

# How to Enable Multiple Factor Authentication (MFA) to access Office 365

Dawson is using **Multiple Factor Authentication (MFA)** to improve the security when logging to Office 365.

Multi-factor authentication is an electronic authentication method in which a user is granted access to a website or application only after successfully presenting two or more pieces of evidence to an authentication mechanism: knowledge, possession, and inherence

To start using MFA, you can opt to use an app to receive the authentication code or receive it through a cellphone SMS message.

If you decide to use an app, we suggest you install the “**Microsoft Authenticator**” app:



## Microsoft Authenticator

Protects your online identity

Microsoft Corporation

#4 in Productivity

★★★★★ 4.8 • 168.7K Ratings

Free

It can be downloaded from the links below:

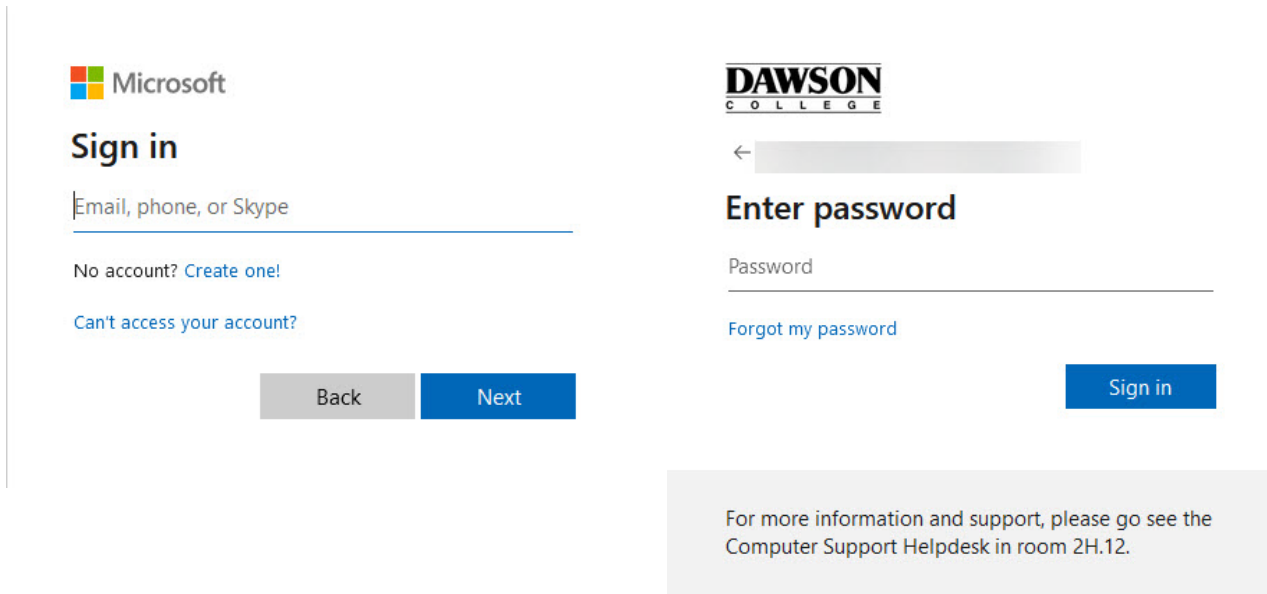
### Android:

[https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en\\_CA&gl=US](https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en_CA&gl=US)

iOS: <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>

## How it Works

After you put your Dawson email and password into Office 365, you will be prompted to use an authentication method (app or SMS).



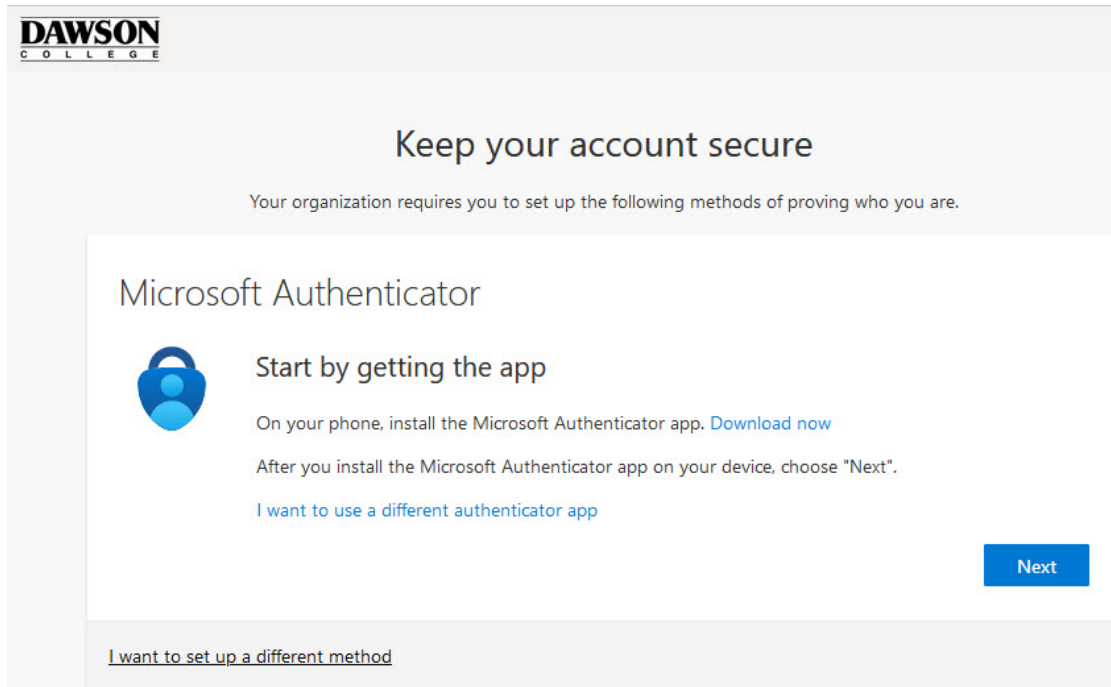
The image shows two side-by-side screenshots of login interfaces. The left screenshot is the Microsoft 'Sign in' page, featuring the Microsoft logo, a text input field for 'Email, phone, or Skype', and links for 'No account? Create one!' and 'Can't access your account?'. At the bottom are 'Back' and 'Next' buttons. The right screenshot is the Dawson College 'Enter password' page, featuring the Dawson College logo, a back arrow, a password input field, a 'Forgot my password' link, and a 'Sign in' button. Below the right screenshot is a grey box with support information.

Now you will be prompted to select the authentication method. The default is to use the **Microsoft Authenticator app**.

You can also add an [authenticator plugin to your browser](https://authenticator.cc/), such as <https://authenticator.cc/>.

First install the plugin, then choose the Authenticator app method and select I want to use a different authenticator app.

# Using the Microsoft Authenticator App for MFA




**DAWSON**  
COLLEGE

## Keep your account secure

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

### Microsoft Authenticator

 **Start by getting the app**

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

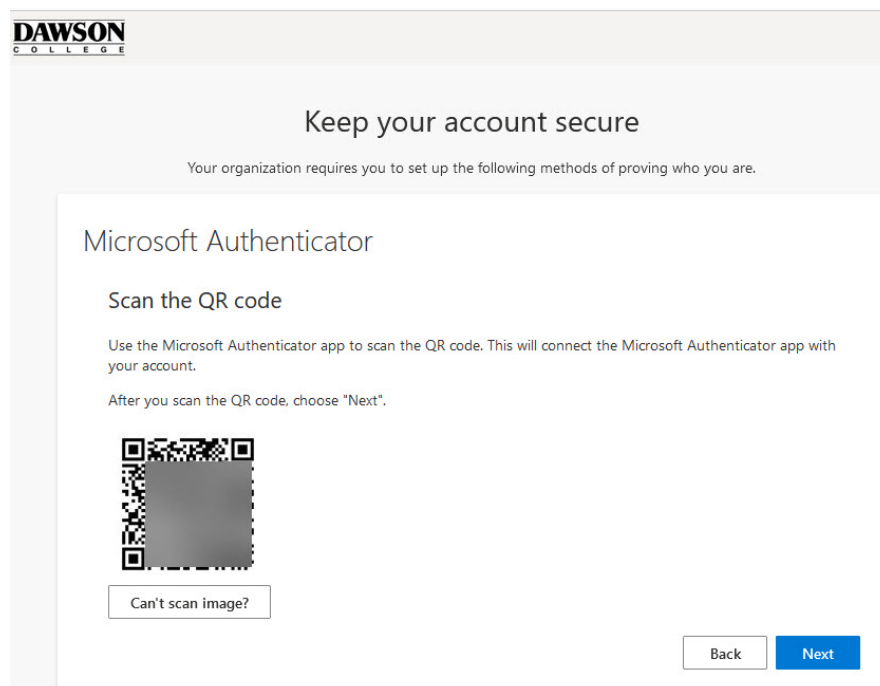
After you install the Microsoft Authenticator app on your device, choose "Next".

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

[Next](#)

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

After you installed the Authenticator app, you must scan the generated QR code:



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## Keep your account secure


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

### 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](#)

## Keep your account secure

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

### Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back

Next

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

Upon authentication, you will see the page below:

## Keep your account secure

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

### Microsoft Authenticator



✔ Notification approved

Back

Next

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

## Keep your account secure

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

Success!

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

**Default sign-in method:**



Microsoft Authenticator

Done

Office Search [RT]

Home Create My Content Outlook Teams Word Excel PowerPoint OneNote Apps

Good afternoon, [Name] Install Office v

### Get started

Begin building your Office experience by creating something new.

[Create new](#) [Explore apps](#)

**Quick access**

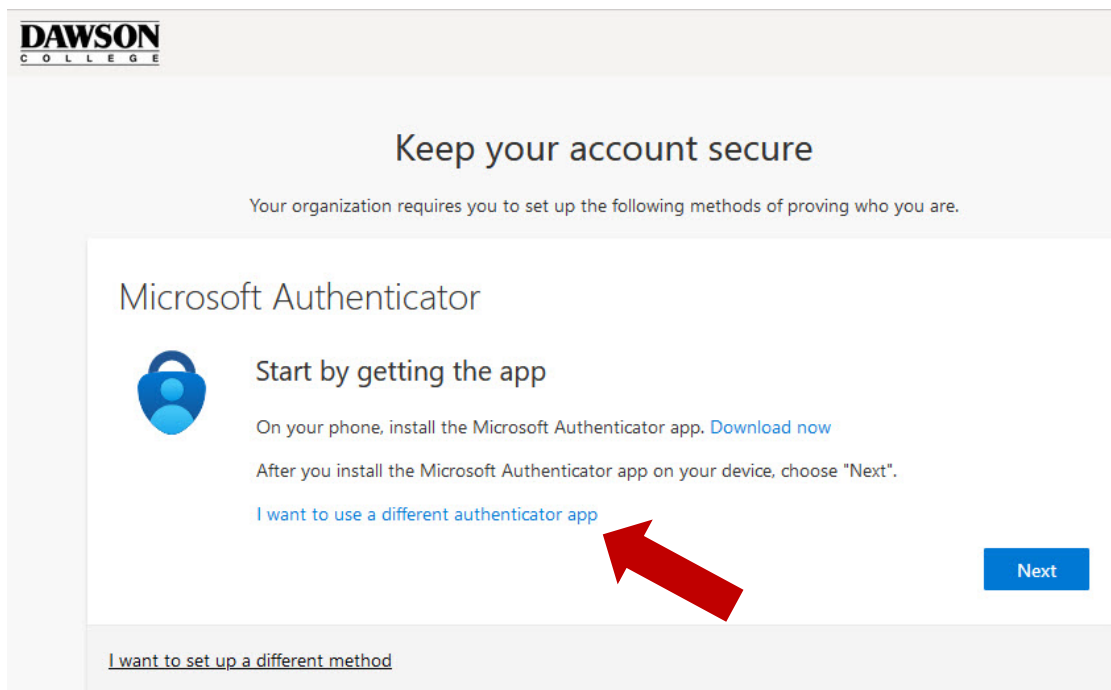
[All](#) [Recently opened](#) [Shared](#) [Favorites](#) +

↑ | ≡ ☰

# Using an Authenticator Browser Plugin for MFA

You will need to install the browser authenticator plugin first: <https://authenticator.cc/>

After this, select **“I want to use a different authentication app”**:



Follow the instructions provided on the link below:

<https://authenticator.cc/docs/en/quickstart>

# Using Text Message (SMS) for MFA


If you want to use text message (SMS) for MFA, click on “I want to use a different method” as shown below:

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## Keep your account secure

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

### 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](#)

By clicking on the link, you will see a pop-up with 2 options: Phone an Authenticator App. Choose Phone and confirm.

## Choose a different method ×

Which method would you like to use?

Phone

Authenticator app

## Choose a different method ×

Which method would you like to use?

Cancel

Confirm

Now you will need to provide your cellphone number and select to receive the authentication code by either a text message (SMS) or by a phone call.

## Keep your account secure

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

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Canada (+1)

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

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

We selected "Text me a code". On the next screen, you will need to type the code received via SMS.

## Keep your account secure

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

### Phone

We just sent a 6 digit code to +1  Enter the code below.

[Resend code](#)

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

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




After typing the code, your phone is registered successfully.

## Keep your account secure

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

### Phone

 SMS verified. Your phone was registered successfully.

[Next](#)

Now, just click on Done to continue to Office 365:


## Keep your account secure

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

### Success!

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

**Default sign-in method:**

 Phone  
+1

[Done](#)

## Questions?

For any questions, please contact the HelpDesk:

[helpdesk@dawsoncollege.qc.ca](mailto:helpdesk@dawsoncollege.qc.ca)

## Additional Resources

From Microsoft, see this [training video](#) or [documentation](#).