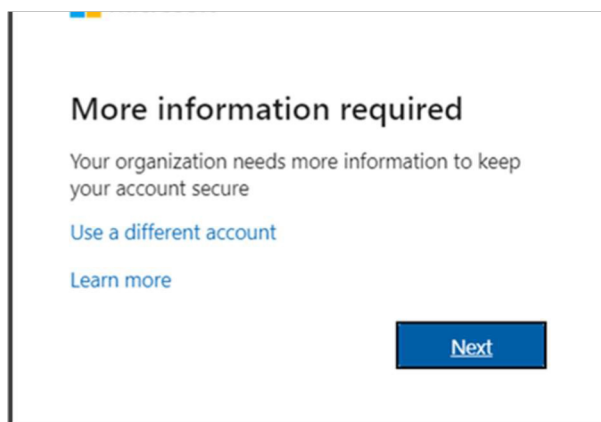


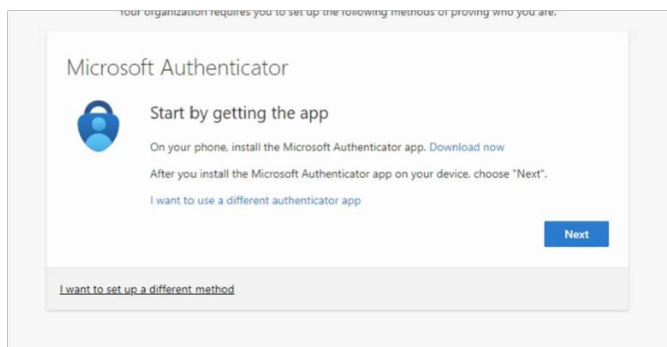
Signing in For the First Time

Signing in with MFA (Multi-Factor Authentication) Office 365 Process

- Go to www.office.com
- Enter you @a2kiwanis email
- Enter your temporary password
- After signing in with temporary password – Click next
- Should [see this](#)



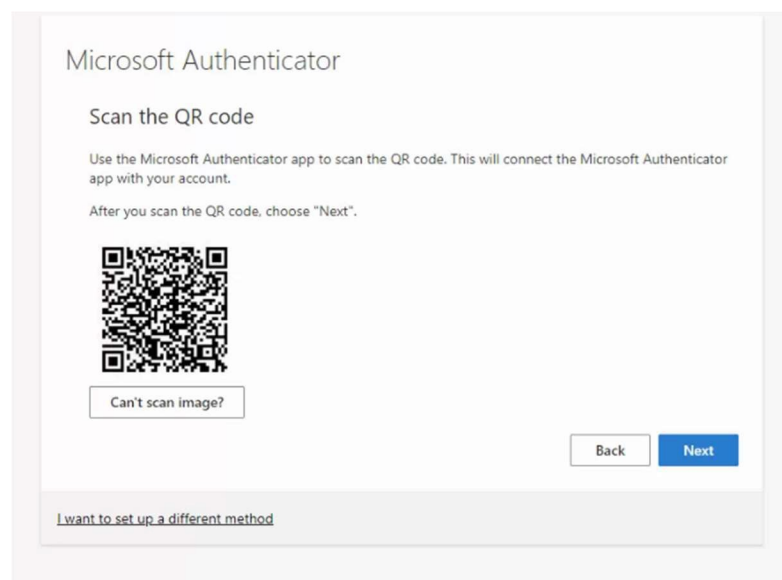
- Click next and this should display



- Using your mobile device, you will need to download Microsoft Authenticator Application – Google/Android and Apple
- Open PlayStore or App store to download
- The app logo should look just you see above

- White background, blue lock with light blue silhouette Open app after installation
- Allow camera access and notifications
- May get prompted for App Lock
- This lock is your phone password, FaceID, Fingerprint, Pin, etc..
- After installation/permission click next on **COMPUTER / internet browser**
- Should see this image afterwards

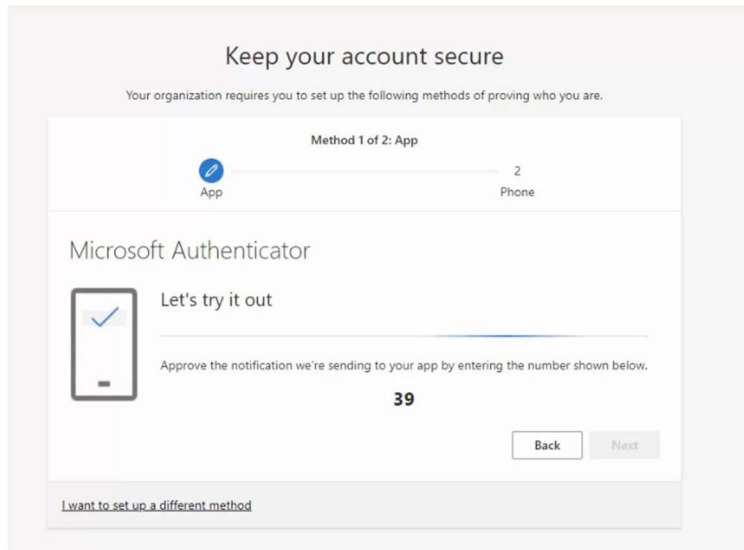
***Note* QR code does not get scanned with default camera app**



- In Authenticator App - Select option
- Other (google, Facebook, account) which is 3rd/bottom choice Scan QR code
- Your app should look something like this after scanning code.



- At this point click next on computer/internet browser
- New screen will pop up with a number
- Phone will notify and/or a box pop up for you to type in number
- Depending on if app closed, phone went to sleep or app open
- After typing number on phone choose - **Yes**



- Multi Factor Authentication is now activated for your email account.
 - You may get asked to sign into outlook on computer applications/outlook and/or mobile app used for email.
 - If above does occur
- Sign in with email password
- Open authenticator app and confirm number and choose Yes
- Functionality restored on end device

This will only happen this time with needing any MFA/Number - confirm yes on existing devices.

- On a new computer or phone you will need to do this confirming/mfa process
- Signing into a web browser/web version (A friends computer) – your email will need this MFA as well