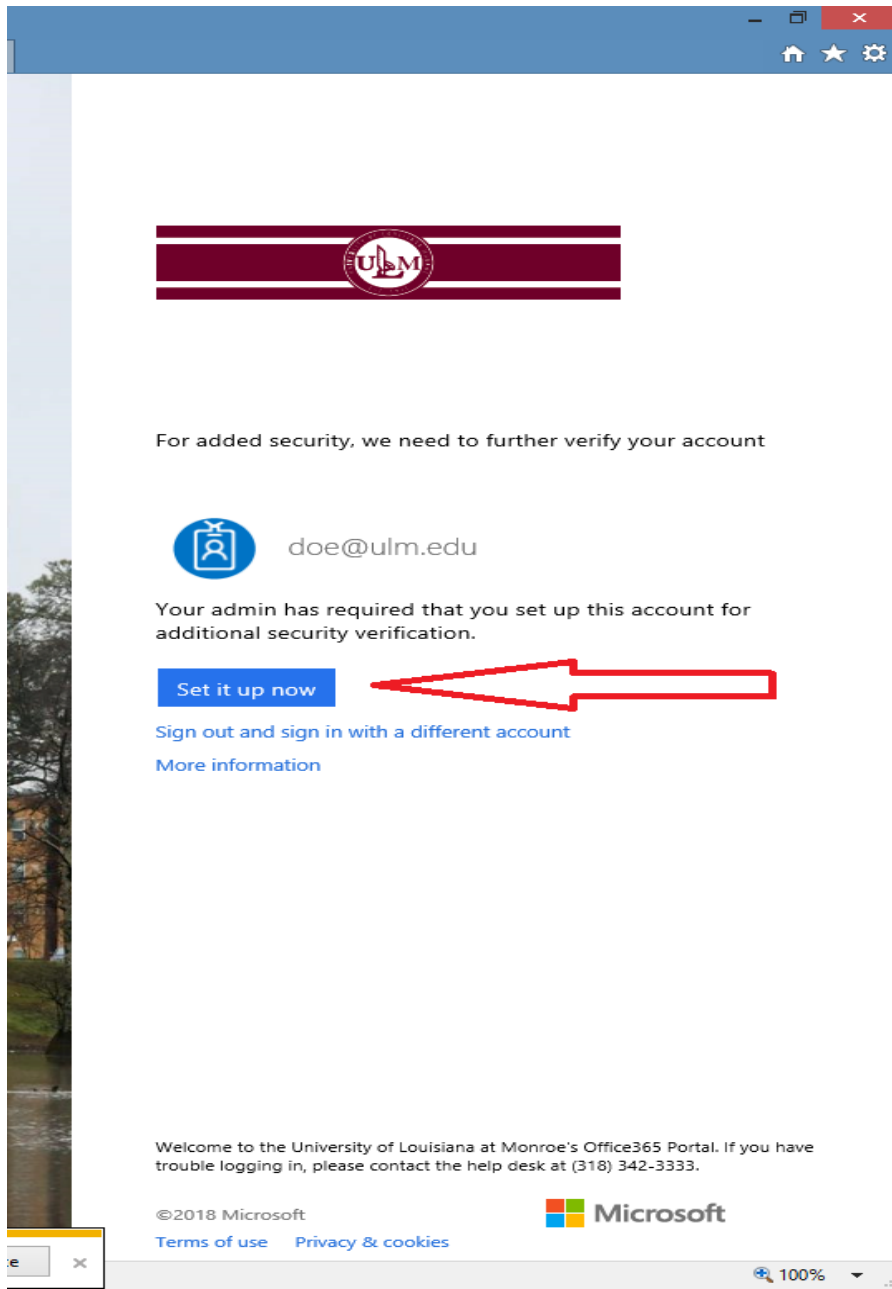


Setup Multi-Factor Authentication

Note: No matter how you access your email, MS Outlook Desktop, Outlook Web Access (OWA) or via a mobile device, you need to follow the steps below to setup MFA. Additional steps may be required after setting up MFA.

1. Log into <http://office365.ulm.edu> with your normal username and password.
2. After you login, you should see the following screen. Choose "Set it up now"



- When the “Additional Security Verification” screen comes up, choose the following and click “Next”. Note: You can come back later and setup the Mobile App option.

The screenshot shows a web browser window with the URL 'ire=en-US' and a tab titled 'Additional security verificati...'. The page title is 'Additional security verification'. Below the title, there is a sub-header 'Step 1: How should we contact you?'. The form contains three main sections: 1) 'Authentication phone' with a dropdown menu, 2) 'Select your country or region' with a dropdown menu and an adjacent text input field, and 3) 'Method' with two radio button options: 'Send me a code by text message' and 'Call me'. A blue 'Next' button is located on the right side of the form. Red arrows point to the 'Authentication phone' dropdown, the 'Select your country or region' dropdown and text field, and the 'Call me' radio button. The 'Next' button is circled in red. A disclaimer at the bottom states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer contains the text '©2018 Microsoft Legal | Privacy'.

ire=en-US myULM Additional security verificati... x

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?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

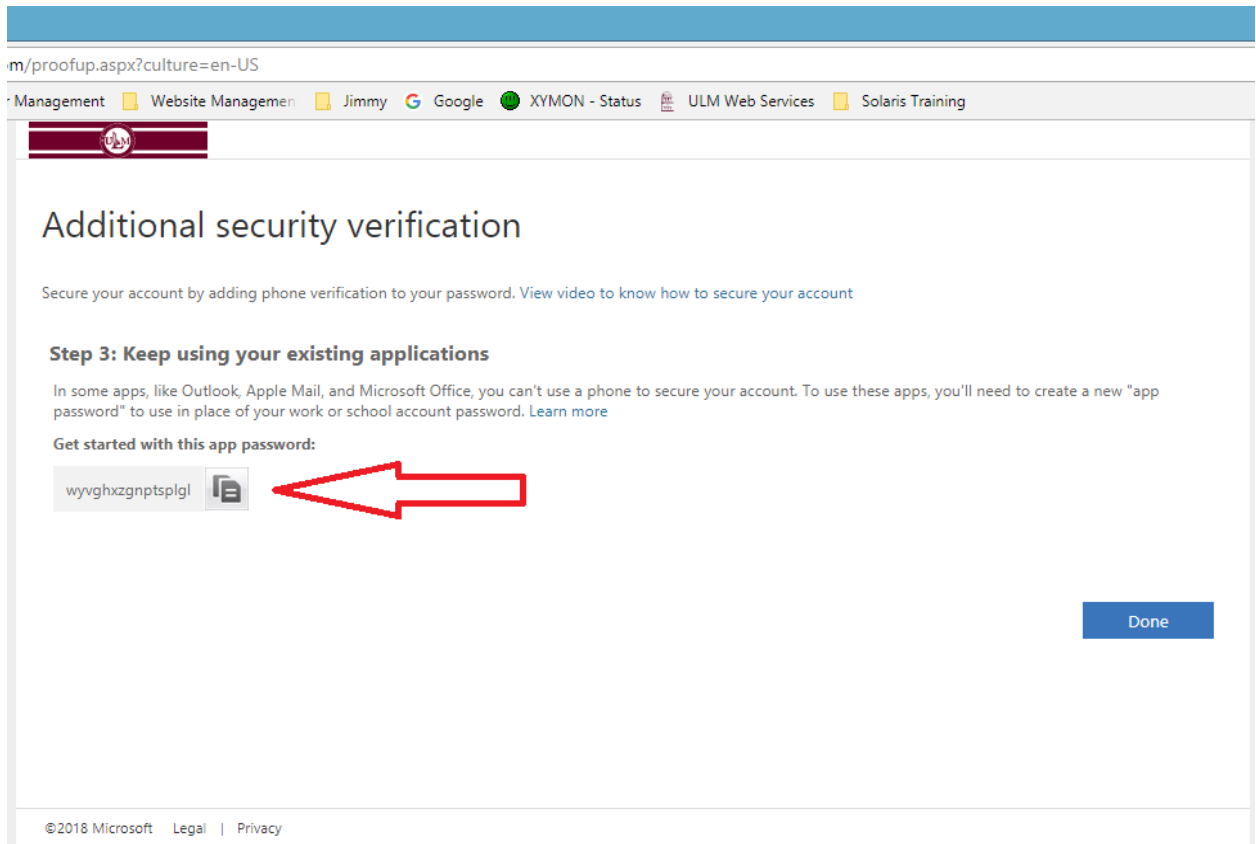
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

©2018 Microsoft Legal | Privacy

- When you click "Next", you should see the screen below and an automated caller from Microsoft should be calling you. When you answer, press the pound sign (#) and you will be logged in. If you chose to receive a text message, you will be required to enter the security code that was texted to from Microsoft. Either option will work, but I find the call method is quicker.

The screenshot shows a web browser window with the address bar containing `m/proofup.aspx?culture=en-US`. The browser's tab bar includes several tabs: "Management", "Website Management", "Jimmy", "Google", "XYMON - Status", "ULM Web Services", and "Solaris Training". The page content features a blue header bar at the top, followed by a dark red navigation bar with a white circular logo. The main heading is "Additional security verification". Below this, a sub-heading reads "Secure your account by adding phone verification to your password. View video to know how to secure your account". The primary instruction is "Step 2: We're calling your phone at +1 3183423548", accompanied by a small blue dot and the text "Answer it to continue...". A "Next" button is positioned in the bottom right corner of the content area. The footer contains the text "©2018 Microsoft Legal | Privacy".

5. You have now setup your MFA for MS Office 365. NOTE: There is one important piece of information you receive that will need to be recorded. After MFA setup is completed, it will give you an "APP PASSWORD". You need to record this password somewhere safe. The copy to clipboard option is right beside the password. If you lose or forget this password, you can create another one no problem, but it will require additional steps. I recommend doing a screenshot or copy/paste it into a file saved in your documents. (You can always write it down too if you are not sure how to do the above.)



The screenshot shows a web browser window with the URL `m/proofup.aspx?culture=en-US`. The browser's address bar and tabs are visible, including tabs for "Management", "Website Management", "Jimmy", "Google", "XYMON - Status", "ULM Web Services", and "Solaris Training". The page content is titled "Additional security verification" and includes a sub-header "Step 3: Keep using your existing applications". Below this, there is a section "Get started with this app password:" which displays the app password `wyvgxzgnptsplgl` next to a copy-to-clipboard icon. A red arrow points to the copy icon. A blue "Done" button is located in the bottom right corner of the page content area. The footer of the page contains the text "©2018 Microsoft Legal | Privacy".