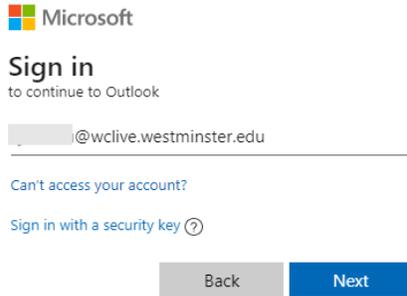


Setting up MFA (Multi Factor Authentication) for your Office 365 account

- Log into webmail <http://www.westminster.edu/email> with your full Westminster email and password



Microsoft

Sign in

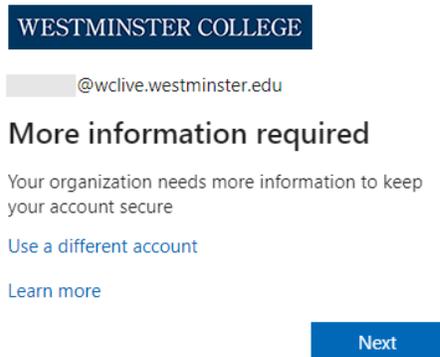
to continue to Outlook

____@wclive.westminster.edu

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

[Sign in with a security key](#)

- You will be prompted to enter additional information, click **Next** :



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____@wclive.westminster.edu

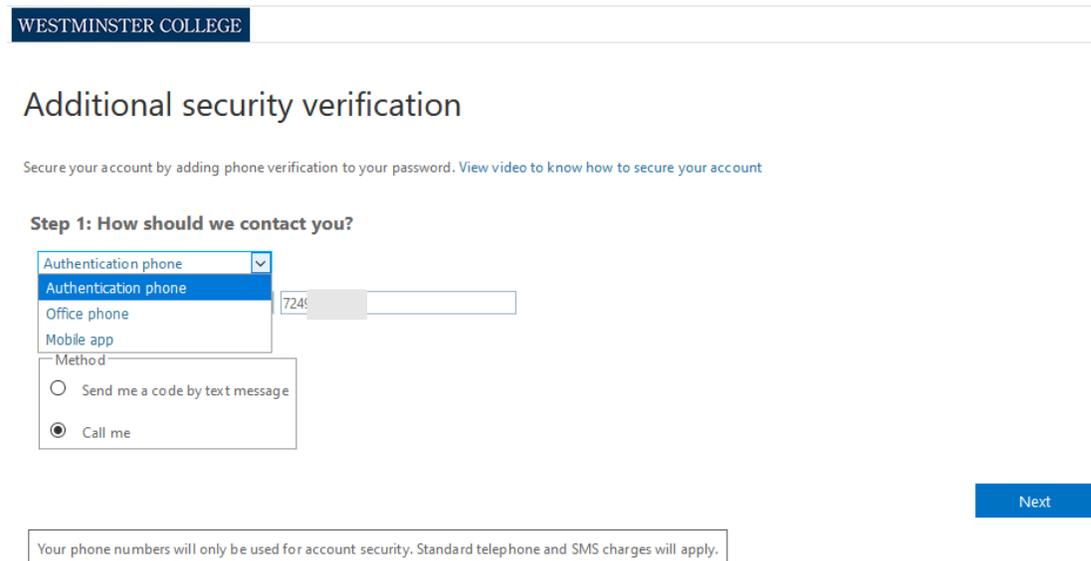
More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

- The default method is set to **Authentication phone** (ex. mobile phone) and **Call me**. You can update to **Send me a code by text message** to expedite the process. Click **Next**.



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Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Office phone

Mobile app

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- A code will be texted to your mobile phone for verification. Enter the code that you received and click **Verify**.

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Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1 724([redacted])

When you receive the verification code, enter it here

Cancel Verify

- Click **Done** on the next page. You are now set up to receive a code via text message for your second form of verification.

How to Setup your Office 365 account for Microsoft Office 365 Password Self Service Reset

Before logging into your Westminster email, you will be prompted to once again provide additional information. This is to set up you Self Service Password Reset. Click **Next**

- You will need to set up at least two ways that your identity can be verified.

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don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

finish cancel

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- To set up an **Authentication phone**, click on **Set it up now**, enter your mobile phone number in the next screen and select **Text me** or **call me** to verify.

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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1) [v]

555-555-5555

text me call me

back

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- To set up an **Authentication email**, click on **Set it up now**, enter your email address and click on **email me** to verify.

WESTMINSTER COLLEGE | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

mickey@disney.com

email me

back

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- To set up **Security Questions**, click on **Set it up now**, set up 5 questions, click on **save answers**.

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don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.**

Security question 1
What was your first job?
ABC ✓

Security question 2
In what city was your mother born?
DEG ✓

Security question 3
What is your youngest sibling's middle name?
HMT ✓

Security question 4
What were the last four digits of your childhood telephone number?
9999 ✓

Security question 5
What was the name of your first pet?
BOB ✓

[save answers](#)

[back](#)

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- Once you have set up at least 2 methods of verification, you will be set up to Reset your Password using Office 365 or unlock your account.

If at any point in the future, you wish to update your Authentication methods, just visit

<https://myprofile.microsoft.com>

Login and select

- **Additional Security Verification** under **Security info** to update your **MFA verification** method
- and **Set up Self-Service Password reset** also under **Security info** to update your password reset authentication methods