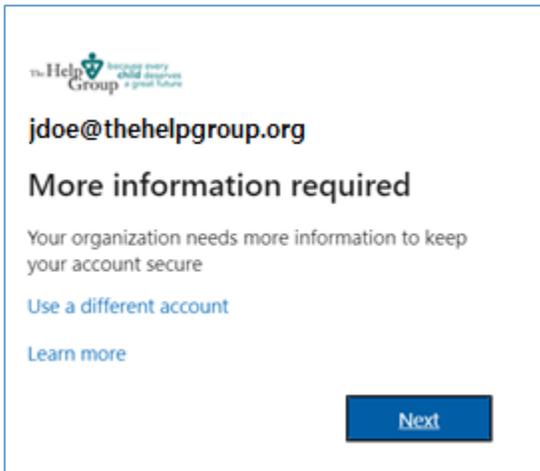


Multi-Factor Authentication (MFA) Enrollment Steps

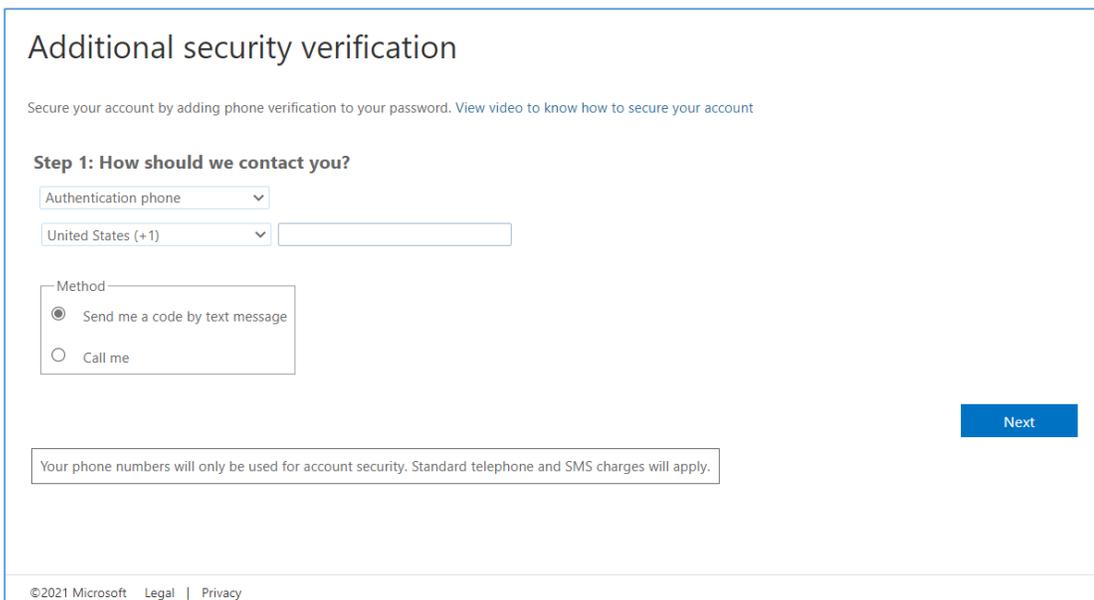
IMPORTANT: Remember to copy the App (Outlook) Password in step five. You will need to enter the App (Outlook) Password in Outlook and save it discreetly for future use.

- 1.) Click on the [MFA Enrollment link \(https://aka.ms/MFASetup\)](https://aka.ms/MFASetup) and follow these six steps.
- 2.) Log in with your work email address and password, click next.



The screenshot shows a web page for 'The Help Group' with the tagline 'Because every child deserves a great future'. The email address 'jdoe@thehelpgroup.org' is displayed. The main heading is 'More information required'. Below this, it says 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is at the bottom right.

- 3.) Choose a contact method. The **authentication phone** is the easiest. Select the United States, enter your mobile device number, select text me a code and click next.



The screenshot shows a page titled 'Additional security verification'. It includes a sub-heading 'Step 1: How should we contact you?'. There are three main sections: 1) 'Authentication phone' with a dropdown menu set to 'United States (+1)' and an empty input field for the number. 2) 'Method' with two radio button options: 'Send me a code by text message' (which is selected) and 'Call me'. 3) A blue 'Next' button. At the bottom, there is a disclaimer: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer contains '©2021 Microsoft Legal | Privacy'.

4.) Enter the code you received by text and click verify.

Additional security verification

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

Step 2: We've sent a text message to your phone at +1 8583531691

When you receive the verification code, enter it here

[Cancel](#) [Verify](#)

5.) **Copy the App (Outlook) Password** by pressing the copy icon . To ensure the entire password is copied. Use the copy icon to copy the password. I suggest saving it discreetly. You will need to use this App Password once for Outlook desktop and Outlook phone.

*****NOTE: Outlook desktop might take a few hours before prompting for the App (Outlook) Password, so please keep it handy.**

***** You must save the App Password in Outlook and save it discreetly for future use.**

Additional security verification

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

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

`cyllhsdgryzpjfswf` 

[Done](#)

6.) Keep the default settings and **click cancel**.

Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▾

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	United States (+1) ▾	8583531691
<input type="checkbox"/> Office phone	Select your country or region ▾	
<input type="checkbox"/> Alternate authentication phone	Select your country or region ▾	Extension
<input type="checkbox"/> Authenticator app or Token	Set up Authenticator app	

[Save](#) [cancel](#)

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

7.) Click on **Sign Out everywhere** and close the browser window(s).

*****NOTE: Outlook desktop might take a few hours before prompting for the App Password, so please keep in handy.**

🔔**John**

THE HELP GROUP

Profile



John Doe

Email: **jdoe@thehelpgroup.or**

Alternate email:

Office: Sherman Oaks

- Manage account
- Change password
- Set up self service password reset
- Additional security verification
- Review terms of use
- Sign out everywhere

For more information on MFA, please visit the following resource link;

<https://searchsecurity.techtarget.com/definition/multifactor-authentication-MFA>