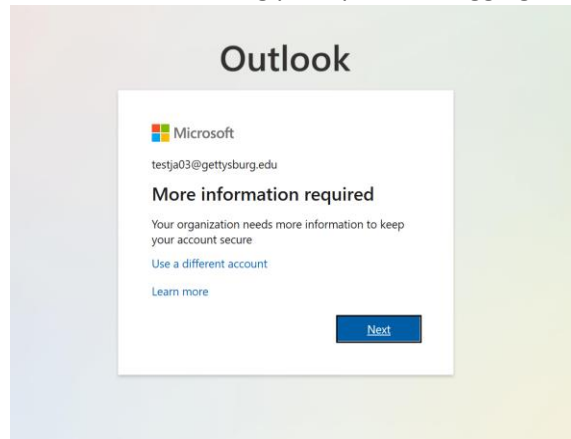


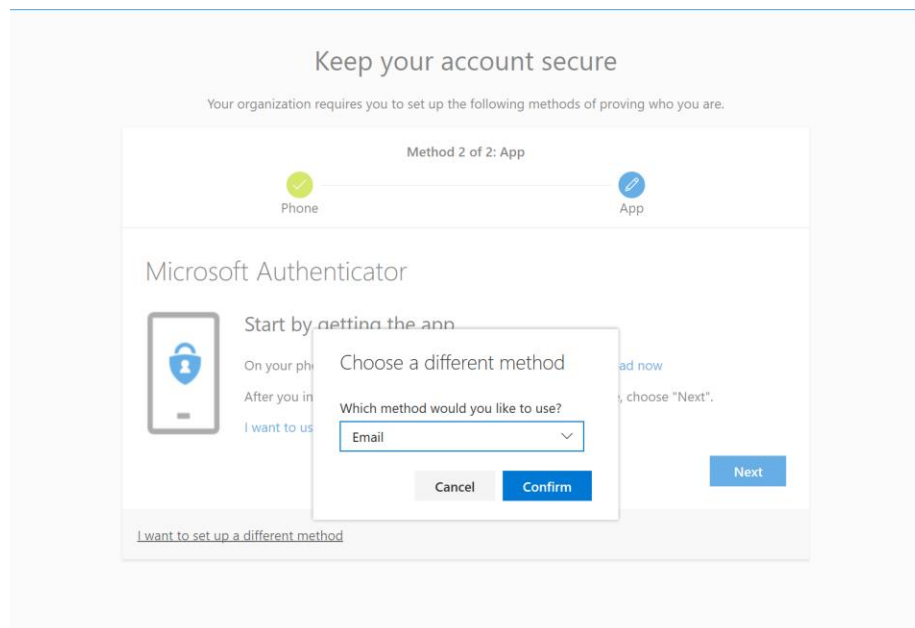
## Instructions for setting up Office 365 Student MFA (email)

After being added to the Multi-Factor Authentication group within Office 365, the next time you log-in to your Outlook Profile, you will be prompted to set up 2 authentication methods (phone, email or Microsoft Authenticator App). The following instructions are specifically for setting up your email.

1. You will receive the following prompt when logging into Outlook, click **Next**.



2. If Email isn't showing up as a way to authenticate your account, select **"I want to set up a different method"**. From the dropdown, select **"Email"**, then click **Confirm**.



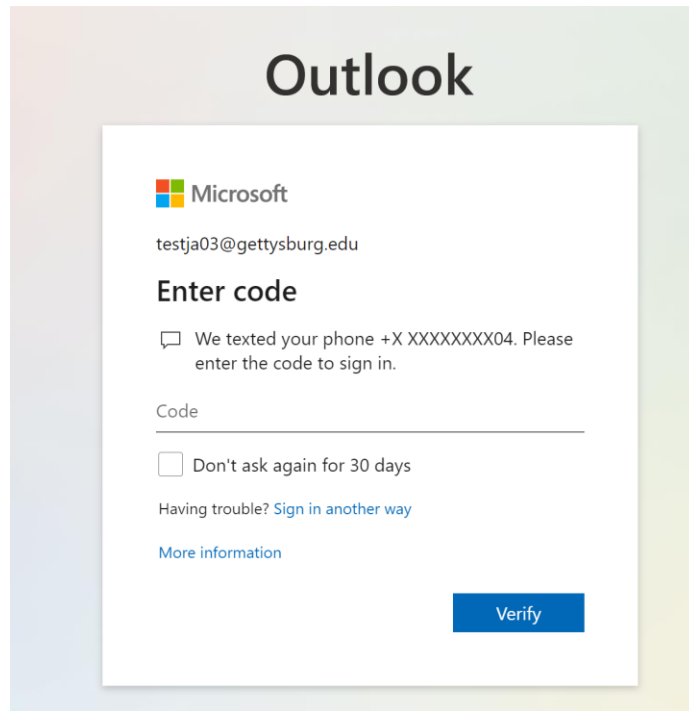
3. After hitting Confirm, you should have received a prompt asking for an email address you wish to use as an authentication method (Gmail or yahoo accounts for example). Type in that email address and hit Next. Enter that code when prompted, then click **“Next”**.
4. The email address that you gave as an authentication method, should have received a code from Microsoft. Type in the Code and hit **Next**.

The screenshot shows a Microsoft account security setup screen titled "Keep your account secure". Below the title, it says "Your organization requires you to set up the following methods of proving who you are." A progress bar indicates "Method 2 of 2: Email", with a green checkmark under "Phone" and a blue pencil icon under "Email". The main content area is titled "Email" and contains the text "We just sent a code to [redacted]@gmail.com" followed by the code "102446" in a text input field. There is a "Resend code" link and a blue "Next" button. At the bottom, there is a link that says "I want to set up a different method".

5. If successful, you should receive the following prompt, confirming email was verified. Click **“Done”**. When properly set up, you should see the green checkbox for **Email** and the words Success! In this screenshot, I had already set up phone as the other authentication method, so it is showing both. Click **“Done”**.

The screenshot shows the same "Keep your account secure" screen, but now both "Phone" and "Email" methods are marked with green checkmarks, and the title of the progress bar is "Method 2 of 2: Done". The main content area is titled "Success!" and contains a message: "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Below this, it says "Default sign-in method: Phone - text 717-[redacted]". There are two entries: "Phone" with a phone icon and "+1 717-[redacted]", and "Email" with an envelope icon and "[redacted]@mail.com". A blue "Done" button is at the bottom right.

6. The next time you login to Outlook, you will receive the following prompt:



- A code should have been texted/called to your phone (default method).
- Type in the code sent to your phone, and Click Verify.
- You will see an option to remember you for 30 days. (If you select this, you will not be prompted for MFA again on this browser for 30 days)
- After clicking Verify, Outlook will open.