

Instructions to enable multi-factor authentication

Last update: 28 May 2023

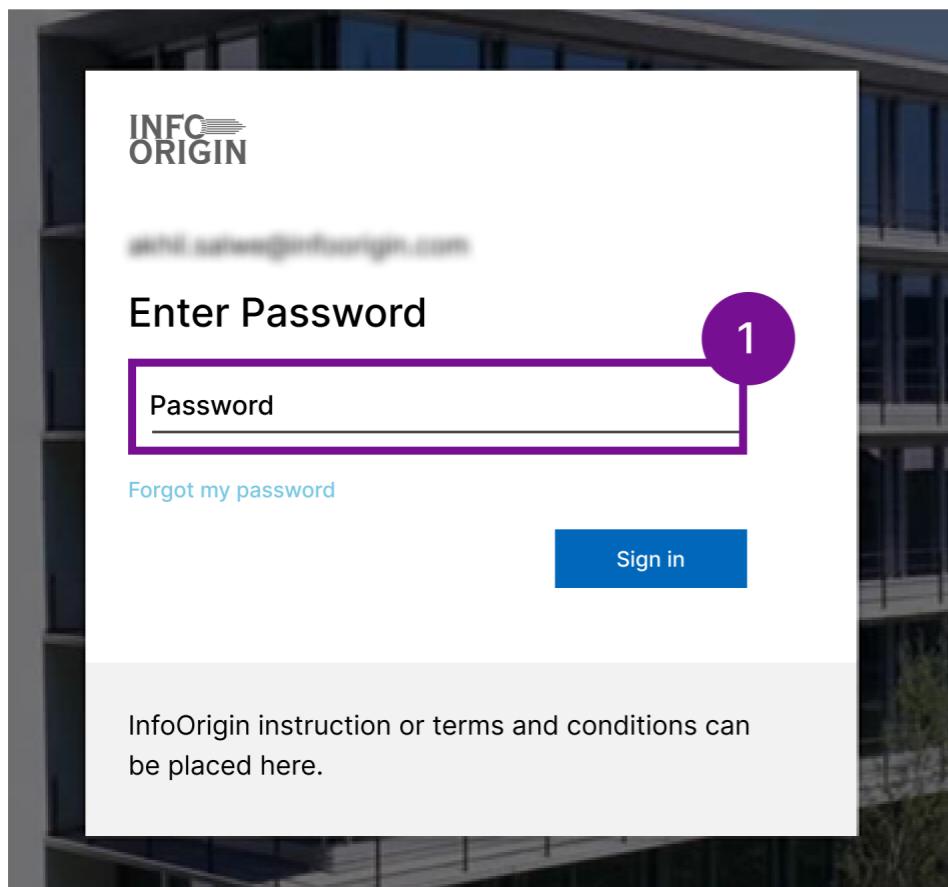
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Multi-factor authentication (MFA) is an effective way to verify your identity and provide enhanced security when logging into InfoOrigin business applications. To enable multi-factor authentication, you need to choose an additional authentication method (e.g. an authenticator app on your phone) that you use in combination with your username and password.

Get Started

If you already followed the initial setup steps and you would like to manage your authentication setting, skip to Manage your authentication settings.



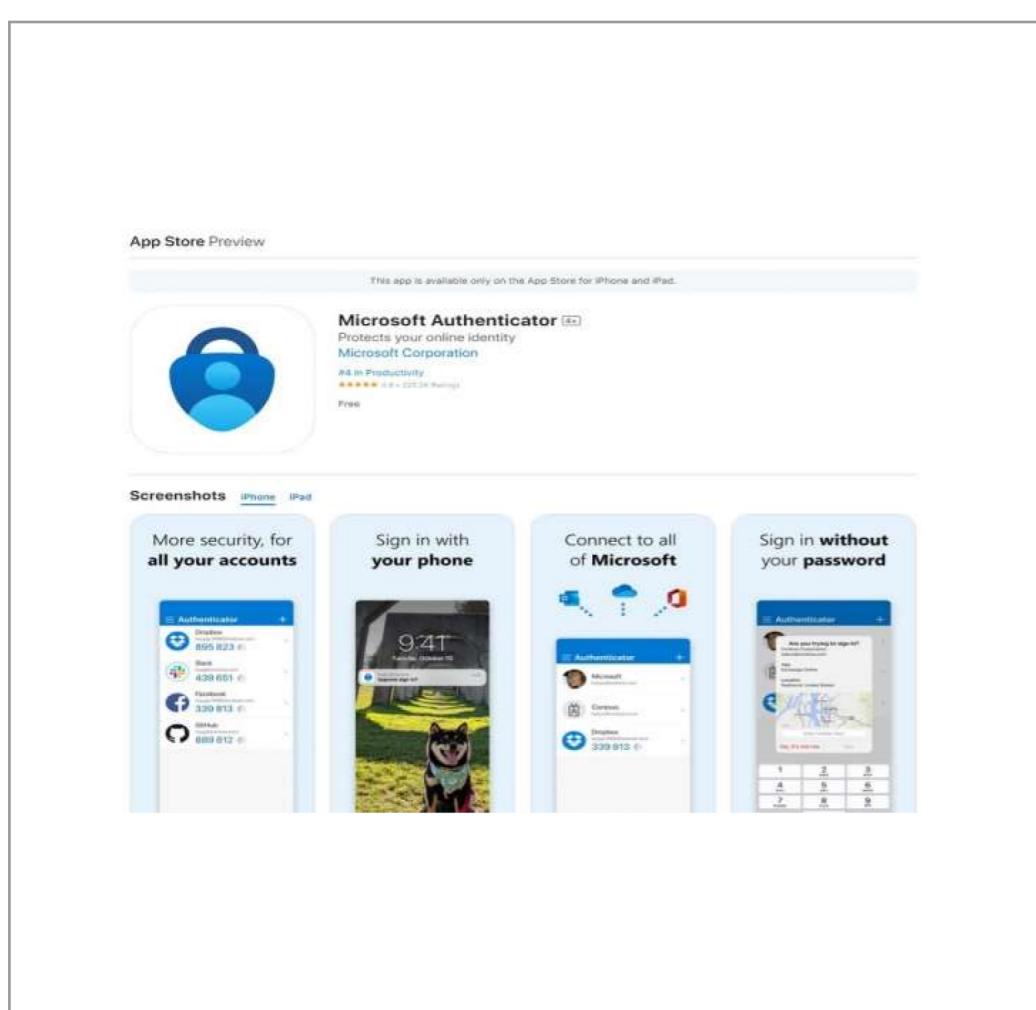
On your computer:

- 1 Go to <http://aka.ms/MFAsetup>
- 2 Log in with your Infoorigin email-address and Windows password.

Note: You only need to log in with your credentials when accessing the MFA tool for the very first time. After that, it's single sign-on.

There are different ways to enable multi-factor authentication, the recommended and easiest way is to download the Microsoft Authenticator App – this works both for your corporate and private phone. If you don't want to download an app, skip to [Enable SMS authentication](#).

Download the Microsoft Authenticator App



On your smartphone:

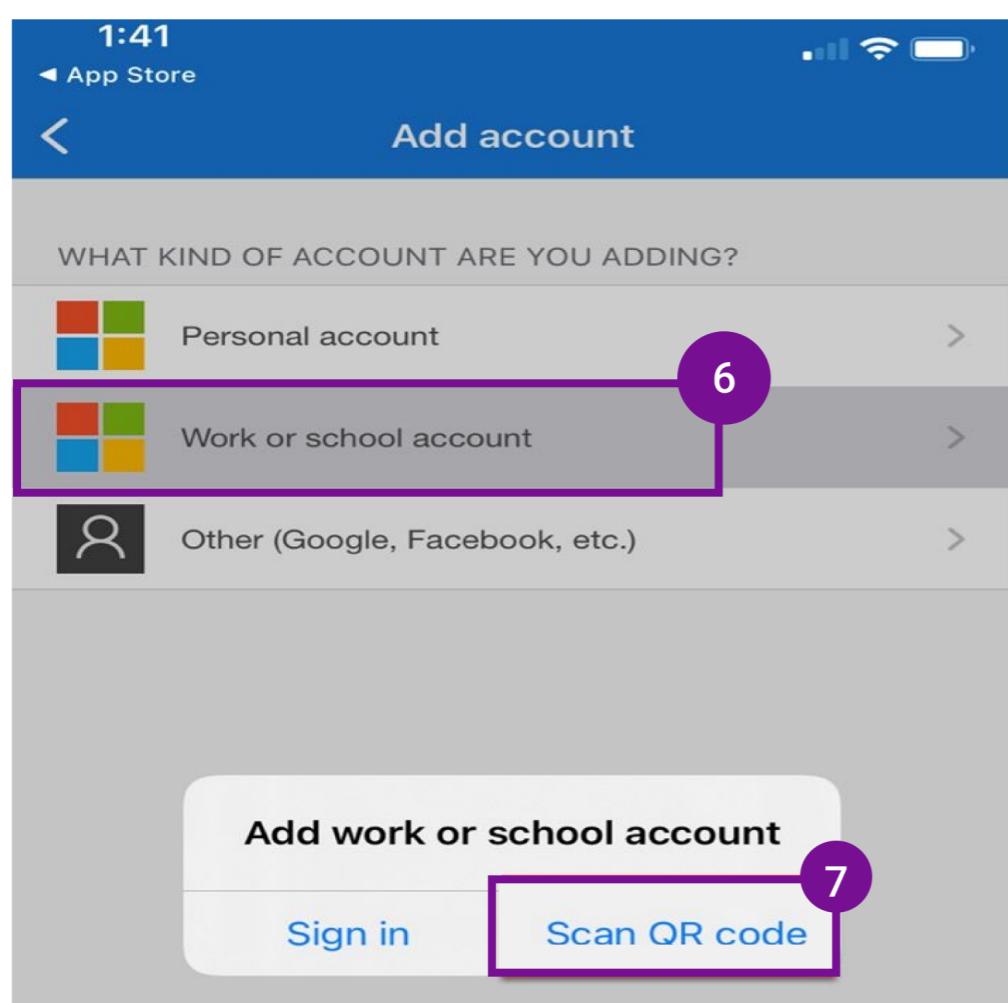
- 3 Go to Apps@Work and search for 'Microsoft Authenticator'.

Note: If you have a InfoOrigin registered iPhone/iPad device, you must install the Authenticator app from Apps@Work.

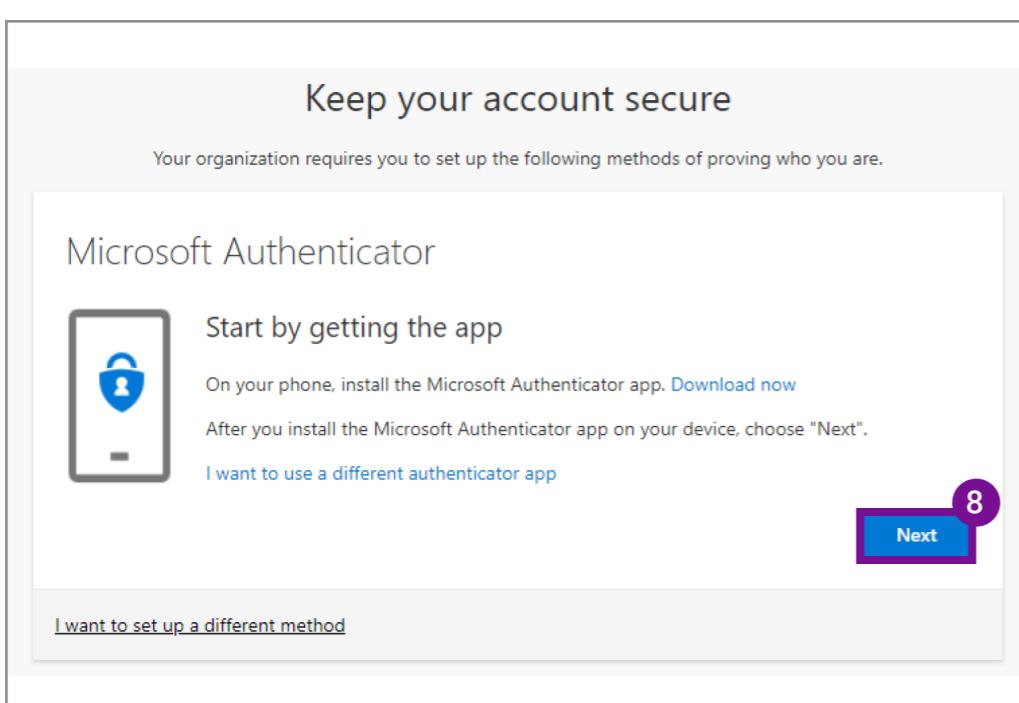
If you don't have a corporate iPhone or BYOD, go to the App Store or Google Playstore.

- 4 Download the app.

Important: In case of loss of your device, you must disable it from your list of [authentication methods](#). Reach out to ContactOne for support.

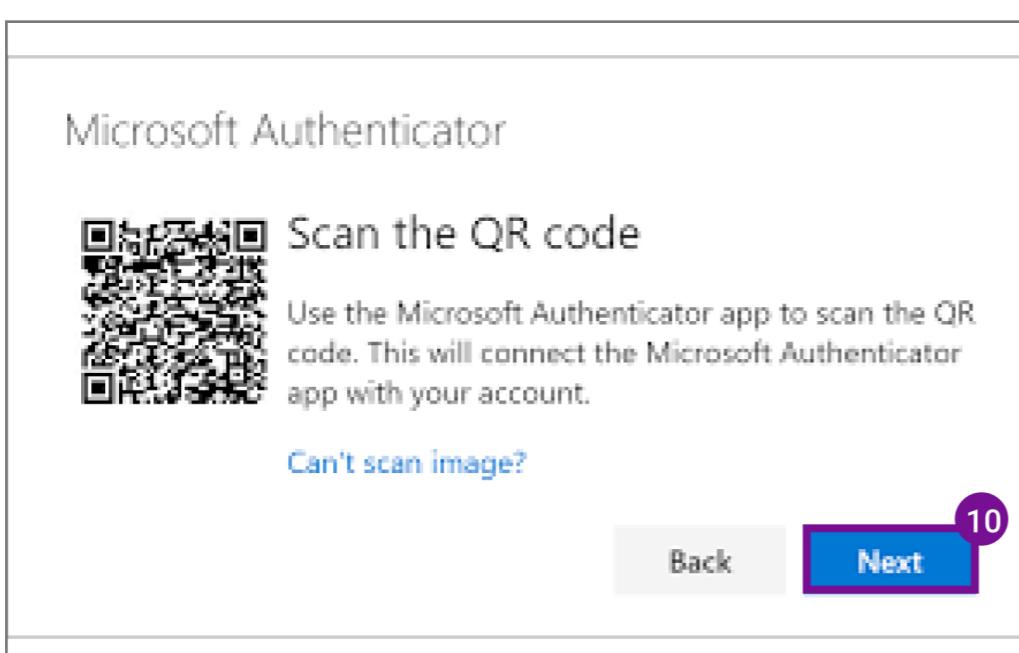


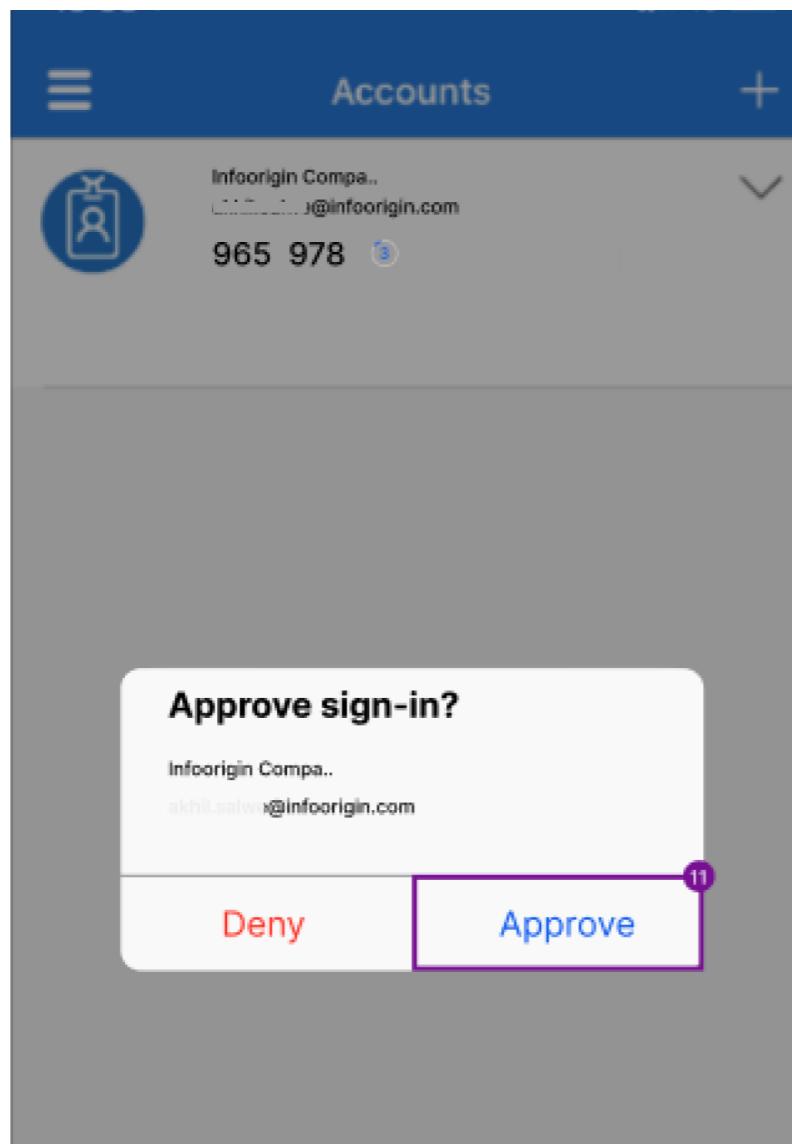
- 5 Open the app and if prompted, allow notifications.
- 6 Add an account, and select 'Work or school account'.
- 7 Tap 'Scan Qr Code' to allow access to your camera - you'll need to scan a QR code.
Note: Once the app is installed, you can switch off the camera access.



On your computer:

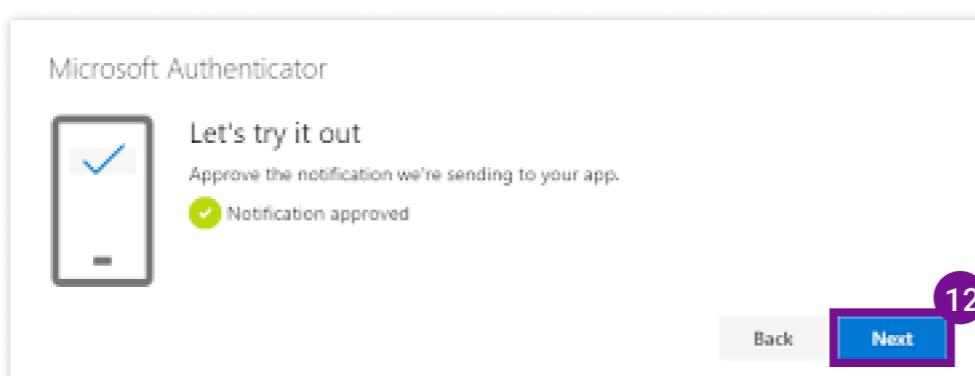
- 8 Click 'Next'.
- 9 Scan the QR code with your smartphone to connect the Authenticator with your account.
- 10 Click 'Next'.





On your smartphone:

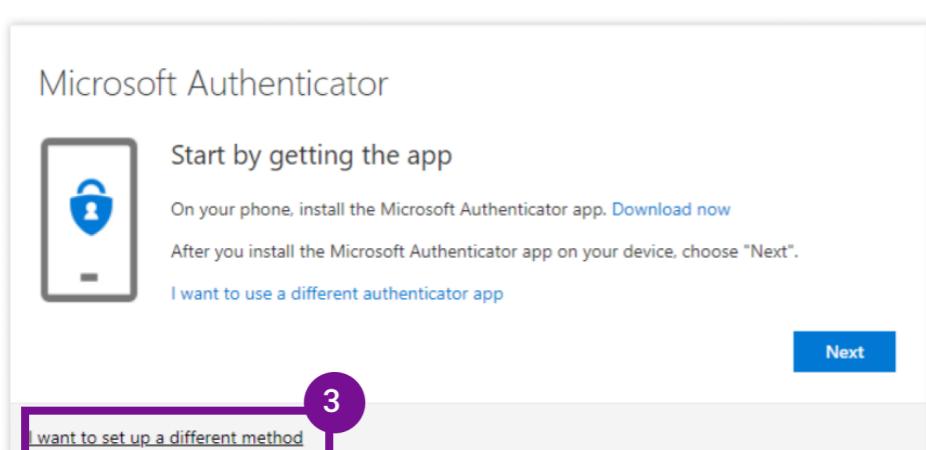
- 11 Tap 'Approve'.



On your computer:

- 12 Click 'Next'.
- 13 Great job! You're all set now!

Enable SMS authentication



- 3 Select 'I want to set up a different method'

Choose a different method

Which method would you like to use?

Phone 4

Cancel Confirm 5

4 Choose 'Phone'.

5 Click 'Confirm'.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Switzerland (+41) 6 Enter phone number

Text me a code 7

Call me

Message and data rates may apply.

Next 8

I want to set up a different method

6 Add your phone number.

7 Select 'Text me a code'.

8 Click 'Next'.

Phone

We just sent a 6 digit code to +91 1234567890. Enter the code below. 9

Enter code

Resend code

Next 10

I want to set up a different method

9 Enter the code you received via SMS.

10 Click 'Next'.

Phone

✓ SMS verified successfully

Next 11

I want to set up a different method

11 Click 'Next'.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - text [+91 1234567890](#)

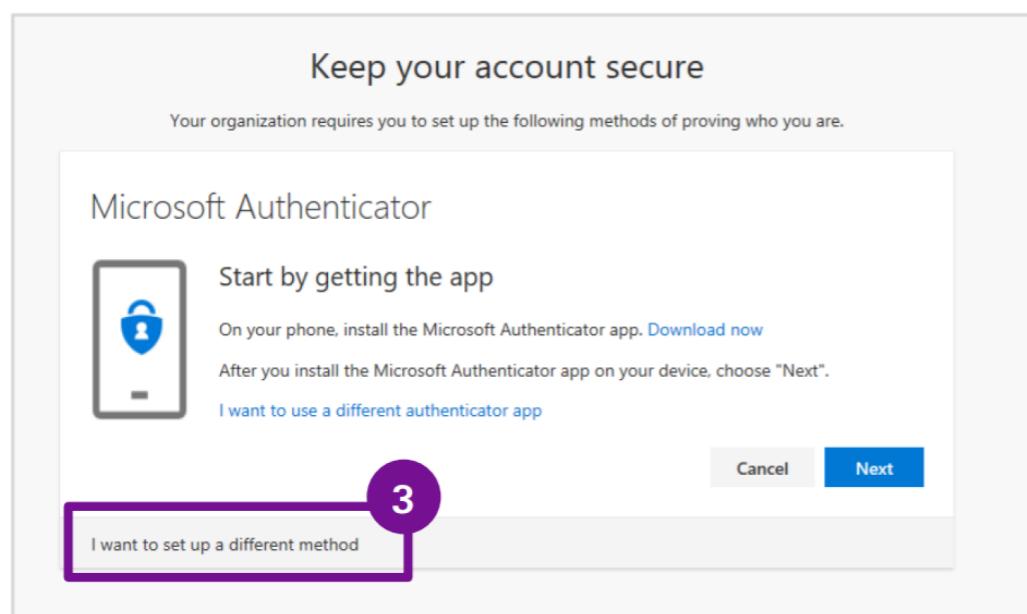
Phone [+91 1234567890](#)

Done 12

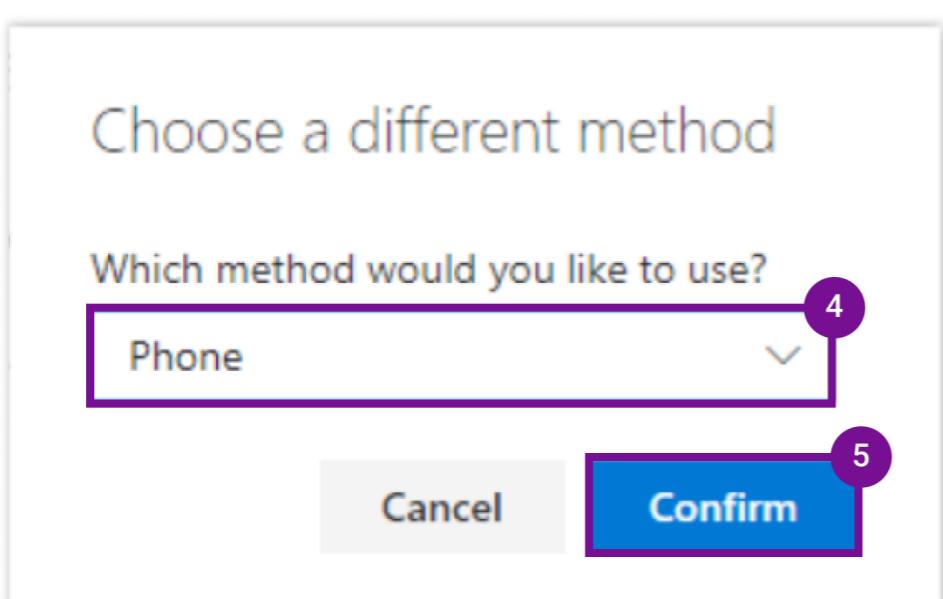
12 Click 'Done'.

13 Great job! You're all set now!

Enable authentication via phone call

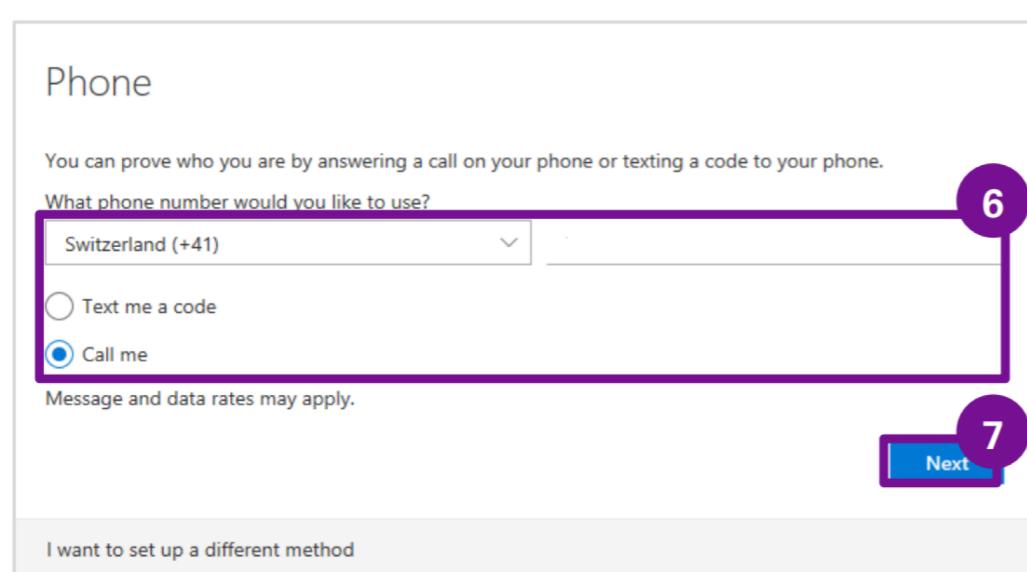


3 Select 'I want to set up a different method'



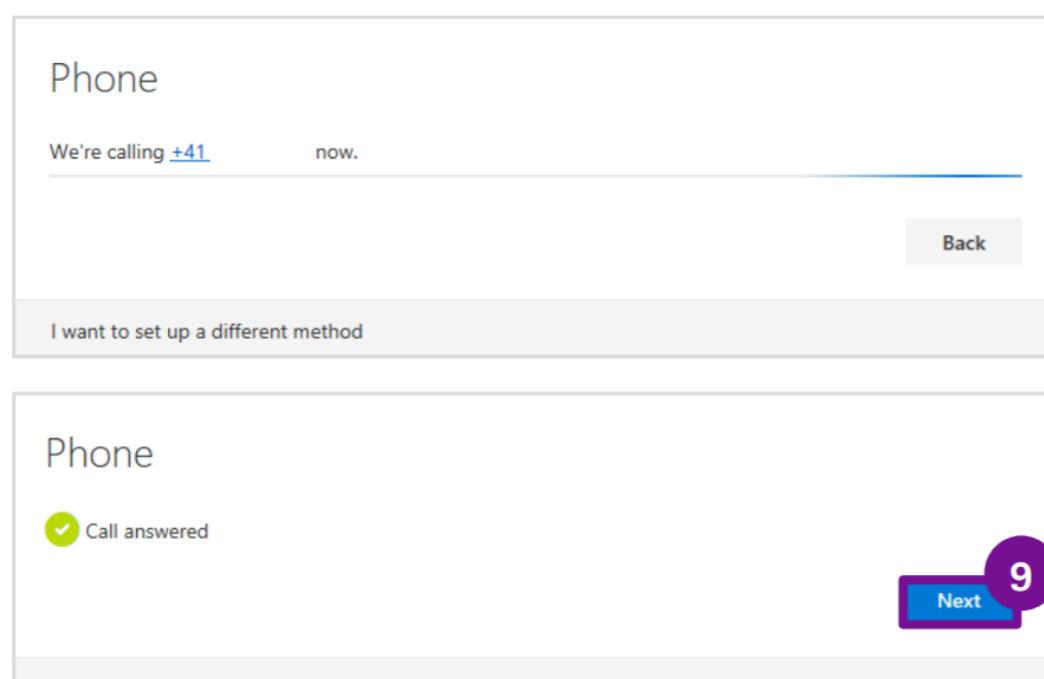
4 Choose 'Phone'.

5 Click 'Confirm'.



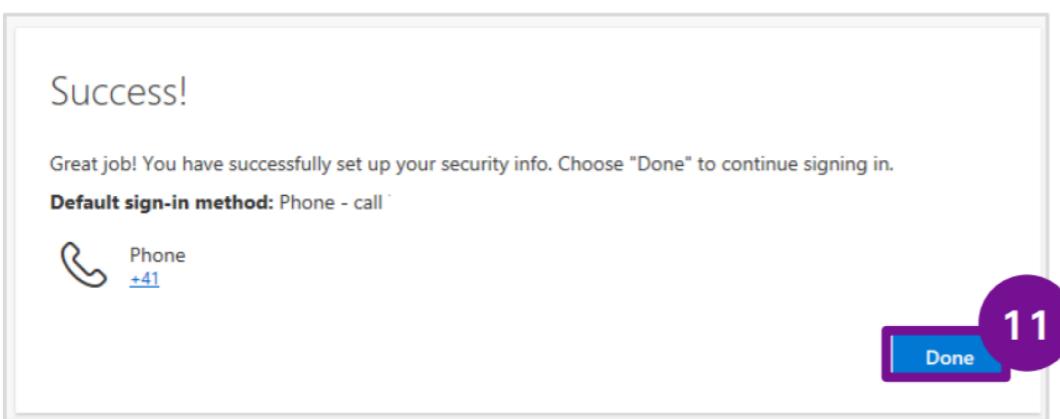
6 Enter your phone number and select 'Call me'.

7 Click 'Next' to receive a phone call on your mobile.



8 Answer the call.

9 Click 'Next'.



- 10 Click 'Done'.
- 11 Great job! You're all set now!

Manage your authentication settings

To view or update your authentication settings, go to <https://myprofile.microsoft.com> and check the 'Security Info' section.

Note: You might be prompted to authenticate with your already-registered second factor to access this area.

A screenshot of the Microsoft My Profile page. The top navigation bar shows "Akif's Profile" and "Sign out everywhere". The main content area is divided into several sections:

- Security info**: Keep your verification methods and security info up to date. Includes a "UPDATE INFO >" link.
- Password**: Make your password stronger, or change it if someone else knows it. Includes a "CHANGE PASSWORD >" link.
- Settings & Privacy**: Personalize your account settings and see how your data is used. Includes a "VIEW SETTINGS AND PRIVACY >" link.
- Devices**: Disable a lost device and review your connected devices. Includes a "MANAGE DEVICES >" link.
- Organizations**: See all the organizations that you're a part of. Includes a "MANAGE ORGANIZATIONS >" link.
- My sign-ins**: See when and where you've signed in and check if anything looks unusual. Includes a "REVIEW RECENT ACTIVITY >" link.
- Office apps**: Install and manage Office applications. Includes a "MANAGE >" link.
- Subscriptions**: Licenses assigned to you. Includes a "VIEW >" link.

From here you can change your default MFA method, delete unused or obsolete MFA methods or register new ones.

Note: In case of loss of your device, you must disable it from your list of authentication options.

Note: If you need to setup your Authenticator App again do first delete current entry/s on this page to ensure a clean reinstallation.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +91 9657

Add sign-in method			
	Phone	+91 965791	Change
	App password	Infoorigin	Delete

Lost device? [Sign out everywhere](#)

Support

Contact For Support:



+91 7499802980



Techsupport@infoorigin.com