

## Step-by-Step Instructions to Register MFA for Microsoft 365

### Step 1: Sign in to Microsoft 365

1. Open a web browser (Google Chrome) on your computer.
2. Go to the [Microsoft 365 sign-in page](#).
3. Click **Sign In**
4. Enter your full MMC email address and click **Next**.
5. Enter your MMC computer password and click **Sign in**.

### Step 2: Begin MFA Setup

1. You will be prompted to enroll in MFA, you may see a message indicating that your organization requires MFA. Click **Next**.

### Step 3: Install the Microsoft Authenticator App

1. On your smartphone, go to the App Store (Apple iOS) or Google Play Store (Android) and Search for **Microsoft Authenticator** or use one of the QR codes/links below and install the app.

[Apple App Store](#)



[Google Play Store](#)



### Step 4: Set Up the Authenticator App

1. Open the Microsoft Authenticator app on your smartphone.
2. Tap Accept on the Privacy statement.
3. Tap Continue
4. Tap on the + icon (upper right corner) (or **Add account**).
5. Select **Work or school account**.
6. On your computer, click **Next**. You should see a QR code displayed.

### Step 5: Scan the QR Code

1. On your phone, click **Scan a QR Code**, allow the Microsoft Authenticator app to access your camera if needed.
2. Use your phone to scan the QR code on the computer screen.
  - If you're unable to scan, you can select **Or enter code manually** and follow the instructions.
3. Allow Notifications from Authenticator (if asked)
4. Tap Moravian Manor - <YourEmailAddress>

### **Step 6: Verify the Setup**

1. Once the app has successfully added your account, it will generate a verification code.
2. Enter the code displayed in the app back into the prompt on your computer and click **Verify**.

### **Step 7: Complete the Setup**

1. After verification, you should see a message indicating that your MFA setup is complete.
2. Review your security info settings and click **Done**.

### **Step 8: Test MFA**

1. Sign out of your Microsoft 365 account on the computer web browser.
2. Sign back in to test the MFA setup.
3. You should receive a notification on your Microsoft Authenticator app or be prompted to enter a verification code.

### **Additional Information**

- **If you encounter issues during the process, please contact the IT support team for help. [MMC Portal](#) or [Helpdesk@moravianmanor.org](mailto:Helpdesk@moravianmanor.org)**
- **There is a good video that shows the general process here:**
  - [Set Up MFA](#)

### **Tips**

- **Backup Codes:** During the setup, consider saving any backup codes provided by Microsoft, as they can help you access your account if you lose access to the Authenticator app.
- **Update Recovery Options:** Regularly check and update your security information in your Microsoft 365 account settings.

## Keep your account secure

### 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](#)

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