

How to Set up Duo Factor Authentication (DFA) for Smartphone

Duo Factor Authentication means you will be required to prove your identity to Office365 using two factors. The two factors are something you know (your password) and a way to verify your identity via a notification on your phone.

Duo Factor Authentication will only work with the Outlook app. If you are using a different email app on your phone, please delete the email account and download the Outlook app.

To set up Duo factor authentication with the app, you will need:

- Computer
- Smartphone
- Microsoft Authenticator app



©Microsoft Authenticator

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2. Enter in youOtterbein Email

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3. You will be redirected to

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5. Next UÇ } μ Á] o o • l š }
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6. On your smartphone open the
app store and search for
Microsoft Authenticator. The
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7.

8. Select Work or school account



9. At the bottom of the screen

select SCAN QR CODE

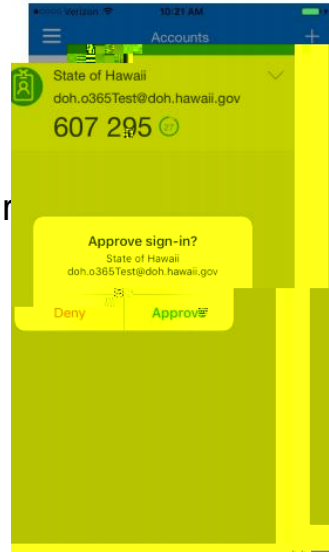
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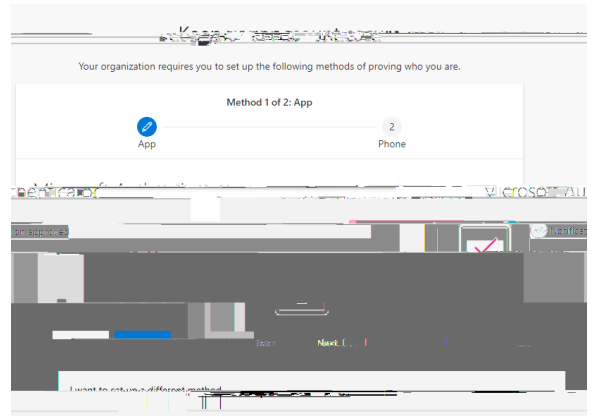
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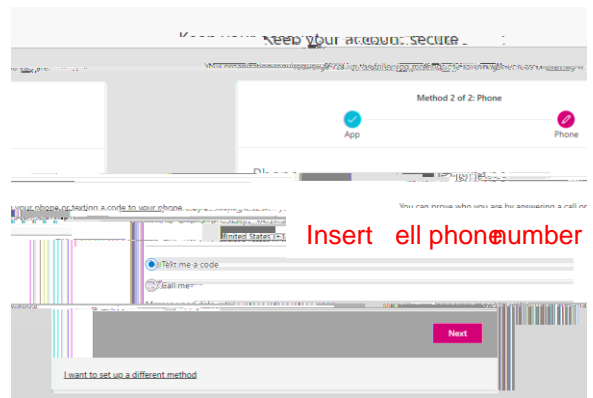
1. A prompt will pop up on your phone asking you to Approve X



2. Once approved the website will indicate the process was successful. Next.



3. You will now be asked to provide a phone number. Enter your phone number in the box. Select either 'Text me a code' or 'Call me' Next X



Insert full phone number here

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If you need assistance with setting up u µ o factor authentication, please contact
the ITS Help Desk at Z o‰ •l>}šš œ]vX µ