

# Setting up 2 Factor Authentication (2FA) for Office 365

# Sign in

1. Sign into your Office365 account
  - ▶ Go to <https://outlook.office.com>
  - ▶ Or [www.office.com](http://www.office.com)
2. Enter your username then click “Next”.
  - ▶ Your username is in the format `staffID@uwi.edu` (`30012345@uwi.edu` is used as an example)
3. Enter your Password then click “Next”.
  - ▶ Your password is your normal email/desktop login password

Microsoft

## Sign in

2 30012345@uwi.edu

[Can't access your account?](#)

[Sign in with a security key](#) ⓘ

3 Next

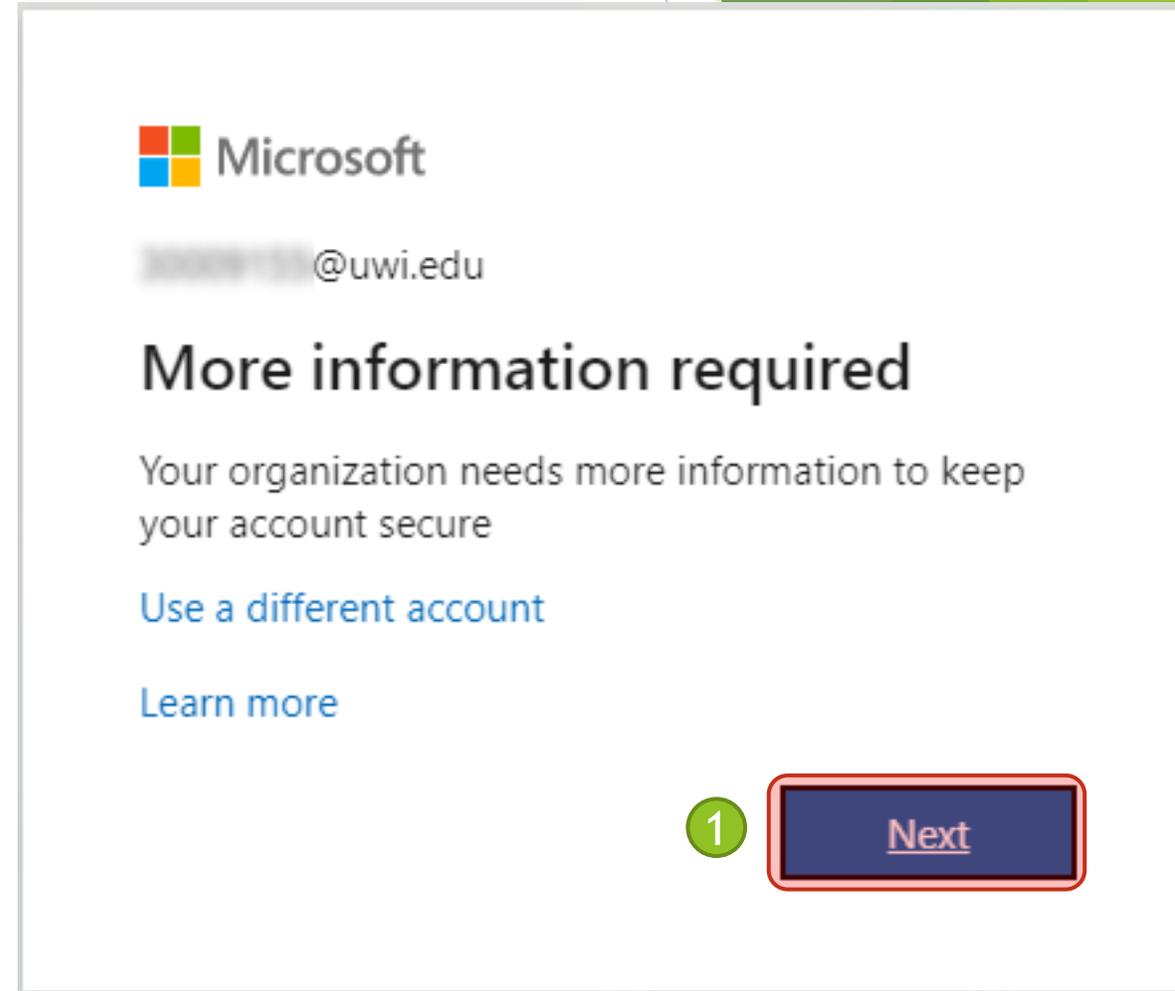
 Sign-in options

# More Information Prompt

1. If you see a notification box with “*More information provided*”, click ‘**Next**’ to begin first time configuration.

► **Notes:**

- If 2 Factor Authentication (2FA) has been enabled on your account you will see the prompt displayed
- If you do not see this prompt or are successfully signed in, 2FA may not be enabled for this account



# Setting Up Mobile App Part 1

1. At “Step 1:” click “Authentication phone”
2. From the first drop-down menu select “Mobile app”.
3. Check the “Use verification code” option.
4. Click ‘Set up’

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?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

Next

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

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## 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

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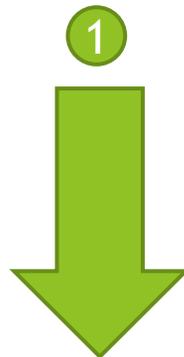
# Setting Up the Mobile App

## Part 2

1. Once you have arrived at the following page, proceed to the next page in this procedure.

Leave your webpage up and go to your smart phone.

Proceed to next page of the procedure



### 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.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.  
Code: 459 752 802  
Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/808489356>

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

[Next](#) [cancel](#)

# Install the Microsoft Authenticator App

1. On your smartphone, visit the App Store on your device (Google Play/Apple App Store)
2. Search for '*Microsoft Authenticator*'
3. The icon should look similar to →
4. Install and Run the Application

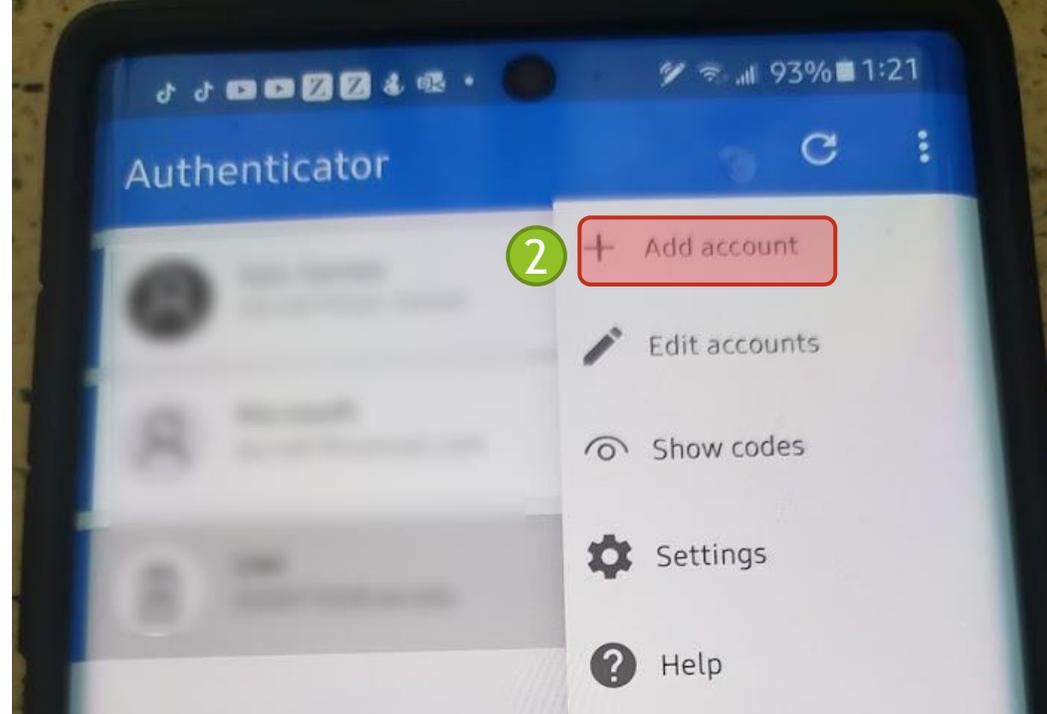
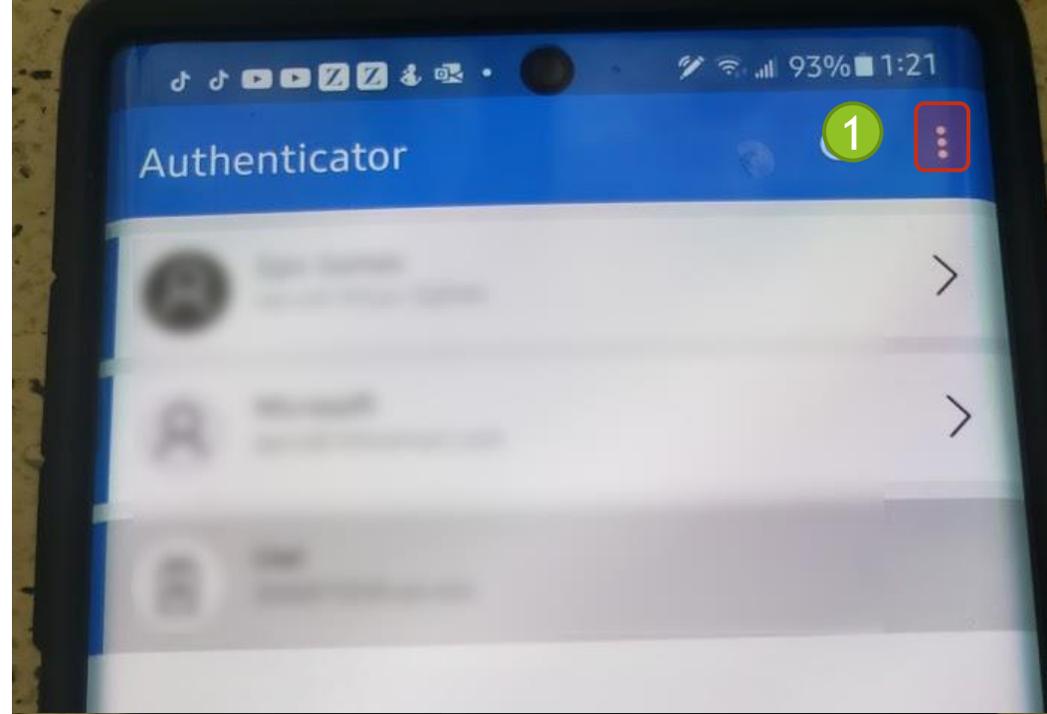


**Microsoft Authenticator**

Microsoft Corporation

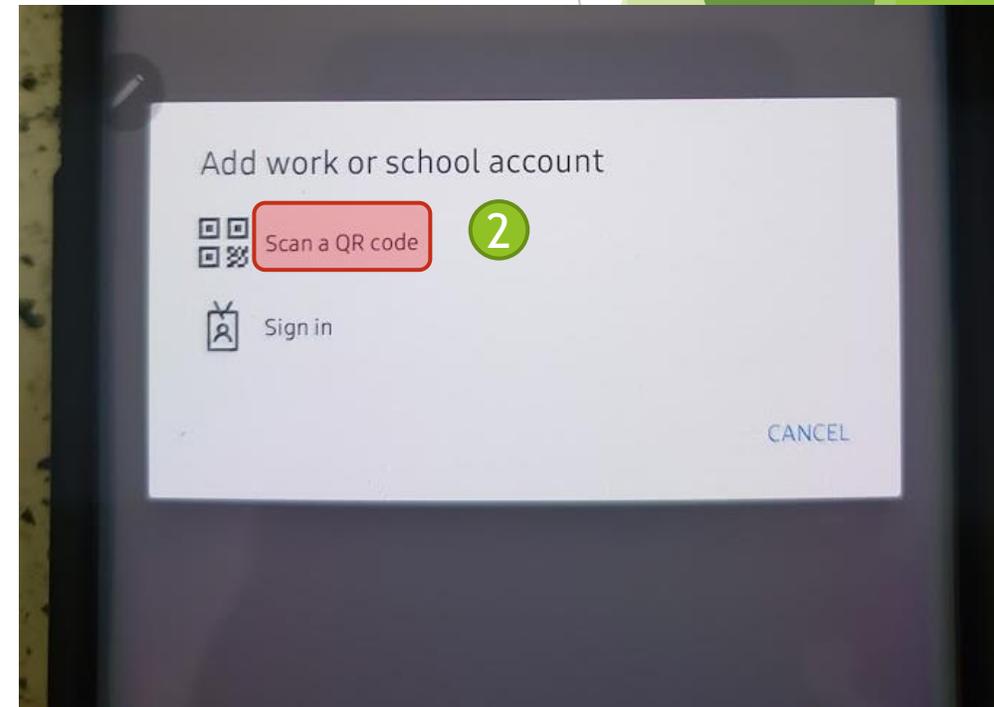
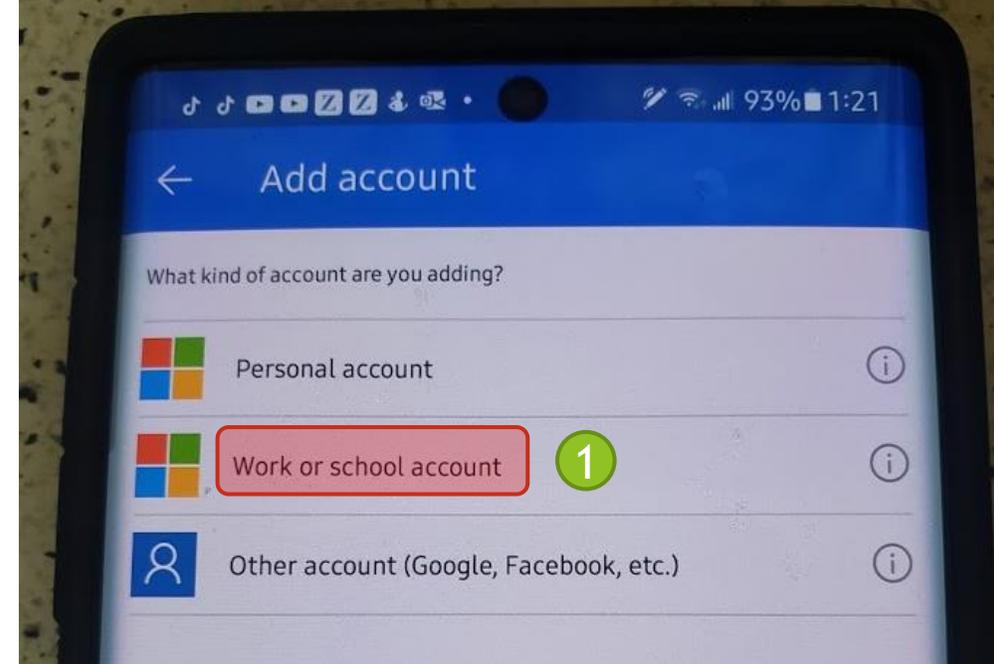
# Add account

1. In the application, tap on the 3-dot menu icon to the top right of the app.
2. Tap on '+ Add account'.



# Add Account (continued)

1. Select 'Work or school account'.
2. Select 'Scan a QR code'.
3. This will open your camera (please allow any permission requests you may get).
4. Using the camera window, scan the code that appeared on screen in the browser .



# View your Authentication Code

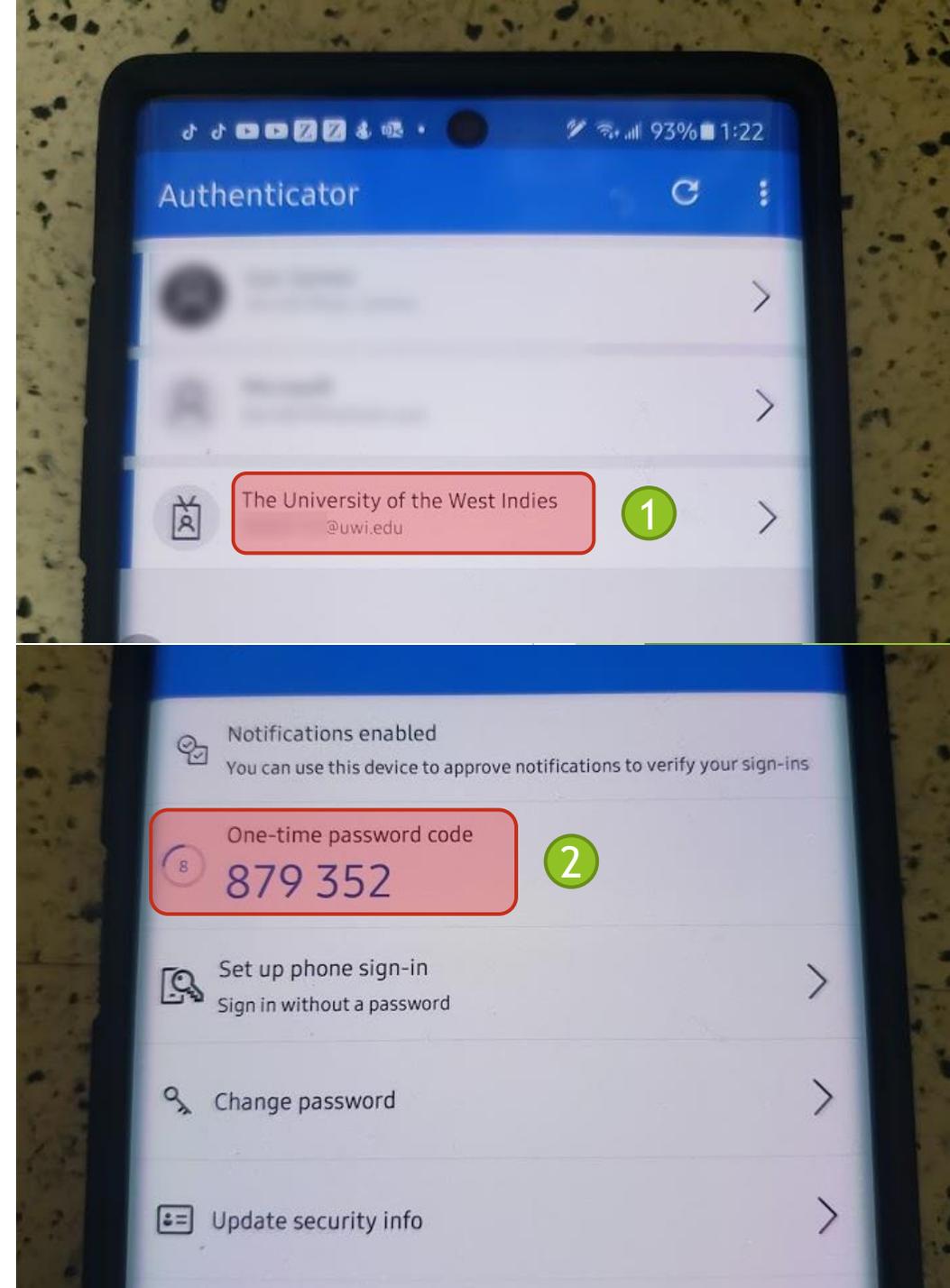
1. You should see 'The University of the West Indies' as an option in the application.

2. Open it to find your code.

► **Notes:**

- This code changes every 60 seconds.
- The time left is indicated in the circle, left of the code.

3. Go back to your web browser on your computer.



# Back to the Web Setup

1. After installing the app and scanning the QR code, go back to your web browser and click “Next”.

## 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.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 459 752 802

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/808489356>

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

1

Next

cancel

# Back to the Web Config

1. Once you complete the App setup, you will see a confirmation on page, click “Next” to continue.
2. Enter the 6-digit code in the field from your Mobile App.
3. Click “Verify”.

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.

1 Next

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## Additional security verification

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

**Step 2: Enter the verification code from the mobile app**

Enter the verification code displayed on your app

2

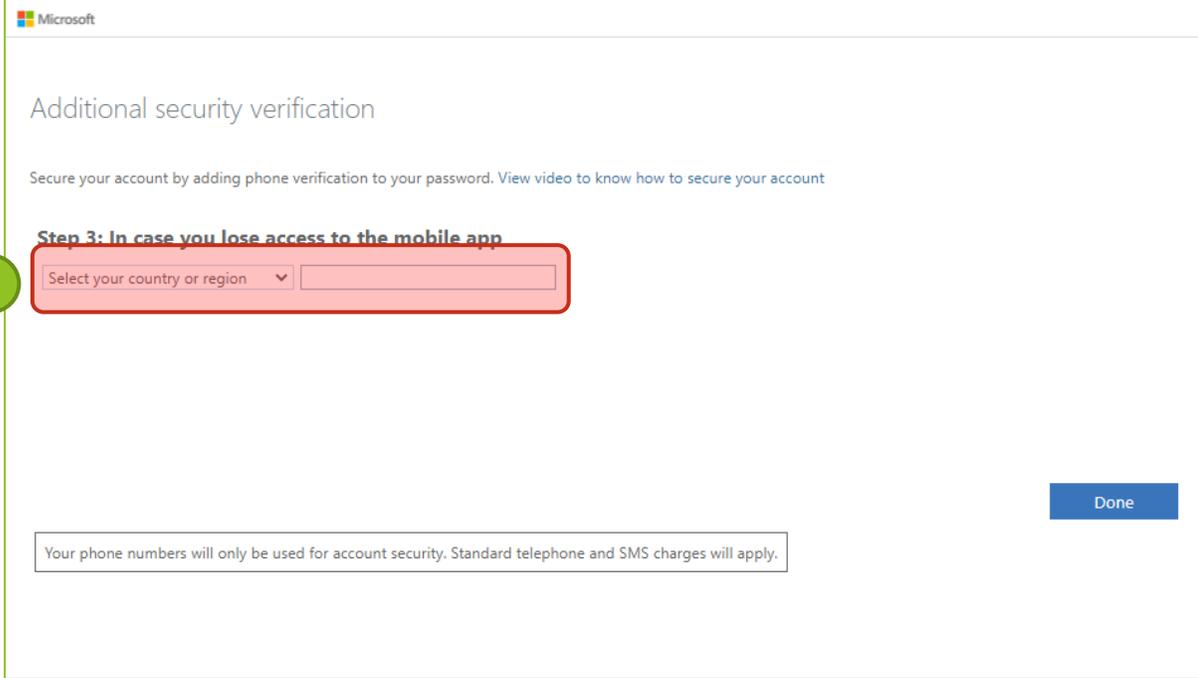
3

Cancel Verify

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# Confirm your Cell Number

1. Click the drop-down and select 'Trinidad and Tobago'.
2. Enter your 7-digit cellphone number.
3. Click 'Done'.



Microsoft

### Additional security verification

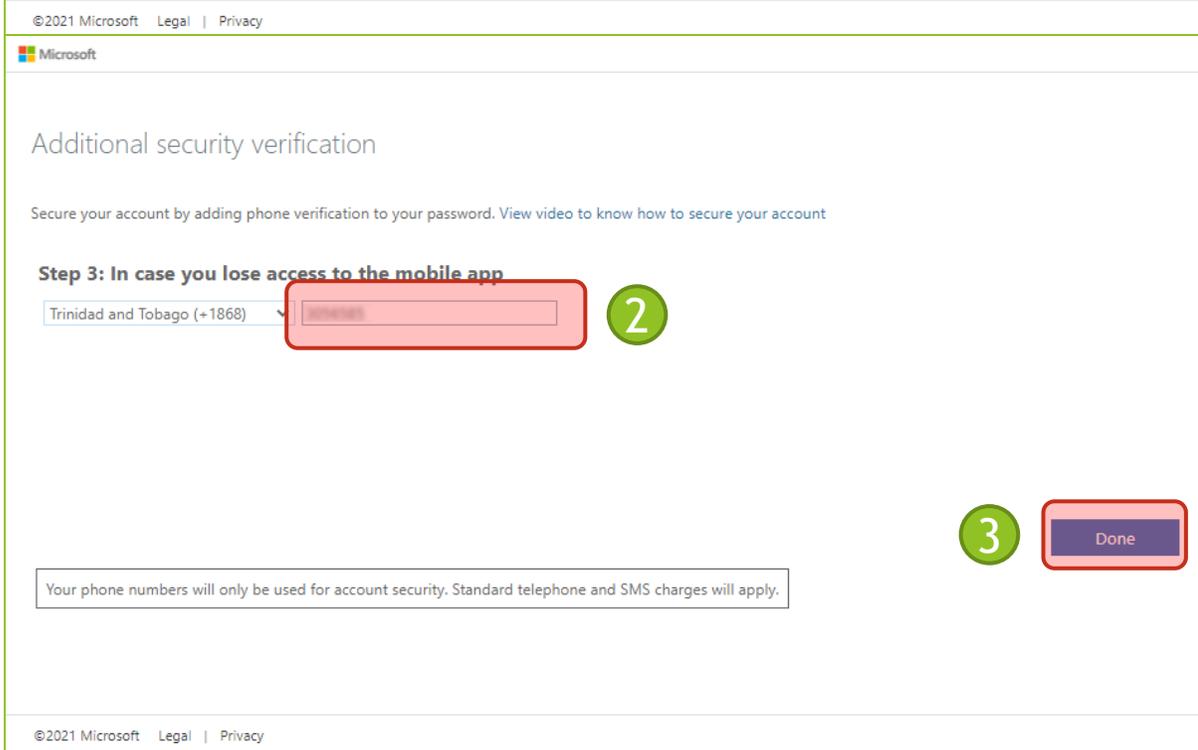
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 3: In case you lose access to the mobile app**

1 Select your country or region

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

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### 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**

Trinidad and Tobago (+1868)  2

3 Done

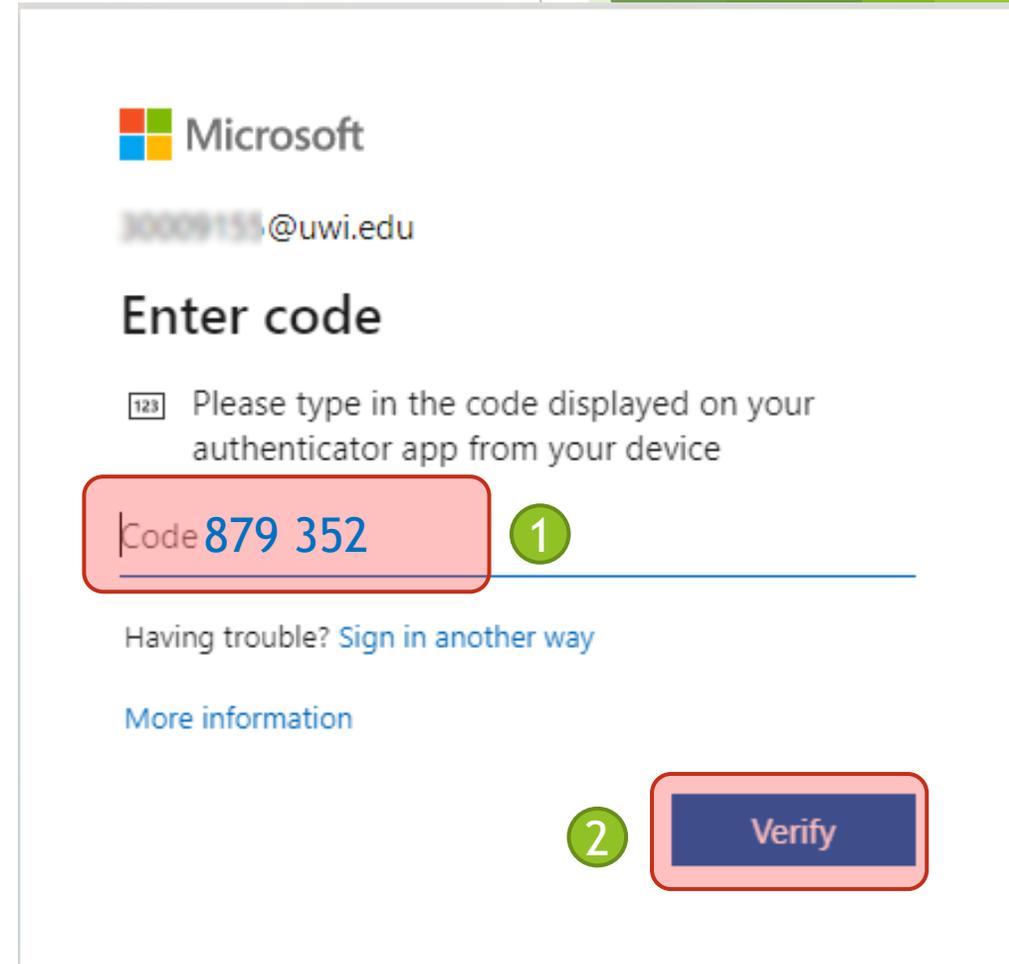
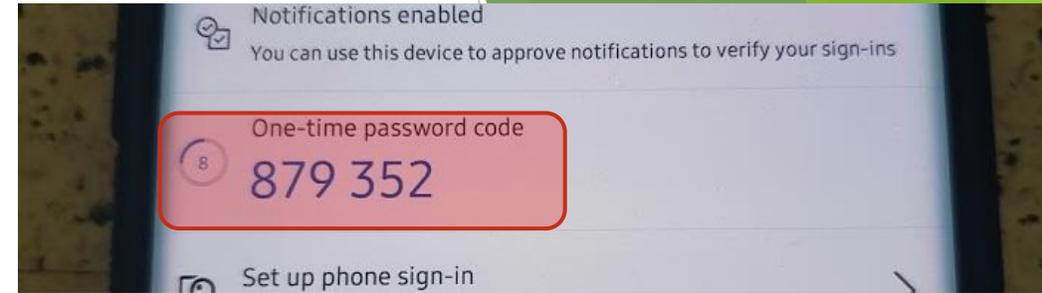
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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# Continue Logging In

1. Enter the 6-digit code from the App on your phone.
2. Click “Verify”.

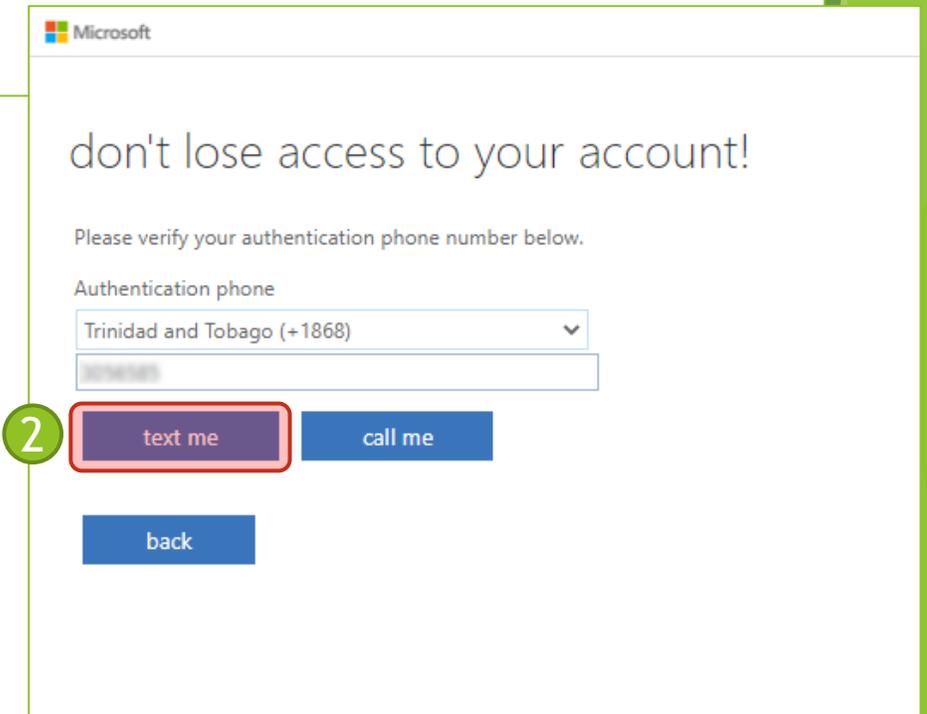
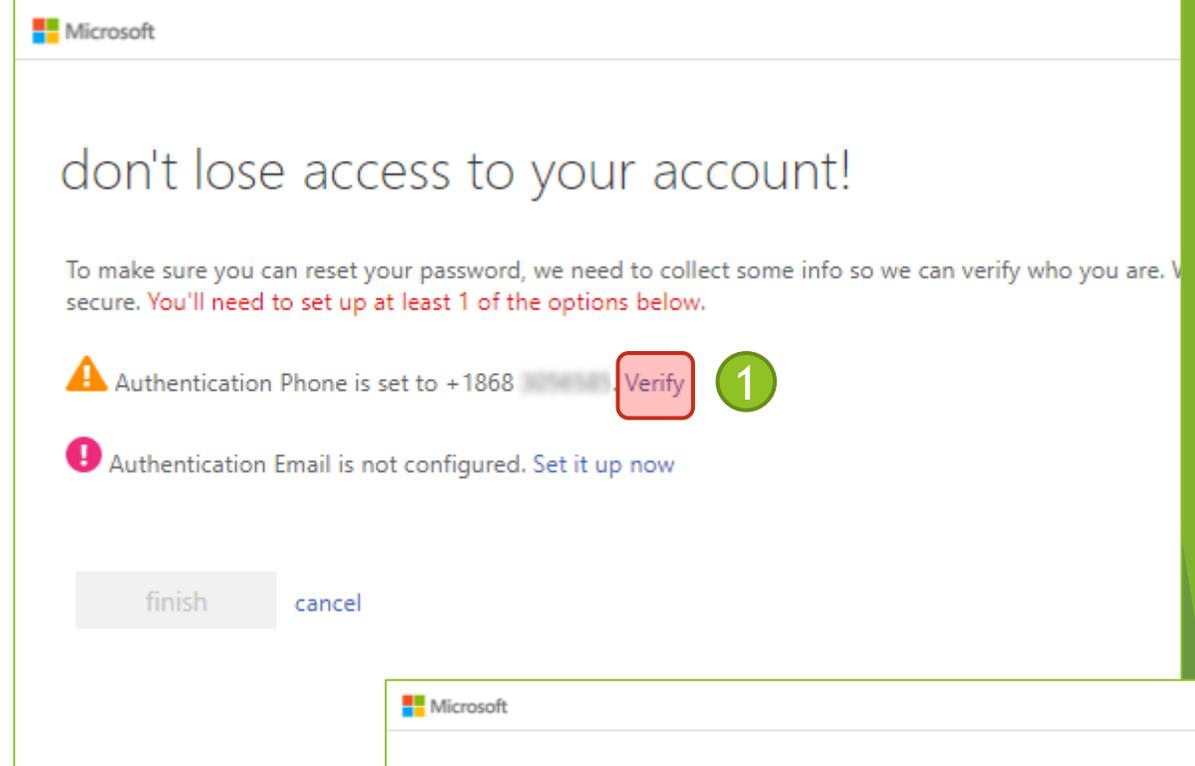
► **Note:** You may have to reenter your username and password if too much time has passed since you began



# Almost there!

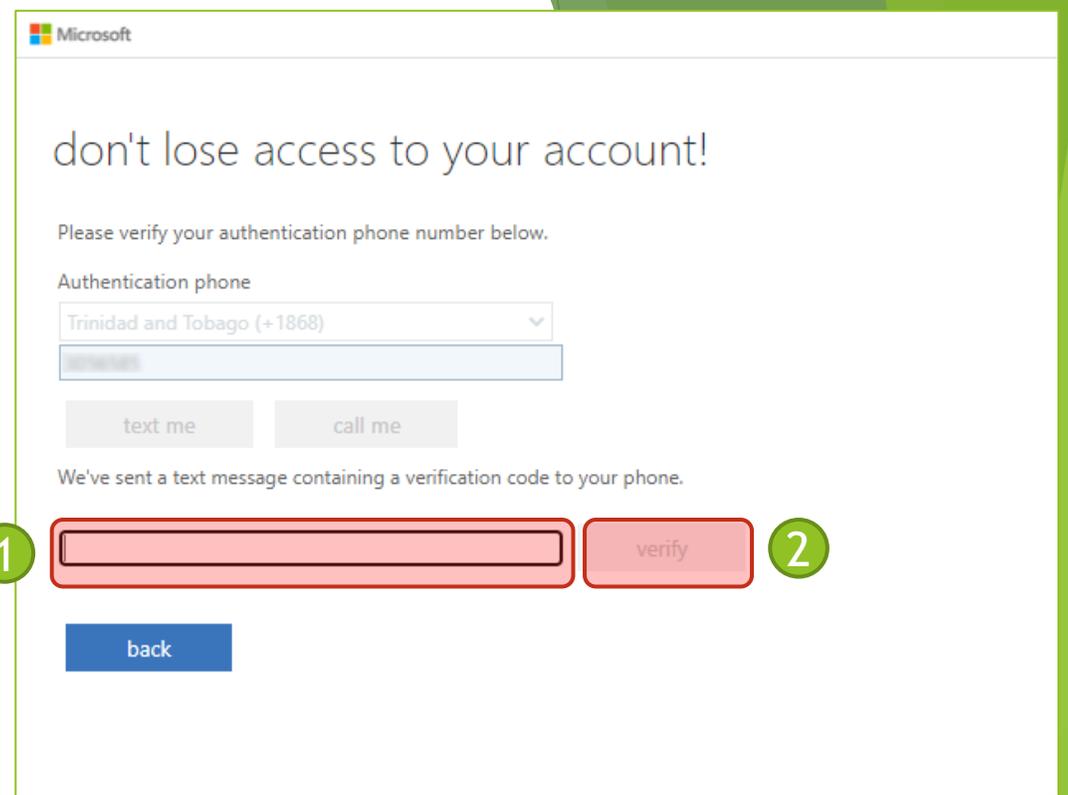
## Verify Phone Number

- ▶ If you have never verified your cell number, you will be prompted to do so
1. Click **'Verify'**.
  2. On the next screen, click **'text me'**.
- ▶ You will receive a text message to the cell number entered in the previous set up steps



# Enter the code from the text message

1. Enter the code you received via Text Message into the box.
2. Click 'Verify'.
3. Click the 'finish' button to complete the setup.



Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Trinidad and Tobago (+1868)

[Redacted]

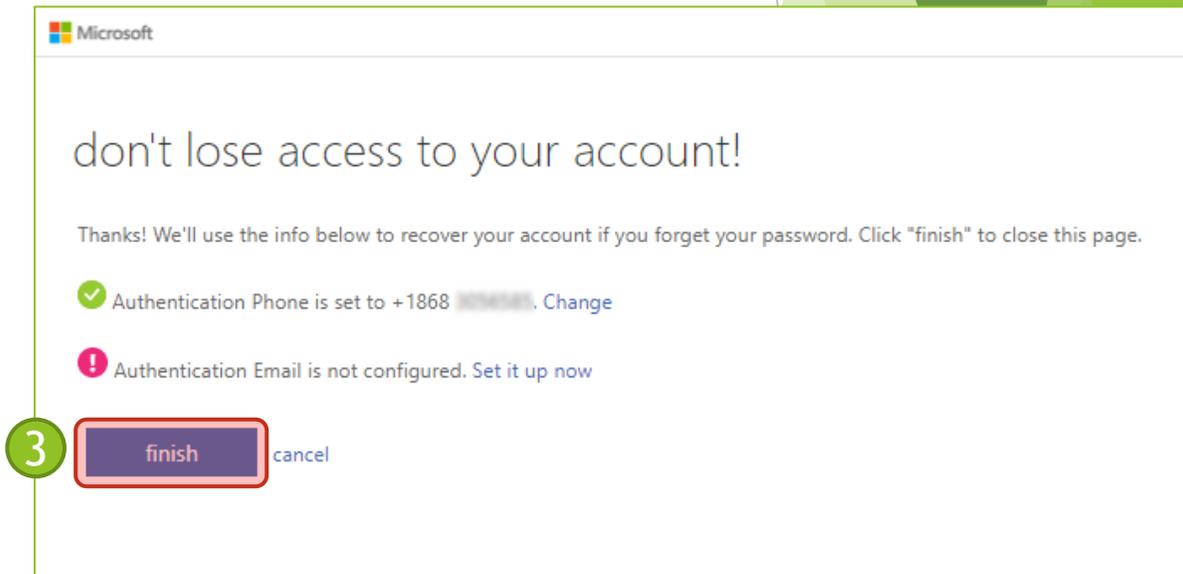
text me call me

We've sent a text message containing a verification code to your phone.

1 [Redacted] verify 2

back

This screenshot shows the Microsoft account verification page. The user is prompted to verify their authentication phone number. The page displays the selected country (Trinidad and Tobago) and a redacted phone number. There are buttons for 'text me' and 'call me'. A message states that a verification code has been sent to the phone. A red box highlights the input field for the verification code, labeled with a green circle '1'. A red box highlights the 'verify' button, labeled with a green circle '2'. A blue 'back' button is also visible.



Microsoft

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to +1868 [Redacted]. Change

! Authentication Email is not configured. Set it up now

3 finish cancel

This screenshot shows the Microsoft account setup completion page. The user is thanked and informed that the account will be recovered using the provided information. The page displays two status messages: a green checkmark indicating that the authentication phone is set to +1868 [Redacted] with a 'Change' link, and a red exclamation mark indicating that the authentication email is not configured with a 'Set it up now' link. A red box highlights the 'finish' button, labeled with a green circle '3'. A 'cancel' button is also visible.

# Congratulations!

- ▶ Congrats, you have made it to the end!
- ▶ From now on, when you log into your devices/web browser for the first time, you will be prompted for the authentication code.
  - ▶ You will not be prompted again until the cookies/cache stored in the device/web browser has either expired or been cleared.
- ▶ Use the Microsoft Authenticator application on your smartphone to get this code and enter it to log into your account.