

Microsoft 365

Multi Factor Authentication (MFA)

There are 3 methods to setting up Multi Factor Authentication (MFA):

- 1. Microsoft Authenticator App
- 2. SMS/Voice Notification
- 3. FIDO2 USB Key

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3 FIDO2 USB Key

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Microsoft Authenticator App - Setup

- 1. Open your preferred browser and head to the following website: office.live
- 2. Click on your account icon at the bottom left corner and click "Vew account".



3. Navigate to Security Info, and select Add sign-in method.

Q Overview

Security info

These are the methods you use to sign into your account or reset your password.



4. Click the <u>Choose a method</u> dropdown and select: "Microsoft Authenticator".



5. Download the Microsoft Authenticator using the QR codes below:



- 6. Once downloaded, open the app and "Allow" notifications.
- 7. Click "Scan QR code".
- 8. Now head back to the Security Info page on your computer and click "Next", and "Next" again. This will then bring up a box with a QR code to scan using your phone.

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



SMS/Voice Notification - Setup

- 1. Open your preferred browser and head to the following website: office.live
- 2. Click on your account icon at the bottom left corner and click "Vew account".



3. Navigate to Security Info, and select Add sign-in method.



Security info

These are the methods you use to sign into your account or reset your password.

+ Add sign-in method

No items to display.

Lost device? Sign out everywhere

- 4. Click the <u>Choose a method</u> dropdown and select: "Phone". Press Add.
- 5. Select "Canada (+1)" and type your phone number.
- 6. Choose either "Text me a Code" or "Call Me". Click **Next**.
- Shortly after pressing <u>Next</u>, you will recieve either a text or phone call with a 6 digit code.
- 7. Type your 6 digit code into the Enter Code field. Press Next.

Phone

Х

We just sent a 6 digit code to +1 123123123 . Enter the code below.

Enter code

Resend code



8. Once verified, click **Done**.



FIDO2 USB Key - Setup

A Multi Factor Authentication Key (FIDO2) is a small USB device that helps you log in to your SD6 account safely. You plug it in, enter your PIN, tap it when asked, and it proves who you are, keeping your accounts secure and authenticated.

If you would like to use a FIDO2 Key for Multi Factor Authentication, rather than the Authentication App or SMS verification using your phone, please contact **Tech Systems Support**.

Email: techsystemssupport@sd6.bc.ca Phone: (250) 342-9243 x 4420

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Setting Up FIDO2 Key

1. Open your preferred browser and head to the following website: office.live

2. Click on your account icon at the bottom left corner and click "Vew account".



Sign out

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Sign in with a different account



- 3. On the Security Info tile, click "Update Info".
- 4. Click "Add sign-in method".
- 5. Select "Security Key".



- 6. Select "USB device".
- 7. Have the FIDO Key Ready and click "Next".
- 8. Insert the FIDO Key into an available USB port on your computer.
- 9. Back in the browser, you may be prompted to scan a QR code. Please skip this step and click "Back".

Passkeys			2

Use your phone or tablet

Scan this QR code with the camera on the device where you want to create and save your passkey for login.microsoft.com





10. You will then be prompted to chose where to save your passkey. Select an "external security key".

hoose where to save your passkey for	login.microsoft.com
Use a phone or tablet	>
Use an external security key	>

11. You now will have to setup the key and associate it with your Microsoft account. When prompted, click "OK" followed by "OK" again.

Windows Security	\times	Continue setup
Security key setup		This will let login.microsoft.com see the make and model of your security key
Set up your security key to sign in to login.microsoft.com as Karsen.Seel@sd6.bc.ca.		login.microsoft.com wants to create a credential on your security key. This lets you sign in without having to type your username.
This request comes from Edge, Published by Microsoft		Note: A record of your visit to this site will be kept on your security key.

ОК	Cancel	ОК	Cancel



12. Create a Key PIN. The PIN must contain only numbers and should be at least 6 characters long.

Windows Security	×
Continue setup	
Please enter your	security key PIN.
OK	Cancel

13. You will then be prompted to touch the security key. Tap the green blinking button on top of the inserted key for half a second.



14. Name the Security Key. E.g. Jon's Key. Once named, click "Next".

15. Click "Done" and you are all setup!



Now when you want to authenticate yourself on any USB compatible device, simply insert the key, enter your PIN, and tap the green blinking button.

Once authenticated, you can remove the key from your device.

If you have any issues or discover that the key is damaged or lost, please contact **Tech Systems Support** as soon as possible.

Email: techsystemssupport@sd6.bc.ca Phone: (250) 342-9243 x 4420

