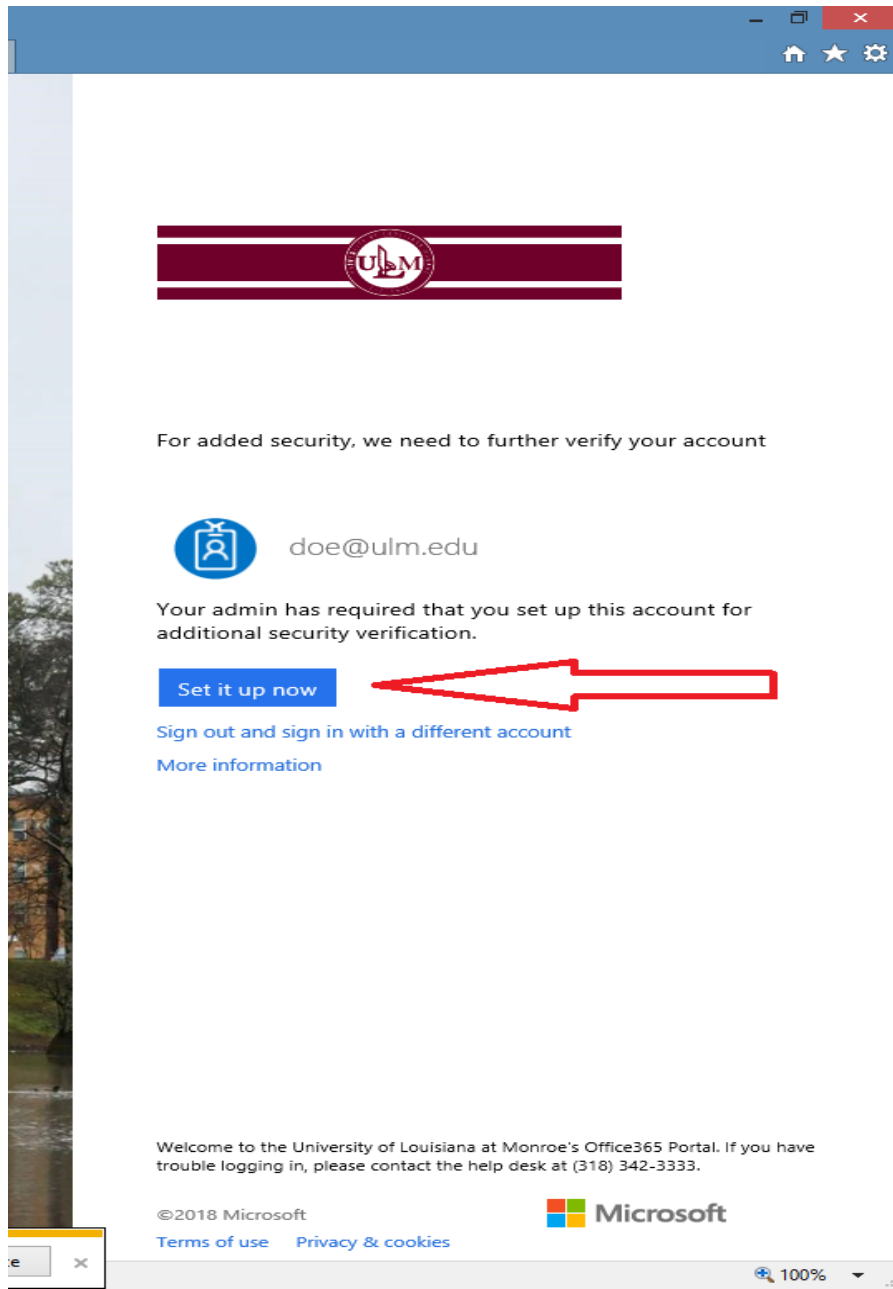


Setup Multi-Factor Authentication

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.

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

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

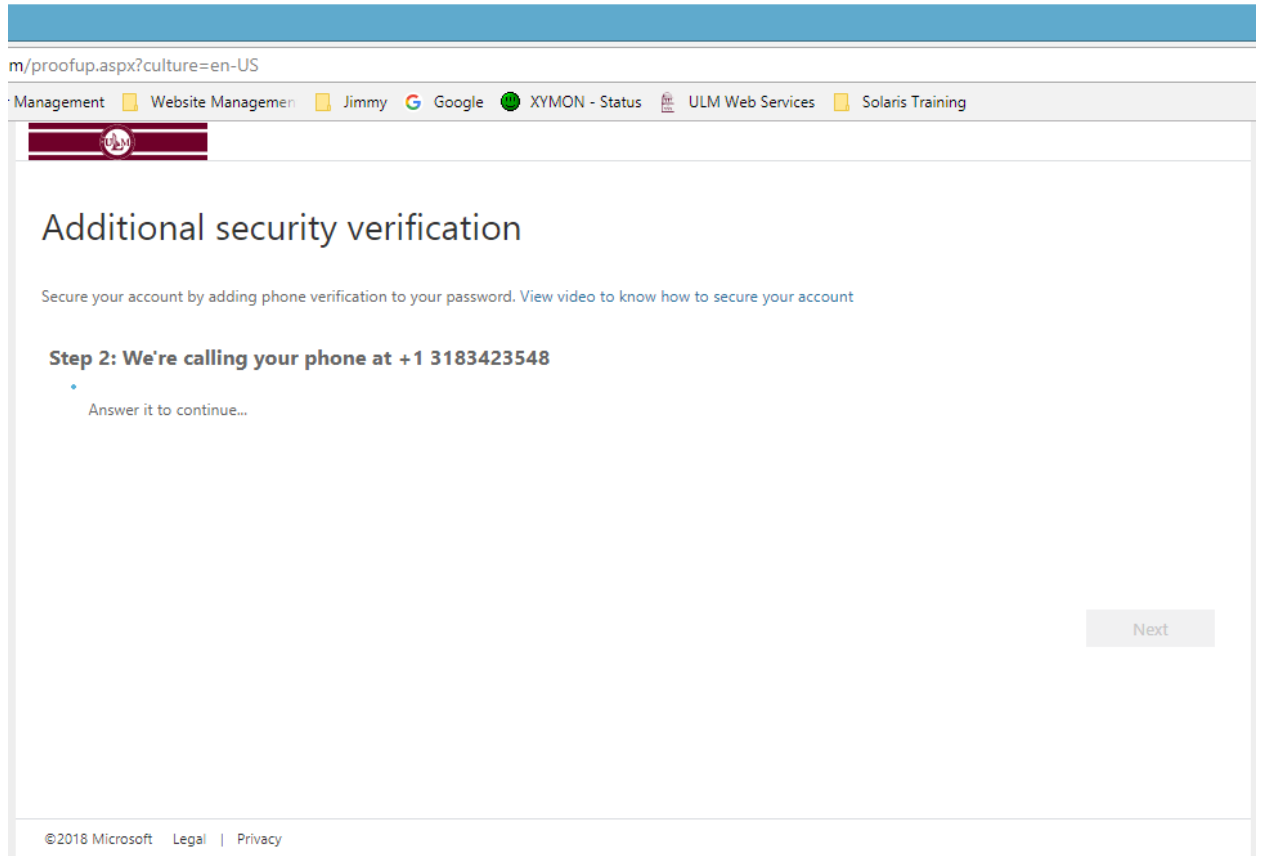
☐ Send me a code by text message

☒ Call me

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

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- 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 displaying `m/proofup.aspx?culture=en-US`. The browser's tab bar includes several open tabs: "Management", "Website Management", "Jimmy", "Google", "XYMON - Status", "ULM Web Services", and "Solaris Training". The page header features the ULM logo on the left. The main content area is titled "Additional security verification" and includes a sub-header: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". Below this, a step indicator shows "Step 2: We're calling your phone at +1 3183423548" with a single blue dot. Underneath the step title, the text "Answer it to continue..." is displayed. A "Next" button is located in the bottom right corner of the main 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.)

