## How to Set up MultiFactor Authentication (MFA) Without an App

Two-factor authentication means you will be required to prove your identity to Office 365 using two factors. The two factors are something you know (your password) and a way to verify your identity via a spontaneous code.

If you are using an Exchange email account for Otterbein email, please delete that account and download the Outlook app instead for youemail to be functional after NFA is set up.

To set up twofactor authentication, you will need:

- x Personal email account
- x Computer
- x Phone to receive a call or text
- 1. After you loginto your Office 365 account **aff**ice.otterbein.edu you will see the following prompt. SelectNext.



2. On the next screen, selectwant to set up a different method. There electNext.

	Met	thod 1 of 2: App			
	<b>/</b> 40725 CCC	14	.ya		
Microsoft Aut	henticator				
Start	by getting the a	inn			
â		-			
Afte	ns tail the Micros	oft Authenticator app	on your device,	chaase "Next".	
I w2			•••		

3. Under Choose a different method, select EntraiAlternate Phone (For demonstration purposes we are adding email.) Then, select Next.

0	Method 1 of 2: A	pp	0	
App		Phone		
Aicrosoft Auth Start by On your ph After you in I want to ue	Choose a different n Which method would you like Email Alternate phone	nethod e to use?	ad now chaose "Next".	

4. Do not use your Otterbein email for this nestepor you will receive an error. Instead, type in the address of your personemail account. Then select. Next.

Keep your acco	unti 🖅 😿 😽 🖉 👘
Your organization requires you to set up the follow	wing methods of proving who you are.
Method 1 of 2: I	mail
	<u>0</u>
no <sup>man</sup>	Phone
Email	
What email would you like to use?	
@gmail.com	
	N
I want to set up a different method	Ski

5. Now log into your personal email account to ceive yourcode that will come from msonlineservicesteam@nicrosoftonline.com Enter the code. Then select Next.



6.