

Configure Multifactor Authentication for Office 365

1. Open an Internet Explorer browser.
2. Go to <https://portal.microsoftonline.com>
3. Sign in to Office 365 with your work account with your password like you normally do. After you choose **Sign in**, you'll see this page:



4. Choose **Set it up now**.
5. Select your authentication method and then follow the prompts on the page. **Option 1** and **Option 2** are listed below, you can choose either one or both:



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

Next

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

Option 1 - Verify Alternate Contact Method:

1. Select **Authentication Phone**.
2. Select your **Country** and type your **mobile phone number**.
3. Choose the method that you want. If you select **send me a code by text message** you will receive a text message from Microsoft. When you receive the **verification code**, enter it.
4. If you select **call me** you will receive a call from Microsoft and you need to press **#** button for verification.
5. After you verify your alternate contact method, choose **Next**.
6. You'll get an app password that you can use with Outlook, Apple Mail, etc. Choose the copy icon to copy the password to your clipboard. You won't need to memorize this password.



Option 2 – Verify Alternate Contact Method:

Select **Mobile App** and choose the method that you want. To use this verification method, you must set up the **Microsoft Authenticator** app on your mobile phone. You have two options to do this Method A is **Receive notifications for Verification**, and Method B is **Use Verification code**, you can choose either one.

Method A - Receive notifications for Verification

Microsoft

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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](#)

1. Click **Set up** to configure the mobile app and follow all the instructions as per below. (Internet Connection is needed to work on your mobile phone)

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: 761 095 048

URL: <https://cys01pfpad13.phonefactor.net/pad/660484213>

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

[Next](#) [Cancel](#)

- Choose the method to **Receive notification for verification** on your authentication app automatically will receive notification and need to click **Approve** to sign in. (every time you verify you will need internet connection on your mobile phone)

Method B - Use Verification code

1. After mobile app has been configured for notification and verification code, choose **Next**.

- Choose the method to **Use verification code** your authenticator app generates a 6-digit verification code. Enter this code into the wizard text field, in order to confirm configurations are correct.



Additional security verification

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

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

Cancel

Verify

2. Choose **Verify**, enter a phone number in case you lose access to the mobile app.
3. Then click **Next**.

Additional security verification

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

Step 3: In case you lose access to the mobile app

Cyprus (+357)	▼	99969696
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Next

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

- You'll get an app password that you can use with Outlook, Apple Mail, etc. Choose the copy icon to copy the **password** to your clipboard. You won't need to memorize this password.

Additional security verification

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

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone password* to use in place of your work or school account password. [Learn more](#)

Get started with this app password:


yqkmkmpvmtmsfqyb

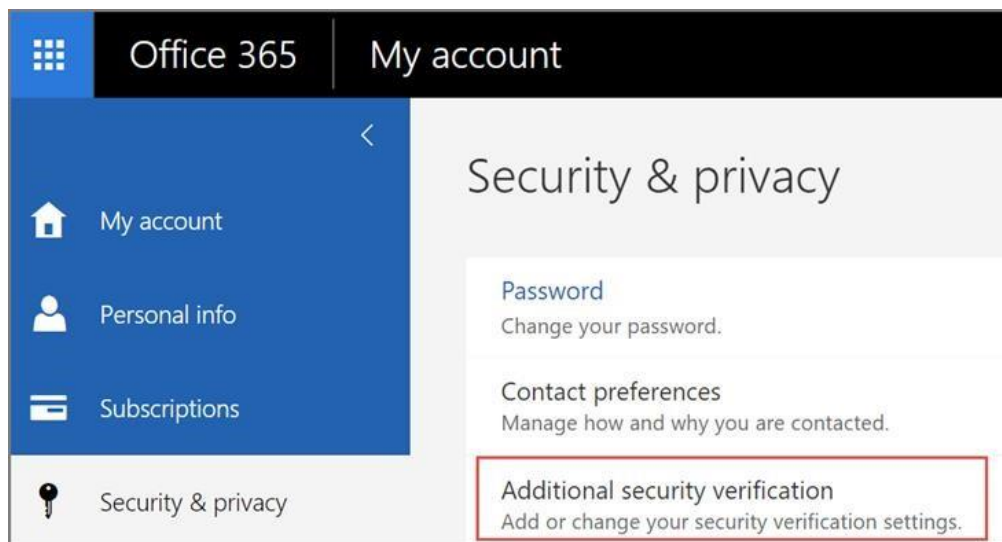




How to create another app password

To sign into **Outlook, Skype for Business, One Drive** or other apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work account (standard) password. You will need to **create a new app** password for each application. (e.g. Create app for Outlook email on your PC, Outlook email on your mobile phone)

1. Sign in to Office 365.
2. Choose **Settings**  > **Office 365**.
3. Choose **Security & Privacy** > **Additional security verification**. You'll only see this option if your admin has set up multi-factor authentication for your organization.



4. At the top of the page, choose **App Passwords**.

additional security verification **app passwords**

To sign in to Outlook, Lync or other apps installed on your computer or smartphone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. [How do I get my apps to work with app passwords?](#)

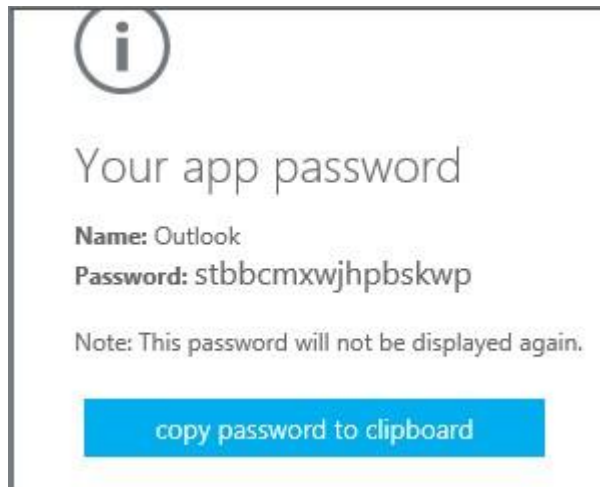
Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

[Bookmark this page](#)

[create](#)

NAME	DATE CREATED	
Initial app password20180223092622	23/02/2018	Delete

5. Choose **to create** to get an app password.
6. Type a name for your app password and click **Next**. (e.g. Mobile phone emails)



7. Choose **copy password to clipboard**. You won't need to memorize this password. (For e.g. type it in your mobile phone when it requires the password)

NOTICE:

In order of the above to be applicable, IBS will need to enable the multifactor authentication on a per user basis by notifying users 1 week prior. This process will take place over the next few months.

We suggest that you study this document prior to the set date of enablement.

For any queries or assistance that may needed, please contact IBS at +357 25254553 or email us at support@ibs.com.cy