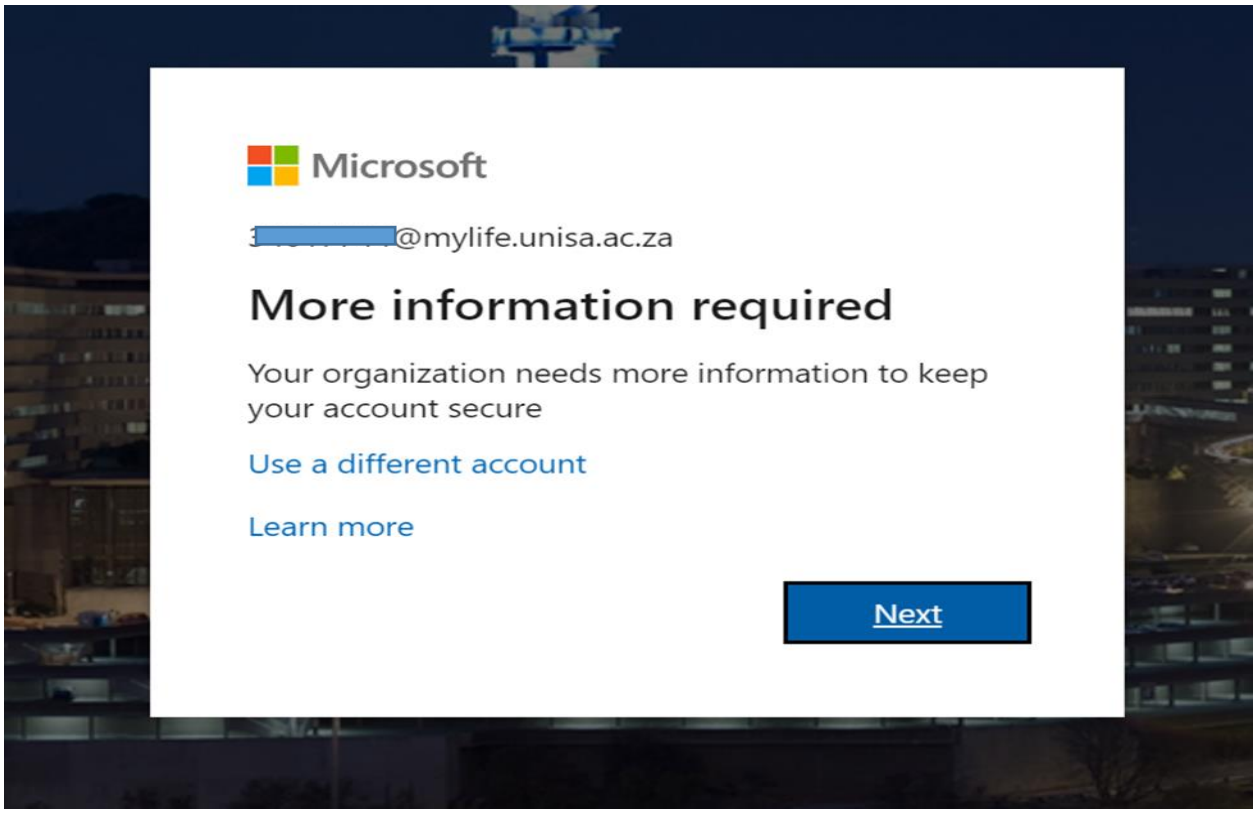
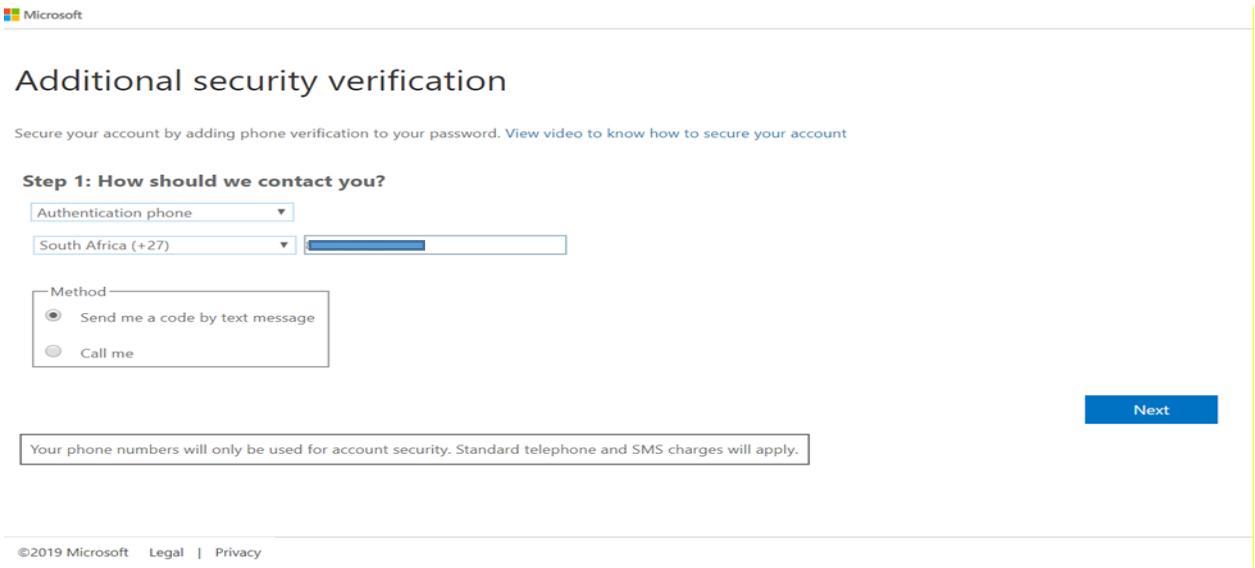
MFA user guide

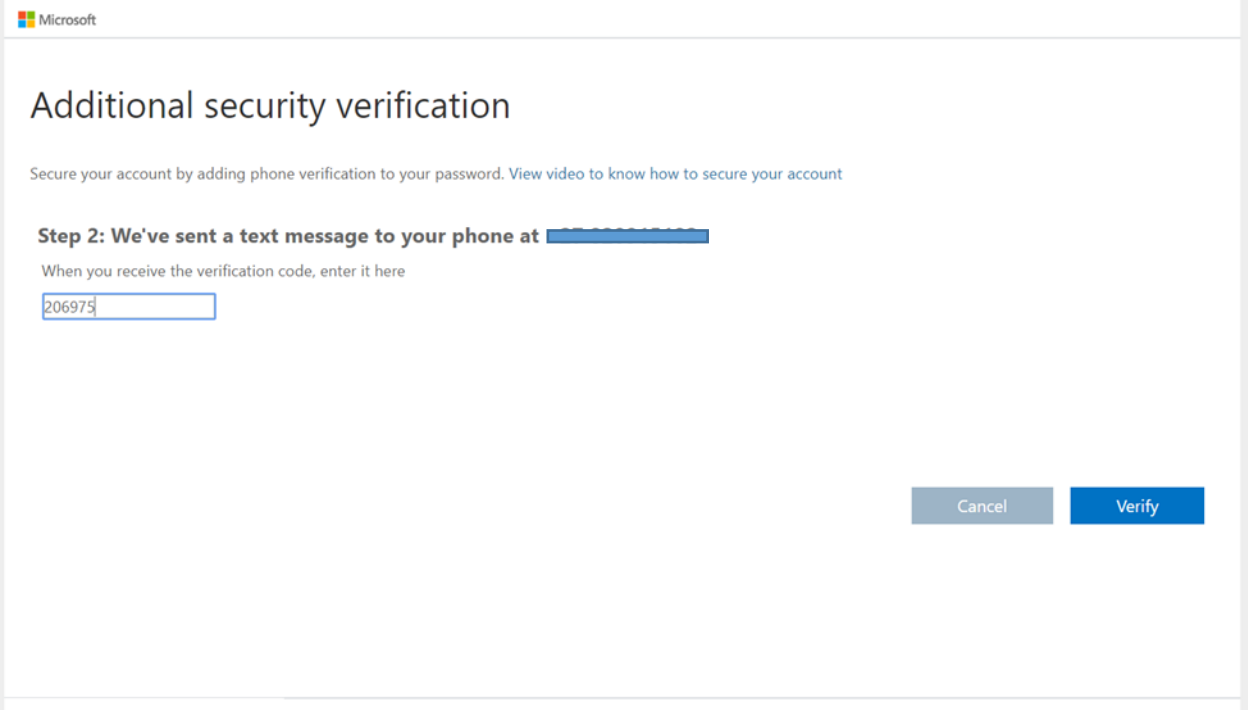
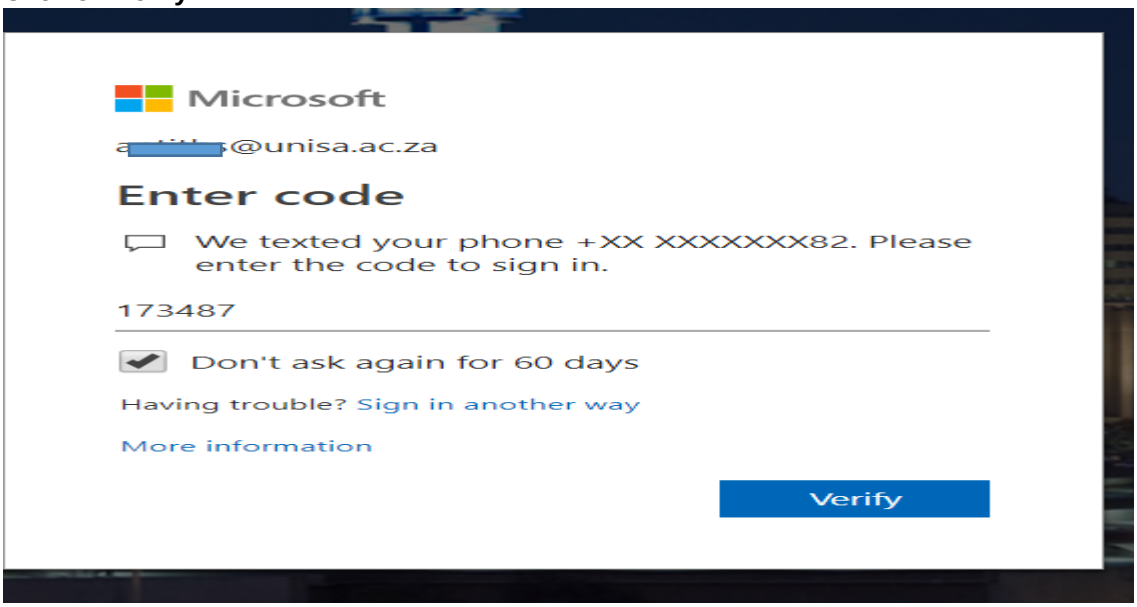
1. Check whether your Office 365 admin has turned on multi-factor authentication for your student account. If they haven't, when you try to do these steps you won't see the options in Office 365.
2. After clicking on MyLife Email you will see the screen below; **Click on Next**



3. The following screen will appear. Select the preferred **method of authentication** from the dropdown list. **Select your country or region** and capture your **phone number** or **email address** depending on the preferred method of authentication selected.
   If you selected authentication phone, select the **method**, click **next**



4. You will either receive a code through email or SMS, input that code on the space provided. Alternatively, you will receive a phone call or an app verification request, depending on your selected method of verification, , **click on Verify**



5. Once you complete the instructions to specify how you want to receive your verification code, the next time you sign in to Office 365, you'll be prompted to enter the code that is sent to you by email or text. Alternatively, you receive a phone call or mobile App verification request.
To have a new code sent to you, press F5.
Tick the box for "Don't ask again for 60 days".
Click on Verify: