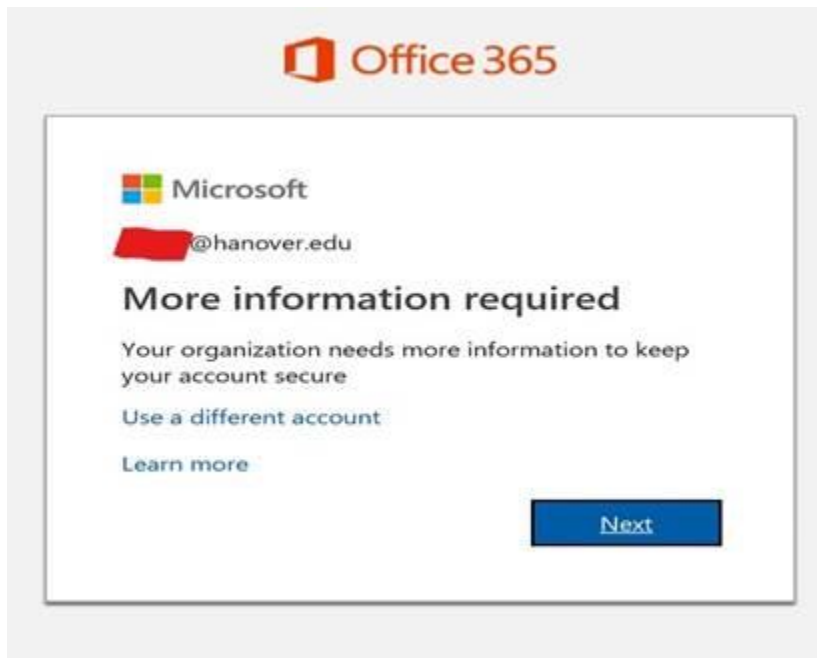


IT is in the process of enabling multi-factor authentication (MFA) on all Office365 account. This will affect your log on a couple different ways.

First you will need to do the initial setup of MFA for your account by logging into <https://mfasetup.hanover.edu>. This will ask how you want to be contacted for the 2nd factor of the authentication.

Office 365 MFA Initial Setup

After you log in you will see this: Click Next.



On the next screen, leave the pull down for Authentication phone (if you want to use your mobile phone) then type in your phone number in the text box. Choose either "Send me a code by text message" or "Call me". IT recommends text message for a quicker login.

**(OPTIONAL) You can use the Mobile App option. It requires getting the Microsoft Authenticator App on your mobile device and is good for situations when you have Wi-Fi but not cell connection. Here are instructions for the Mobile App:

<https://www.youtube.com/watch?v=uWbkLul4g30&feature=youtu.be&t=58>

Microsoft

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
Office phone
Mobile app

Method
 Send me a code by text message
 Call me

[Next](#)

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

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After clicking Next it will verify your settings.

Office 365

Microsoft

@hanover.edu

Enter code

We texted your phone +X XXXXXXXX. Please enter the code to sign in.

Code

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

[More information](#)

[Verify](#)

After you type in the code, click Verify.

If you receive your Hanover email on your phone, IT recommends using the Outlook app on your phone that you can get in the App Store or Play Store.