

M365

Setting Up Microsoft Multi-Factor Authentication

This QRG is designed to show you how to:

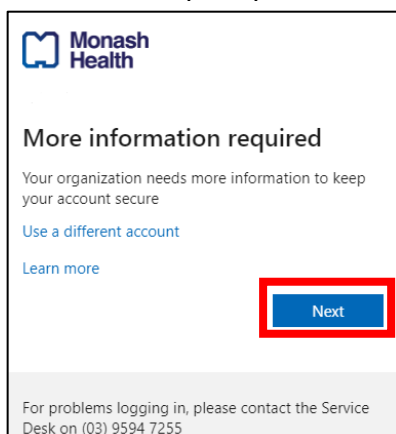
- *Install the Microsoft Authentication app and enrol in multi-factor-authentication*

Installing the Microsoft Authentication App and Enrolling for Multi-Factor Authentication on your mobile device

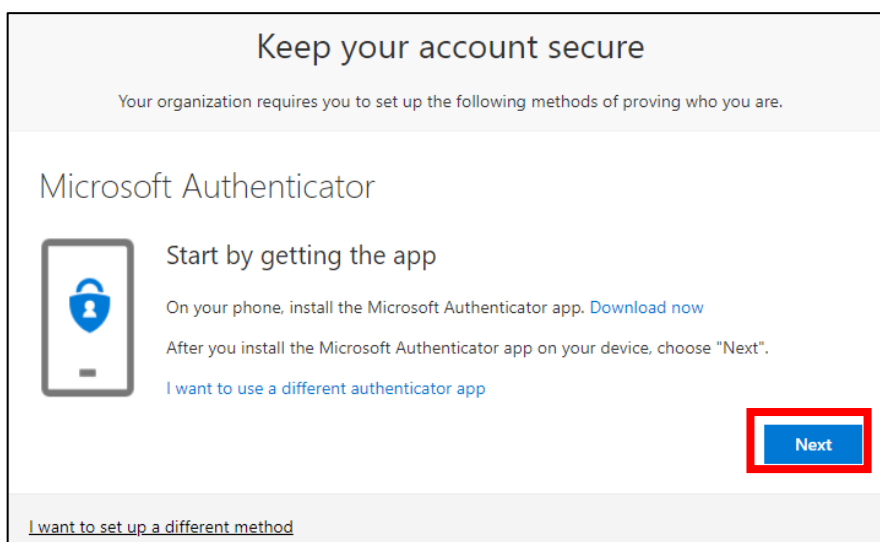
1. Each time you access your Outlook account online you will be required to complete the multi-factor authentication process to protect your account security
2. Depending on your mobile device, you will need to **install** the Microsoft Authentication app from the appropriate location
 - **Google Android.** On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#).
 - **Apple iOS.** On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).

Installing the Microsoft Authentication App and Enrolling for Multi-Factor Authentication

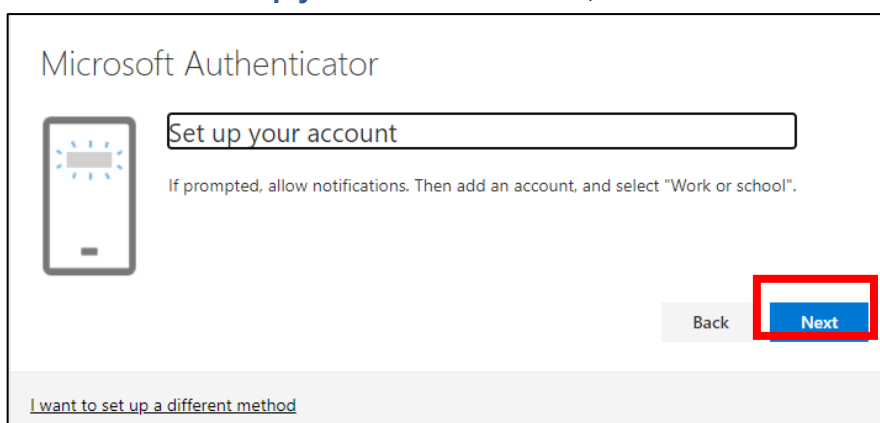
1. Navigate to <https://outlook.office.com/> in your browser and enter your Monash Health email (**your.name@monashhealth.org**) into the login screen
2. When prompted for '**More information required**', select '**Next**'



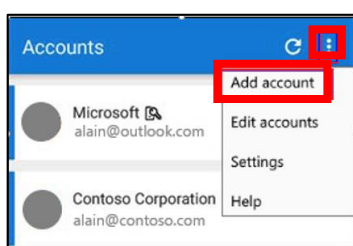
3. When '**Start by getting the app**' appears, ensure you have **first downloaded the Microsoft Authenticator app** to your personal device and then select '**Next**'



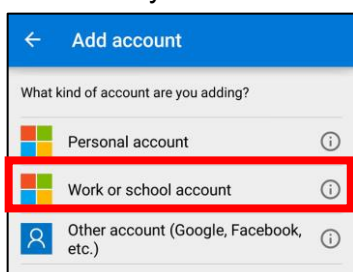
4. On the 'set up your account' screen, select 'Next'



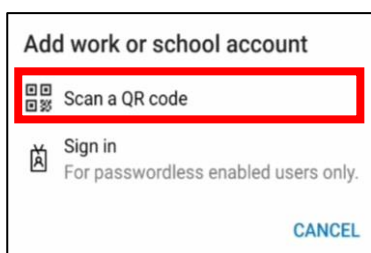
5. On your mobile device Microsoft authenticator app, navigate to the menu and select '+ Add Account'



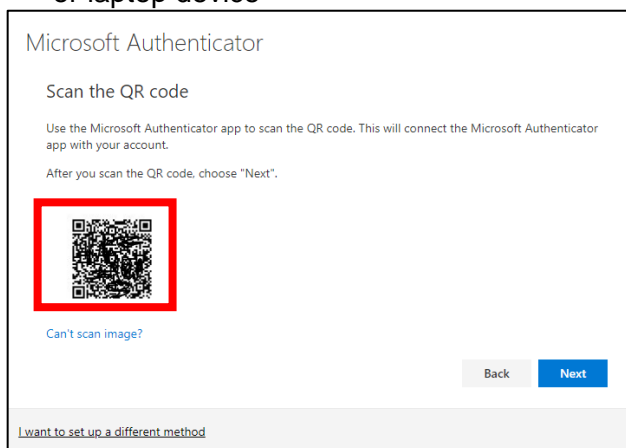
6. On your mobile device Microsoft authenticator app, select 'Work or school account'



7. When prompted, select 'Scan a QR code' on your mobile device

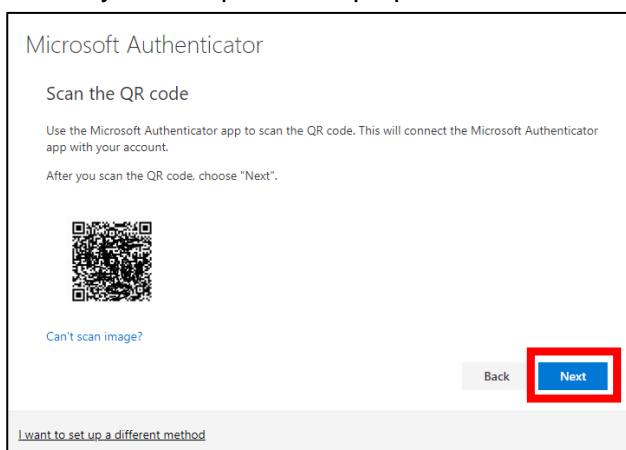


8. Using the mobile app QR code scanner, scan the QR code that appears on your computer or laptop device



After scanning the QR code, your Monash Health account will appear on the homepage of your Microsoft Authenticator app

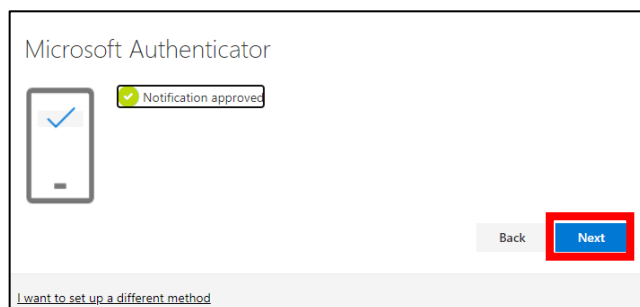
9. On your computer or laptop device, select **'Next'**



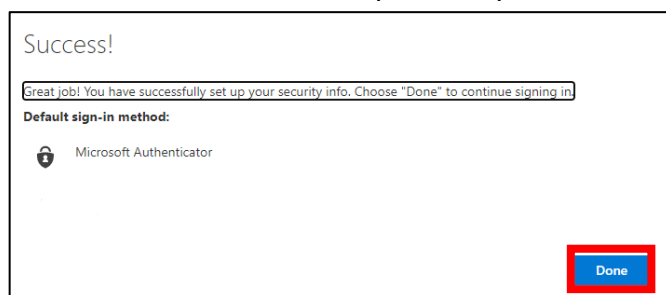
10. A test notification will be sent to your Microsoft Authenticator app on your mobile device. Approve the notification in the Microsoft Authenticator app.



11. On your computer or laptop device, you will receive a notification to indicate that your notification was approved. Continue by selecting '**Next**'.



12. Your security information will be updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset. You have now set up the Microsoft Authentication app and enrolled multi-factor-authentication. A success confirmation screen will appear and list your mobile device as the default sign-in method. Select '**Done**' to complete the process.



Further Resources and Guides:

For further information and additional resources on using Outlook, visit <https://support.microsoft.com/en-us/outlook>