Activate Multi Factor Authentication (MFA) for Microsoft Office 365

Cyprus University of Technology has enabled Multi-Factor Authentication (MFA) for accessing the Microsoft Office 365 applications.

This guide is for:

- Academics
- Administrative Staff
- Students

Before you begin:

- Follow these steps only if the MFA window has appeared on your screen.
- You will need an iOS or Android device or a device that supports Android applications.

Instructions:

Step 1: When you see this window on your device as shown in the below screenshot please proceed with MFA activation by adding your CUT email address.

Sign in and proceed by clicking on the Next button.

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ты	ΧΝΟΛΟΓΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΥΠΡΟΥ			
Sign	in in with your organizational account		Cyprus University of Technology	
Pas	ssword		More information required	
	Sign in		Your organization needs more information to keep your account secure	
			Use a different account <u>Next</u>	
© 20	U13 Microsoft		Terms of use Privacy & cookies Accessibility: Partially	compliant

Step 2: Click on **Download now** and then click on **install the app** to proceed with the installation of the Microsoft Authentication App on your smartphone.



Step 3: Now you will need your smartphone to proceed with this step. Open your smartphone's camera or QR scanner to scan the QR code that has appeared on your computer screen. Left for Android or right for iPhone.



Step 4: Install the application Microsoft Authenticator.



Step 5: On your smart phone open the application. Allow notifications (if it asks for permissions) and choose Add Account. Select Work or school account and then Scan QR code.



CANCEL

Step 6: On your computer screen click on Next.



Step 7: On your computer proceed with the Next button. A QR code will appear that is necessary for the next step. Please do not save or share this QR code to anyone. Using your smartphone's camera or QR scanner, please scan the QR code.

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Keep your account secure Your organization requires you to set up the following methods of proving who you are.	Keep your account s	SECUTE athods 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	Microsoft Authenticator Scan the QR code Use the Microsoft Authenticator app to scan the QR code Authenticator app with your account. After you scan the QR code, choose "Next".	: This will connect the Microsoft
I want to set up a different method	Can't scan image?	

Step 8: On your computer, please type the passcode that the application has given to you on your smartphone. Proceed by click on the **NEXT** button and then **DONE**.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.	Coparus University of Technology
Microsoft Authenticator Enter code Enter the 6-digit code shown in the Microsoft Authenticator app. Enter code	Your organization requires you to set up the following methods of proving who you are Microsoft Authenticator Image: Comparison of the proving who you are
Back Next I want to set up a different method Skip setup	Eack Next
Cyprus University of Technology	× ?
Keep your ac Microsoft Authenticator app was successfully registered Your organization requires you to set up the Thu, 14 Jul 2022 11:28	× .
Success! Great job! You have successfully set up your security info. Choose "Done" to continue : In] Default sign-in method:	signing
Microsoft Authenticator SM-G9918 Microsoft Authenticator	
-	Done

Back Next

Step 9: Please tick on the box. Allow my organization to manage my device and click on OK.



Step 10: To complete this procedure it is required that you visit this link <u>https://aka.ms/setupsecurityinfo</u> to select an alternative authentication method.

Select the option "Add sign-in Method"

Cyprus University of Technology	\mid My Sign-Ins \sim			
Q Overview Becurity info	Security info These are the methods you use to sign in	to your account or reset your password.		
Organizations	Default sign-in method: Authenticator	app or hardware token - code Change		
📮 Devices	S Phone	*2: + 2.72: - 4202	Change	Delete
A Privacy	Microsoft Authenticator	$T_{2} = 1_{AB} + 1_{AB}$		Delete
	Lost device? Sign out everywhere			

Select one of the available alternative methods and complete the procedure by adding the information needed from you.

Add a method		
	Which method would you like to add?	
	Choose a method	\sim
	Authenticator app	
	Alternate phone	
	Office phone	

You have now completed the activation of MFA for Microsoft Office 365.