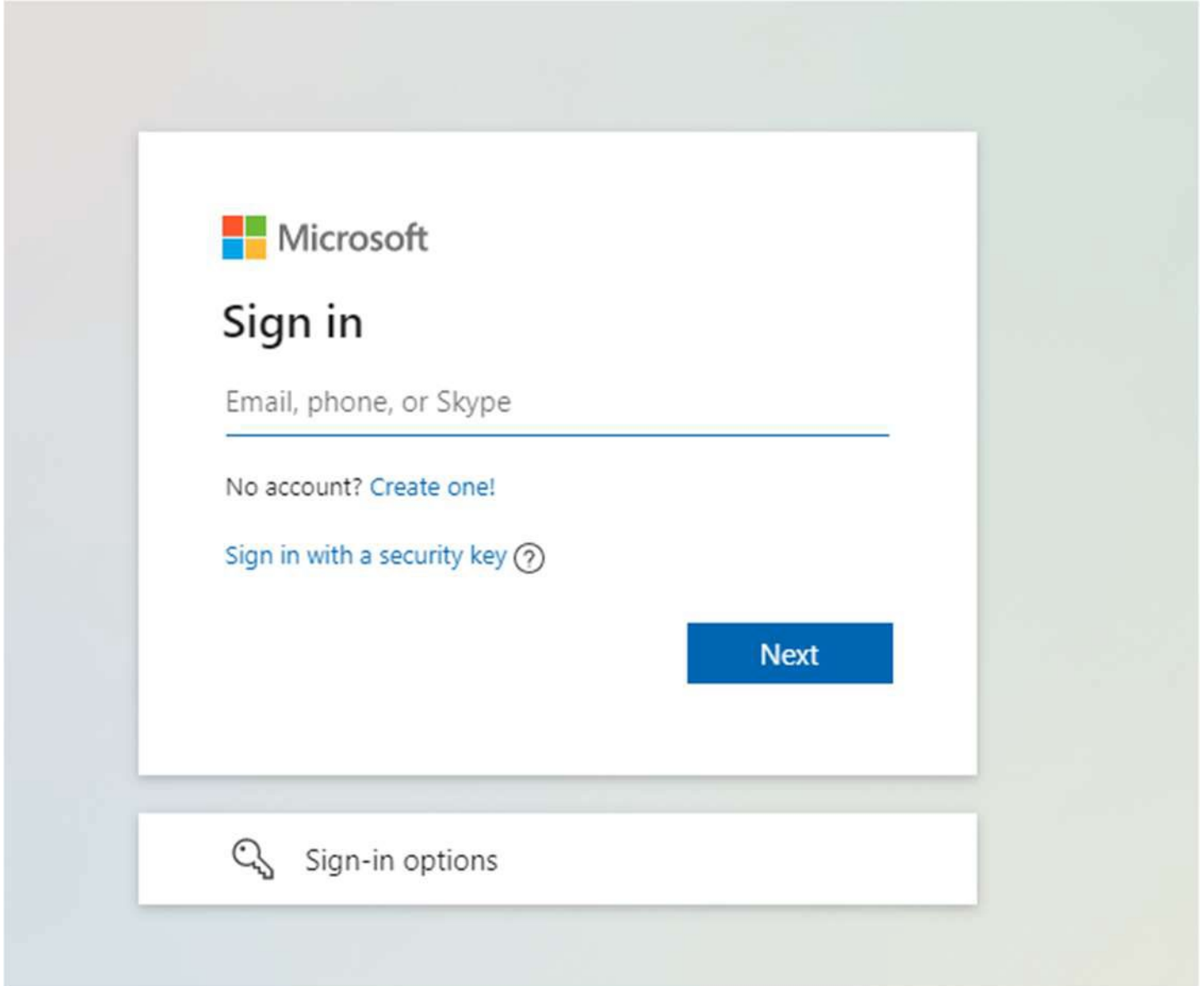


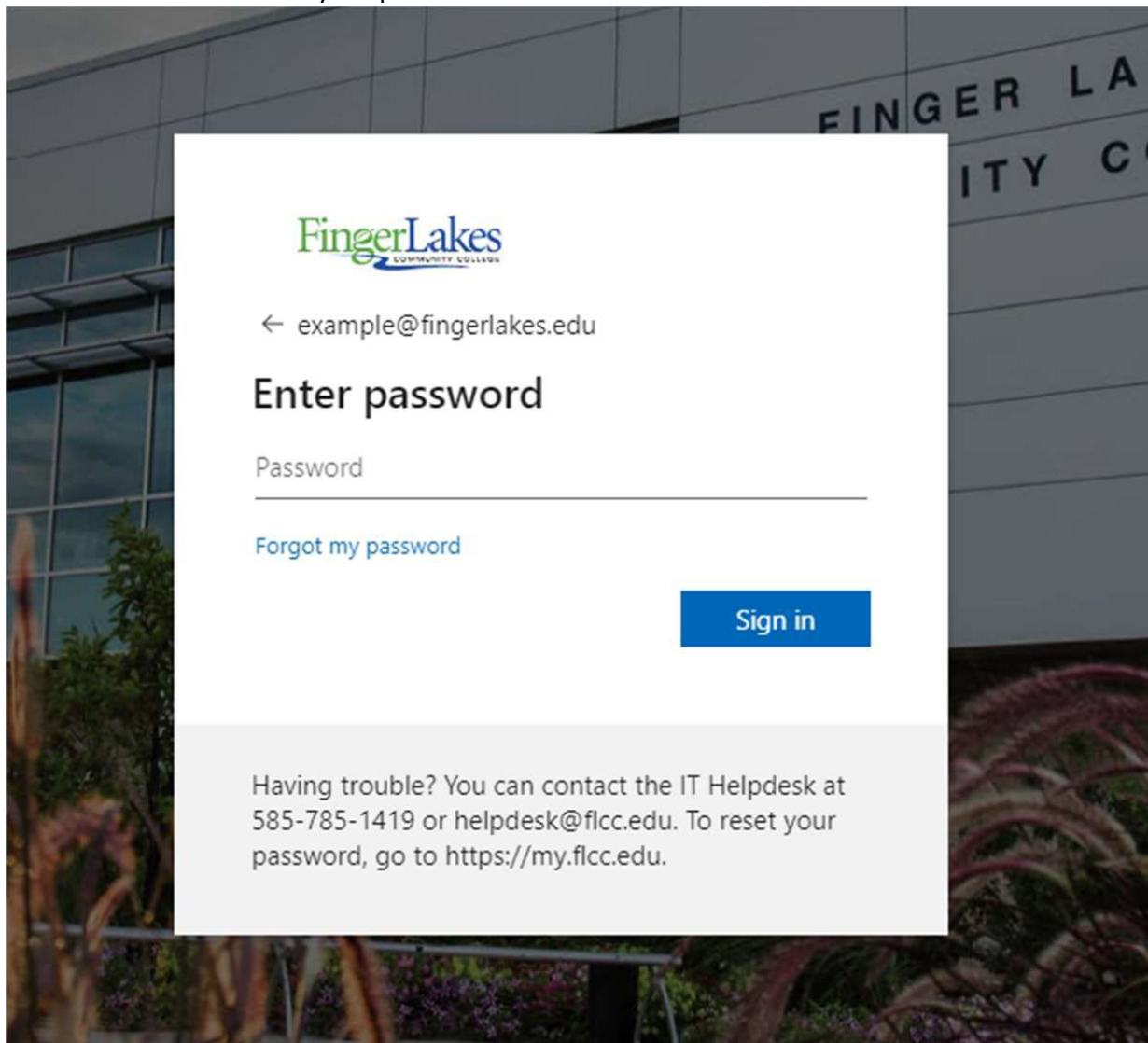
## MFA – MICROSOFT AUTHENTICATION SETUP

1. Make sure you have **TWO** devices before going any further. You will need a separate device besides your phone in this process. Start by following the steps on your separate device. Not on your phone. Open any browser, i.e. Safari, Chrome, Edge and navigate to **outlook.office.com** and enter your student email address.



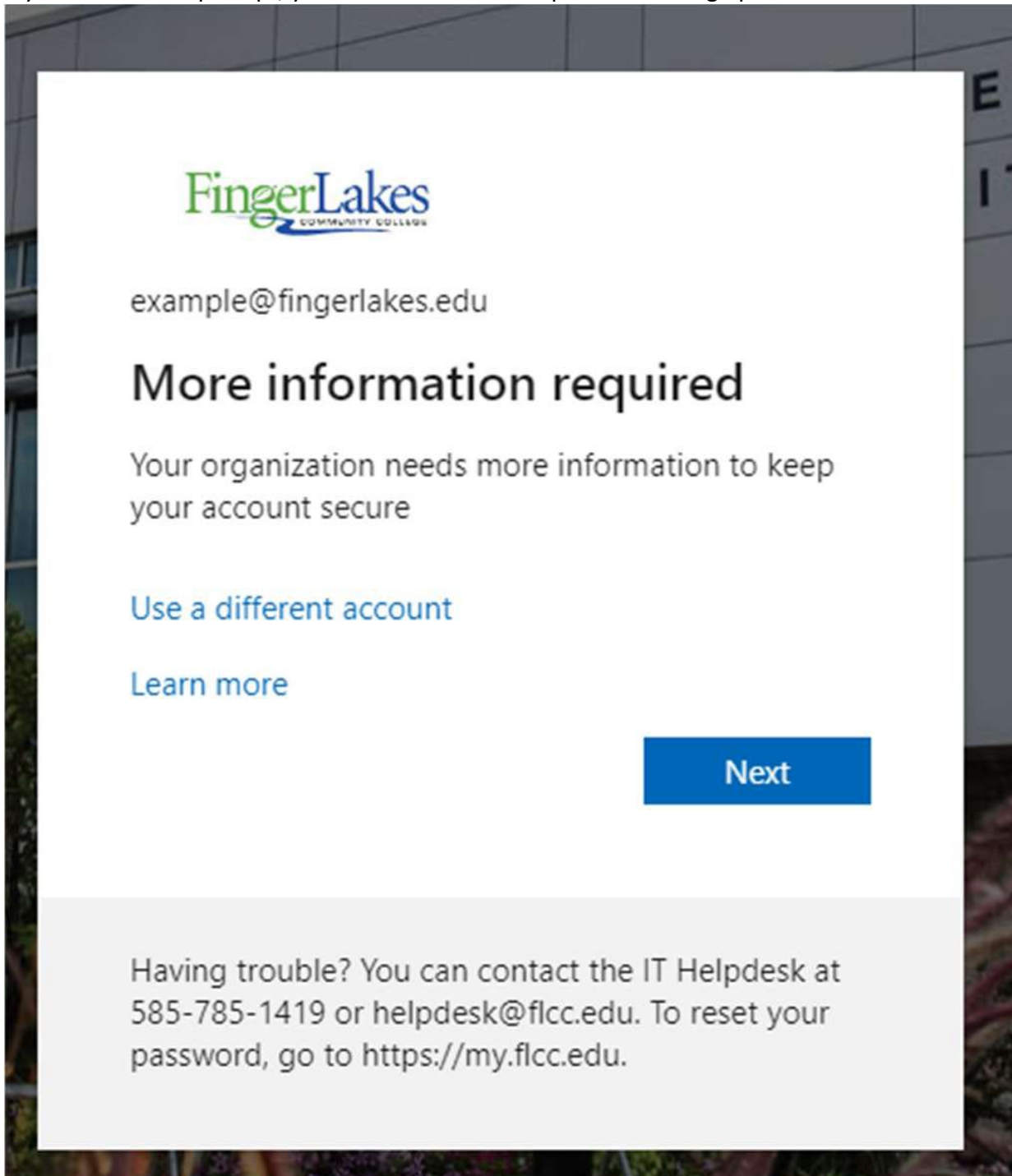
## MFA – MICROSOFT AUTHENTICATION SETUP

2. Once at this screen enter your password.



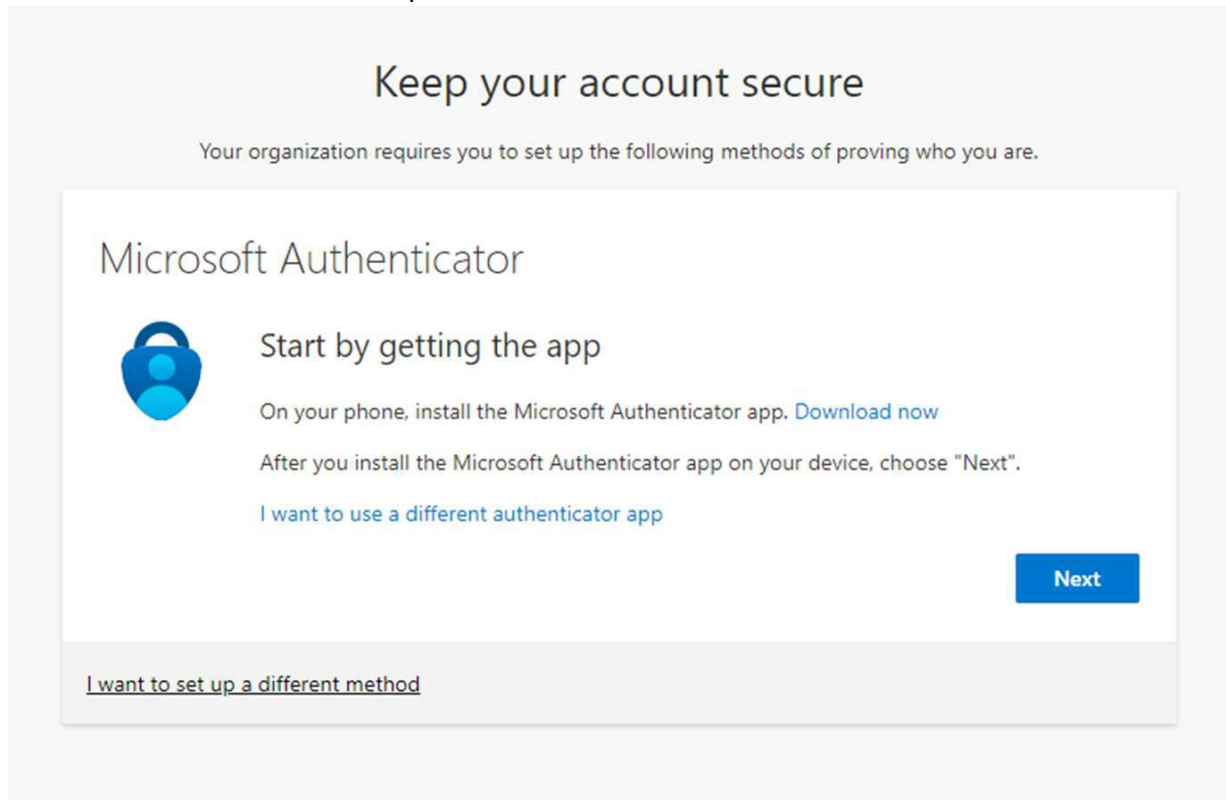
## MFA – MICROSOFT AUTHENTICATION SETUP

3. If you receive this prompt, you must select **Next** to proceed setting up Multi-Factor Authentication.



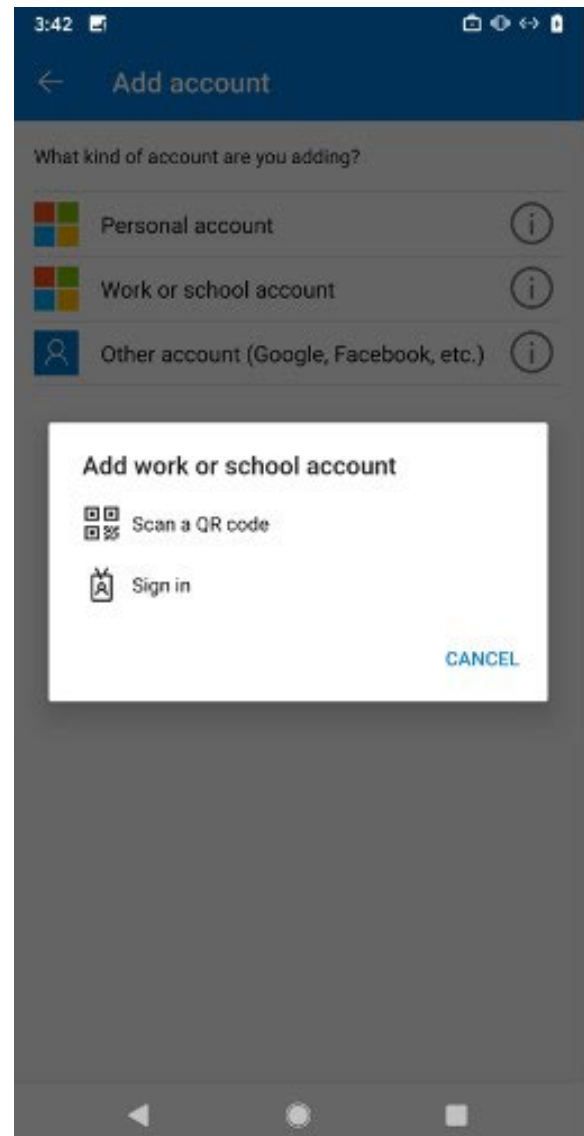
## MFA – MICROSOFT AUTHENTICATION SETUP

4. Open your App Store or Google Play Store on your **phone** and download the Microsoft Authenticator App. You are looking for the app that corresponds with the blue lock icon shown in the picture below. Once the Microsoft Authenticator App is downloaded on your phone click Next to continue on your second device as shown in the picture below.



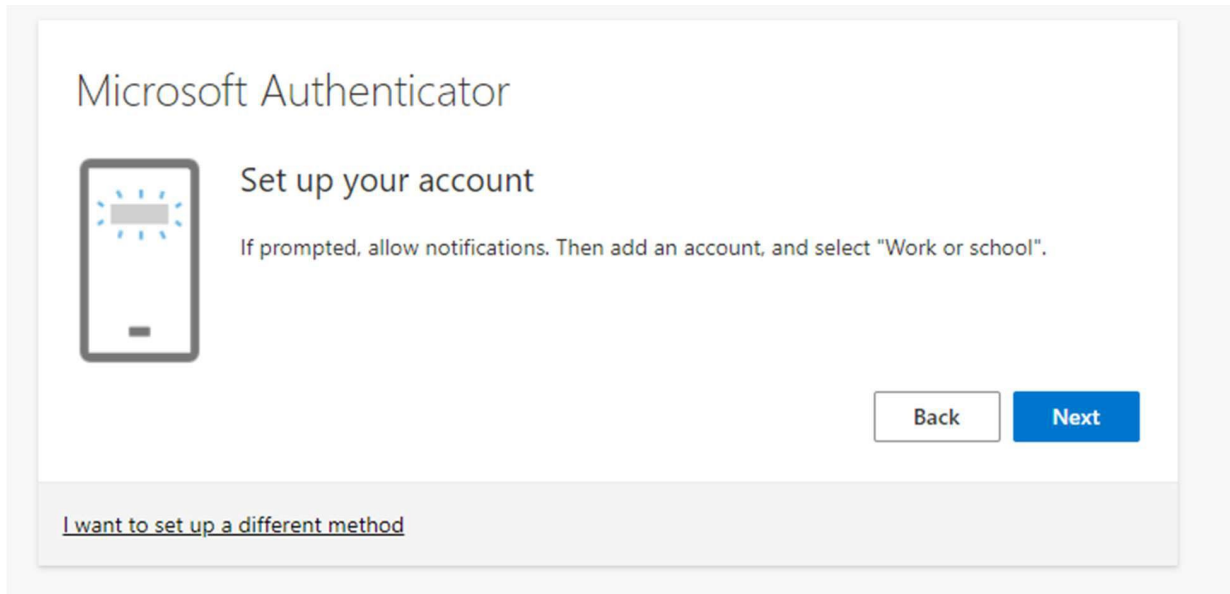
## MFA – MICROSOFT AUTHENTICATION SETUP

- Once the Microsoft Authenticator App has been installed on your phone, open the app, and if prompted, allow notifications. Then select **Continue**, **Add Work or School Account**, and lastly **Scan QR Code** as shown in the pictures below.

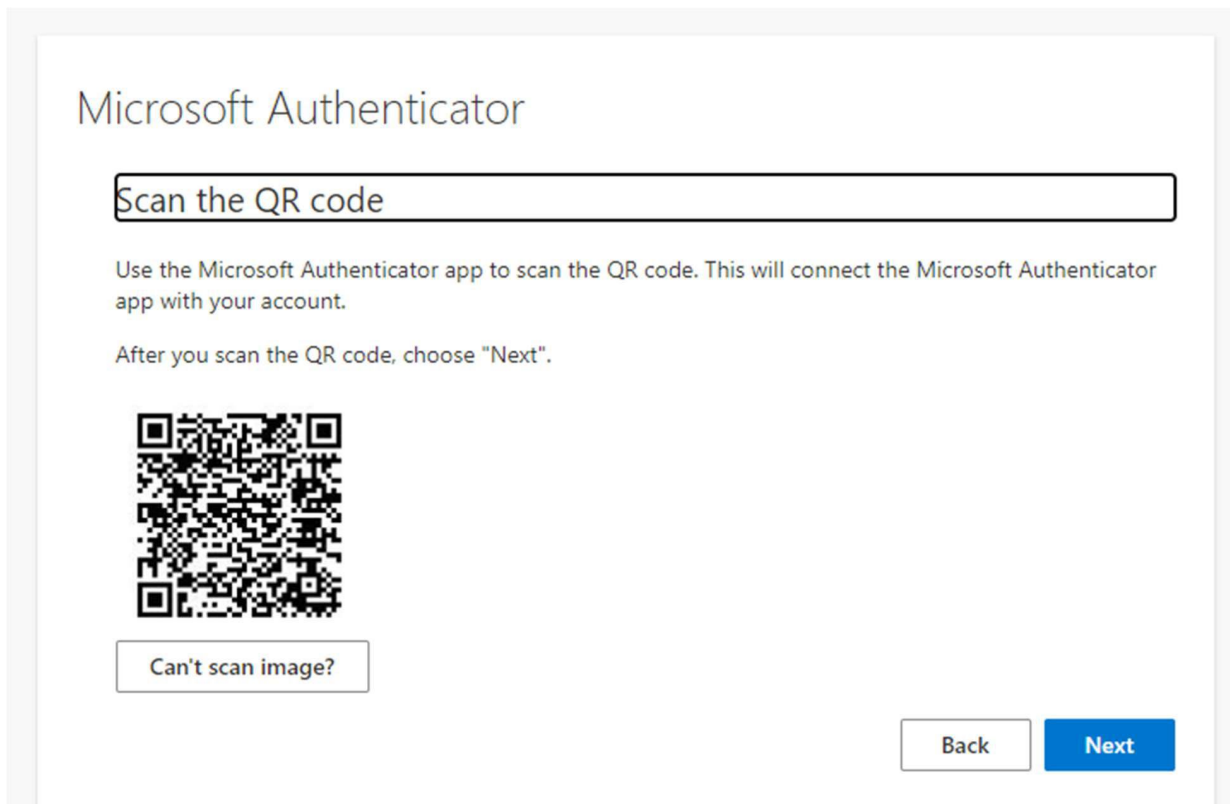


## MFA – MICROSOFT AUTHENTICATION SETUP

- Click **Next** on your secondary device as shown below

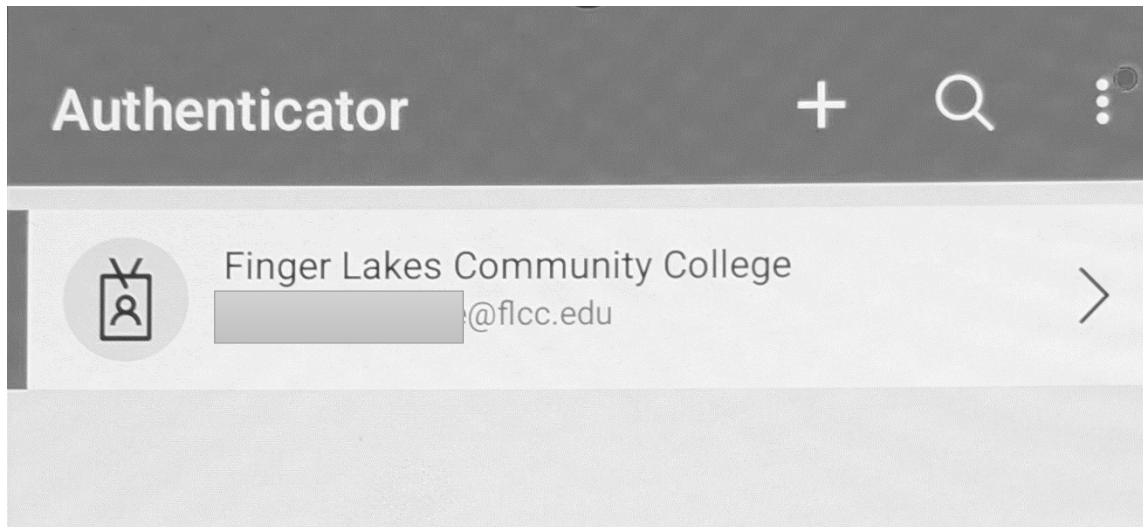


- With the app scanner open on your phone scan the QR Code shown on your second device as shown below.

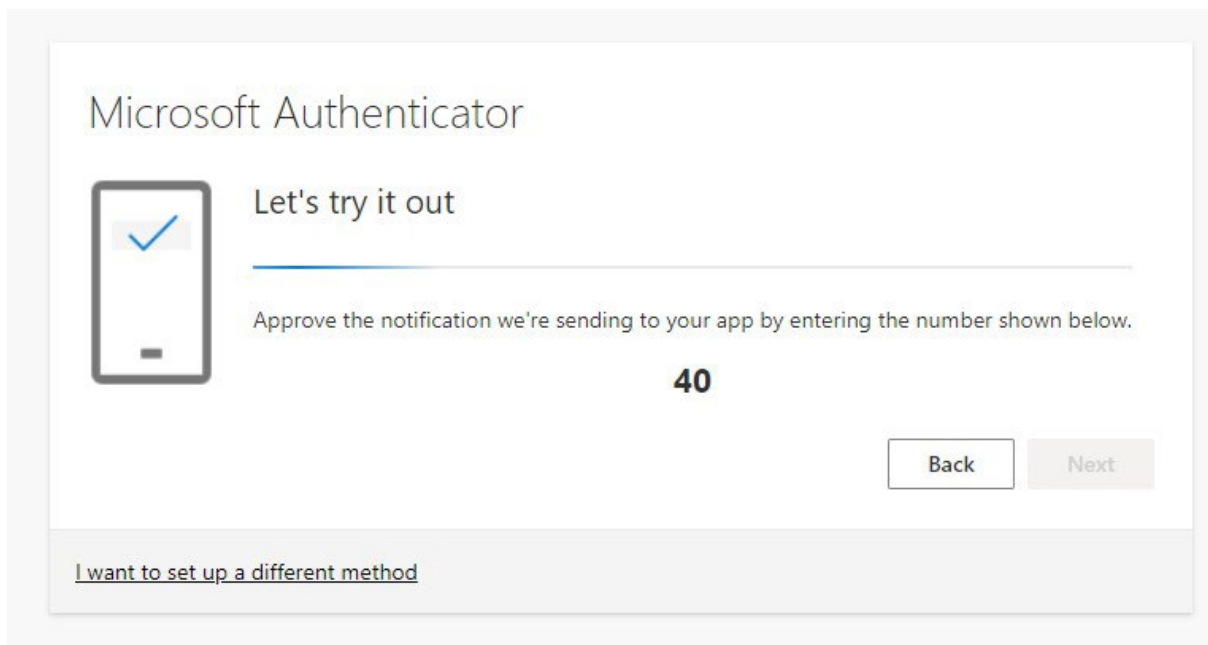


## MFA – MICROSOFT AUTHENTICATION SETUP

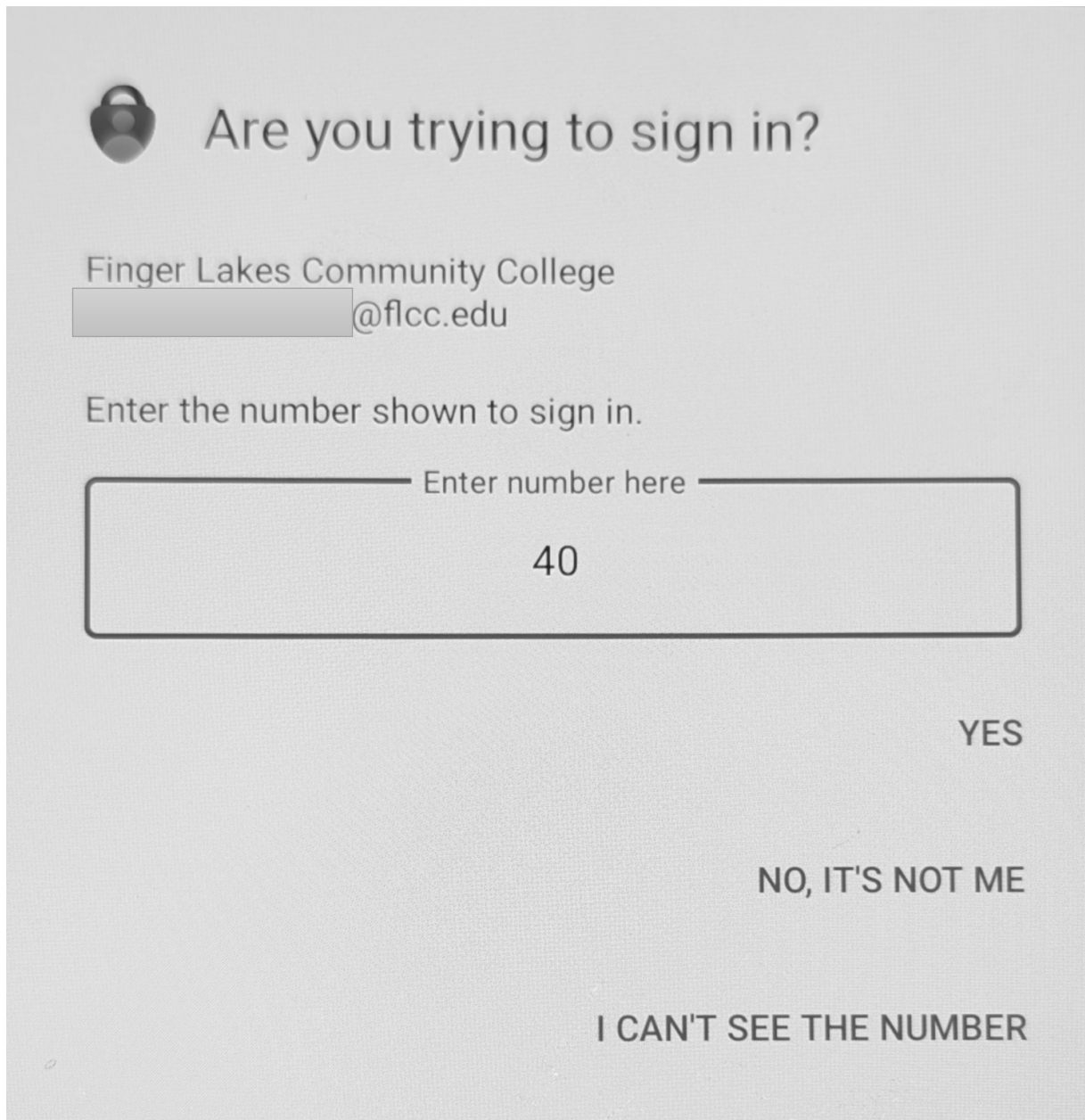
- When the scan is successful you will see the name of the college displayed as well as your employee/student email listed under it as shown below. Once you see your email listed in the authenticator app click **Next** on your secondary device (screenshot above).



- The Microsoft Authenticator App will then confirm the verification process is functioning by sending an authentication approval request to your device. Enter the number displayed on your second device into the pop up notification on your phone and click **Approve/Yes** on the request which appears on your device.



## MFA – MICROSOFT AUTHENTICATION SETUP



The image shows a Microsoft authentication setup screen. At the top left is a lock icon. The main heading is "Are you trying to sign in?". Below this, the user's email is displayed as "Finger Lakes Community College" followed by a redacted box and "@flcc.edu". The instruction "Enter the number shown to sign in." is followed by a large rounded rectangular input field. Inside this field, the number "40" is displayed. Below the input field are three buttons: "YES", "NO, IT'S NOT ME", and "I CAN'T SEE THE NUMBER".

Are you trying to sign in?

Finger Lakes Community College  
[Redacted]@flcc.edu

Enter the number shown to sign in.

Enter number here

40

YES

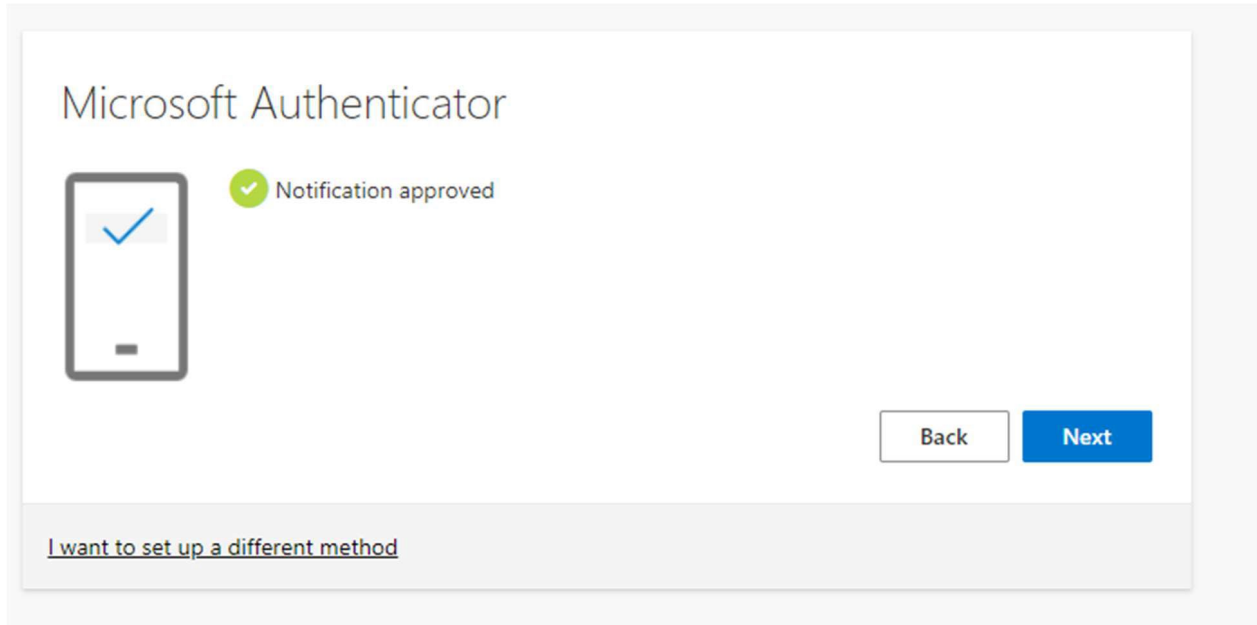
NO, IT'S NOT ME

I CAN'T SEE THE NUMBER



## MFA – MICROSOFT AUTHENTICATION SETUP

10. Once approved, click **Next**, finally click **Done**, and continue into your account. After this you have successfully completed the authentication and can proceed to your account.



\*Please note if you do not have a phone to use, are having issues setting up MFA, or signing into your account contact the IT Helpdesk to work out an alternative solution.