

Modifying your Multi-Factor Authentication (MFA) Setup

Once enrolled in MFA through Microsoft 365, users can add, remove, or modify their multi-factor authentication security methods.

If you are setup to receive a text on your mobile device as the primary method, MCC encourages you to use the free Microsoft Authenticator app for MFA since it will give you 'push' notifications that you simply accept to confirm and proceed.

Additionally, MCC recommends that all employees with a **dedicated college-provided office phone** configure that as an additional back-up verification method in the event that a personal mobile device is lost, forgotten, or otherwise unavailable for use.

How to Add or Modify Multi-Factor Authentication Methods in M365

Log into Microsoft 365 Account Profile by visiting <u>https://myaccount.microsoft.com</u> or by logging into Microsoft 365 (<u>https://office.com</u>) and clicking their name icon in the upper right corner and selecting "View account" option.



Figure 1 - screenshot of Microsoft 365 options after login

Click on Update Info in the Security Info box to the right on your screen.

	Security info	Password	Settings & Privacy
	Keep your verification methods and security info up to date.	Make your password stronger, or change it if someone else knows it.	Personalize your account settings and see how your data is used.
2			
	Devices	Organizations	My sign-ins
Why can't I edit? ①	旦		$\mathcal{P}_{\mathcal{P}}$
	Disable a lost device and review your connected devices.	See all the organizations that you're a part of.	See when and where you've signed in and check if anything looks unusual.
	MANAGE DEVICES >	MANAGE ORGANIZATIONS >	REVIEW RECENT ACTIVITY >
Sign out everywhere			

Figure 1 - M365 Account Info Options Screenshot

Click on the "+ Add method" option.

Monroe Community College	My Sign-Ins			
Overview	Security info			
Security info	These are the methods you use to sign i	nto your account or reset your password.		
	Default sign-in method: Microsoft Aut	henticator - notification Change		
Organizations	+ Add method			
Devices	& Phone		Change	Delete
Privacy	Microsoft Authenticator	iPhone		Delete

Figure 2 - Add method screenshot

To add your **dedicated college-provided office phone** number, select Office Phone on the pop-up.

← → C 🖷 mysigni	ins.microsoft.com/security-info			
Moreoe Community College	My Sign-Ins			
R Overview Ry Security Info	Security info These are the methods you use to sign in Default sign-in method: Microsoft Auth		assword.	
Organizations	+ Add method			
Devices	& Phone	_	Change	Delete
A Privacy	Microsoft Authenticator	iPhone		Delete
	Lost device? Sign out everywhere		Add a method Which method would you like to add?	×
			Office phone	~
			Authenticator app Alternate phone	
			Office phone	_

Figure 3 - Add method drop-down options screenshot

Enter your **dedicated college-provided office phone number**, starting with the area code and click Next.

You can prove who you a	re by answering a call on you	ır phone.
What phone number wou	uld you like to use?	
United States (+1)	← Enter phone nu	mber
Extension:		
Enter phone extension		
Call me		
	nay apply. Choosing Next me vice and Privacy and cookies	

Figure 4-screenshot of phone data screen

The Microsoft Authentication service will call to verify the telephone number is correct.



Figure 5 - screenshot of call notification

Answer the telephone call. Press the "#" key to approve.

You will hear the confirmation: "Your sign-in was successfully verified. Good-bye" and see a verification on your PC screen.



Figure 6 - Screenshot of call verification

Click Done. You have now successfully added your MCC office phone as a backup authentication method.

Adding Microsoft Authenticator app and Making it the Default Authentication Method

 Click on + Add Method, select Authenticator app from the drop-down, then click on the Add button (be sure that you have downloaded the authentication app on your mobile device first). MCC recommends the Microsoft Authenticator app for the best experience. Microsoft Authenticator has set a time limit so it may time out and you will have to start over again.

y Sign-Ins		
Security info		
These are the methods you use to sign into your a	ccount or reset your password.	
+ Add method		
No items to display.		
	Add a method	×
	Which method would you like to add?	
	Choose a method	\sim
	Authenticator app	
	Phone	
	Alternate phone	
	Office phone	

Figure 8 - Add method screenshot

- 2. Click on Next button in the popup after you have the Microsoft Authenticator app on your mobile device. The next step will be on your mobile device.
- 3. **On Your Mobile Device**: After obtaining the Microsoft Authenticator app on their mobile device, users should launch the app, select 'Add work or school account' and select "Scan QR code". Be sure to allow Authenticator app access to your camera, then scan the presented QR code on your PC screen. Click Allow to allow push notifications.

Microsoft	Authenticator	×
	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".	
	Back	

Figure 9 - Microsoft Authenticator app info screenshot

4. When complete within the app, click Next on the webpage to continue.



Figure 10 - Mobile app configuration screenshot with enrollment QR code

5. Once the enrollment process detects that the mobile app has been configured, click Next. A multi-factor authentication push request will be sent to your mobile device to verify that everything is working as expected.



Figure 11 - MFA prompt screenshot and app approval screenshot

6. Once you click to approve the notification on your mobile device, you will see a confirmation on the screen. Click Next to continue.

Microsoft Authenticator		×
Notification approved	Back	Next

Figure 12 - MFA enrollment completion screenshot

How to Change your Default Sign-in Method to Microsoft Authenticator

1. At the Security Info screen, click "Change" after your current default method.

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e de la construction de la constru			
nese are the methods you use to si	gn into your account or reset your password.		
efault sign-in method: Phone - te	ext +1 585. Change		
+ Add method			
S Phone	+1 585	Change	Delete
S Office phone	+1 585292	Change	Delete
Microsoft Authenticator			Delete

Figure 13 - MFA methods screenshot

2. Select Microsoft Authenticator-notification from the drop-down and click Confirm.



Figure 14 - default method option drop-down



Figure 15 - change default method selection screenshot

3. You will see a pop-up confirming the change and the Microsoft Authenticator – notification will appear as the default method on your PC screen.



Security info

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

Default sign-in method: Microsoft Authenticator - notification Change

Figure 17 - screenshot showing default sign-in method