

How To Setup Multi-Factor Authentication (MFA) Transcript

Multifactor authentication provides more security for your data and privacy

Here's how you set it up

First, you'll need an app on your phone

On your phone, select your device's app store

Search for the Microsoft Authenticator App

Select it and install it. Make sure you have push notifications "Turned On" in your phone.

When you open MFA enabled application such as Outlook or MS Teams on your computer, you'll be prompted to provide more information.

Select Next.

In the next screen you will have 2 options to sign with your mobile app. Choose "Receive Notifications" for Verification to authenticate directly from your mobile app or choose "Use Verification Code" if you would rather enter a new verification code each time you authenticate.

Then, select Set Up.

Leave this window open on your computer.

Now, open the Microsoft Authenticator App in your phone. Complete the wizard and select the plus sign to add your account.

Choose Work or School Account. Accept the required app permissions

Then scan the QR code on your computer.

Once the account has been added, select Got It, and then return to your computer.

Select Next, then Next again, and return to your phone.

Make a note of the code.

On the computer, enter the code, then select Verify.

If you chose to "Receive Notifications", select Approve on your App.

Once verified select Next, then Done.

Once you have registered for MFA, you may be prompted to authenticate the first time you open each application.

For more information contact the IS Service Desk on 03 9479 1500

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