## **Microsoft/Azure MFA Setup**

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#### Initial Account Activation

**Important:** If you use Microsoft or Azure for any other logins, such as for another University or workplace, make sure you sign out of those accounts first! Otherwise, you may receive an error message that your account is not associated with those tenants.

These initial steps **MUST** be done on a desktop or laptop computer. It will not be possible to complete these steps using only a mobile device.

Open a browser on your desktop or laptop computer and go to https://aka.ms/mfasetup

Login with your CNU email address and password.

			NY Y
Microsoft	×		
Sign in	CHRISTOPHER UNIVER		
captain.chris@cnu.edu	← captain.chr	ris@cnu.edu	
No account? Create one!	Enter pas	ssword	
Can't access your account?		•	¢
Next	Forgot my passw	word	
			Sign in
🔍 Sign-in options			
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You may be prompted to stay signed in. If you're using your personal or office computer, you can click Yes. If you're using a shared, lab, or public computer you should click No.

CHRISTOPHER NEWPORT UNIVERSITY	
captain.chris@cnu.edu	l
Stay signed in?	l
Do this to reduce the number of times you are asked to sign in.	l
Don't show this again	l
No <u>Yes</u>	
	-

On your first login, you will be prompted to setup additional information. Click Next to continue.

CHRISTOPHER NEWPORT UNIVERSITY	
captain.chris@cnu.edu	
More information requ	ired
Your organization needs more informa your account secure	ation to keep
Use a different account	
Learn more	

4

You will be prompted to setup an additional security verification method (Multi-factor Authentication or MFA) for your account. You must set up at least one of the following methods for your account. Click the links below to continue the instructions for your preferred method.

- Push notifications through the Microsoft Authenticator app on your mobile device This is the recommended method
  One-Time Passwords (OTP) through any compatible app on your mobile device
- One-Time Passwords through text messaging (SMS) on your mobile device
- Phone calls to your mobile device
- Phone calls to your office phone
- Physical Security Keys (YubiKeys)

## Microsoft Authenticator App - Push Notifications (Recommended Method)

These instructions continue directly from the initial setup above and should be started from a desktop or laptop computer.

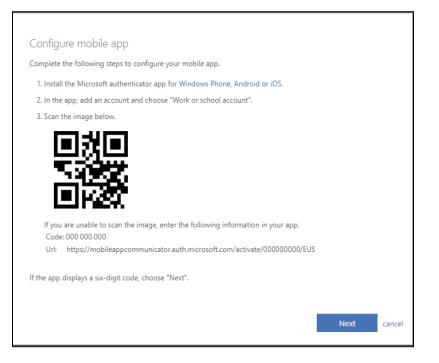


Select the first drop-down menu and change it from "Authentication Phone" to "Mobile App". Then, select "Receive notifications for verification" and click the "Set up" button.

CHRISTOPHER NEWPORT UN TVF AS TTY	
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	
United States (+1)	
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.	Next
©2022 Microsoft Legal   Privacy	
CHRISTOPHIK NIWYORT URI VERKI YYY	
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?	
Mobile app 💙	
How do you want to use the mobile app?	
Use verification code	
To use these verification methods, you must set up the Microsoft Authenticator app.	
Set up Please configure the mobile app.	
	Next
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2

You will be presented with a QR code that can be scanned using the Microsoft Authenticator app on your mobile device. Leave this code on your computer screen for now and switch to your mobile device.



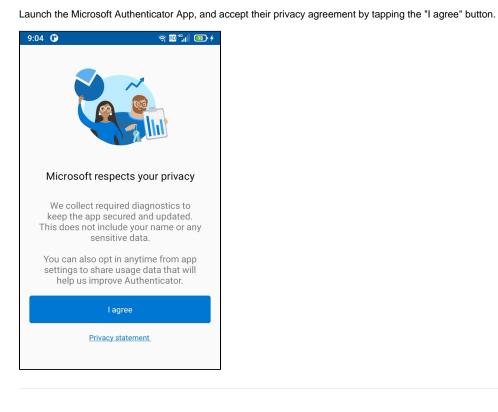
Install the Microsoft Authenticator app on your device. You can scan the QR codes below to quickly find the app.



Download for Android: https://play.google.com/store/apps/details?id=com.azure.authenticator



Download for iOS: https://apps.apple.com/us/app/microsoft-authenticator/id983156458



5

Tap the option to "Scan a QR code".

4

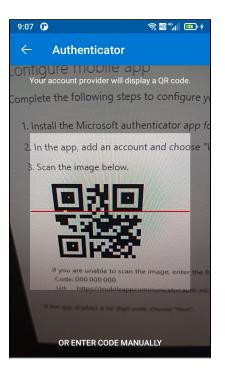
9:06 🕐		? ₩ <sup>46</sup> ,
(		0
Peace	e of mind for your	digital life
	ecure your accounts nulti-factor authentic	
	Sign in with Micro	soft
Ă	Add work or school a	ccount
	Scan a QR code	-
	ode will be shared by you r (e.a Microsoft. Gooale. I	

You may be prompted to allow the Microsoft Authenticator app access to your mobile device's camera. You will need to accept /approve this request in order to take a picture of the QR code.

9:06	<b>ତ</b> ବି	11 🖽 🖽 🖓
	Authenticator	
	our account provider will display a	QR code.
	٦	
	Allow <b>Authenticator</b> take pictures and rec video?	
	WHILE USING THE APP	
	ONLY THIS TIME	
	DENY	
	OR ENTER CODE MANUALI	Y

7

Use the app to take a picture of the QR code that is on your computer screen.



Once the code has been scanned successfully, your account will appear on the home screen of the Microsoft Authenticator app.

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	h <b>ristopher N</b> ıptain.chris@c		ersity	>
_				
<b>Authenticator</b>	2 Passwords	- Payments	Addre	^

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Back on your desktop or laptop computer, click the Next button.

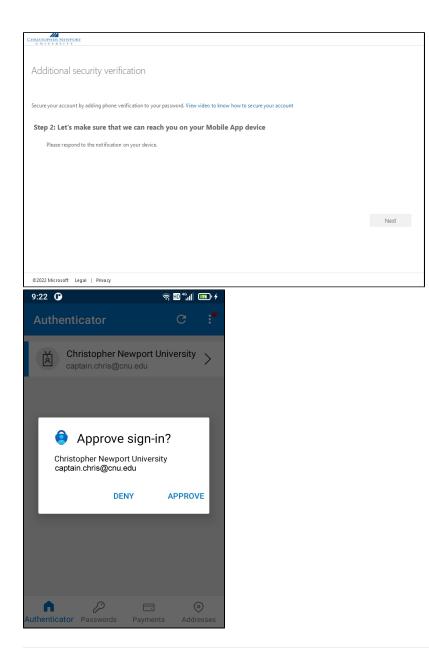
Configure mobile app
Complete the following steps to configure your mobile app.
1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.
If you are unable to scan the image, enter the following information in your app. Code: 000 000 000
Url: https://mobileappcommunicator.auth.microsoft.com/activate/00000000/EUS
If the app displays a six-digit code, choose "Next".
Next cancel

You will see messages that your activation status is being checked. Once the check completes, click on the Next button.

CHRISTOPHIR NEWFORT	
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?	
Mobile app v	
- How do you want to use the mobile app?	
Receive notifications for verification	
O Use verification code	
To use these verification methods, you must set up the Microsoft Authenticator app.	
Set up Cnecking activation status.	
•	Next
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UNIVERSITY	
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? Mobile app	
How do you want to use the mobile app?     Receive notifications for verification	
O Use verification code	
To use these verification methods, you must set up the Microsoft Authenticator app.	
Set up Mobile app has been configured for notifications and verification codes.	
	Next
	NEX
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A push notification will be sent to your mobile device for approval. Approve the sign-in when you receive the prompt.



(12)

Finally, you will be prompted to enter your phone number, in case you lose access to the mobile app. Enter in your mobile phone number, then click Next to finish!

Additional securi	ty verification		
Secure your account by add	ing phone verification to your password	I. View video to know how to secure your account	
Step 3: In case you United States (+1)	lose access to the mobile ap	p	
Your shope sumbers will	nuly he used for account recurity. Stando	lard telephone and SMS charges will apply.	Done
Tour phone numbers will t	oni pe useu ioi account security. Stano	and relephone and also charges will apply.	
©2022 Microsoft Legal	Priva cy		

Your account is now protected by multi-factor authentication, using your mobile device and push notifications!

## Generic Authenticator App - One-Time Passwords

These instructions continue directly from the initial setup above and should be started from a desktop or laptop computer.



Select the first drop-down menu and change it from "Authentication Phone" to "Mobile App". Then, select "Use verification code" and click the "Set up" button.

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	
United States (+1)	
- Method	
O Send me a code by text message	
O Call me	
	Next
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
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CHRISTOPHIR NIWPORT	
CHISTOPHE NIVPORT	
Additional security verification	
Additional security verification	
CHISTOPHE NIVPORT	
Additional security verification	
Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account	
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? Mobile app How do you want to use the mobile app?	
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? Mobile app	
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? Mobile app  How do you want to use the mobile app?  Receive notifications for verification  Use verification code	
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? Mobile app  How do you want to use the mobile app?  Receive notifications for verification Use verification code To use these verification methods, you must set up the Microsoft Authenticator app.	
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? Mobile app  How do you want to use the mobile app?  Receive notifications for verification  Use verification code	
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? Mobile app  How do you want to use the mobile app?  Receive notifications for verification Use verification code To use these verification methods, you must set up the Microsoft Authenticator app.	Next
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? Mobile app  How do you want to use the mobile app?  Receive notifications for verification Use verification code To use these verification methods, you must set up the Microsoft Authenticator app.	Next
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? Mobile app  How do you want to use the mobile app?  Receive notifications for verification Use verification code To use these verification methods, you must set up the Microsoft Authenticator app.	Next
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? Mobile app  How do you want to use the mobile app?  Receive notifications for verification Use verification code To use these verification methods, you must set up the Microsoft Authenticator app.	Next

In the first screen that pops up, click on the link that reads, "Configure app without notifications". This link will change the QR code. Scan the new QR code with your preferred Authenticator app and click the Next button.

Configure mobile app
Complete the following steps to configure your mobile app.
1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.
If you are unable to scan the image, enter the following information in your app. Code:000000000 Url: https://mobileappcommunicator.auth.microsoft.com/activate/00000000/EUS
if the app displays a six-digit code, choose "Next".
Next cancel
Configure mobile app
Complete the following steps to configure your mobile app.
1. Install the Microsoft Authenticator or any authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Other account".
3. Scan the image below.
Configure app with notifications
If you are unable to scan the image, enter the following information in your app.
Account Name: Christopher Newport University:Captain.Chris@cnu.edu
Secret Key: abc1 def2 ghi3 jkl4
If the app displays a six-digit code, choose "Next".
Next cancel

Back on your desktop or laptop computer, click the Next button.

3

CHRISTOPHER NINPORE				
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? Mobile app				
How do you want to use the mobile app? Receive notifications for verification Use verification code				
To use these verification methods, you must set up the Microsoft Authenticator app.				
Set up Mobile app has been configured for verification codes.				
	Next			
©2022 Microsoft Legal   Privacy				



Enter the 6-digit code displayed in your app into the webpage on your computer and click the Verify button.

CHRISTOPHIR NEWFORT		
Additional security verification		
Secure your account by adding phone verification to your password. View video to know how to secure your account		
Step 2: Enter the verification code from the mobile app		
Enter the verification code displayed on your app		
	Cancel	Verify
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Finally, you will be prompted to enter your phone number, in case you lose access to the mobile app. Enter in your mobile phone number, then click Next to finish!

CHRISTOHIA NIVYOR D. NI VERS TYV	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 3: In case you lose access to the mobile app       United States (+1)       V         757-594-7000	
Done	
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
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Your account is now protected by multi-factor authentication, using your mobile device and one-time passwords!

## SMS - One-Time Passwords

These instruction	ns continue directly from the initial setup above and should be started from a desktop or laptop computer.	
	Make sure that the first drop-down menu is set to "Authentication Phone", then select the "United States (+1)" as the Countrenter your mobile phone number. Then, make sure the method is set to "Send me a code by text message" and click the Network Structure Structur	
	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	
	United States (+1) <b>2</b> V 757-594-7000 <b>3</b> Method Send me a code by text message <b>4</b>	
	Call me Next Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
	©2022 Microsoft Legal   Privacy	

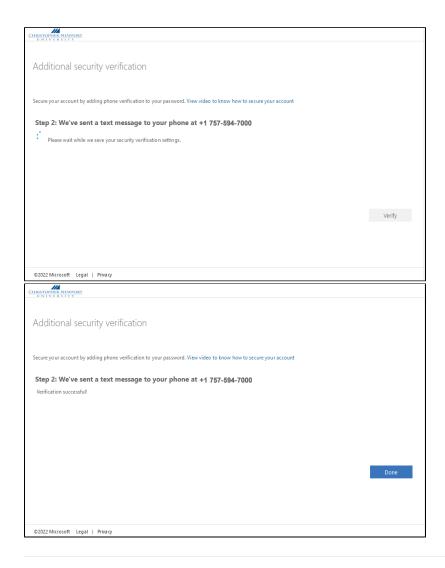
2

Check your mobile device for a text message from Microsoft with your one-time password. Enter the 6 digit code you receive into the webpage on your computer.

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1	← 12345	۲.	:		
	Use verification				
	code 123456 for Microsoft				
	authentication.				
	11:38 AM				
I					
	Type a message		$\triangleright$		
Ē					
	Additional security verification				
	Secure your account by adding phone verification to y	our password. Vie	w video to kr	ow how to secure your account	
			4 757	504 7000	
	Step 2: We've sent a text message to y When you receive the verification code, enter it here	our phone a	it +1 757-	594-7000	
	Step 2: We've sent a text message to y	/our phone a	ıt +1 757-	594-7000	
	Step 2: We've sent a text message to y When you receive the verification code, enter it here	your phone a	ıt +1 757-	594-7000	
	Step 2: We've sent a text message to y When you receive the verification code, enter it here	your phone a	ıt +1 757-	594-7000	
	Step 2: We've sent a text message to y When you receive the verification code, enter it here	your phone a	rt +1 757-	594-7000	
	Step 2: We've sent a text message to y When you receive the verification code, enter it here	your phone a	ıt +1 757-	594-7000	
	Step 2: We've sent a text message to y When you receive the verification code, enter it here	your phone a	ıt +1 757-	594-7000	Ca
	Step 2: We've sent a text message to y When you receive the verification code, enter it here	your phone a	ıt +1 757-	594-7000	Cance



You will see messages that your verification settings is being saved. Once completed, click on the Done button to finish!



Your account is now protected by multi-factor authentication, using your mobile device and one-time passwords!

#### Mobile Phone - Phone Call

1

These instructions continue directly from the initial setup above and should be started from a desktop or laptop computer.

Make sure that the first drop-down menu is set to "Authentication phone", then select the "United States (+1)" as the Country code and enter your mobile phone number. Then, make sure the method is set to "Call me" and click the Next button.

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 v 🛑 1	
United States (+1) 🔁 🗸 757-594-7000 📲	
Method	
<ul> <li>Call me 44</li> </ul>	
	Next
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
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Check your mobile device for an automated phone call from Microsoft. You will be prompted to press the pound (#) key to approve the login. You will not be prompted for or provided with any codes during this call. Once completed, click on the Done button to finish!

///	
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're calling your phone at +1 757-594-7000 Answer it to continue	
Answer it to continue	
	Next
©2022 Microsoft Legal   Privacy	
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're calling your phone at +1 757-594-7000	
Please wait while we save your security verification settings.	
	Next
©2022 Microsoft Legal   Privacy Citizence Number	
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're calling your phone at +1 757-594-7000	
Verification successful!	
	Done
©2022 Microsoft Legal   Privacy	

Your account is now protected by multi-factor authentication, using your mobile device and phone calls!

## Office Phone - Phone Call

se instruc	tions continue directly from the initial setup above and should be started from a desktop or laptop computer.
	Make sure that the first drop-down menu is set to "Office phone", then select the "United States (+1)" as the Country code and your office phone number. Then click the Next button.
	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?
	Office phone 🛑 1 🗸
	United States (+1) - 757-594-7000 - 594-7000 - Extension
	Next
	Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
	©2022 Microsoft Legal   Privacy

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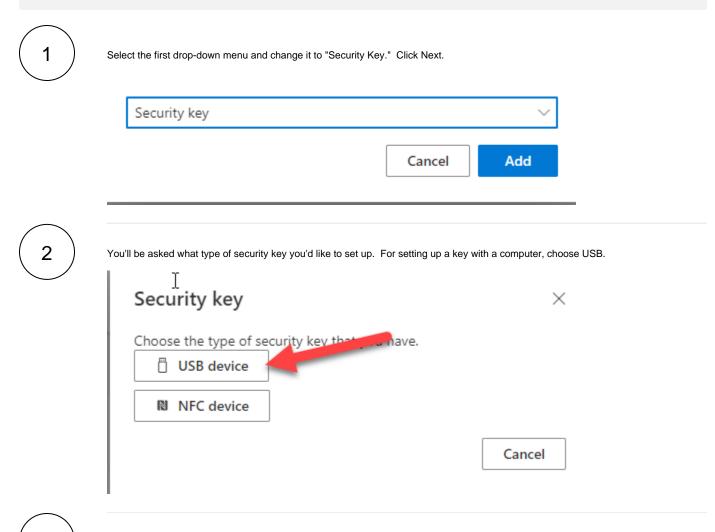
Check your office phone for an automated phone call from Microsoft. You will be prompted to press the pound (#) key to approve the login. You will not be prompted for or provided with any codes during this call. Once completed, click on the Done button to finish!

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Control         Service of the ser		
Control         Service of the ser		
Control         Service of the ser		
Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account Step 2: Let's make sure that we can reach you on your Office Phone These wait while we save your security verification sattings Next		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 2: Let's make sure that we can reach you on your Office Phone These wat while we save your security verification sattings. Next		
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constraints   Constraints Const		
Step 2: Let's make sure that we can reach you on your Office Phone     • Place wait while we save your security verification settings.     Nett     Control   Additional security verification to your password. View video to know how to secure your securit.   Secure your account by adding phone verification to your password. View video to know how to secure your account.   Sep 2: Let's make sure that we can reach you on your Office Phone   Verification successful	Additional security verification	
Step 2: Let's make sure that we can reach you on your Office Phone     • Place wait while we save your security verification settings.     Nett     Control   Additional security verification to your password. View video to know how to secure your securit.   Secure your account by adding phone verification to your password. View video to know how to secure your account.   Sep 2: Let's make sure that we can reach you on your Office Phone   Verification successful		
Please wait while we save your security verification settings.         Concentration         Concentration         Additional security verification         Secure your account by adding phone verification to your password. View video to know how to secure your account         Care your account by adding phone verification to your password. View video to know how to secure your account         Care your account by adding phone verification         Verification successful	Secure your account by adding phone verification to your password. View video to know how to secure your account	
Image: Please wait while we save your security verification settings.         Concentration         Concentration         Additional security verification         Surve your account by adding phone verification to your password. View video to know how to secure your account         Core your account by adding phone verification to your password. View video to know how to secure your account         Core your account by adding phone verification         Surve your account by adding phone verification to your password. View video to know how to secure your account         Core your account by adding phone verification to your password. View video to know how to secure your account         Core your account by adding phone verification to your password. View video to know how to secure your account         Core your account by adding phone verification to your password. View video to know how to secure your account         Core your account by adding phone verification to your password. View video to know how to secure your account         Core your account by adding phone verification secures your account         Core your account by adding phone verification secures your account         Core your account by adding phone verification secures your account		
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©2022 Microsoft Legal   Privacy		Done
©2022 Microsoft Legal   Privacy		
©2022 Microsoft Legal   Privacy		
©2022 Microsoft Legal   Privacy		

Your account is now protected by multi-factor authentication, using your office phone and phone calls!

### Physical Security Key (YubiKey)

These instructions continue directly from the initial setup above and should be started from a desktop or laptop computer.



You'll then see a box that tells you that you'll need to insert a security key. Click Next, but DO NOT insert your security key yet.

## Security key

3

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Have your key ready.

When you choose Next, you will be prompted to plug your security key into the USB port. Then, touch the button or the sensor on your security key to finish setting up your device.

For more detailed instructions, visit your key manufacturer's website.



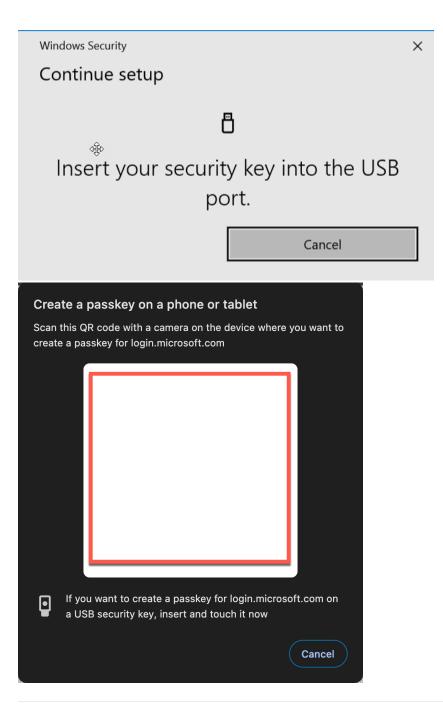
Your computer will then walk you through the process to associate your security key with your University account. If this is the first time you've used the security key, you'll have a more detailed setup process that's described in another article. DO NOT insert your security key until prompted.

Windows Security		×
Security key setup		
Set up your security key to sign in to login.microsoft.com as l@cnu.edu.		
This request comes from Chrome, published by Google LLC.		
ОК	Cancel	
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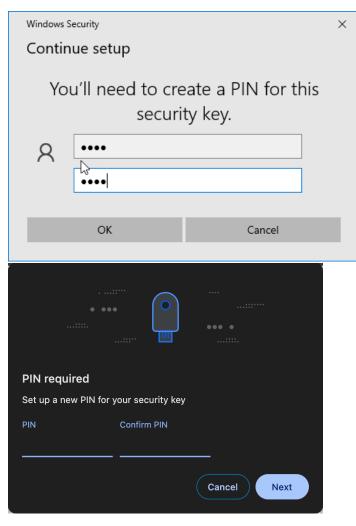
5

When prompted, insert your security key into your computer.

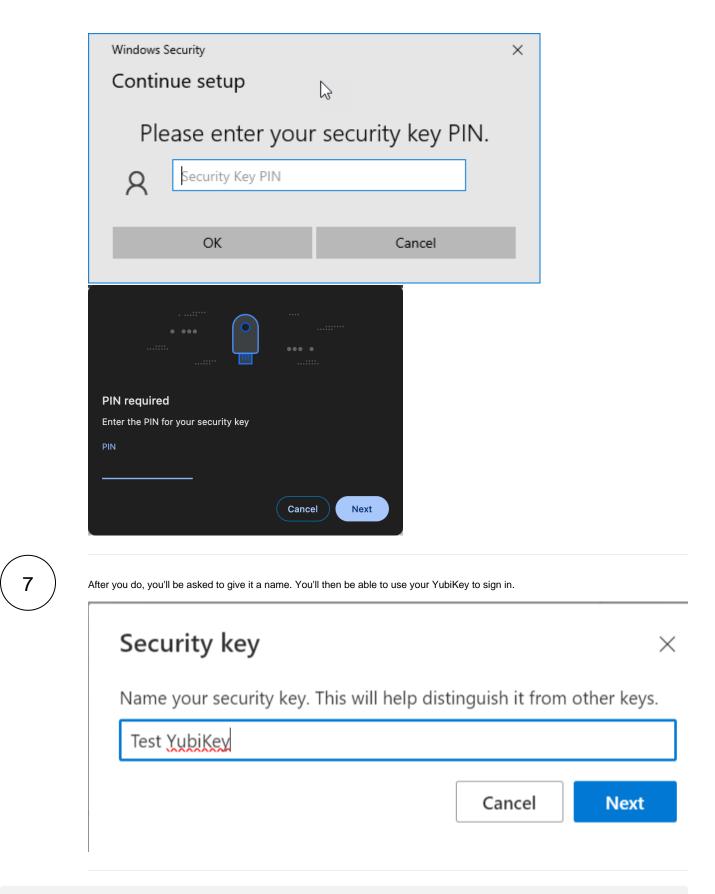
# 4



If this is your first time using this security key, you'll be prompted to set a PIN. This PIN is stored on your key and will be used any time that you use it. You must remember this PIN; ITS cannot recover your PIN.



Otherwise, you'll be prompted to enter your PIN.



Your account is now protected by multi-factor authentication using a hardware security key.