

Once IET activates multi-factor authentication (MFA) on your account, the next time you log in to Microsoft 365, it will prompt you to set it up.

Sign into Microsoft 365 with your work or school account with your password like you usually do. After you sign in, Microsoft 365 will prompt you for more information.

Choose **Next**.

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Our recommended authentication method is the free Microsoft Authenticator app for your mobile device. If you do not have it installed, click on the link below for your mobile device to find the app on the app store. A web page will appear asking you to set up your Additional Security Verification. If you wish to use an alternate authentication method and require assistance, please contact the IET Help Desk for assistance.



[Apple Devices](#)



[Android Devices](#)

For **Step 1**, select the contact method using the Mobile app. We suggest you choose **Receive notifications for verification**, as this will allow you to respond to a phone notification to confirm your login. You may also choose **Use verification code**, but you will need to type in a six-digit code each time.



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?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#)

Please configure the mobile app.

[Next](#)

Make sure you have set up the Microsoft Authenticator app before clicking **Set up**. A page displaying a QR code will show along with instructions.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for *Windows Phone, Android* or *iOS*.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 405 209 573

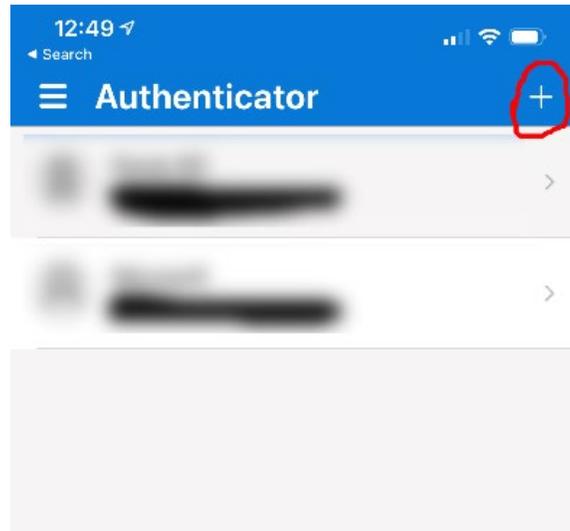
Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/310781380>

If the app displays a six-digit code, choose "Next".

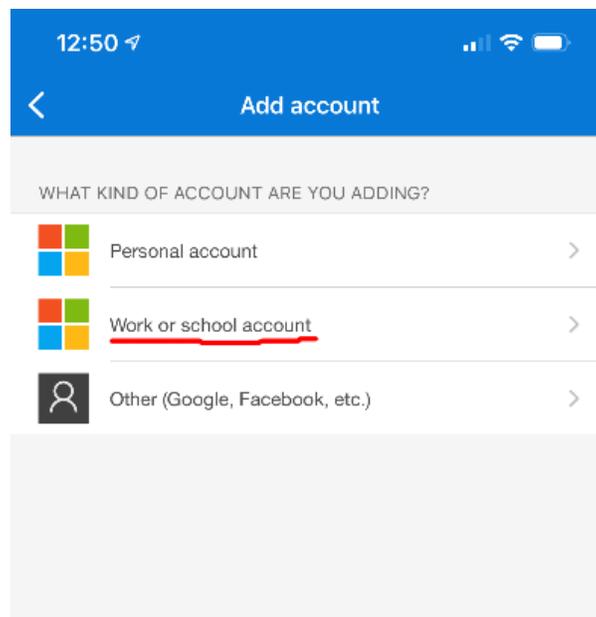
Next

cancel

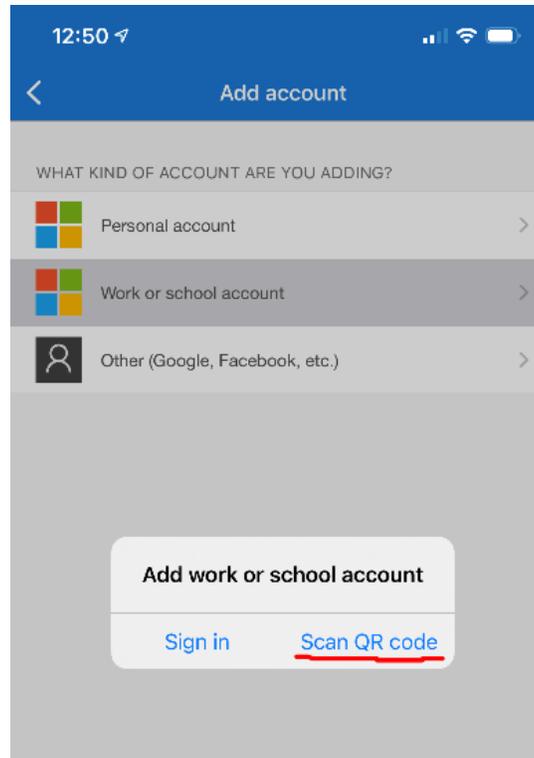
Open the Microsoft Authenticator app on your device. Tap the + symbol to add a new account.



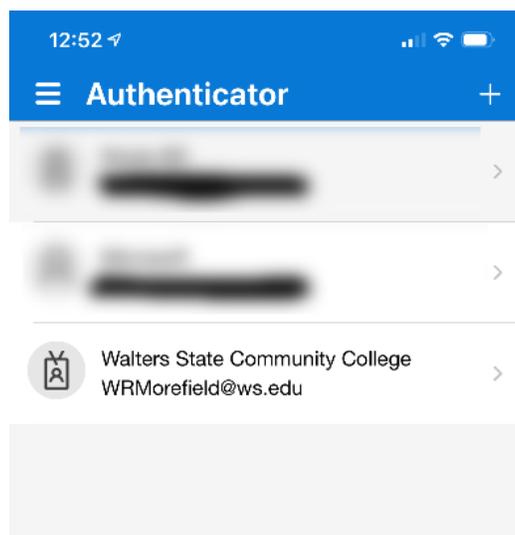
Select **Work of school account** from the options.



Choose **Scan QR code** and give the app permission to access your camera if requested.



Align the green square with the QR code displayed. Microsoft Authenticator should pick up the setting for your account and add the account to your device.



Click **Next**. The page will display **Checking activation status**. for a few seconds before you see the message **Mobile app has been configured for notifications and verification codes**. If the message does not display after thirty seconds, click **Set up** and try again. If you continue to have issues, try using the **Use verification code** option or contact the IET Help Desk for further assistance.

Click **Next**. Step Two will send you a notification to confirm the setup worked correctly. Please respond to the notification with **Approve** when it arrives.

In Step Three, you will set a secondary phone number for authentication by SMS text message. This option will allow you to access your account if you lose your phone or delete the app from your phone. Enter a phone number that can receive text messages on this page and click **Done**. You also have the option of using your office phone as a backup authentication if you do not wish to use SMS messages.