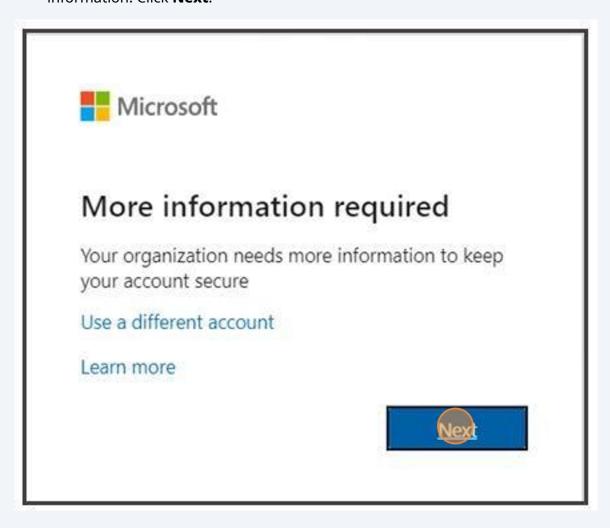# M365 Multi-Factor Authentication (MFA) Set Up

This tutorial will assist you with setting up MFA and the Microsoft Authenticator for your Microsoft 365 (M365) Account

1   Use your browser to navigate to https://login.microsoftonline.com/common

ⓘ   We recommend Microsoft Edge, Google Chrome or Mozilla Firebox.

2 You can complete the sign-up process by logging in to M365 using your existing credentials (username and password). You will be prompted for further information. Click **Next**.

3 The default authentication method is the free Microsoft Authenticator app. If you have it installed on your mobile device, select Next and follow the prompts to add this account. If you don't have it installed, a link is provided to download it.

(i) We recommend using an authenticator app rather than SMS verification for greater account security.

4 After you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

5 If you need further information, this Microsoft training video will provide additional help: **https://youtu.be/k0oiKQK3LjQ?si=vpX6oE1v9BWl1gEl**

ⓘ Typically, you'll only need the additional verification method the first time you sign into a new app or device or after you've changed your password. You probably won't be asked for the additional verification code on a daily basis, unless your organization requires it.

Set Up Authentication Using the Microsoft Authenticator App

6 Download and install the Microsoft Authenticator app

Visit the **Apple app store** or **Google play store** on your device and install the Microsoft Authenticator app. Alternatively, visit **aka.ms/authapp** and download the Microsoft Authenticator app.

7 **Add your account to the app.**

On your desktop, use your browser and navigate to: **https://aka.ms/mysecurityinfo .**

Select **Add Method** > **Authenticator app**.

Follow the wizard to setup the app.

8 To ensure that you are prompted to sign-in using push notifications:

Use your browser and navigate to: **https://aka.ms/mysecurityinfo**

Select **Default sign-in method** > **Change> Authenticator** – **notification** option.

9   You are now set up with the Microsoft Authenticator app and can receive push notifications for MFA verification.

(i) If you have any questions or issues, please log a ticket through the desktop support app or email Next Level Support at support@nextleveltech.com.