

# Configure Office365 Multi-Factor Authentication Registration (Single-Device Method)

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## Instructional Video

- [Click here](#)

## Getting Started

- Users will need to have their iPhone or Android phone with them and be able to download apps, to complete the process.
- Users should make sure they are connected to the internet and have their Lynn University email address and password ready to log in.

## Starting the Process

- To begin, users must download the Microsoft Authenticator App.
- Lynn University-issued iPad users can go to the Self-Service app to download the app
- For personal devices, go to the App Store and search for Microsoft Authenticator.
- Once found, download the app.



## Microsoft Authenticator

Protects your online identity

★★★★★ 258K

## Initial set up of the Microsoft Authenticator App on your iPhone/Android device

- Once the download is complete, launch the app.
- On the first screen, tap "Accept" to confirm you have read the Microsoft Privacy statement.



#### Microsoft respects your privacy

We collect required diagnostic data to keep the app secure and improve. This does not include any personal data.

Next

[Microsoft Privacy Statement](#)

- On the next screen, choose to turn on or off the option to send data to Microsoft and tap Continue.



#### Help us improve Microsoft Authenticator

By allowing us to collect additional non-personal data, you can help us improve the app. You can also turn off or make the Settings page.



Help improve the app by sharing your app usage data

Continue

[Get more Privacy Settings](#)

## Logging in to add your account

- Tap the button to "Add Work or School Account"

#### Secure Your Digital Life



Sign in with Microsoft

When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on the device.



Add work or school account




Scan a QR code

Restore from backup

- On the sign-in screen, enter your Lynn University email (ex. [jdoe@email.lynn.edu](mailto:jdoe@email.lynn.edu)). Tap Next.
- When prompted, enter your password and tap Sign In.

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 Microsoft

**Sign in**

[lbn@lynn.edu](#)

[Can't access your account?](#)

[Next](#)



Sign in with your Lynn email account.  
Make sure to include your full email address  
[jdoe@email.lynn.edu](mailto:jdoe@email.lynn.edu) (For Students) or  
[jdoe@lynn.edu](mailto:jdoe@lynn.edu) (For Staff/Faculty)

[Sign in](#)

For security reasons, please Logout and close your web browser when you are done accessing services that require authentication.

Forgot Password [Student](#) [Staff/Faculty](#)

- To continue setup, tap the "Open Browser" button. This will open up a Safari (or Google Chrome) browser window on your device.



[lbn@lynn.edu](#)

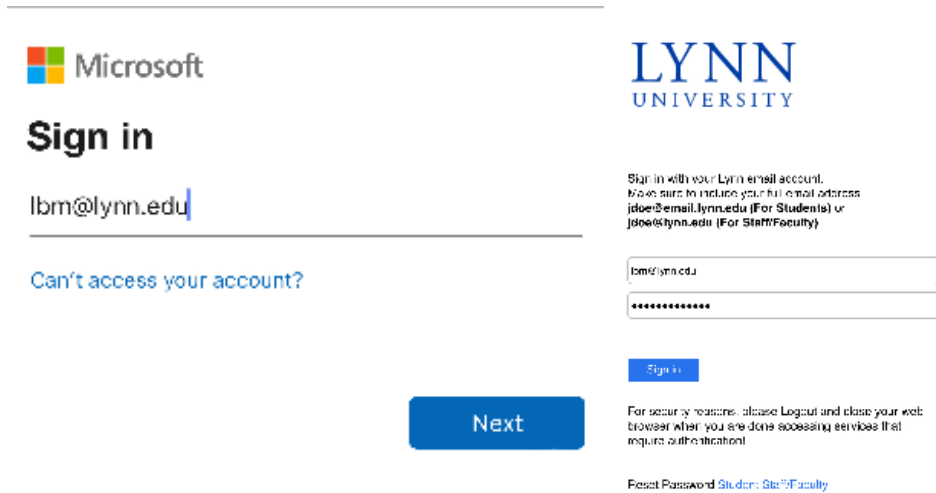
## Finish setting up on a web browser

To set up Microsoft Authenticator, you'll need to go to [aka.ms/mfasetup](https://aka.ms/mfasetup) on a web browser.

[Cancel](#)

[Open browser](#)

- Once the web browser opens, it will prompt to sign in again.
  - Enter your Lynn University email (ex. [jdoe@email.lynn.edu](mailto:jdoe@email.lynn.edu)). Tap Next.
  - When prompted, enter your password and tap Sign In.



Microsoft

## Sign in

lbm@lynn.edu

[Can't access your account?](#)

[Next](#)

LYNN  
UNIVERSITY

Sign in with your Lynn email account.  
Make sure to include your full email address:  
jdoe@email.lynn.edu (For Students) or  
jdoe@lynn.edu (For Staff/Faculty)

lbm@lynn.edu

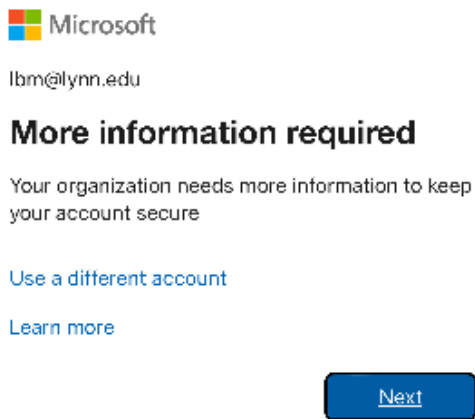
\*\*\*\*\*

Sign in

For security reasons, please Logout and close your web browser when you are done accessing services that require authentication.

[Reset Password](#) [Student Staff/Faculty](#)

- After signing in, a screen will appear asking for More Information. Tap Next.



Microsoft

lbm@lynn.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)


- On the next screen, tap Next.

Lynn University?

## Keep your account secure

Your organization 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

- To continue setting up your account, tap on the option to "Pair your account to the app by clicking this link"
  - Do not tap the next button at this point. The screen will freeze and you will be forced to start over.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



#### Set up your account in the app

When finished, come back to this setup experience.

[Pair your account to the app by clicking this link.](#)

[Show QR code](#)

Back

Next

- When you tap the link above, a box will appear to open the Authenticator app. Tap Open.

Open in "Authenticator"?

Cancel

Open

### Configuring the Microsoft Authenticator App

- When the app opens, a prompt will appear asking to allow notifications. Tap allow.
  - This must be completed in order for the authentication prompts to work.

### "Authenticator" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow

Allow

- Once the notifications are allowed, go back to the web browser page that has the setup process, and click next.
- An authentication prompt will appear on your device. Tap on the authentication prompt on the top of the screen to open the app.



TIME SENSITIVE  
Approve sign-in?

now

- There will be a 2-digit number that appears on the web browser page. Remember that number to enter in the app.
- Enter the 2-digit number into the Authenticator app prompt. Tap yes when entered.

**Are you trying to sign in?**

Lynn University  
LBM@lynn.edu

Enter the number shown to sign in.

**No, it's not me**      **Yes**

- If entered successfully, a notification will display on the top that says "Approved"




- Go back to the web browser page and it will display a green check mark that says "Notification approved". Tap Next.

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

**Microsoft Authenticator**

 Notification approved

**Back**      **Next**

- The process has now been completed. The next screen will show that your device was successfully registered. Tap done.

Microsoft Authenticator app was successfully registered 

Wed, 21 Jun 2023 11:25:55 GMT

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

### Completing the Initial Registration Process

- Close the web browser page and go back to the Microsoft Authenticator app.
- Your account will now appear here.
  - Above your email address, it must say "Lynn University".
  - If it does not (It may say "Azure AD", you should delete the account and set it up again. You may need to contact IT support services for assistance in resetting your account to try again.



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LBM@lynn.edu

