

Setting Up Your Email and Multifactor Authentication (MFA)

- **Introduction**

After receiving an email with your college email address and password, you need to sign into the account, set up MFA, and change your password. Setting up MFA is crucial for securing your account and enabling password recovery.

- **Equipment Needed**

- Personal cellphone
- Desktop or laptop computer
- Internet connection

- **Step-by-Step Instructions**

1. Download Microsoft Authenticator



1. On your cellphone, open the app store/play store.
2. Search for "Microsoft Authenticator".
3. Ensure you select the correct app with the icon above, then download and install it.

2. Access Email Website

1. On your computer, open a web browser.
2. Navigate to <http://houndmail.assumption.edu/> or <https://outlook.com/>

3. Sign In

1. On the login page, enter your email address and click "Next".
2. On the next page, enter your password and click "Next".

4. Begin MFA Setup

1. After signing in, you will see a screen that says, "More information required". Click "Next".
2. A screen will appear instructing you to download the Microsoft Authenticator app (which you already did). Leave this window open.

5. Configure Authenticator App

1. Open the Microsoft Authenticator app on your phone.
2. On the initial screen, tap "Skip" in the upper right-hand corner.
3. Tap the "+" sign in the upper right-hand corner.

4. Select "Add work or school account".

6. Approve Camera Access

1. Choose "Scan QR code" when prompted.
2. The app will request permission to access your camera. Allow access.

7. Scan QR Code

1. On your computer, click "Next" to display a QR code.
2. Use your phone to scan the QR code displayed on your computer screen.
3. After scanning, click "Next" on your computer.

8. Approve Notification

1. A notification will appear in the Microsoft Authenticator app, asking you to approve the setup.
2. The notification will ask for a two-digit number displayed on your computer screen. Enter this number and tap "OK".
3. Once approved, you will see a confirmation screen. Click "Next" to continue.

9. Set Up Text Message Verification

1. Enter your cellphone number on the next screen.
2. Check the box that says, "Send text message".
3. Click "Next".

10. Verify Text Message Code

1. You will receive a text message with a 6-digit code.
2. Enter this code into the field on your computer and click "Next".
3. A confirmation screen will appear, indicating that you have successfully registered your device for MFA.

11. Complete Setup

1. You will be redirected to the Microsoft O365 welcome page.
2. Congratulations, you have successfully set up your work email and MFA.

Caution

- Read all instructions carefully to avoid issues during setup.
- If you encounter any problems or get locked out, contact IT support at helpdesk@assumption.edu.

Conclusion

Setting up MFA is a vital step in securing your email account. It protects against unauthorized access and facilitates password recovery if needed. Follow these steps carefully to ensure a smooth setup process. Welcome to Assumption University!