

# Warren Woods Public Schools

## Microsoft 365 – Multifactor Authentication (MFA) Setup Instructions

1. On the scheduled date given to you by the WWPS Technology Team, you will be prompted for more information (Figure 1) when you try to login to your Microsoft 365 account.
2. You will be brought to a page requesting additional security verification (Figure 2). The first drop-down box provides three different verification methods:
  - a. Authentication phone – Using your personal phone via call or text message
  - b. Office phone – A call to your office phone (NOT RECOMMENDED)
  - c. Mobile app – App available on both Apple app store and Google play store (page 3)
3. Once you have selected your authentication method and entered the required information, hit next. You will then receive the verification of your choice. After verifying, you will be signed into Microsoft Office.
4. After Authenticating, a screen will come up providing you with an app password (Figure 3). This does not need to be written down. It is only needed if you are using the desktop client version of Outlook (If you don't know what this means, you're likely not using it). If you ever lose this, a new app password can be easily generated.

*Note: Once MFA has been enabled, you will need to sign back into Teams, OneDrive, etc. (if applicable). This will re-authorize your apps using the new security method.*

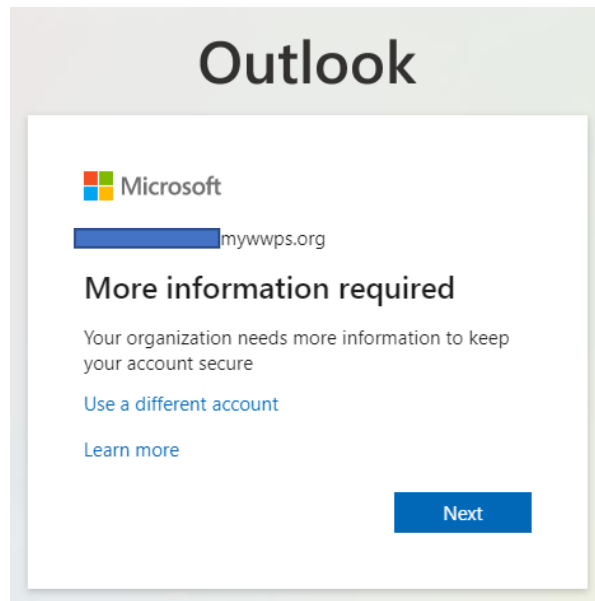


Figure 1

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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?**

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

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

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Figure 2

## 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:



Figure 3

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If you have selected Mobile app, download the app onto your phone. Then, when you select Mobile app authentication, you will be greeted with a screen that contains a QR code (Figure 4).

To scan the QR code, open up the app on your phone and you will be prompted to add an account. Select “Add a work or school account” and then “Scan a QR code”.

*Note: If you are unable to scan the QR code, you can instead enter a 6-digit code by selecting “Or add a code manually” at the bottom of the QR code scanner.*

### 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:

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/776417497>

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

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

Figure 4