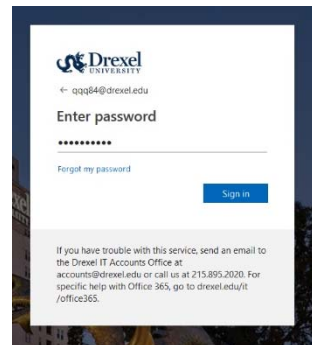
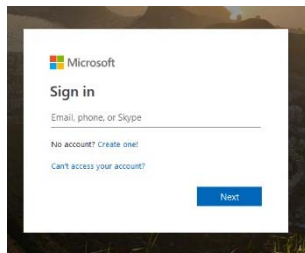


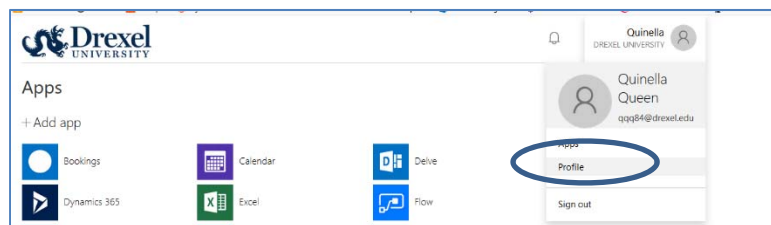
SETTING UP MULTIFACTOR AUTHENTICATION

Drexel is encouraging Faculty, Staff and Students to get an early start on a security measure that is soon going to be enforced – Multi-Factor Authentication. Setup is easy and can prevent unauthorized use on your Office 365 account. Follow these simple steps to begin securing your account.

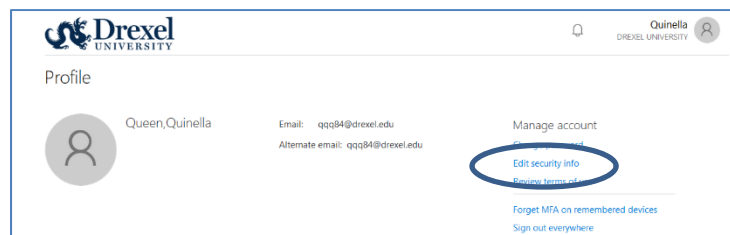
Go to <https://aka.ms/mfasetup> and sign in with your Drexel email address.



Go to **your name** at the top of the page and Select **Profile**

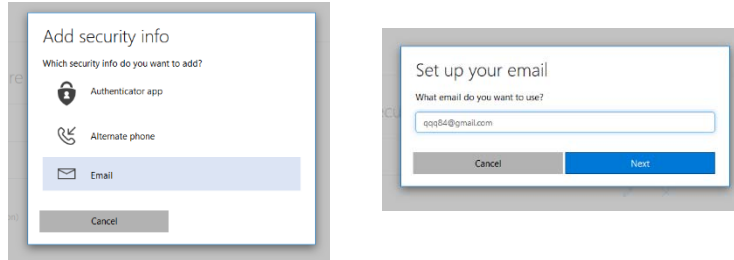


Select **Edit Security Info**

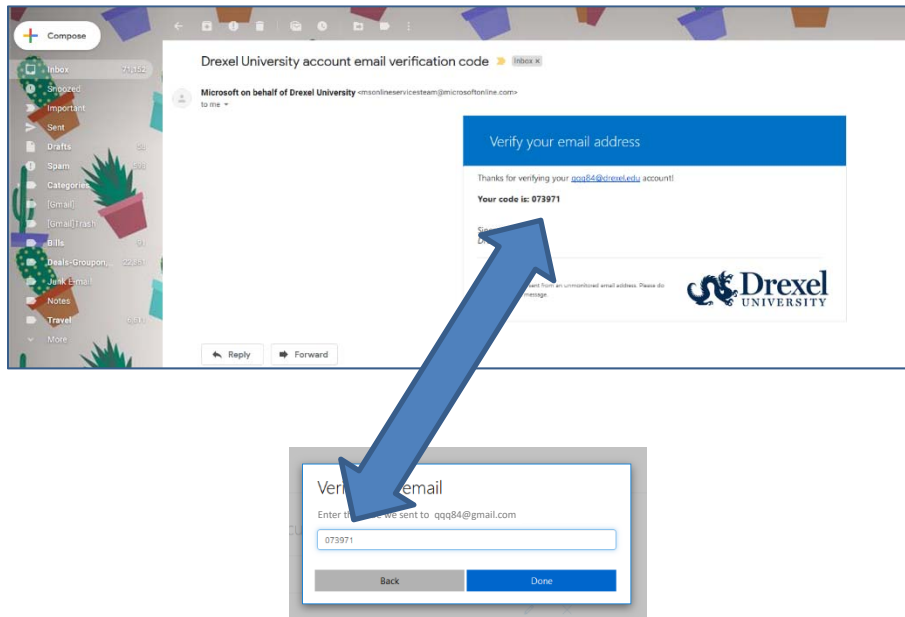


SETUP AN ALTERNATIVE EMAIL (EX GMAIL, YAHOO, AOL, APPLE)

Go to **Edit Security Info**, select **Email**. Enter your **alternative email account (not Drexel)**



Microsoft will send an email to alternative email account with a code to verify your account. Enter the code into the verify dialog box.



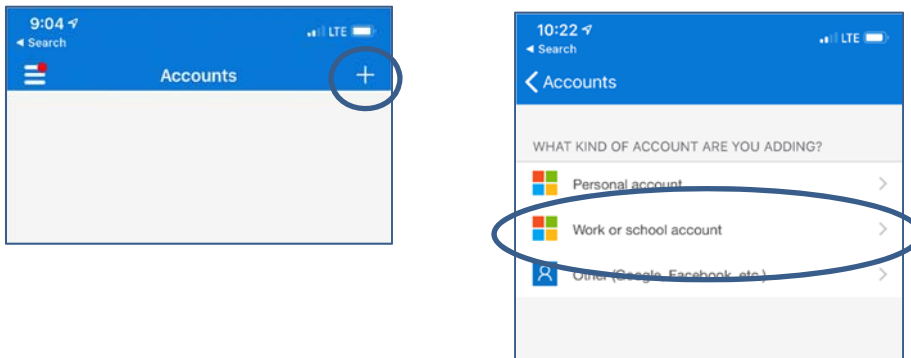
SETUP THE MICROSOFT AUTHENTICATOR APP

The Microsoft Authenticator App is a convenient app to use, especially when traveling abroad or when your phone does not have cellular/internet service. The app is available via your phone's App Store (Apple (iPhone & iPad), Android & Windows). You can also use the Authenticator App to secure your Facebook and Gmail accounts. Instructions for download and install can be found here: <https://docs.microsoft.com/en-us/azure/active-directory/user-help/user-help-auth-app-download-install>

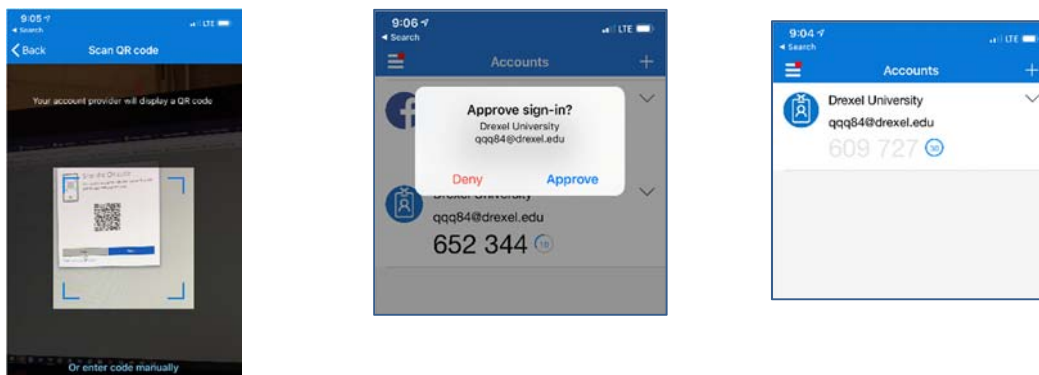
Go to **Edit Security Info**, select **Authenticator App**. 

On your phone, open Microsoft Authenticator App

Click the + to add your Drexel Account. Select the **Work or School account**.



Use your phone to **SCAN** the QR square that is on your computer screen. Note: If you can't use your phone camera, you'll have to manually enter the 9-digit code and the URL. A test approval popup will appear on your phone. Select **Approve**. You can use this randomly generated code whenever you are prompted for multi-factor authentication.

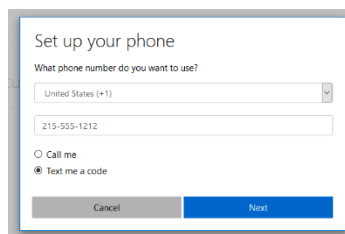


SETUP TEXT MESSAGING

You can setup Multi-Factor Authentication to send you an text message when prompted for a code.

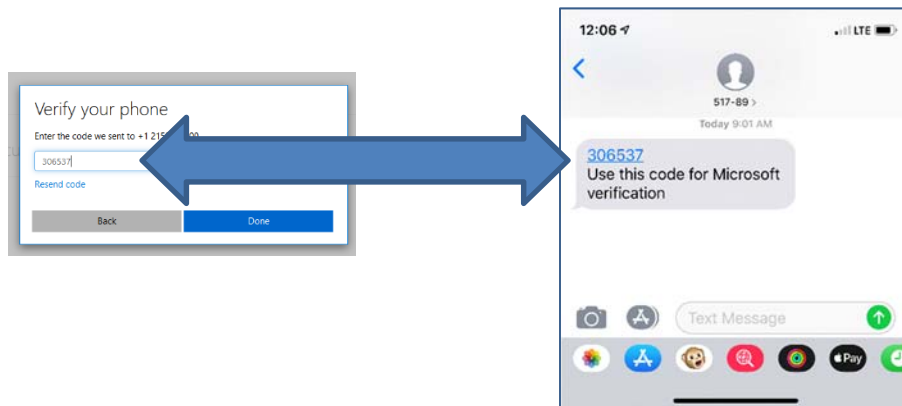
Go to **Edit Security Info**, select **Phone**

Enter your mobile phone number, select **Text Me a Code** & click **Next**.



The screenshot shows a dialog box titled "Set up your phone". It asks "What phone number do you want to use?". There is a dropdown menu for the country, currently set to "United States (+1)". Below that is a text input field containing "215-555-1212". There are two radio buttons: "Call me" (unselected) and "Text me a code" (selected). At the bottom, there are "Cancel" and "Next" buttons.

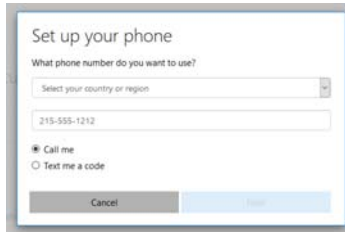
Microsoft will send you a text message. Enter the verification you receive into the dialog



SETUP PHONE CALL

Go to **Edit Security Info**, select **Phone**

Enter your mobile or landline number, select **Call Me** & click **Next**.



The screenshot shows a dialog box titled "Set up your phone". Below the title is the question "What phone number do you want to use?". There are two input fields: the first is a dropdown menu labeled "Select your country or region" with a small "x" icon on the right; the second is a text box containing the number "215-555-1212". Below these fields are two radio button options: "Call me" (which is selected) and "Text me a code". At the bottom of the dialog are two buttons: "Cancel" and "Next".

Microsoft will call you. Press # to authorize the sign in.