

# How to Enable MFA(Multi-Factor Authentication)

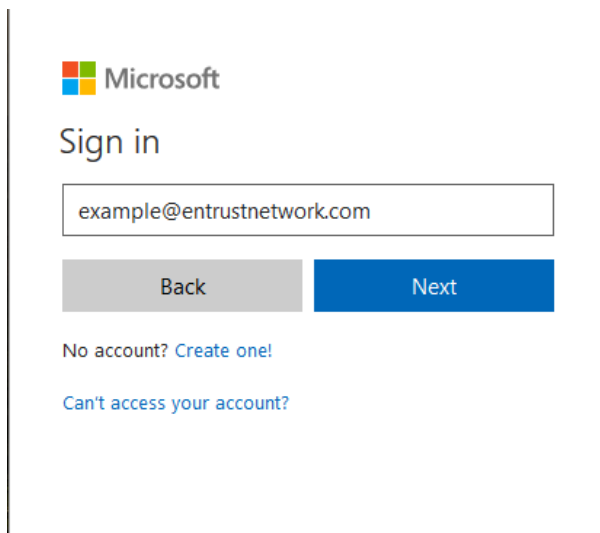
Document by Dylan

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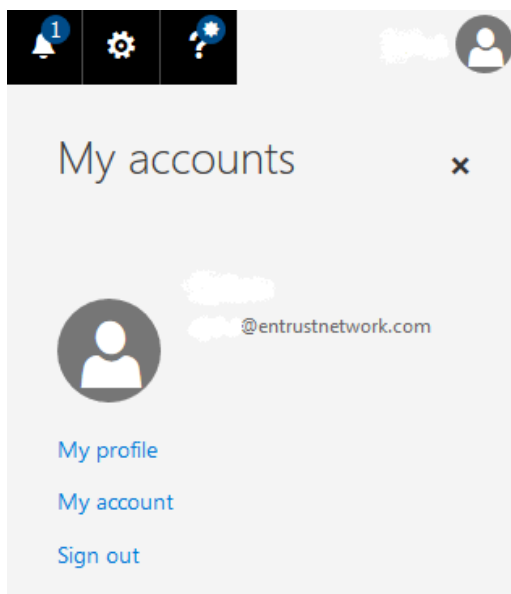
## What is an MFA

**Multi-factor authentication (MFA)** is a method of confirming a user's claimed identity in which a user is granted access only after successfully presenting 2 or more pieces of evidence

Go to <https://login.microsoftonline.com> to sign in your office 365.



Key in your own email account then click Next to enter your password.



Go to the top right bar and click on the My account bar, select the My account.



## Security & privacy

Then choose the Security & privacy

### Additional security verification

Your admin has turned on additional security verification to better secure your account.

To sign in to Office 365, you need to enter a password and reply back to the security message that is sent to your phone.

[Update your phone numbers used for account security.](#)

Select the Additional security verification -> click the Update your phone numbers used for account security

### additional security verification app passwords

To sign into Outlook, Lync or other apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. [How do I get my apps working with app passwords?](#)

Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

[Bookmark this page](#)

create

Inside the Additional security verification -> click on App Passwords



### Create app password

Enter a name to help you remember where you use this password.

Name:

next

Cancel

Create your own name, then click Next



## Your app password

**Name:** example

**Password:** bcqk

Note: This password will not be displayed again.

copy password to clipboard

close

Then it will generate a 16 character for you to enter. (\*due take note of your App password, it is best you write down or note down the password. It will not display again if you forgot the password). After you write or note down the password, you can close the app password.