Multi-Factor Authentication Setup Guide
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Introduction

What is MFA and why is it important?

Keeping your data safe and access to your IT systems secure is very important. Multi-Factor Authentication (MFA) is an additional method of verification to your password. Modern Networks recommends the use of MFA to protect your business, safeguard your data and meet your compliance obligations. Combined, strong passwords and MFA significantly increases your security. Research by Google shows that MFA is incredibly effective at protecting user accounts, stopping 99 percent of brute force cyber-attacks and 90 percent of targeted cyber-attacks.

About this guide

This guide is going to show you how to setup MFA for Microsoft Office 365 including services such as Outlook email, SharePoint and OneDrive Cloud storage.

Which MFA app is right for you?

Before we start to setup MFA, there are a couple of things to think about. MFA can be setup in different ways depending on how your computer is setup. Do you have computers on your reception desk or security office that are accessed by multiple users? Do those users have their own account logins or a shared one? How many users have a smartphone or mobile device?
Decision tree

The decision tree diagram below will help you decide which MFA app you need to setup. If you and other users login to the same PC using the same credentials then you should install the WinAuth app. If staff use different credentials to login to a shared PC then you’re better off installing the Microsoft Authenticator app on your mobile phone.
Getting started

As the name suggests, Multi-Factor Authentication (MFA) requires two or more items to verify a user’s identity and enable access to Office 365 services. As well as your username and password, you can use a mobile app to generate a random passcode, receive a phone call, SMS text message, use a smartcard or biometric device.
Mobile App Setup

Video tutorial

Microsoft have created a short video tutorial that demonstrates the MFA setup process for a mobile phone. To watch the video, click on this link: https://youtu.be/uWbkLul4g30. Alternatively, use the step-by-step instructions provided.

Step-by-step instructions

How to install Microsoft Authenticator on your mobile phone:

1. Initial setup

First, sign into your Office 365 account in the usual way, username and password.

2. MFA setup link

Next, click on this link or cut and paste it into your Internet browser: https://aka.ms/MFASetup

This link will take you to the MFA setup screen.
3. Additional security verification page

You should now be on the Additional security verification page. The screen should look something like this:

4. Select mobile app

From the dropdown menu, select your preferred method of verification. In this case, select app or token.

5. Enter your mobile phone number

6. Setup Authenticator app

Click on the blue coloured "Setup Authenticator app" button.
7. Configuration

Follow the simple steps to configure your mobile app.

1. Install the Authenticator app on your mobile phone. It’s free to download from any app store.
2. In the app, add an account and choose “Work or school account”.
3. Scan the QR code with the camera on your phone.
4. When the app displays a six-digit code press the next button on the configuration screen. This will complete the process.

Note: if your phone fails to scan the code, you can enter the details manually.

Process complete

That’s it, your account will be configured and verified. Every time you open the Authenticator app, you will see a 6-digit randomly generated number that changes every 30 seconds. You simply enter the number when prompted to do so every time you login to Office 365.

What happens if I lose my phone?

You should enter another telephone number that is not your mobile on the additional security verification page, just in case you lose your phone and do not have access to the Authenticator app. A verification code can be sent as a text message or as a voice call to this backup telephone.
PC App Setup

Setting up MFA with Microsoft Authenticator on your desktop or laptop computer requires you to download and run the WinAuth app.

1. Click the link:

   This will take you to the WinAuth download page.

   https://winauth.github.io/winauth/download.html

2. Download and install

   Select the latest stable version of WinAuth and download it. To install the software, simply click on the .exe file and hit run.

   **NOTE:** You might not have permission to install software on your device. If this is the case, you will need to contact your IT administrator or Modern Networks Service Desk.

3. Setup WinAuth

   Once WinAuth is installed, click “Add” button. Select “Microsoft” from dropdown menu.

   **NOTE:** During setup, WinAuth will ask if you would like to create a WinAuth password. **DO NOT SETUP A PASSWORD.** This will simply lock Modern Networks out of your account and mean we will have to reinstall WinAuth should you have any technical issues.
Enter a name and follow the WinAuth setup instructions.
Close all Internet browsers.
Sign into your Office 365 account.

Click on this link:
Choose mobile app as your preferred method of authentication.

4. Setup Authenticator app for WinAuth

Click "Setup Authenticator app".

NOTE: Always add your work telephone number as the alternative method of authentication. This will ensure Modern Networks Service Desk can always access your account should you have any technical issues.

https://aka.ms/MFASetup
Click on "Configure app without notifications".

You will see an **Account Name** and a **Secret Key** that looks like this:

Secret Key: yfcw 7hjs h2hj tzch

Cut-and-paste the **Secret Key** into authenticate WinAuth on your device.

WinAuth will generate a **six-digit pin code**.
Go back to the “Configure mobile app” window. Click, “Next”.

Enter the six-digit code into your Office 365 account and click “Verify”.

The verification process is now complete.

WinAuth will now generate a random six-digit code that you will use as a second method of authentication when logging into Office 365.

Always here to help

If you do have any problems setting up MFA on your mobile phone or computer, don’t worry. Simply call Modern Networks Service Desk and one of our friendly engineers will either walk you through the process or set it up for you remotely.