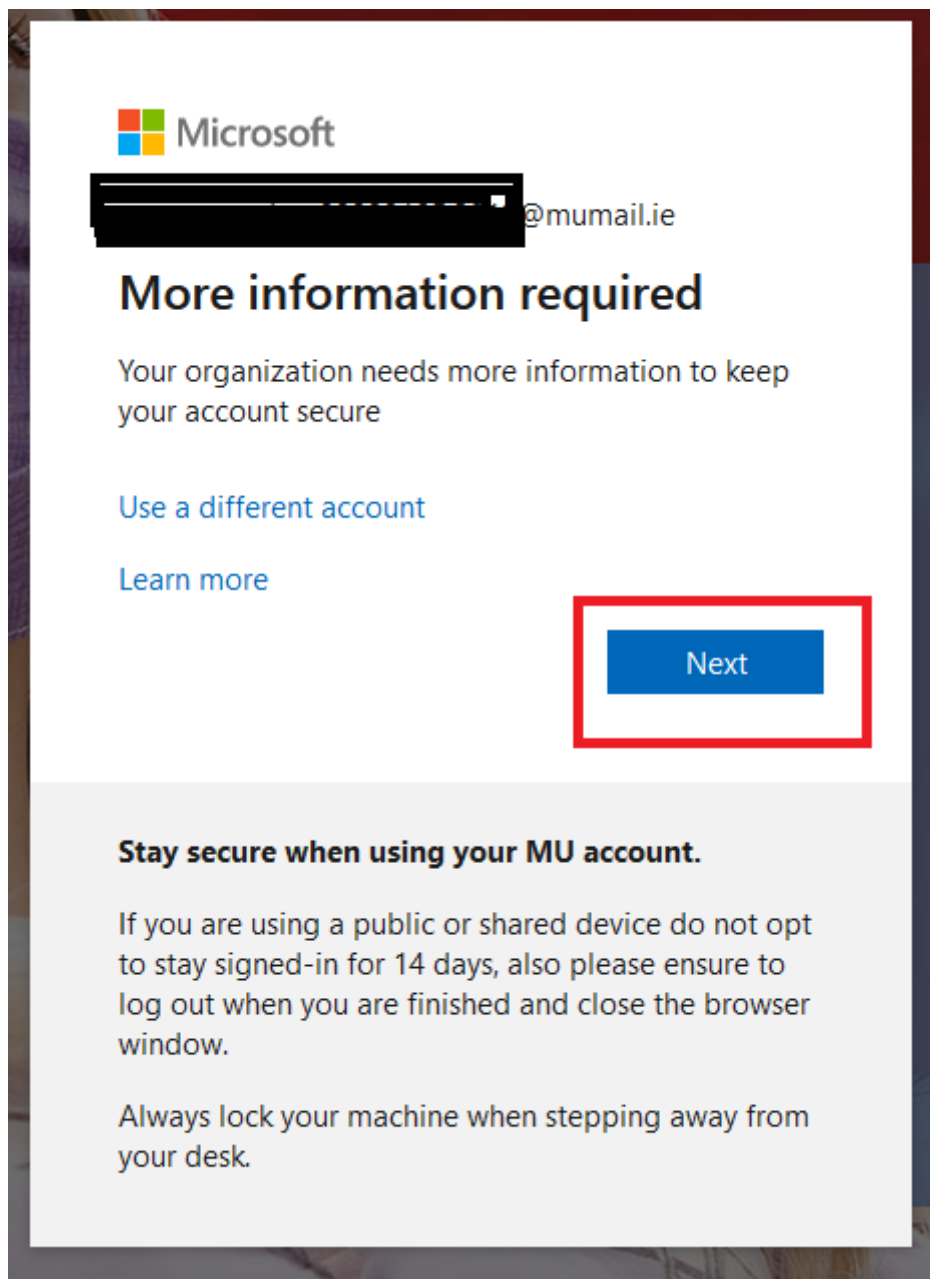


# Activation of MFA

1. Download the Microsoft Authenticator app for Windows Phone, [Android](#) or [IOS](#)
2. Register alternative devices via <https://mysignins.microsoft.com/security-info>

When the MFA is activated on the 16th when students try to access their email, Moodle, teams etc they will be prompted with the below screens.

## Keep your account secure




When you login to your account after the 16th of November all students with a @mumail or @spcmail you will be prompted to install the Microsoft Authenticator app. Download the Microsoft Authenticator on your phone.

Install the Microsoft Authenticator App for Windows Phone, [Android](#) or [IOS](#) on your mobile device.

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**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](#)


[Next](#)

[I want to set up a different method](#)

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Microsoft Authenticator**



**Set up your account**

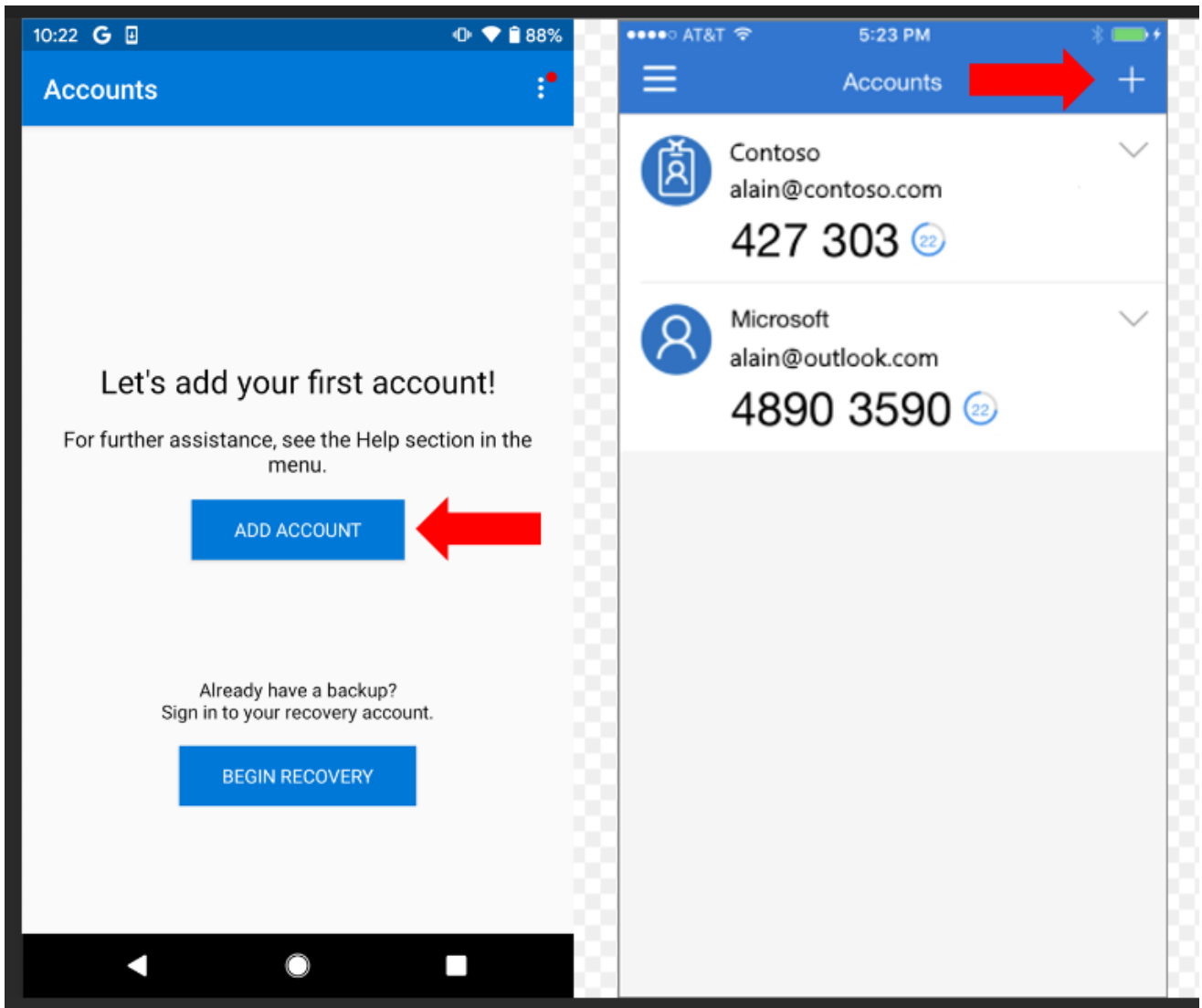
If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

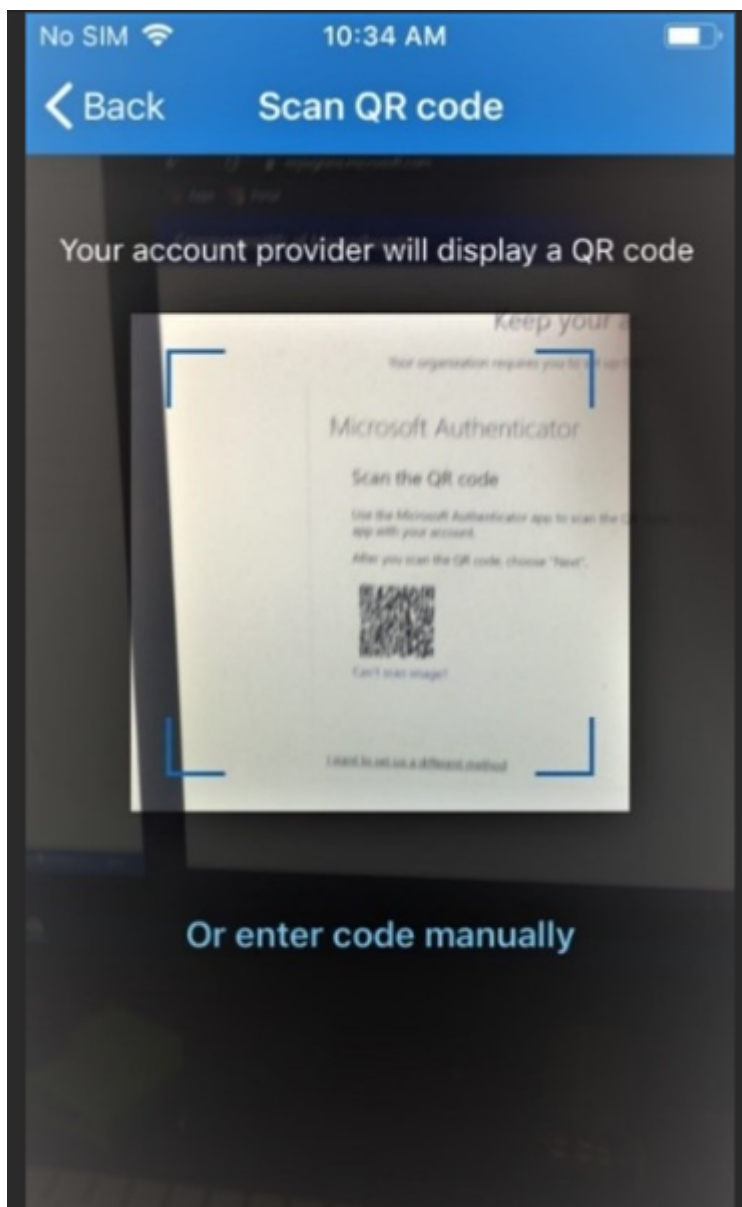
[I want to set up a different method](#)

## Scan a QR Code

Scan the QR Code by opening up the Microsoft Authenticator App on your phone.



Clicking the plus ICON  
Add School or Work account



Then scan QR code by holding up your mobile phone to the screen below and scanning the QR code. Once you have scanned the QR code, you may get prompted on your phone to approve the request.

# Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

## Microsoft Authenticator

### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

[I want to set up a different method](#)

# Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

## Microsoft Authenticator



✔ Notification approved

Back

Next

[I want to set up a different method](#)

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**



Microsoft Authenticator  
SM-A505FN



Microsoft Authenticator

Done

## Approve Sign Request

Once you have signed up your device, next time you go to login you will be prompted to approve your sign in



[Redacted]@mumail.ie

## Approve sign in request

 Open your Microsoft Authenticator app and approve the request to sign in.

Don't ask again for 14 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

### **Stay secure when using your MU account.**

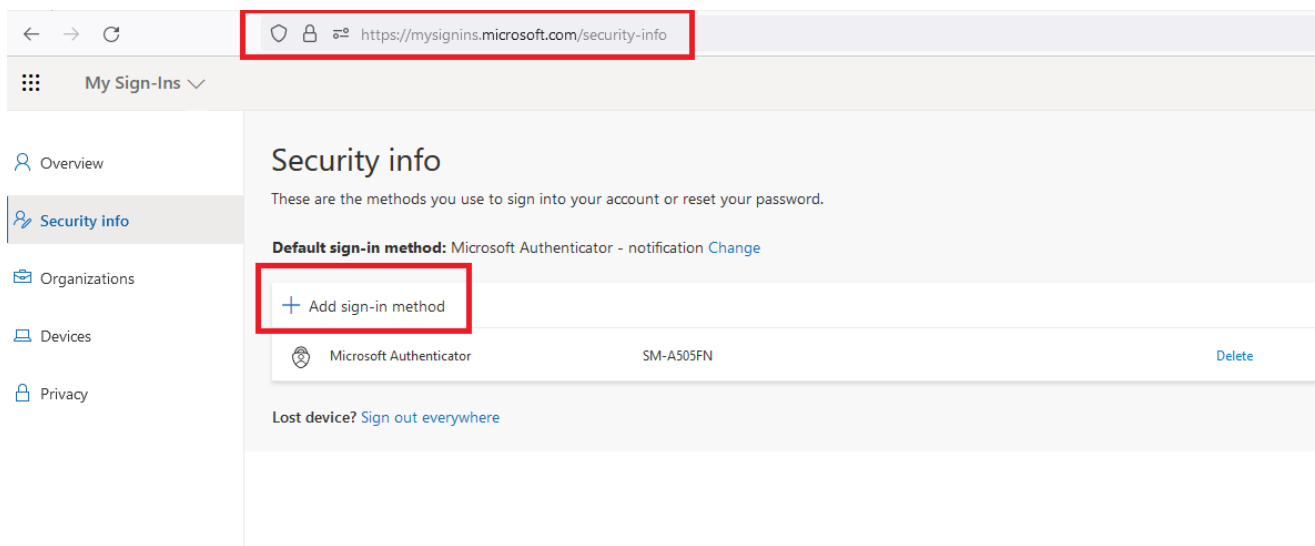
If you are using a public or shared device do not opt to stay signed-in for 14 days, also please ensure to log out when you are finished and close the browser window.

Always lock your machine when stepping away from your desk.

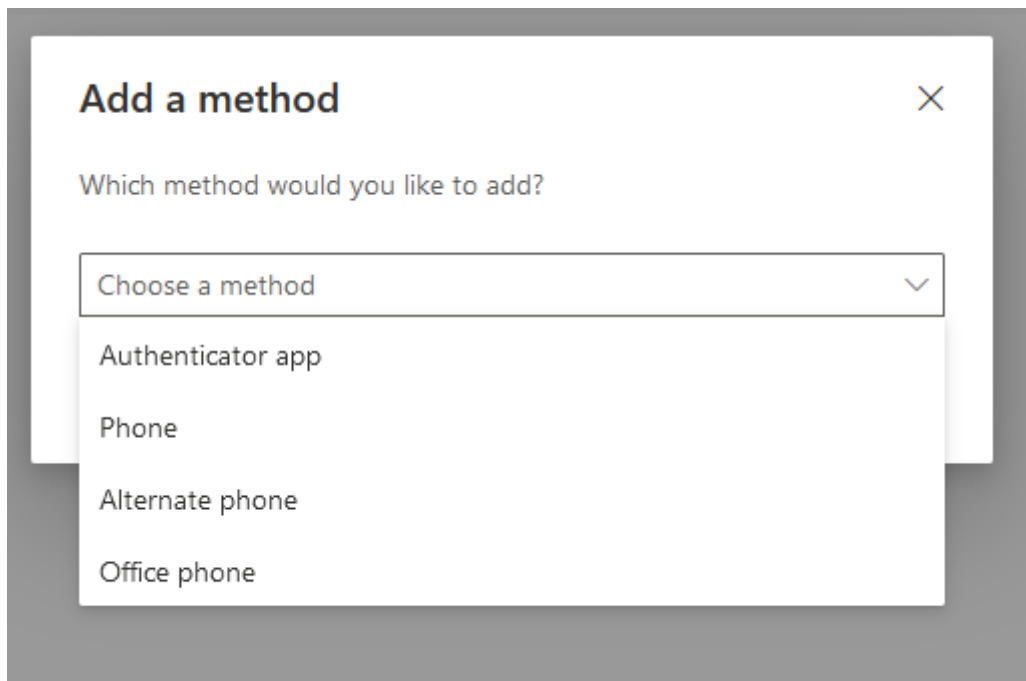
## Add additional devices

In case you lose your phone, it is advised to have multiple devices registered.

[My Sign-Ins | Security Info | Microsoft.com](#)  
<https://mysignins.microsoft.com/security-info>

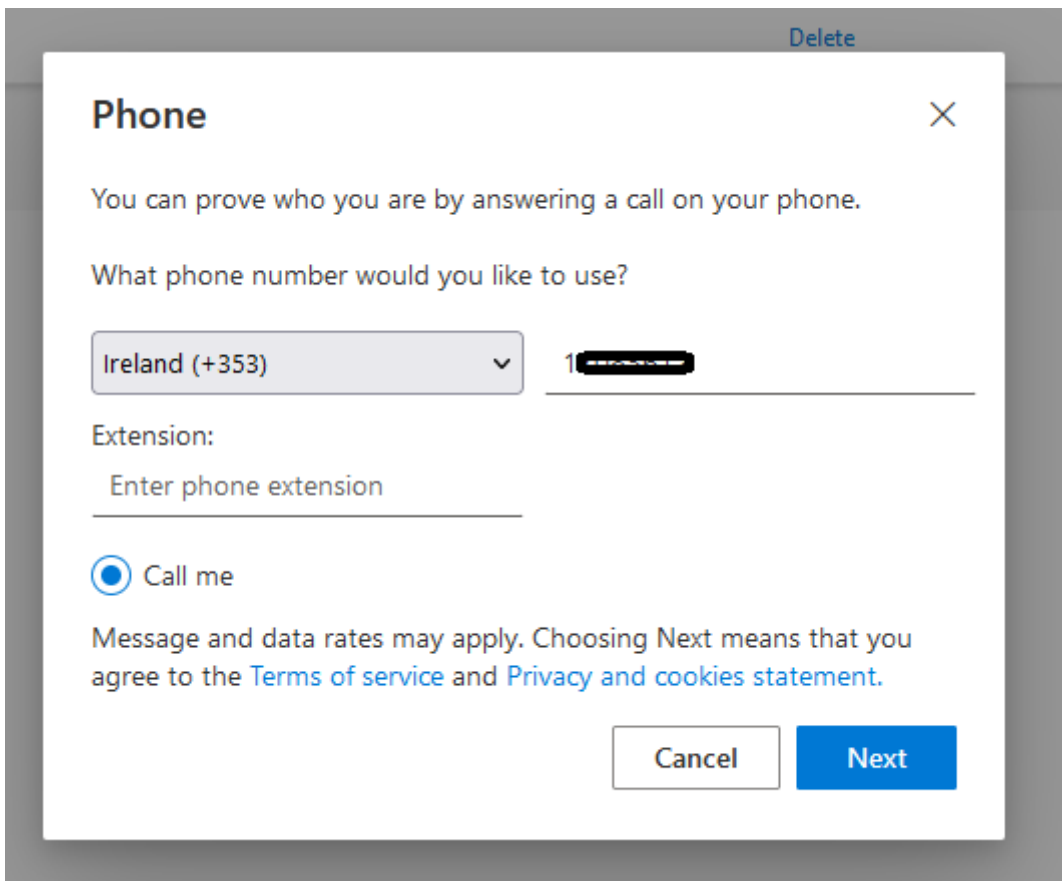


Click on add sign-in method  
And enter in the whichever is applicable.

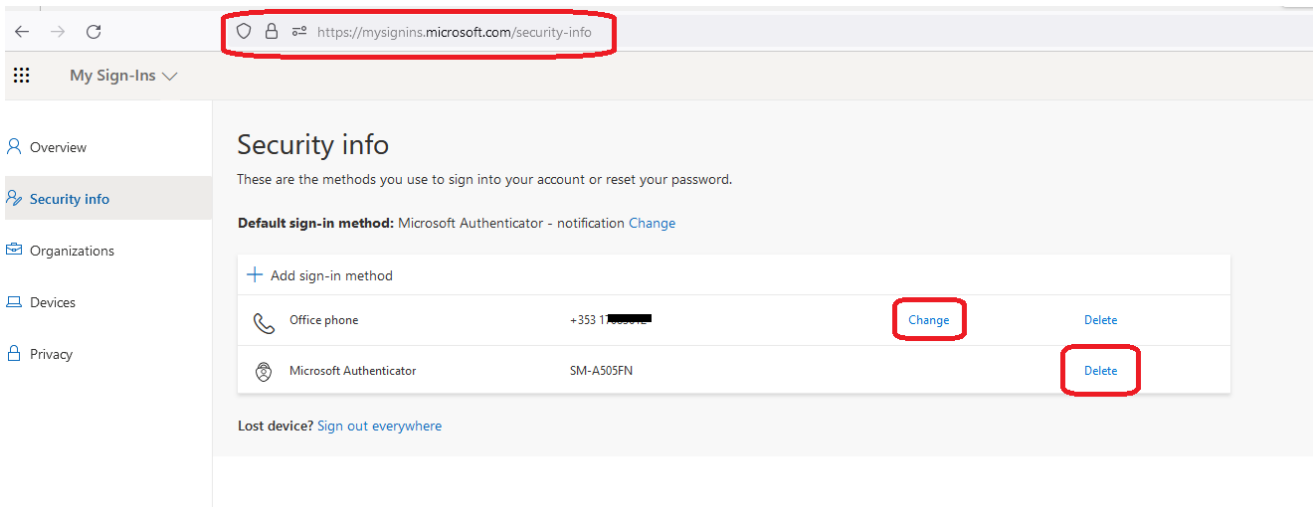


The most common options for an alternative sign-in method would be add a second (alternative) phone number or use the Microsoft Authenticator app. Select the appropriate tab below for details of how to add an alternative sign-in method.





Once added you can change or delete existing authentication methods



## Add SMS mobile phone method

Change Delete

## Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Ireland (+353) 087 [REDACTED]

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

## Phone

We just sent a 6 digit code to +353 087 [REDACTED]. Enter the code below.

Enter code

[Resend code](#)

Back Next

## Phone

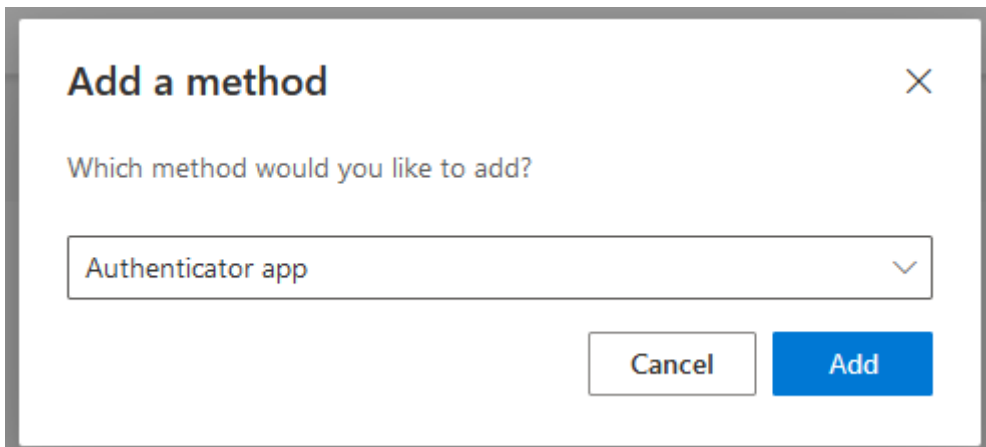
SMS verified. Your phone was registered successfully.

Done

## Add Microsoft Authenticator App

If you have a tablet and wanted an additional Authenticator app installed use this option, and follow the previous steps by installing the Microsoft Authenticator App for your tablet,

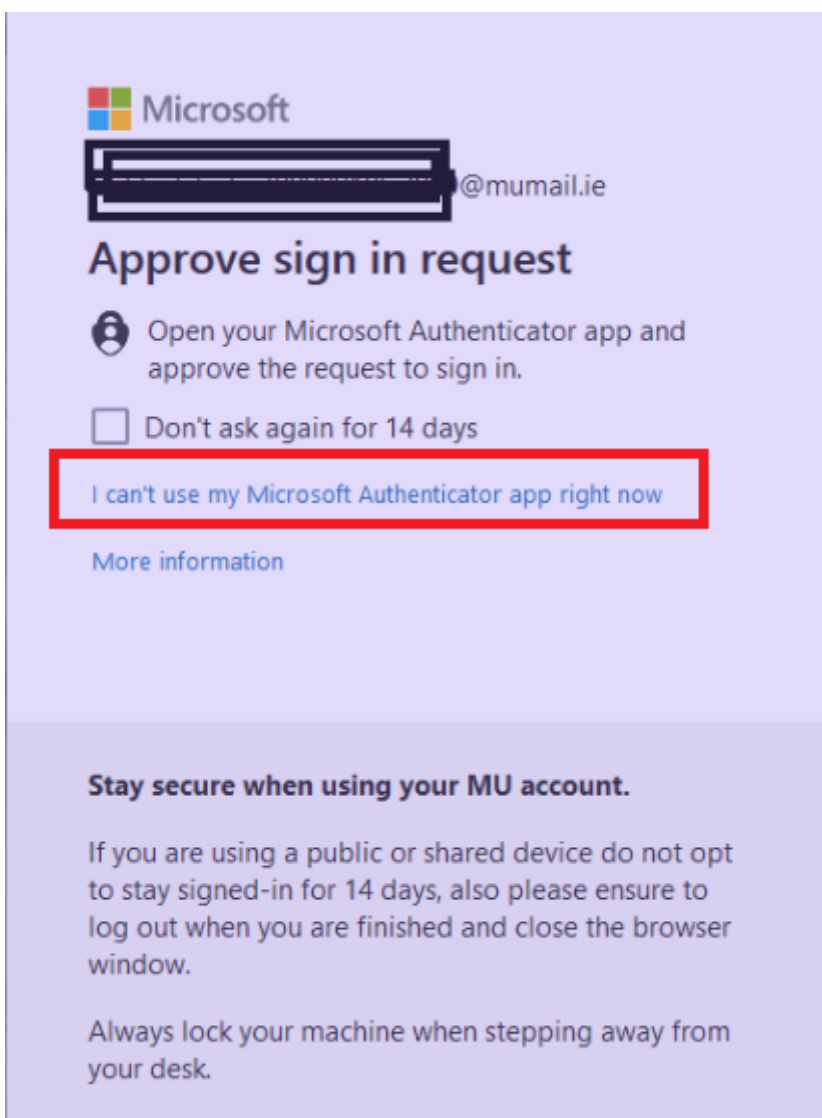
[Android](#) or [IOS](#) on your ipad device and scanning the QR code.



## Sign in via an alternative method

If you have more than one MFA method set up, Microsoft will either give you:

- The option to choose a different method via a link on the screen



Or Display the enabled options on your account.



████████████████████@mumail.ie

## Verify your identity



Approve a request on my Microsoft Authenticator app



Use a verification code



Text +XXX XXXXXXXXXX39



Call +XXX XXXXXXXXXX39



Call +XXX XXXXXXXX12

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

### Stay secure when using your MU account.

If you are using a public or shared device do not opt to stay signed-in for 14 days, also please ensure to log out when you are finished and close the browser window.

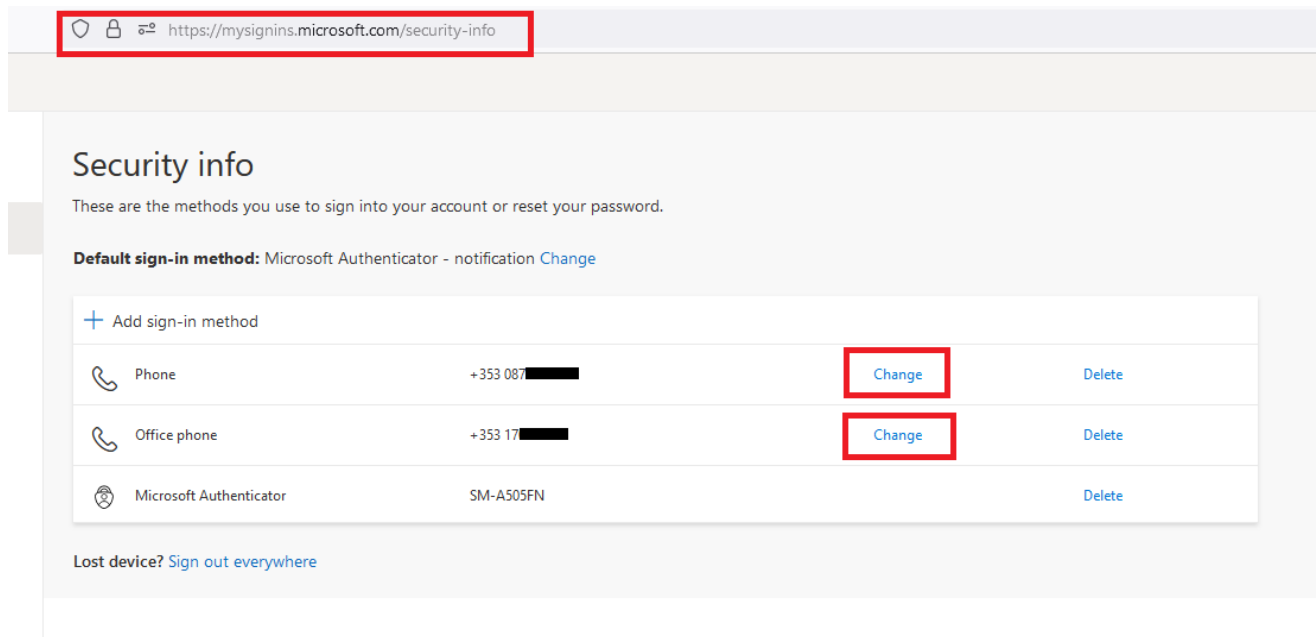
Always lock your machine when stepping away from your desk.

# Change your number

If you have lost your phone and need to update your mobile device or alternative phones, please do so by going to the below url.

[My Sign-Ins](#) | [Security Info](#) | [Microsoft.com](#)

<https://mysignins.microsoft.com/security-info>



The screenshot shows a web browser window with the URL <https://mysignins.microsoft.com/security-info> highlighted in a red box. The page title is "Security info" and the subtitle is "These are the methods you use to sign into your account or reset your password." Below this, it states "Default sign-in method: Microsoft Authenticator - notification" with a "Change" link. A table lists three sign-in methods: "Phone" (+353 087 [redacted]), "Office phone" (+353 17 [redacted]), and "Microsoft Authenticator" (SM-A505FN). Each method has a "Change" link (the first two are highlighted in red boxes) and a "Delete" link. At the bottom, there is a link for "Lost device? Sign out everywhere".

+ Add sign-in method			
Phone	+353 087 [redacted]	<a href="#">Change</a>	<a href="#">Delete</a>
Office phone	+353 17 [redacted]	<a href="#">Change</a>	<a href="#">Delete</a>
Microsoft Authenticator	SM-A505FN		<a href="#">Delete</a>

Lost device? [Sign out everywhere](#)