Set up MFA

Follow these instructions if you are setting up Entra MFA for the **first time**. If you have already set up an authentication method and/or added a new one, please use <u>Entra multi-factor</u> <u>authentication</u> (MFA) instructions.

- 1. Open a browser and go to https://www.microsoft365.com/.
- 2. Enter your **UM email** and **password**.
- 3. Click Next on the "More information required" window, select Next.

student.test@myumanito	ba.ca
More information	on required
Your organization needs r your account secure	nore information to keep
Use a different account	
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4. If you are using the Microsoft Authenticator App, select **Next** on the **Start by getting the app** window.

Note: If you intend to use a phone/SMS or a different authenticator app, select **I want to set up a different method**.



5. On the **Setup your account** window, select **Next**.



	Keep your account secure
Microso	oft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next
I want to set up	a different method

- 6. On the **Scan QR code** window, follow the instructions on the screen.
- 1. On mobile device/tablet, open the Microsoft Authenticator App
- 2. Click on the + to add an Account
- 3. Select Work or School account.
- 4. Select Scan QR Code.



7. Test your authentication method.

	Keep your account secure
Microso	oft Authenticator
-	Let's try it out Approve the notification we're sending to your app by entering the number shown below. 49 Back Next
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