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

- Log into webmail [http://www.westminster.edu/email](http://www.westminster.edu/email) with your full Westminster email and password

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

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

```
Additional security verification
```

Step 2: We've sent a text message to your phone at +1 7246... When you receive the verification code, enter it here.

[Image of a text message interface]

[Button options: 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 your Self Service Password Reset. Click **Next**

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

```
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:

1. Authentication Phone is not configured. Set it up now
2. Authentication Email is not configured. Set it up now
3. Security Questions are not configured. Set them up now

[Button options: Finish, Cancel]
• 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.

• To set up an Authentication email, click on Set it up now, enter your email address and click on email me to verify.
• To set up **Security Questions**, click on **Set it up now**, set up 5 questions, click on **save answers**.

• 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