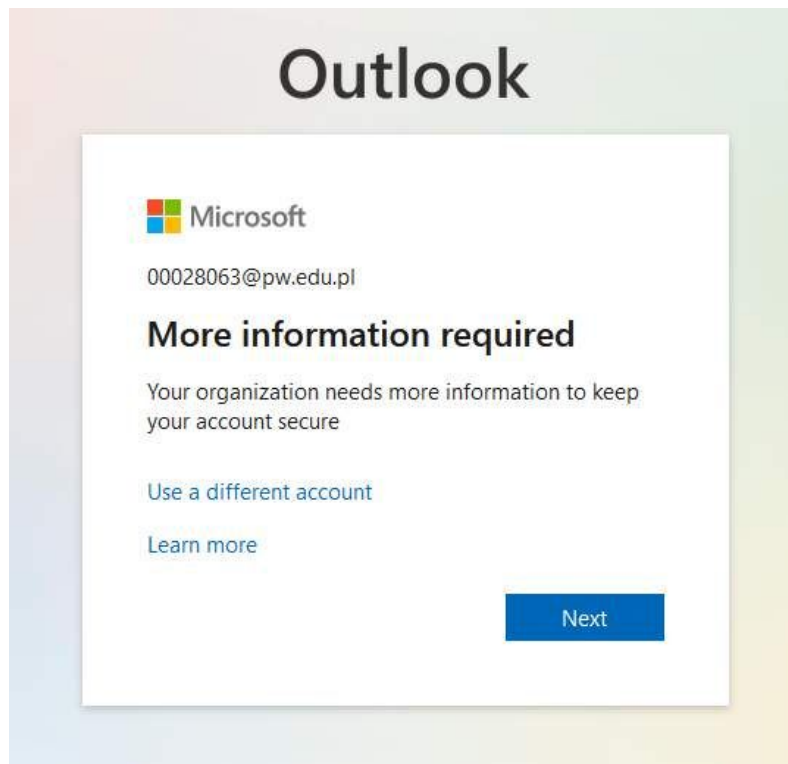


## **MFA activation on MS Office account**

Review the step-by-step procedure of adding MFA to your account.

## Step 1



The first time you log in, you'll be asked to add additional information to secure your account.

## Step 2

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App


1

App

2

App password

### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

In this case, we will present the default additional verification method, which is the Microsoft Authenticator application. Other methods that are available under the “**I want to use different authenticator app**” button will be presented in the next section.


- Download the application from
  - a. <https://play.google.com/store/apps/details?id=com.azure.authenticator>
  - b. <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>
- Select the "**Next**" button

### Step 3

## Keep your account secure

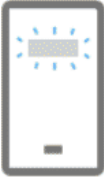
Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App

2  
App password

### Microsoft 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](#)


Open the application on the phone and select the **"Next"** button in the browser again.

## Step 4

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App

2


App password

### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



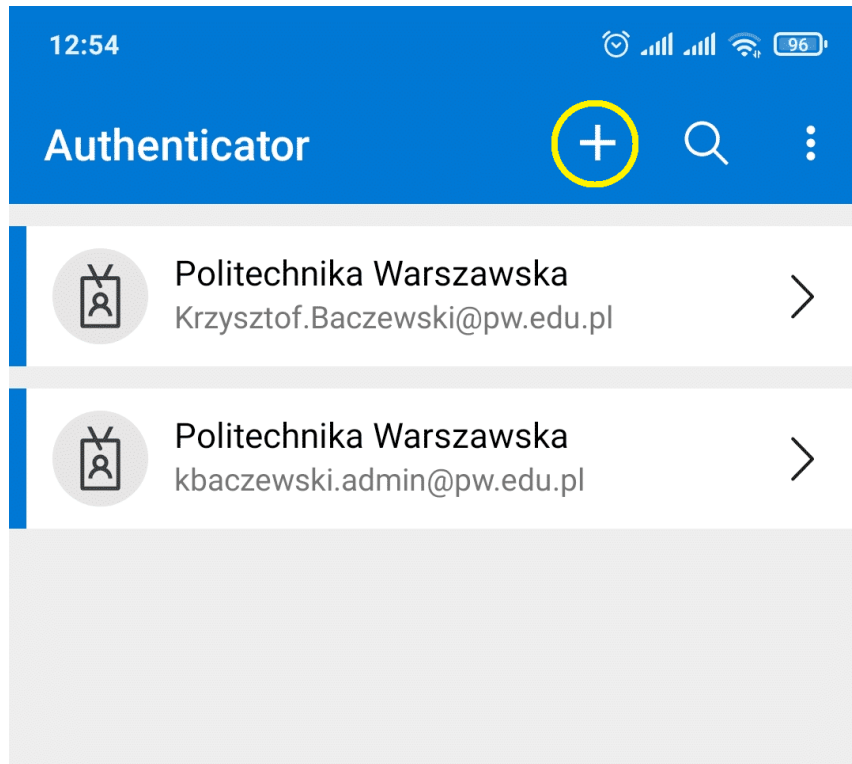
[Can't scan image?](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

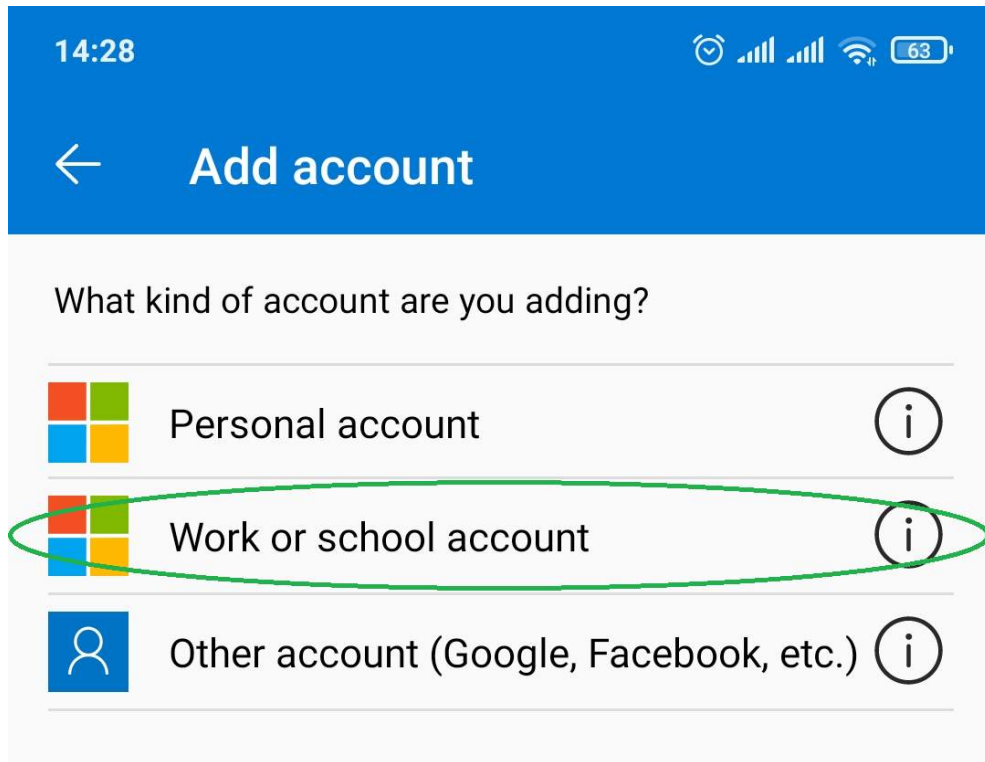
A QR code will be displayed that needs to be scanned with the Microsoft Authenticator application.

### Step 5



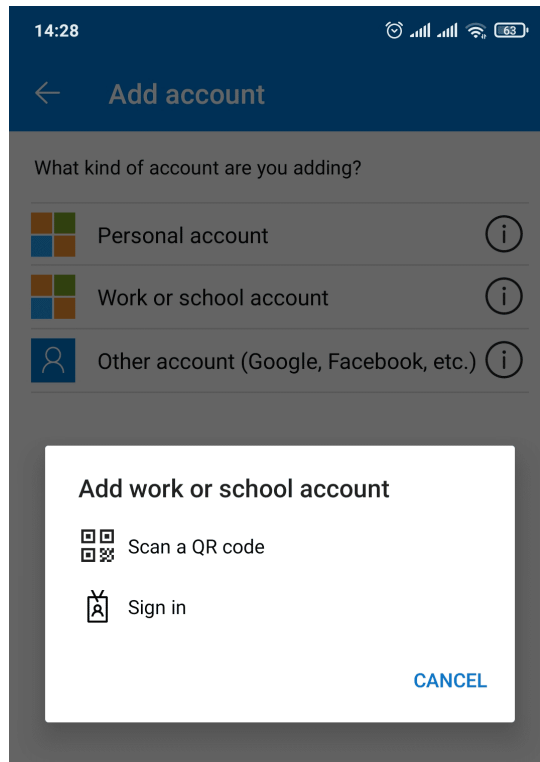
After installing the application on the mobile phone, select the plus sign in the upper part. Having other pre-configured accounts is not a problem.

Step 6



Select the option "**Work or school account**".

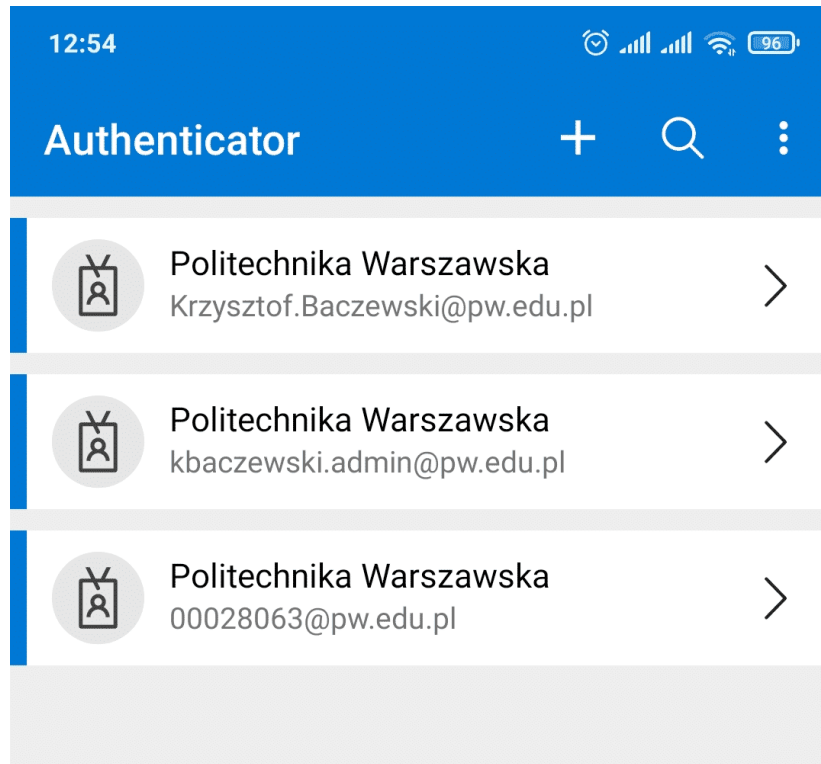
## Step 7



Choose the first option "**Scan a QR code**" and scan the code available on the website. Of course, you can carry out the entire procedure by selecting the "**Sign in**" option.



## Step 8



After scanning the QR code that contains the code to add the application, the new account will appear on the list of available ones.

## Step 9

### Zabezpiecz swoje konto

Twoja organizacja wymaga skonfigurowania następujących metod potwierdzenia tożsamości.

#### Microsoft Authenticator

##### Zeskanuj kod QR

Zeskanuj kod QR przy użyciu aplikacji Microsoft Authenticator. Spowoduje to połączenie aplikacji Microsoft Authenticator z Twoim kontem.

Po zeskanowaniu kodu QR wybierz przycisk „Dalej”.



Nie możesz zeskanować obrazu?

Wstecz

Następne

[Chcę skonfigurować inną metodę](#)


Return to the browser and select the "**Next**" button.

## Step 10

### Keep your account secure


Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App

2  
App password

### Microsoft Authenticator



#### Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

**24**

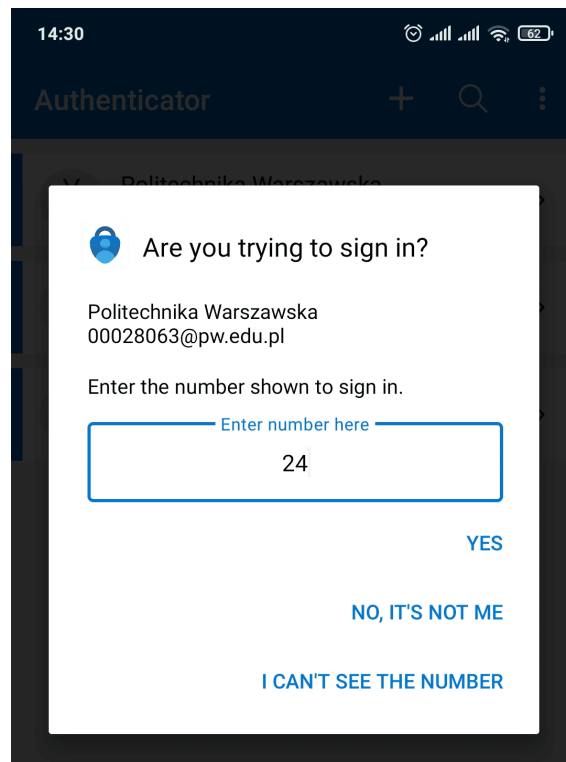
Back

Next

[I want to set up a different method](#)

At this point, a confirmation message will be sent to the app.

## Step 11




Return to the phone and select the **"YES"** option on the application

## Step 12

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.


Method 1 of 2: App


App

2

App password

#### Microsoft Authenticator



 Notification approved

Back

Next

[I want to set up a different method](#)


After this operation, a message will appear in the browser that the notification has been approved and you can select the "**Next**" button.


## Summary

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done


App


App password

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

App password  
App mobile

Microsoft Authenticator

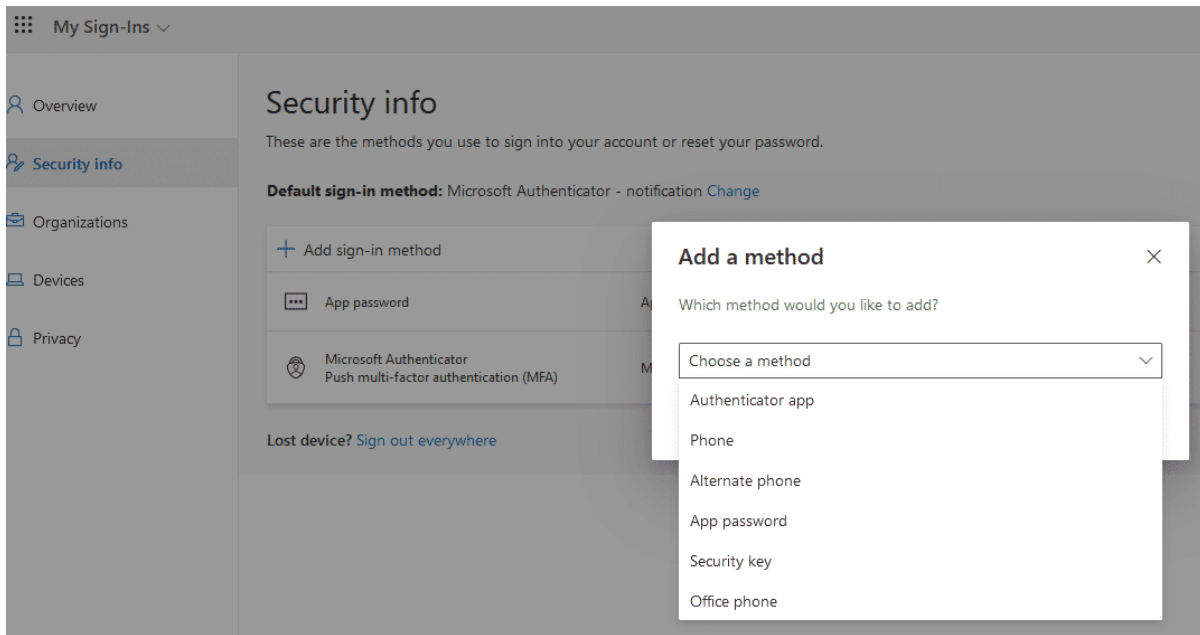
Done

This completes the two-factor authentication application registration process and you can now select the “**Done**” button.

## **Adding other MFA methods - phone number**

Go to the page: <https://aka.ms/MFASetup> and log in with the account [8digits]@pw.edu.pl.

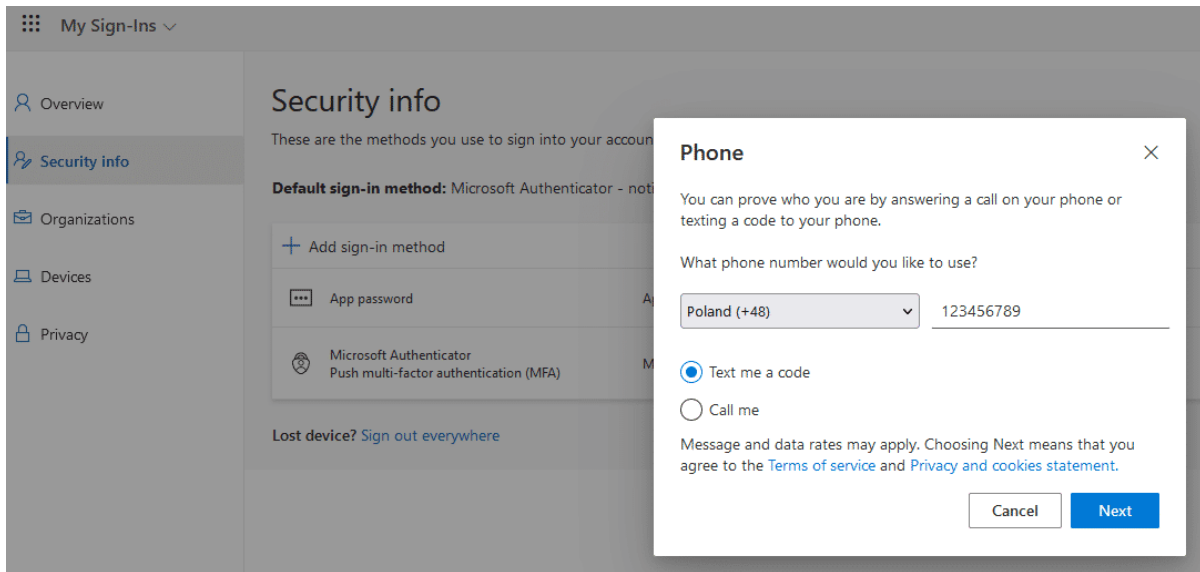
## Step 1



1. Select the "**Add sign-in method**" option.
2. From the drop-down list, select "**Phone**" and then "**Add**".



## Step 2



The screenshot shows the 'My Sign-Ins' page in the Microsoft account settings. The 'Security info' section is active, showing the default sign-in method as 'Microsoft Authenticator - not set'. A dialog box titled 'Phone' is open, asking for a phone number. The dialog includes a dropdown for the country (set to 'Poland (+48)'), a text input field for the phone number (containing '123456789'), and two radio buttons for 'Text me a code' (selected) and 'Call me'. A message at the bottom states: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' There are 'Cancel' and 'Next' buttons at the bottom right of the dialog.

1. Remember to select the country in which the telephone number is registered.
2. Enter the phone number without the prefix.
3. You can choose to have the machine call this phone number, in this example you should choose the SMS option.

### Step 3

our account or reset your password.

cator - notification [Change](#)

#### Phone

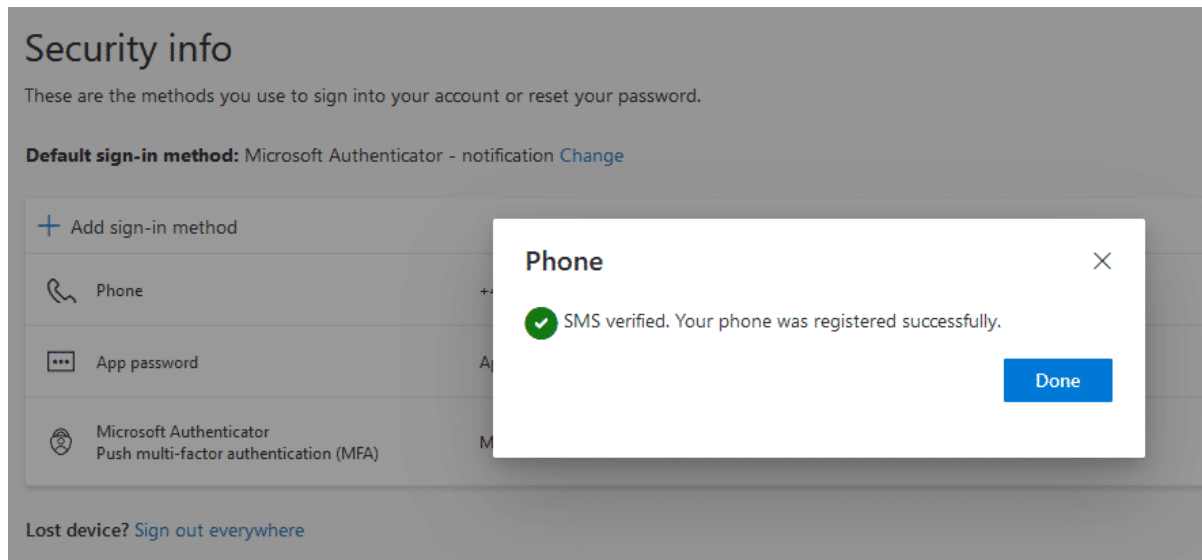
We just sent a 6 digit code to +48 515272803. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

Rewrite the code that you will receive by SMS from the phone to the application and select the **"Next"** button.

## Summary



That's all