Xperience

Microsoft

Multi-Factor Authentication (MFA)

MICROSOFT MULTI-FACTOR AUTHENTICATION

What is Multi-Factor Authentication?

Multi-Factor Authentication (or MFA) is a way of requiring additional authentication on top of more traditional methods such as a password.

Examples of MFA include:

- Receiving a code on your mobile device
- Using an authenticator app on your mobile device

Why use Multi-Factor Authentication?

MFA helps to protect your account against unauthorised access by adding an additional layer of protection.

If your password becomes compromised, a malicious login attempt will still be prevented due to this additional security as any bad actors will not have access to the required mobile device.

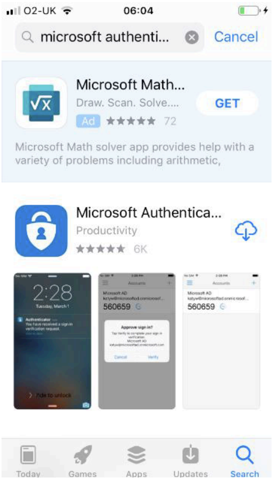
Passwords can become compromised for various reasons including users re-using the same passwords across multiple systems making them easier to remember. If one of these systems becomes compromised, credentials can be leaked and used to access any other system using this same password.

MFA CONFIGURATION

For the purposes of this document, we will be using the Microsoft Authenticator mobile app. Before configuring MFA, you will need to download and install the authenticator app if you do not already have it installed.

Installation on Apple iOS

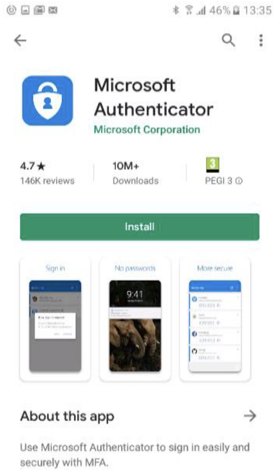
Go to the App Store, search for **Microsoft Authenticator** and choose **Install**



Microsoft Math solver app provides help with a variety of problems including arithmetic,

Installation on Android

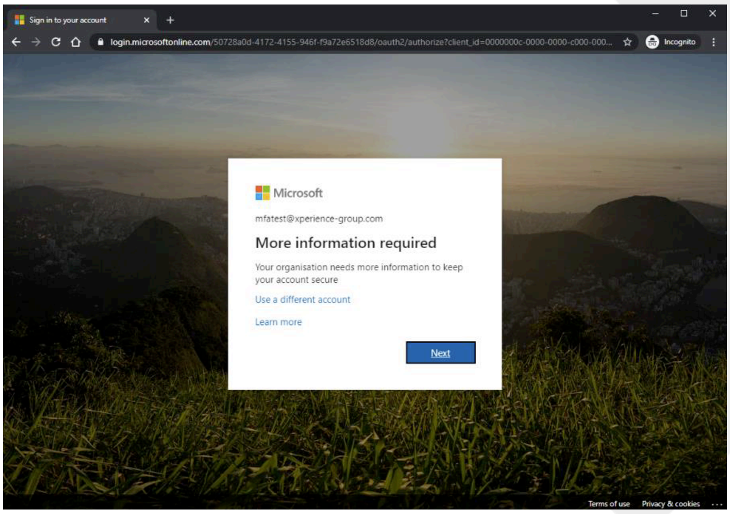
Go to the Play Store, search for **Microsoft Authenticator** and choose **Install**



Use Microsoft Authenticator to sign in easily and securely with MFA.

When you sign in to an Office service after MFA has been enabled on your account, you will be prompted to provide additional security information.

Alternatively, you can visit http://aka.ms/mfasetup and sign in using you Office 365 username and password.

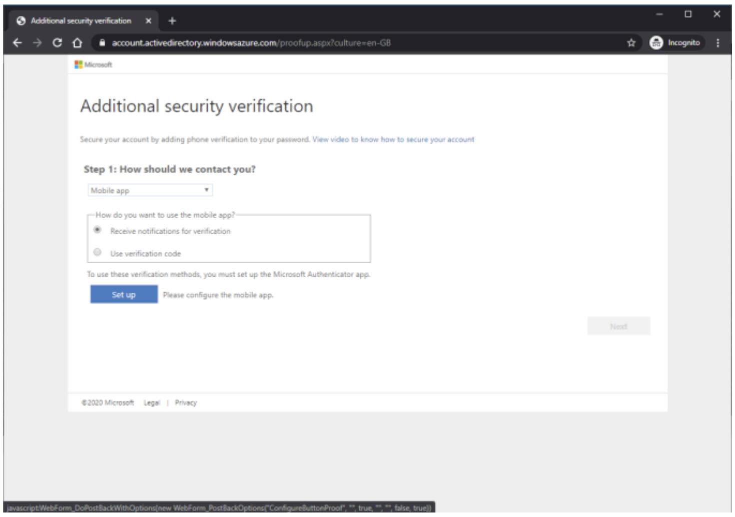

Sign in to your account
login.microsoftonline.com/50728a0d-4172-4155-946f-f9a72e6518d8/oauth2/authorize?client_id=0000000c-0000-0000-c000-000...
Incognito
Microsoft
Use a different account
Learn more
Next
Terms of use
Privacy & cookies
...

mfatest@xperience-group.com

More information required

Your organisation needs more information to keep your account secure

Click **Next** to continue. You will then be asked which method on MFA you wish to use. As we are using the authenticator app, under Step 1, choose **Mobile app**


Additional security verification
account.activedirectory.windowsazure.com/proofup.aspx?culture=en-GB
Incognito
Microsoft
View video to know how to secure your account
Set up
Next
©2020 Microsoft Legal | Privacy
javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("ConfigureButtonProof", "", true, "", "", false, true))

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?

Mobile app

How do you want to use the mobile app?

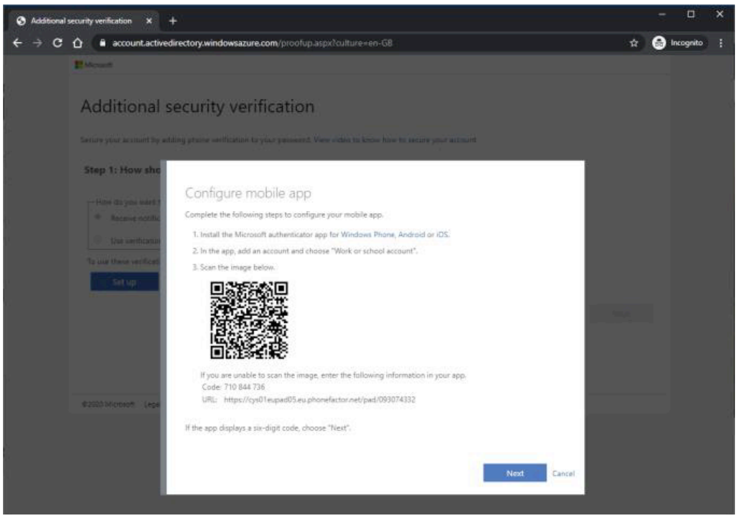
● Receive notifications for verification

○ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Please configure the mobile app.

Select **Receive notifications for verification**, then click **Set up**


Additional security verification
account.activedirectory.windowsazure.com/proofup.aspx?culture=en-GB
Incognito
Next
Cancel

Configure mobile app

Complete the following steps to configure your mobile app.

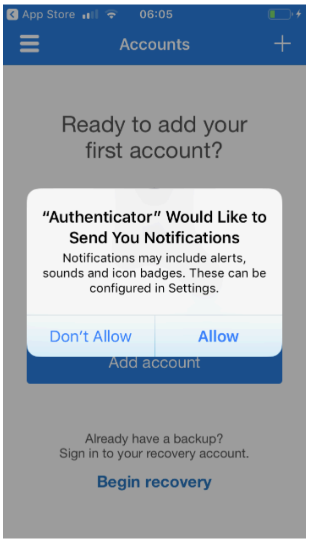
1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.
Code: 710 844 736
URL: https://cys01eupad05.eu.phonefactor.net/pad/093074332

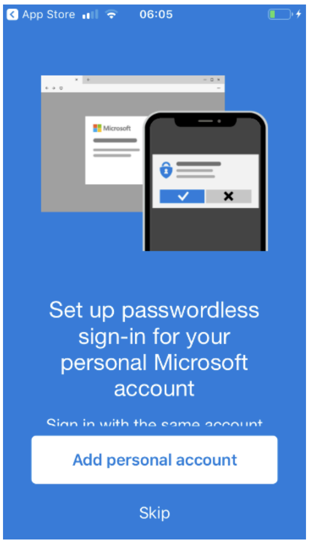
If the app displays a six-digit code, choose "Next".

You should now be shown a screen which contains a QR Code. Now open the Microsoft Authenticator app on your mobile.

Once the app has been opened, you may be prompted whether you wish to allow notifications, please **Allow** them otherwise you will not receive MFA prompts and will not be able to sign into your account.

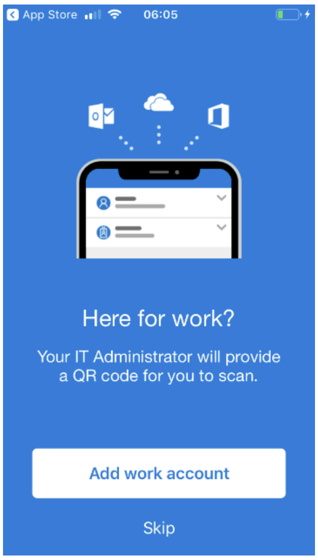

App Store
06:05
Accounts
Ready to add your first account?
"Authenticator" Would Like to Send You Notifications
Notifications may include alerts, sounds and icon badges. These can be configured in Settings.
Don't Allow
Allow
Add account
Already have a backup?
Sign in to your recovery account.
Begin recovery

You may now be asked to add a personal account, please choose **Skip** at the bottom of the screen.


App Store
06:05
Microsoft
Set up passwordless sign-in for your personal Microsoft account
Sign in with the same account
Add personal account
Skip

If prompted to add a non-Microsoft account, please also choose **Skip**.

You should now be prompted to add a word account, please choose the **Add work account** option.

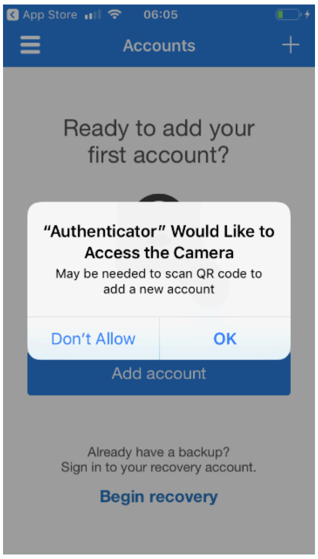


App Store 06:05

Here for work?

Your IT Administrator will provide a QR code for you to scan.

You may now be prompted to allow the Authenticator app access to the Camera, please choose **OK** to allow this.



App Store 06:05

Ready to add your first account?

"Authenticator" Would Like to Access the Camera

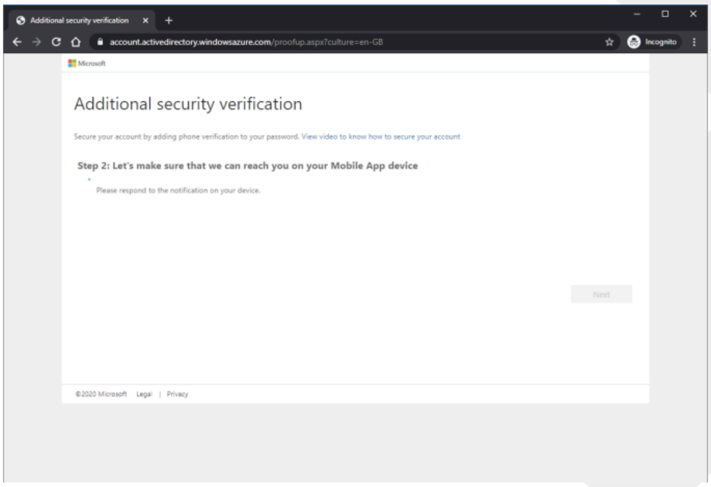
May be needed to scan QR code to add a new account

Already have a backup? Sign in to your recovery account.

Now using your mobile device, scan the QR Code shown on your screen to add your account to the Authenticator app.

Once this has been successfully scanned, you will be returned to the main Authenticator app screen and will see your account listed with a revolting six-digit code. You should not require this code as you have chosen to receive notifications.

If you are still seeing the QR code on your screen on your PC/Laptop, click **Next**



Additional security verification
account.activedirectory.windowsazure.com/proofup.aspx?culture=en-GB
Incognito
Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

Next
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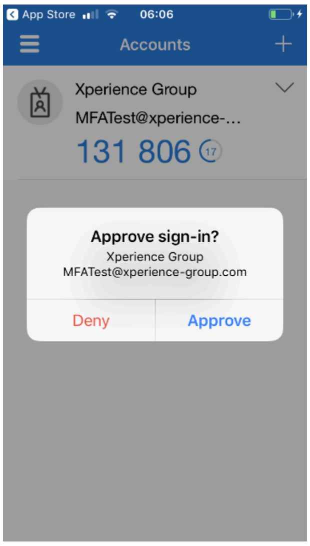
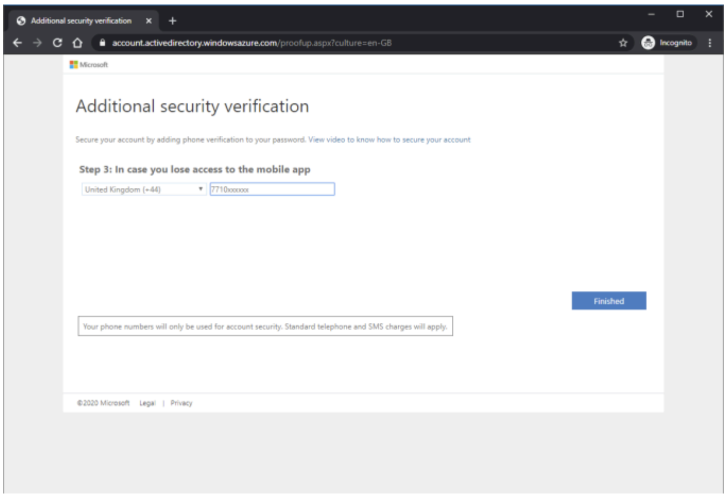
MFA will now be tested to ensure you are able to successfully receive sign-in requests. A notification should pop up on your mobile device.



Xperience Group
MFATest@xperience-...
131 806

Approve sign-in?
Xperience Group
MFATest@xperience-group.com

Please choose **Approve** to proceed.



Additional security verification
account.activedirectory.windowsazure.com/proofup.aspx?culture=en-GB
Incognito
Microsoft

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

United Kingdom (+44) ▾ 7710xxxxxx

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

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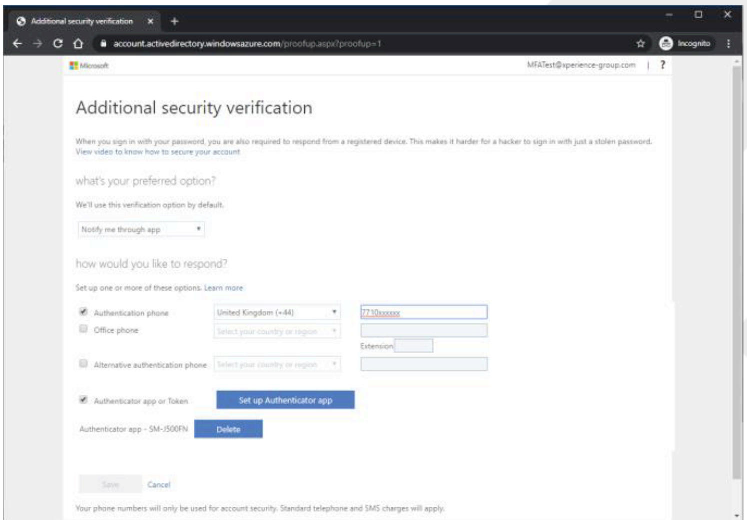
On your PC/Laptop, you should be prompted to enter a mobile number which can be sued to receive SMS messages should you lose access to the Authenticator app, please enter a mobile number and click **Finish** to complete the MFA setup.

Once you see the Additional security verification settings/summary screen you can close your browser.



Additional security verification
account.activedirectory.windowsazure.com/proofup.aspx?proofup=1
Incognito
Microsoft
MFATest@xperience-group.com | ?

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
View video to know how to secure your account

what's your preferred option?

We'll use this verification option by default.

Notify me through app ▾

how would you like to respond?

Set up one or more of these options. Learn more

☑ Authentication phone — United Kingdom (+44) ▾ — 7710xxxxxx
☐ Office phone — Select your country or region ▾ — Extension
☐ Alternative authentication phone — Select your country or region ▾

☑ Authenticator app or Token — Set up Authenticator app

Authenticator app - SM-J500FN — Delete

Save Cancel

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