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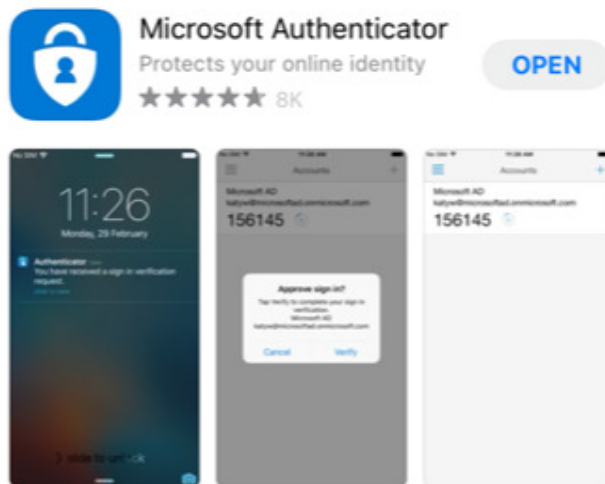
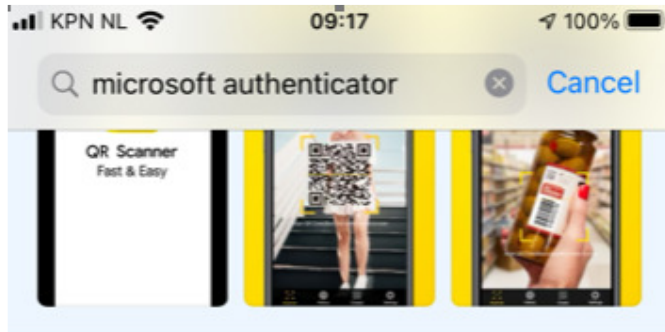
Enabling 2FA for your O365 Account

To improve our cybersecurity we will be enabling 2FA (Two factor authentication) for your O365 account this means that besides your windows password you need to authenticate with a second option (Microsoft Authenticator app on your phone).

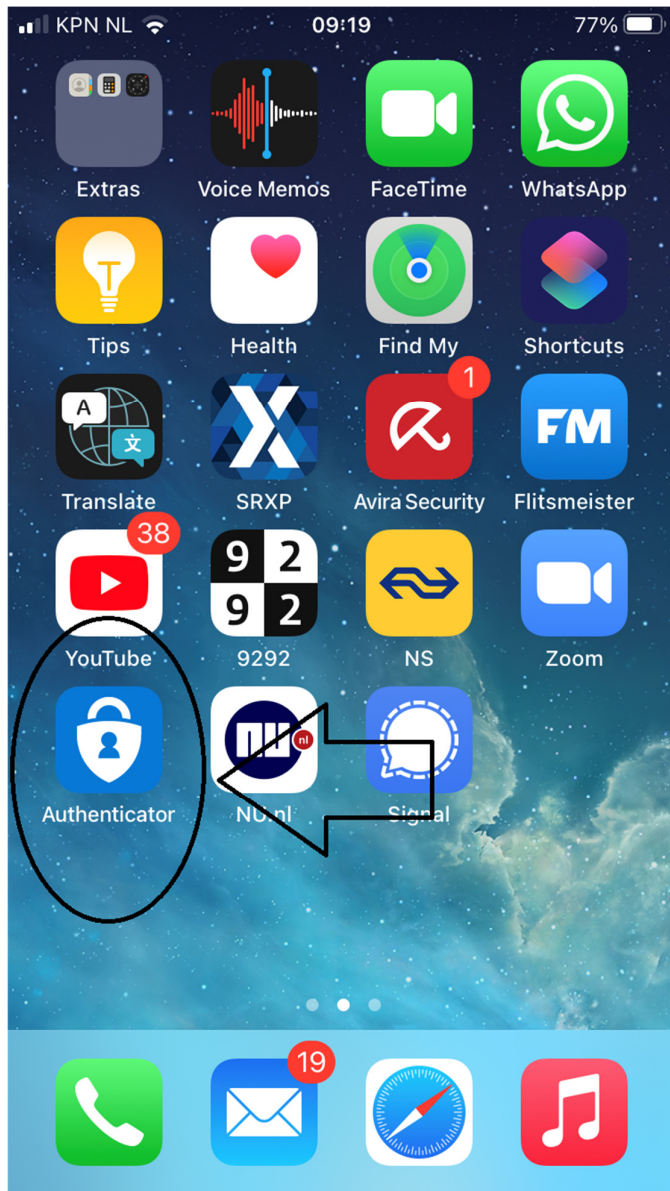
In this guide you will learn step by step on how to enable 2FA for your O365 Account this will be mandatory in the future for everyone.

Enabling 2FA with Microsoft Authenticator

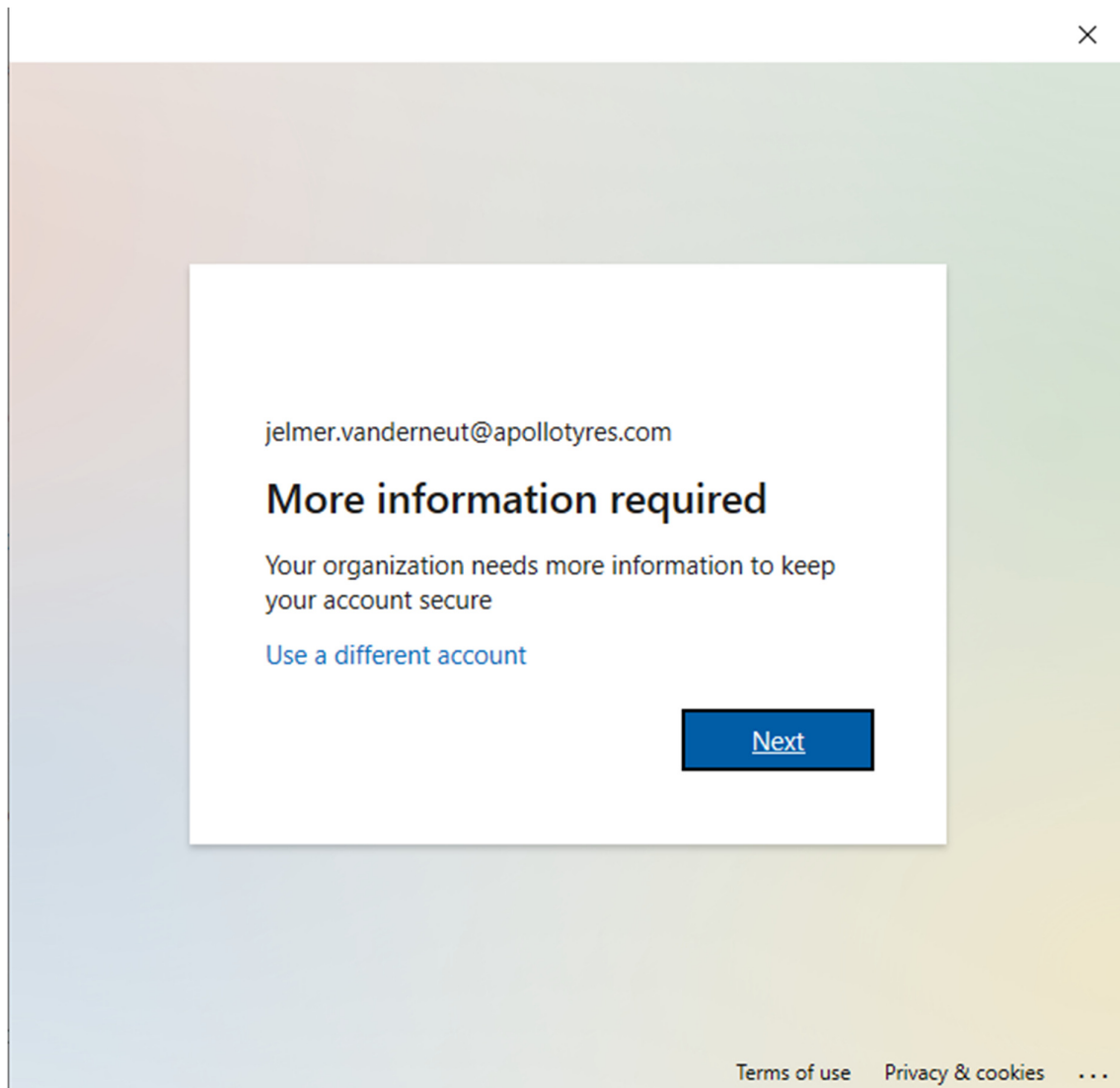
1. First install "Microsoft Authenticator" on your mobile phone this can be found in the app store (Iphone) or Google Play store (Android)



2. In below picture Microsoft Authenticator is shown, don't open it yet.



3. Once your O365 account is enabled for 2FA you will see the following message when you have Outlook open or are trying to login from office.com



4. Click on "Next"



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

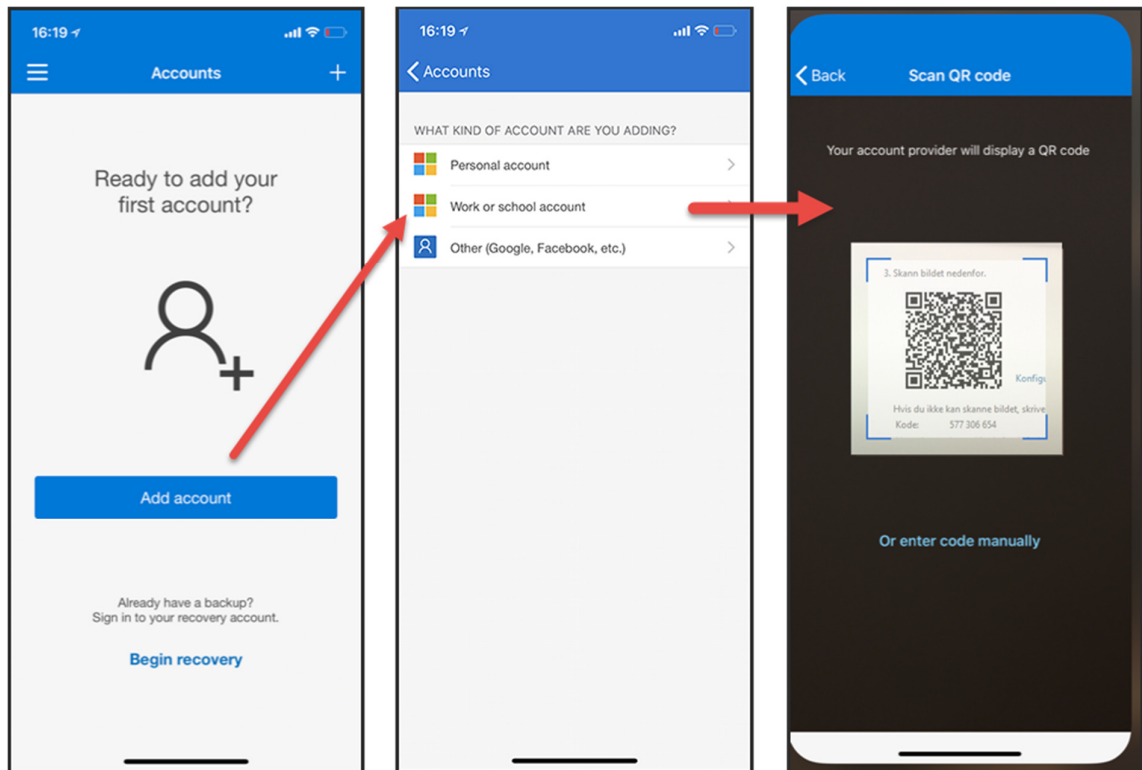
To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.

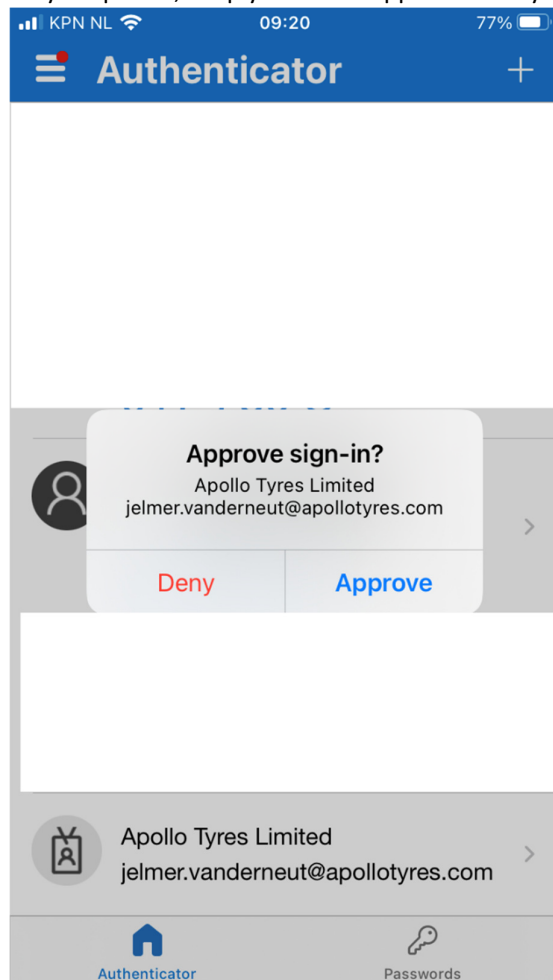
Next

5. Select "Mobile App" in the scroll down field and tick the box "Receive notifications for verification" and click on "Set up"

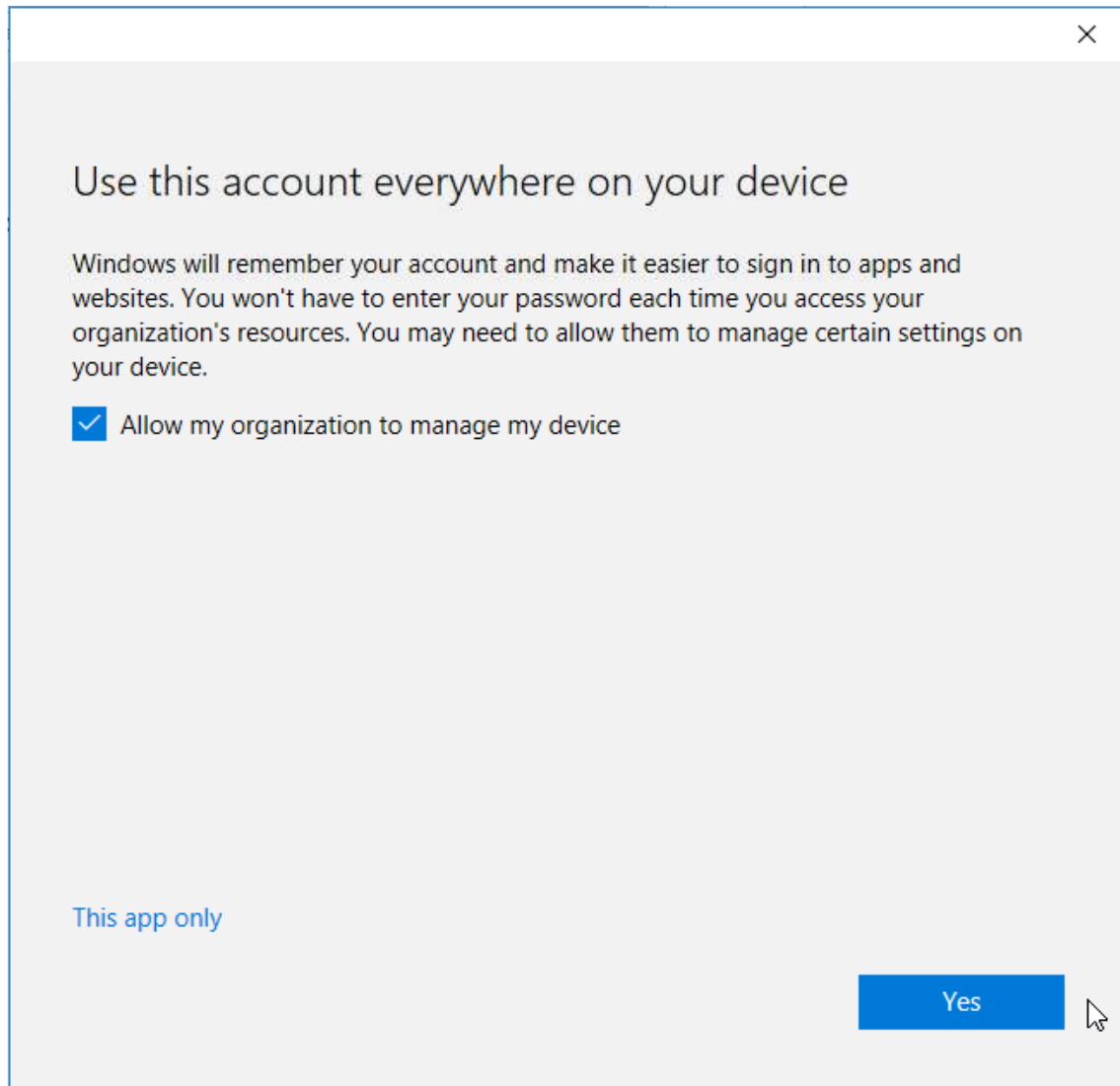


6. If you already use Microsoft authenticator for Pulse VPN, then click on the + icon in the upper right field and follow the screenshots above. If you haven't used Microsoft Authenticator the first image will look the same as on your phones screen, **Note: don't scan the QR code in this manual.**
7. When you have completed the above image you will see in Microsoft Authenticator a line with your emailaddress, you have now enabled 2FA for your O365 account
8. When you are using the Outlook on your desktop/laptop it will ask you to authenticate with Microsoft Authenticator every 7 days, if you are using Outlook Web app it will ask you to authenticate with Microsoft Authenticator everytime.

9. When you login to your mailbox and it asked for a 2FA authentication you will get a message on your phone, simply click on “Approve” and you will login to your mailbox.



10. Tick or Untick the option “Allow my organization to manage my Device”, this option means that your device is registered on the server, this option enabled will give you less authentication prompts.



11. If you have any questions regarding this please mail to helpdesk@apollovredestein.com or contact the Helpdesk at +31 53 488 8599