

How to Setup Multi-Factor Authentication (MFA) For Office 365

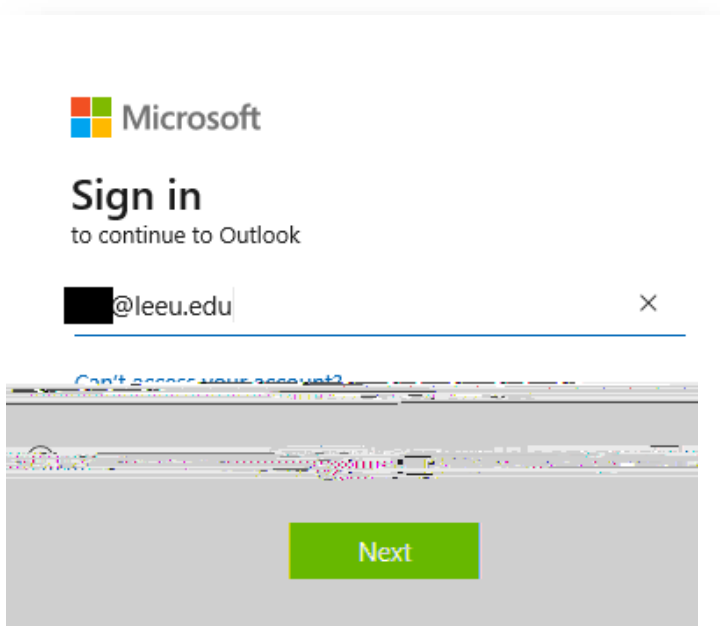
There are two methods:

[Mobile Device App](#) (recommended)

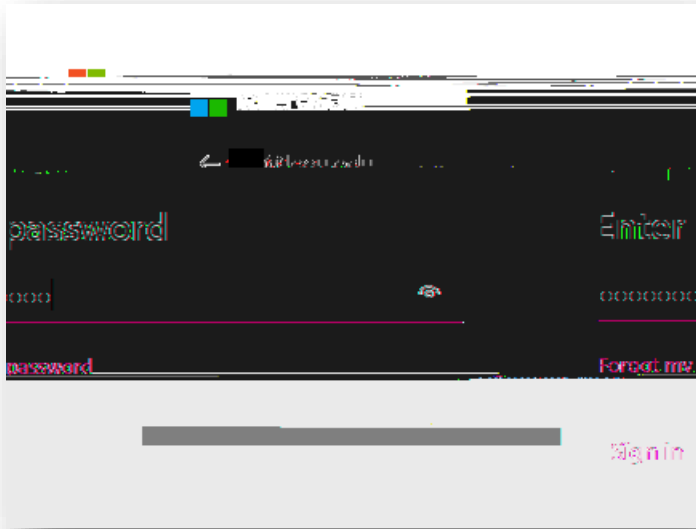
[SMS Text Message \ Phone Call](#)

Method 1: Mobile Device App

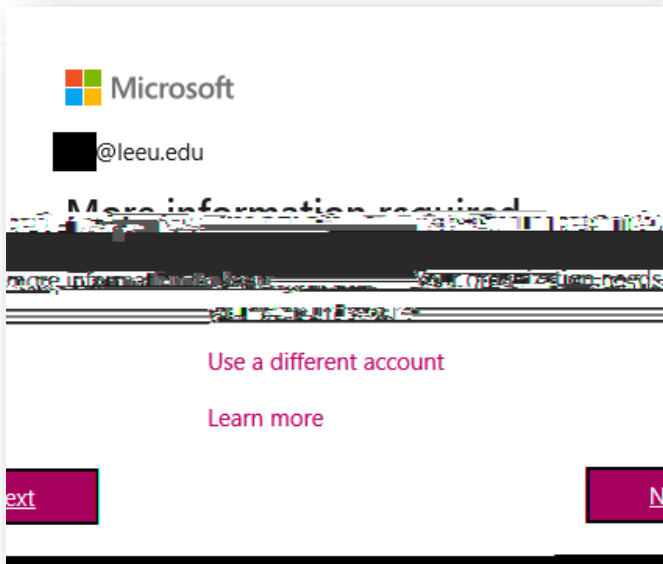
1. Open a browser and navigate to www.leeu.edu or <https://outlook.office365.com>
2. Type your full student email address and click "Next"



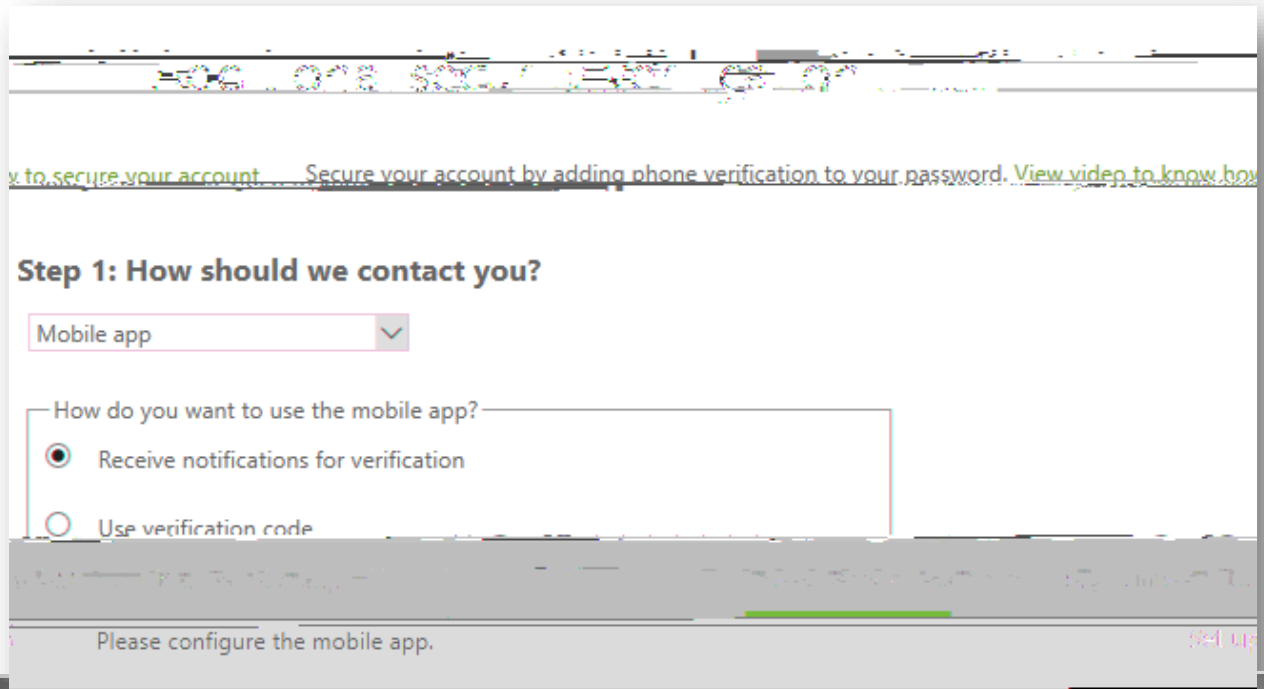
3. Type your password and click "Sign in"



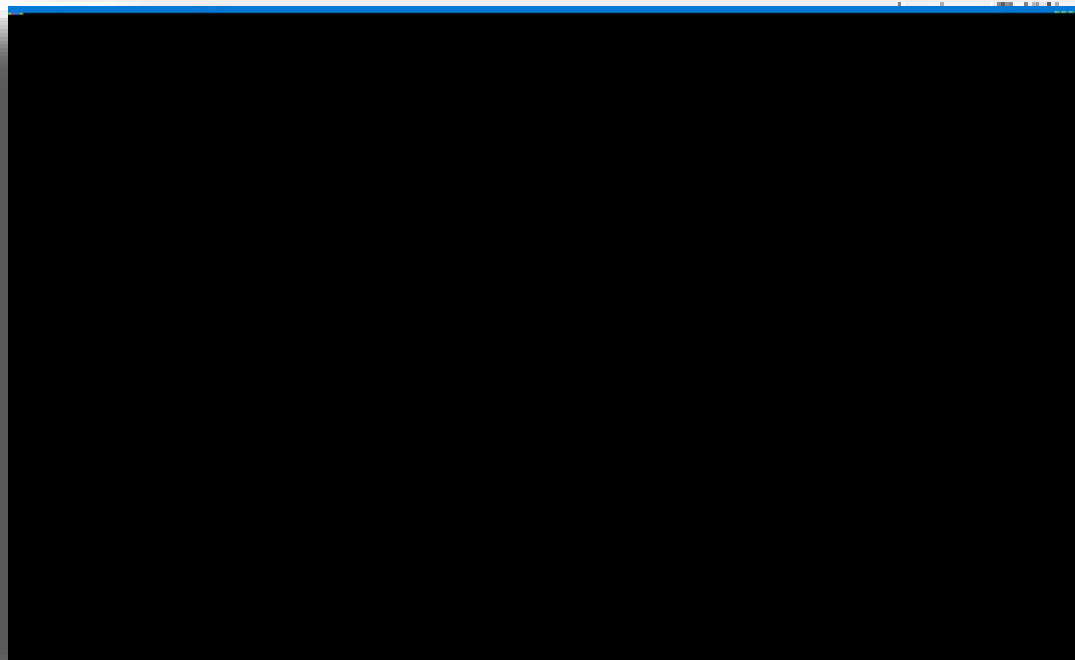
4. You will receive a notification explaining that you will need to provide additional information for account security. Click "Next"

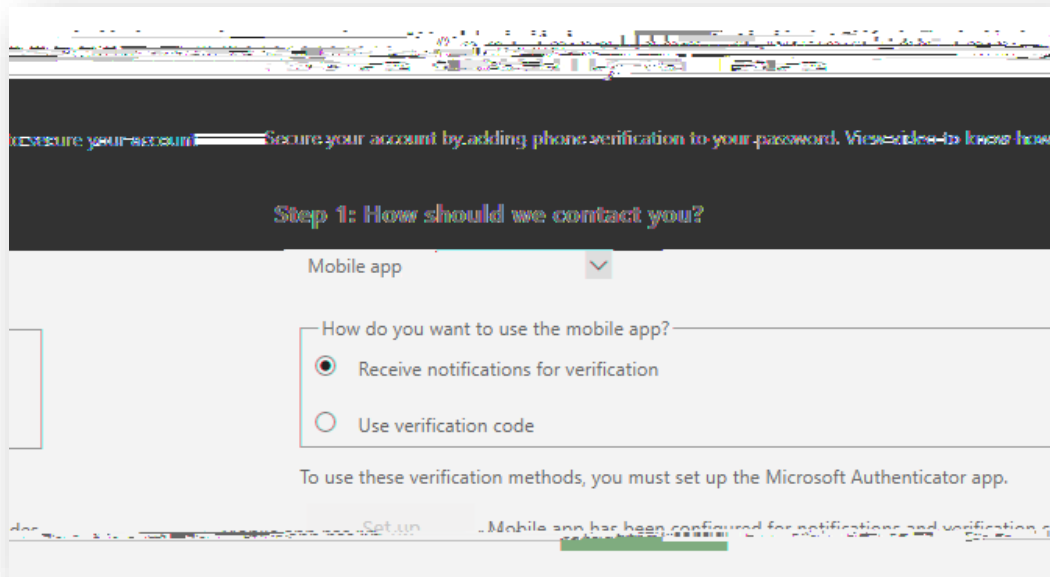


5. On the drop-down menu, click "Mobile app". Choose your preferred use (i.e. Receive notifications for verification or Use verification code). Click "Set up"



6. On your cell phone, download the Microsoft Authenticator app from the Apple App Store, Google Play Store or Windows Store
7. In the app, add an account and choose "Work or school account"





10. You will receive a message asking to respond via the verification app on your mobile phone

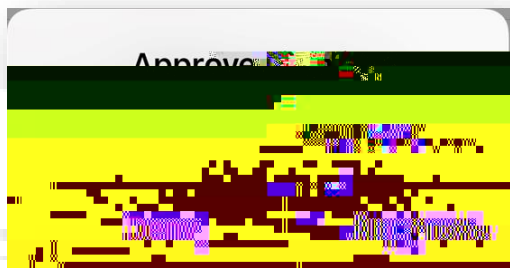
Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

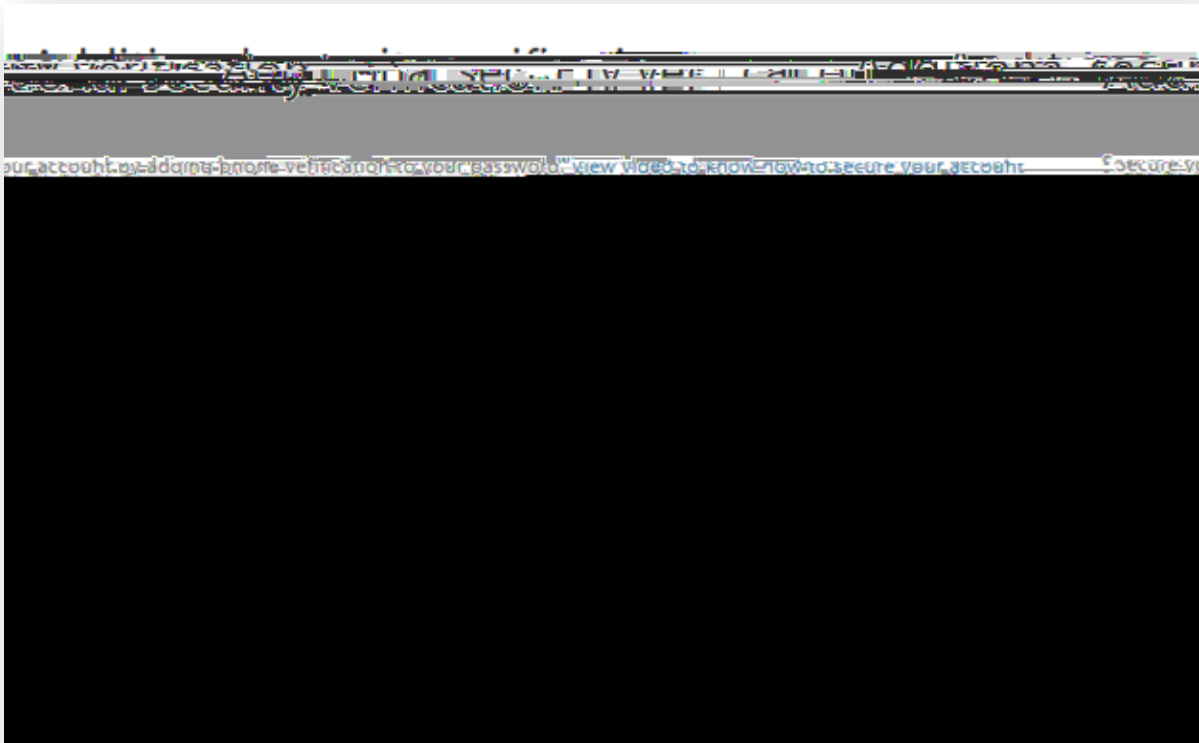
Step 2: Let's make sure that we can reach you on your Mobile App device



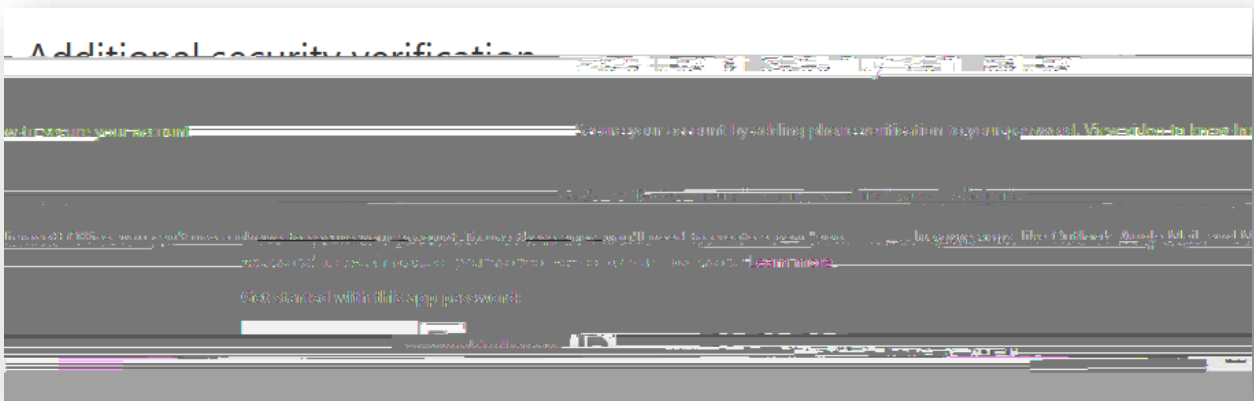
11. On your mobile phone, the Microsoft authenticator app will ask if you deny or approve sign-in.
Click "Approve"



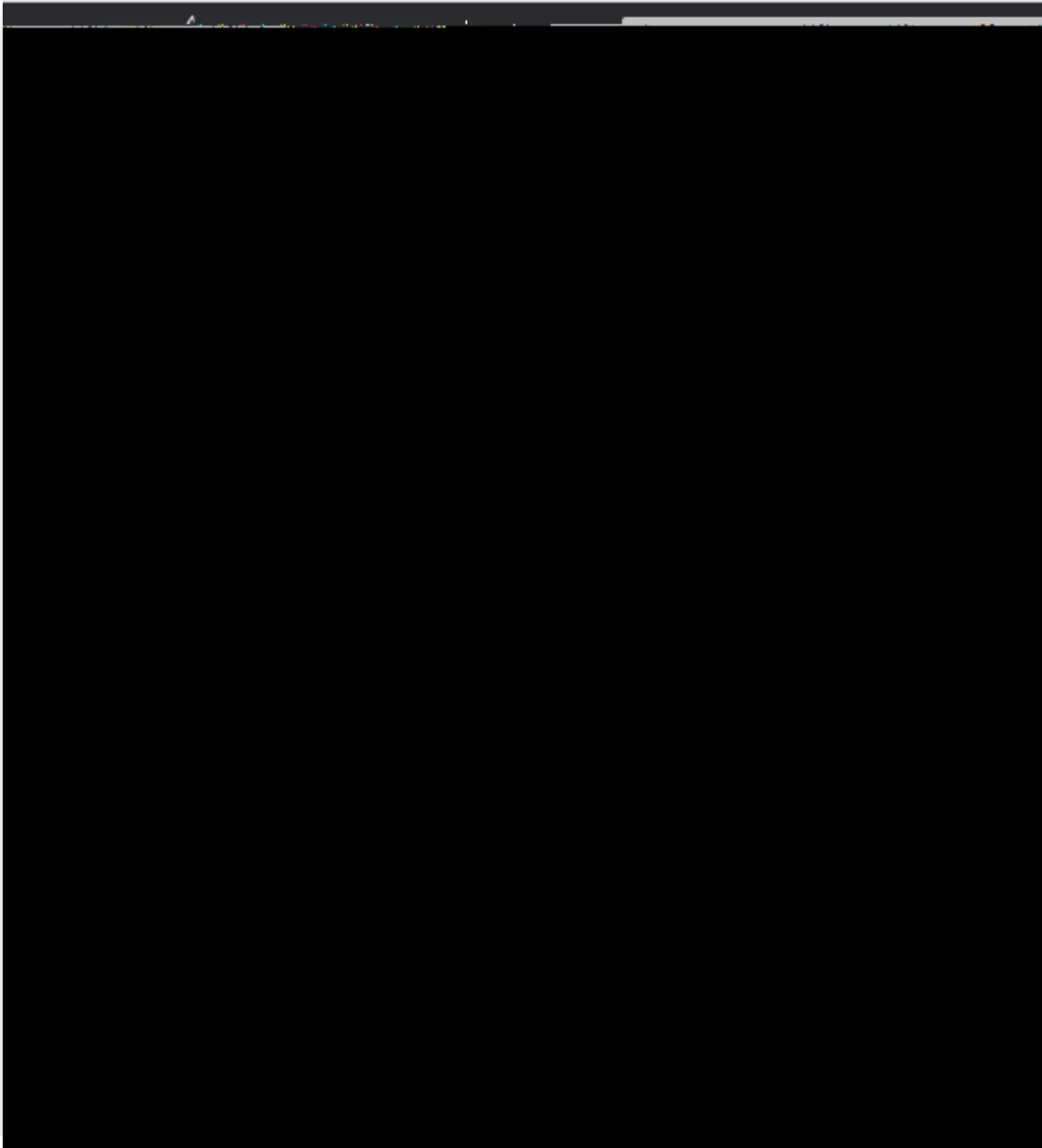
12. For added security, you will be prompted for a phone number. Please enter your phone number and click "Next"



13. Once the phone number is verified, you will receive an app password. You can copy this password and keep it in a secure location. Click "Next"
- a. This secure password can be used for specific applications that cannot use a phone to secure the account (i.e. Microsoft Outlook, Apple Mail, etc...). This password will only work for these types of applications and will not work anywhere else.



14. You will now be directed to your email Inbox



15. From this point on, when you log in to your email via a web browser, you will be prompted for either a six-digit code via the Microsoft Authenticator app or prompted to "approve" the sign-in via the Microsoft Authenticator app to continue to your email. For convenience, you may check the box "Don't ask again for 14 days" if you are using a personal computer that is considered secure and will not be accessed by anyone else but yourself.

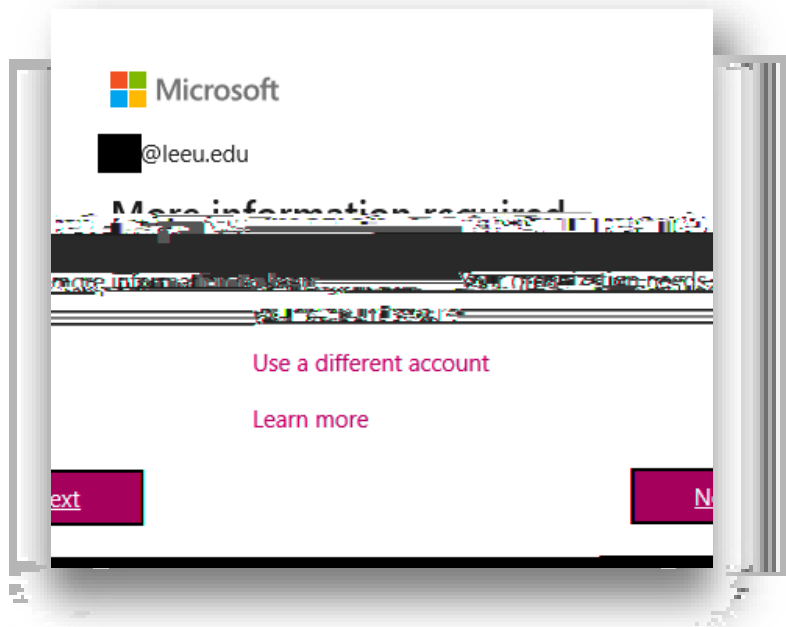


Method 2: SMS Text Message or Phone Call

1. Open a browser and navigate to www.leeu.edu or <https://outlook.office365.com>
2. Type your full student email address and click "Next"

3. Type your password and click "Sign in"

4.

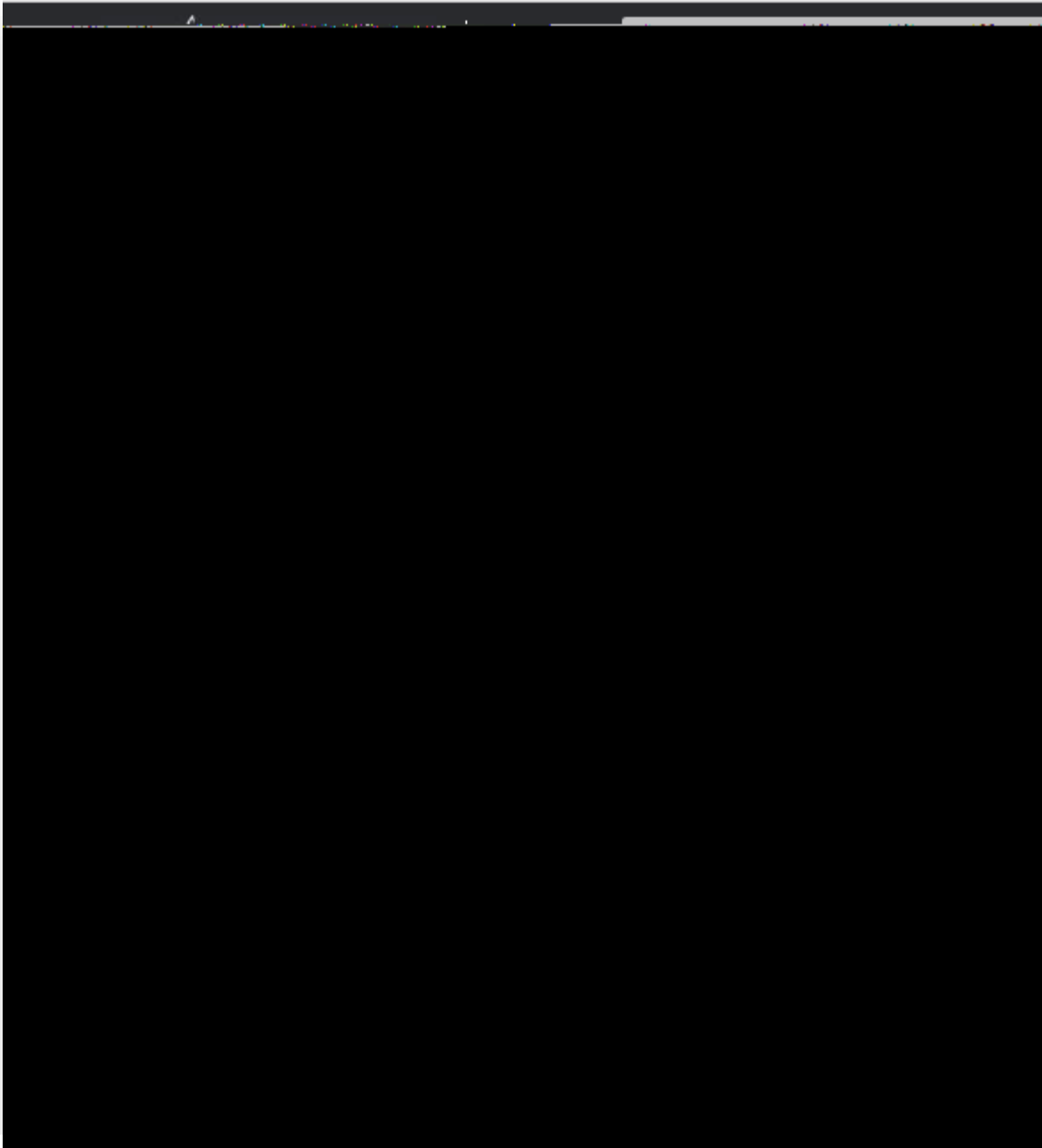


5. On the drop-down menus, click "Authentication phone" and "United States (+1)". Type your mobile phone number and choose your preferred method (i.e. text message or phone call). Click "Next"



6. Once you receive the six-digit code, enter it in the provided field and click "Next"

7. Once the code is verified, you will receive an app password. You can copy this password and keep it in a secure location. Click "Next"
 - a. This secure password can be used for specific applications that cannot use a phone to secure the account (i.e. Microsoft Outlook, Apple Mail, etc).



9. From this point on, when you log in to your email via a web browser, you will be prompted for a six-digit code to continue to your email. For convenience, you may check the box "Don't ask again for 14 days" if you are using a personal computer that is considered secure and will not be accessed by anyone else but yourself.



██████@leeu.edu

Enter code

We texted your phone +X XXX ██████. Please
enter this code to sign in.

100164

Don't ask again for 14 days

Having trouble? [Sign in another way](#)

[More information](#)

 Verify

