



MFA REGISTRATION INSTRUCTIONS

HOW-TO GUIDE

MFA Registration Instructions

Eurocae

Please log onto <https://portal.office.com> with your M365 account and password
Once entered, you will be prompted with the below, please click Next.



More information required

Your organisation needs more information to keep
your account secure

[Skip for now \(13 days until this is required\)](#)

[Use a different account](#)

[Learn more](#)

[Next](#)

If you haven't got the app on your phone already, download the Microsoft authenticator App from the App Store
Then click Next

Keep your account secure

Your organisation 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](#)

Click Next again

Microsoft Authenticator



Set up your account

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

BackNext

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

Follow the instructions on the app, and scan the QR code which gets displayed.

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?](#)

BackNext

Click Next, then an approval will come through to the App, click Approve.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back

Next

Approve sign-in?

Deny

Approve

Microsoft Authenticator



✔ Notification approved

Back

Next

Success!

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

Default sign-in method:



Microsoft Authenticator

Done

Next we register a second authentication method using your mobile phone number, enter your mobile phone number then make sure you click text me a code:

Method 2 of 2: Phone

✓
App

✎
Phone

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?

United Kingdom (+44) ▼

7777777777

☒ 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](#).

Next

Enter the code sent to the number and click Next

Phone

We just sent a 6 digit code to +44

Enter the code below.

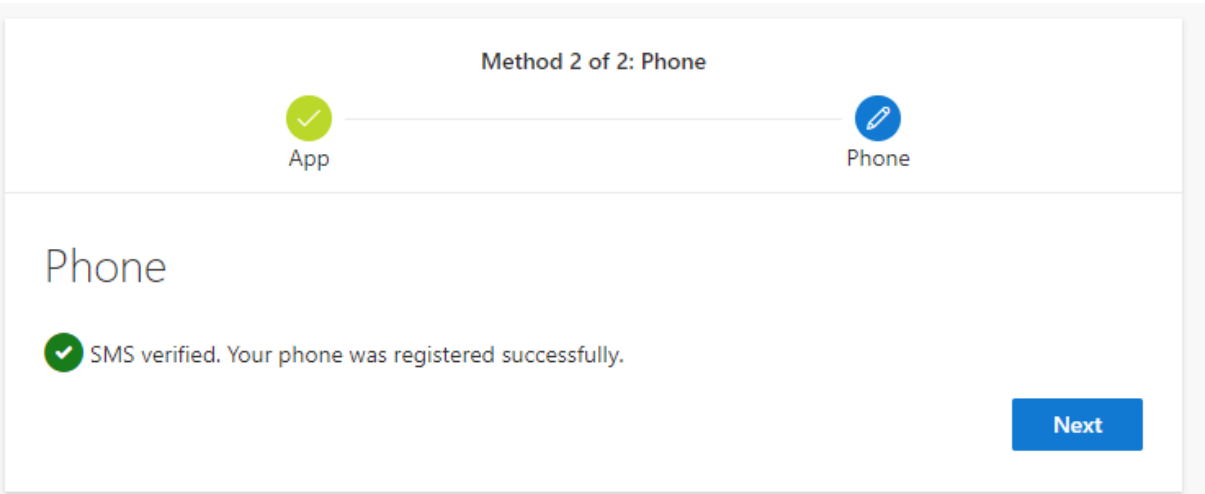
Enter code

[Resend code](#)

Back

Next

Click Next



This screen should then appear showing a success!

