**Infrastructure** You Can Rely On!

**Cloud Propeller, Inc. – Microsoft Office 365 MFA User Guide**
**Date:** April 1st, 2022 **Version:** 1.1

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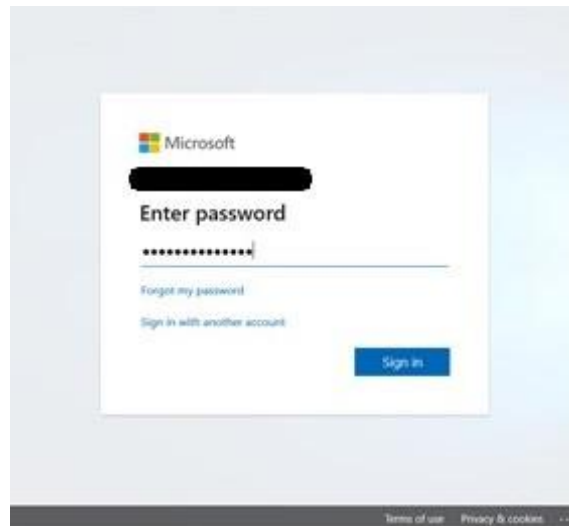**Cloud Propeller, Inc. – Microsoft Office 365 MFA User Guide**
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# Logging In with Multifactor Authentication (MFA)

1. After the installation has finished, open an Office application (Word, PowerPoint, Excel, etc.) to sign in. The login prompt may appear on its own as well.
2. At the top right corner of the window, click "Sign in".



3. Enter your company email address and password, then click "Sign in"



4. If you are set up with MFA, you will be asked to approve the sign in through the Authenticator, choose the "Approve a request on my Microsoft Authenticator app".
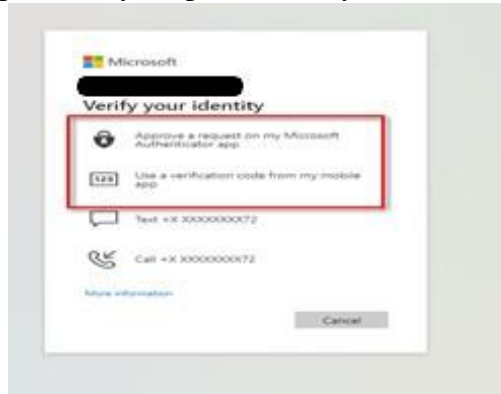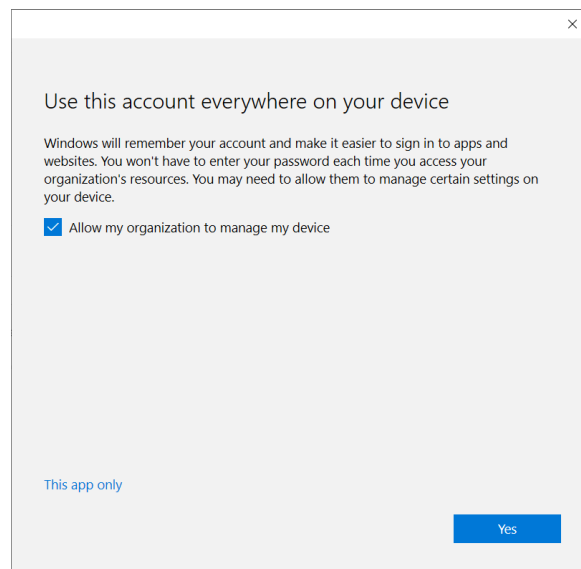
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Approve on your phone once you receive the request.



5.  When asked to use this account everywhere on your device, make sure "Allow my organization to manage my device" is checked. Then click "Yes".



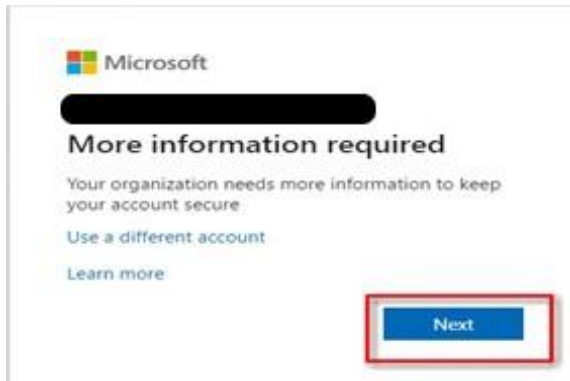6.  Close the application and reopen it, making sure that the account stays logged in.

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# Initial Set up for Multifactor Authentication (MFA)

1.  When you sign into your office account for the first time you will be prompted to set up Multifactor Authentication.

    - you will first see a window asking for more information where you will click next.

    

    - For the next step you will see a drop down where you need to choose "Mobile app", make sure you have "Receive notifications for verification" checked,
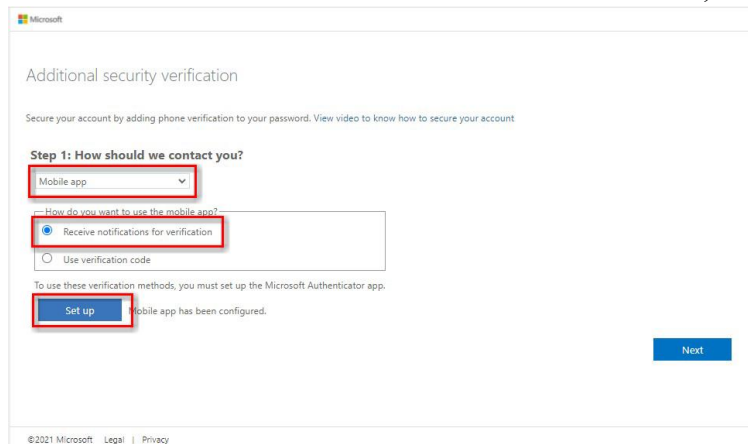
    

    then click "Set up".

    - You will then be propted with a QR code at this point you will need your phone to finish setup.

2.  You can download the Authenticator app from the [Apple Store](#) or [Google Play Store](#)
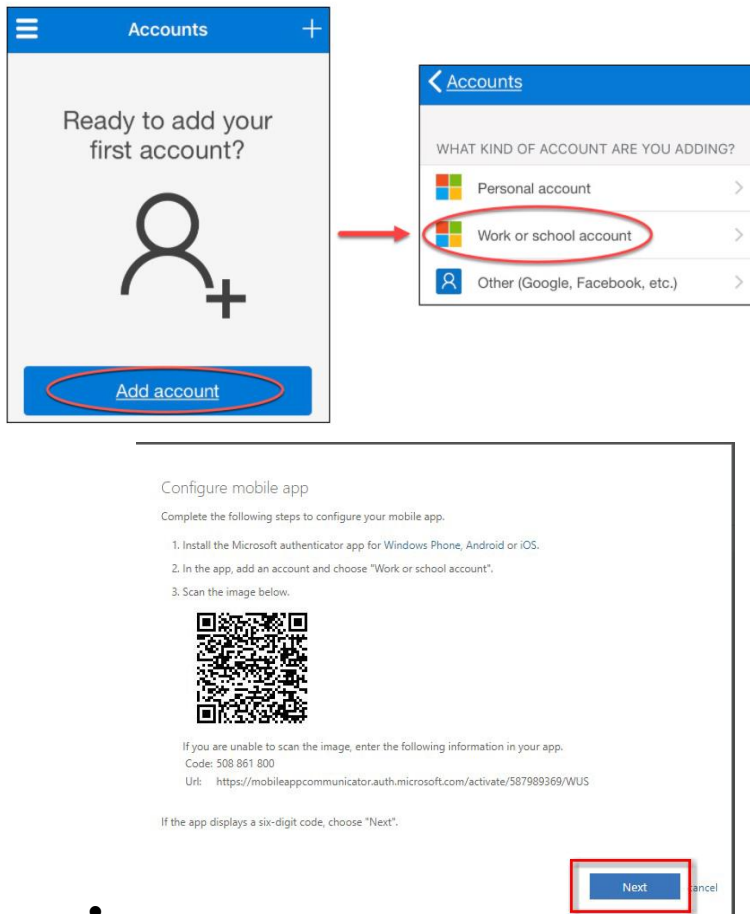
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3. Setup your account by selecting "Add account" then choosing "Work or school account" which will give you the ability to scan the QR code or enter the code provided by office.com. If you choose to scan QR code, you may be asked to give permission to access your camera, go ahead and allow this.





  •
      Once you enter the code or scan the QR you can click next.

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4.  You will be taken back to this page, but now "Set up" is now grey and here you can select "Next".



5.  You will be asked to enter your phone number for additional security verification, then



    hit "Next".

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6. Final screen will provide an app password which will be saved to your office account.
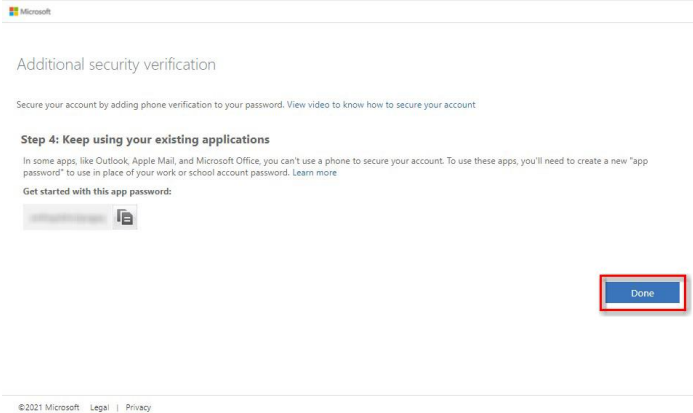


2. Now that you are setup when you login to office.com you will be prompted with choosing a verification method, the first two options are for the app either sending you a notification for all you have to do is click "Approve" which is the easiest process, or the second option needs you to open the app and enter the 6 digit code provided.