

# Logging into Office 365 using MFA

## Content

Installing the Microsoft Authenticator App .....	2
Logging in for the first time.....	3
Logging into Office 365 on new devices. ....	6
Using Microsoft Authenticator .....	6
Using a verification code for authentication .....	7

## Trouble Shooting

Click on the text below:

[Need help installing the Microsoft Authenticator app](#)

[Setting up MFA for the first time](#)

[Have low signal / Not seeing notifications popping up on from your Microsoft Authenticator app](#)

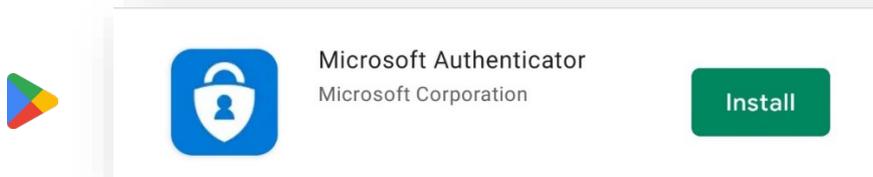
[I don't have smartphone to install the Microsoft Authenticator app](#)

[External learner logging in for the first time offsite? \(browse to office.com\)](#)

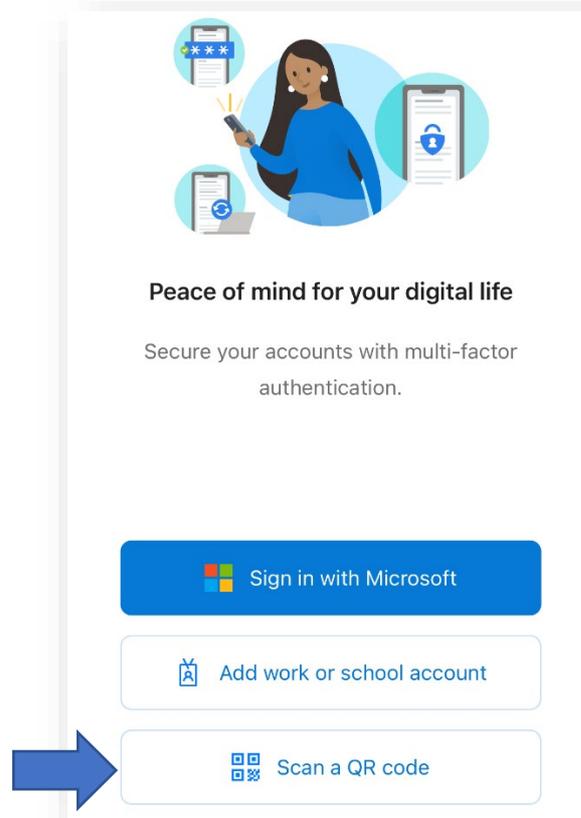
for any other queries please log a call with IT Support.

## Installing the Microsoft Authenticator App

On your mobile device, go to you the app store - **Google Play store** for **Android** or **App Store** for **Apple**, search for and download the Microsoft Authenticator App.

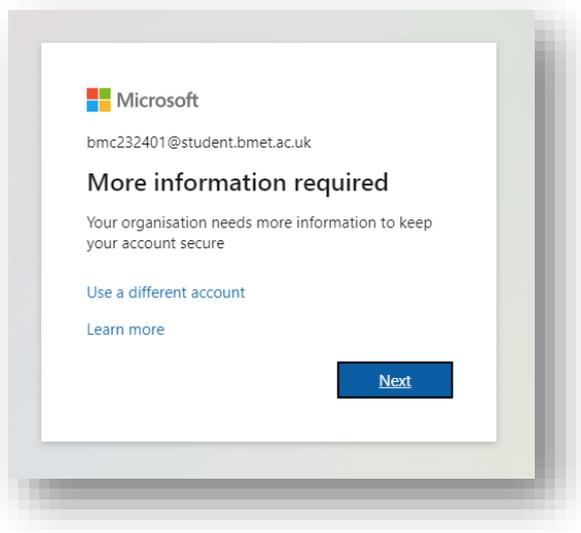


Open the app and choose the option for “Scan a QR code” and scan the code using your phone.

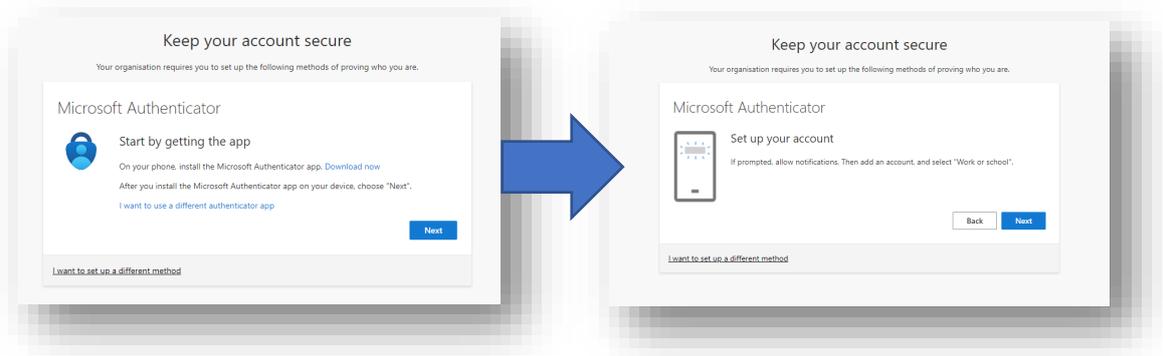


## Logging in for the first time

Access Office365 with your account. If it has been configured for MFA you will be greeted with the following message. Click on “**Next**” to continue. Note: If you are an external learner just visit **Office.com** and **sign in** with your **college email address and password**

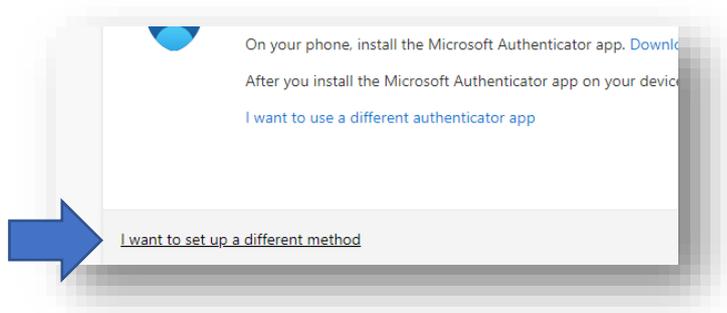


Click on “**Next**” to continue the process,

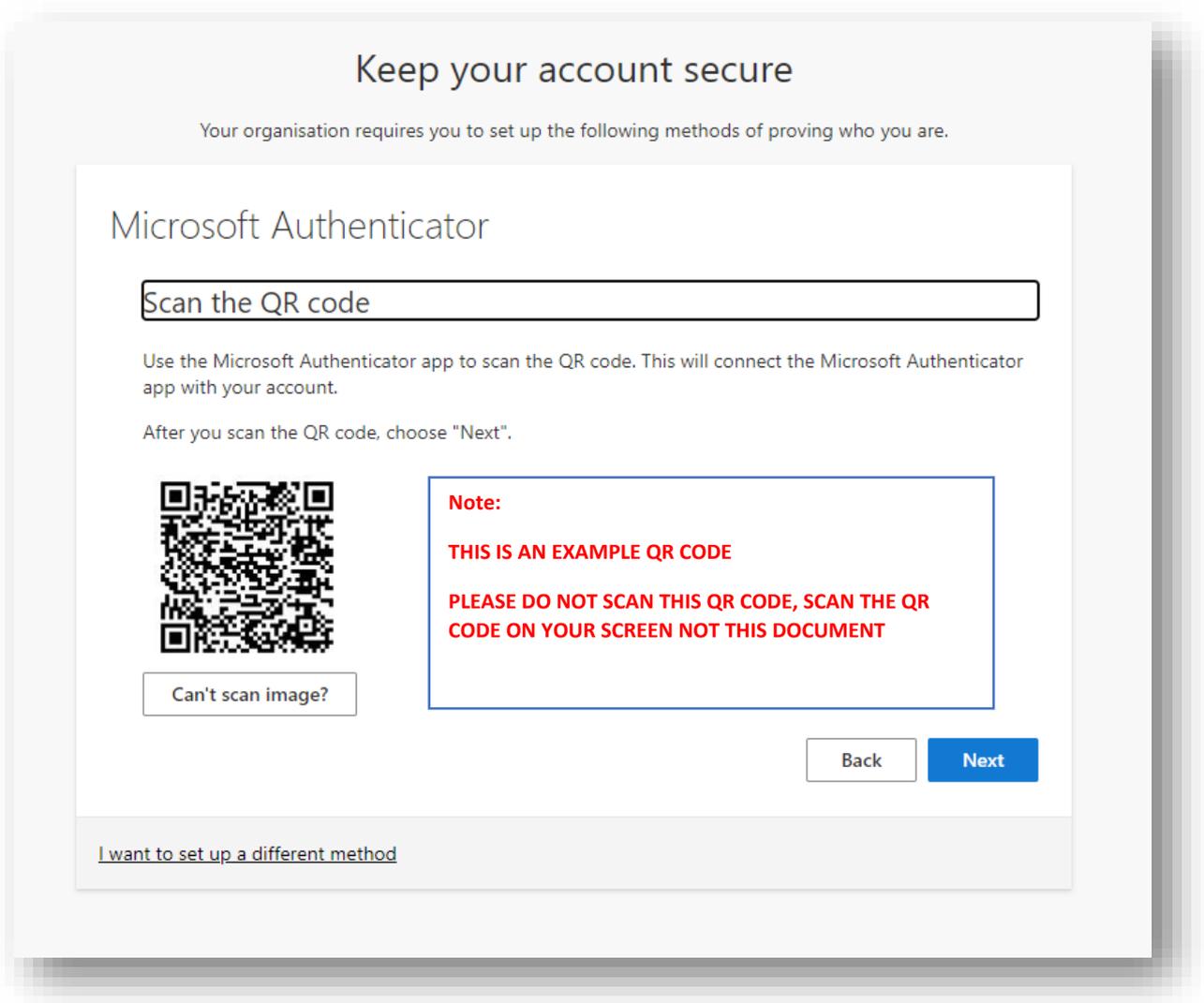


### Note:

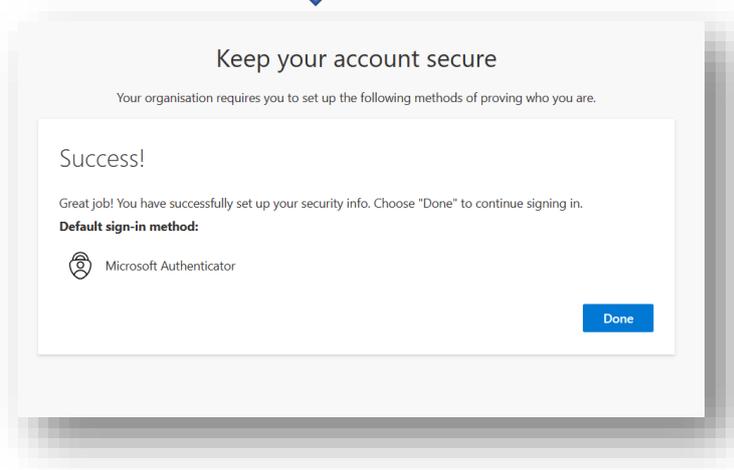
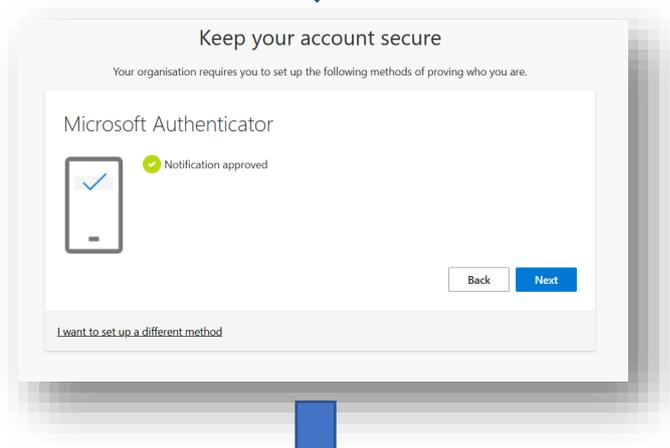
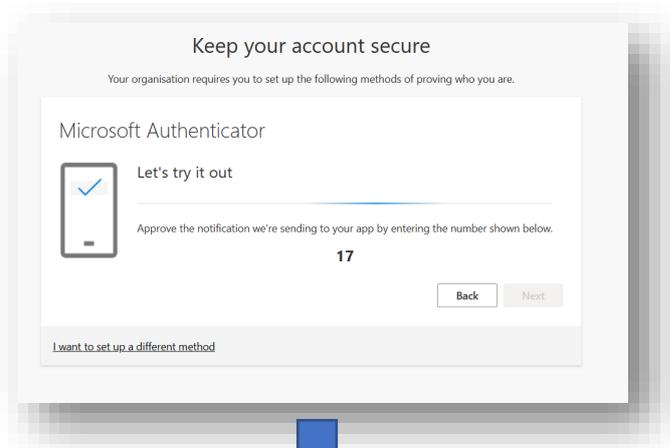
[If you do not have a smartphone](#) - you do have an option here to use another method here **SMS** or **Hardware token** – however we strongly suggest the **Microsoft Authenticator app** for security and ease of use



Click on **Next** to get to the next step, which will generate QR code as shown in the image below



You will be shown a number which you will need to enter on the app on your phone to confirm as shown below, then simply follow the steps on screen clicking **Next**

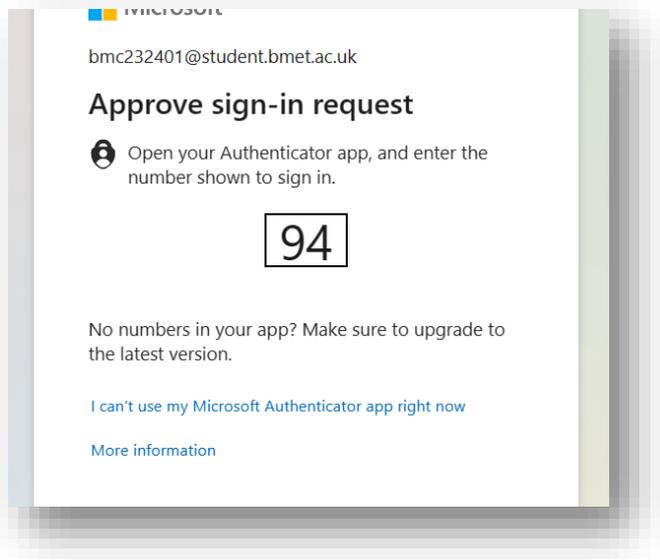


After this your account will be set up with MFA - keeping your account much more secure.

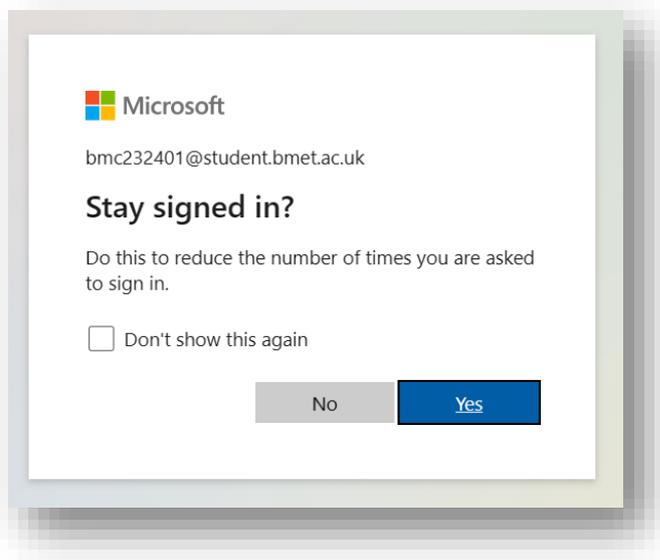
Logging into Office 365 on new devices.

Using Microsoft Authenticator

Access Office 365 on a new device and you will be greeted with the following:



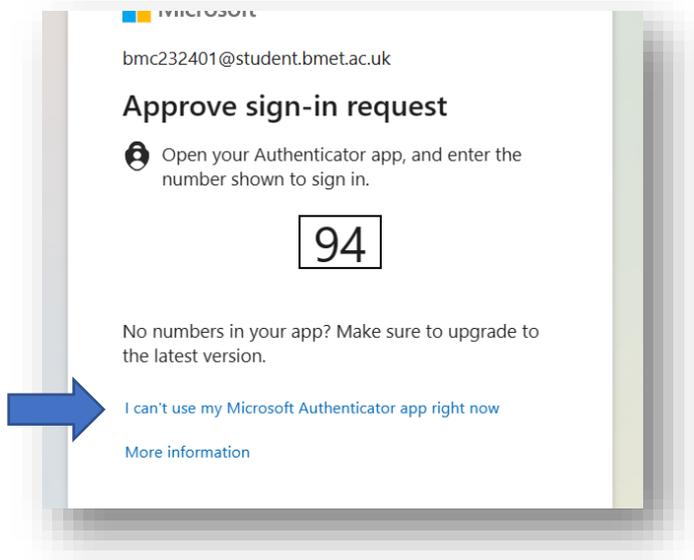
On your Microsoft Authenticator app, enter the number as shown on screen above, you will then be authenticated and can proceed to log in as shown below.



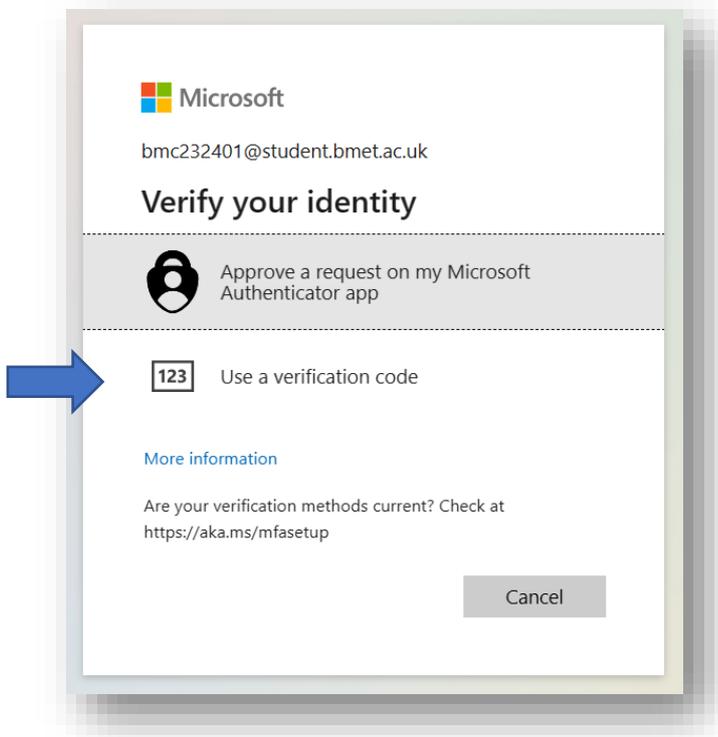
Using a verification code for authentication

If you are having an issue receiving the notifications or with mobile signal you can choose to Authenticate via a onetime verification code

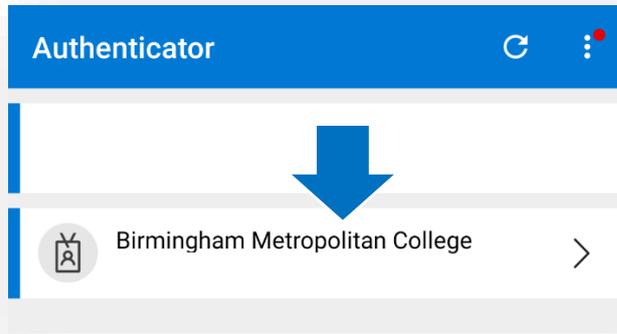
Click on **“I can’t use my Microsoft Authenticator app right now”**



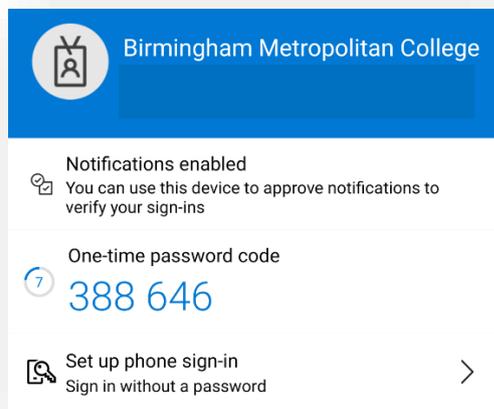
Click on **“Use Verification code”**



Open the Microsoft Authenticator app on your mobile device and tap on your BMET Office365 account:



From here you will be able to see your “**One-time password code**”:



Go back to your PC / laptop and enter your **one-time password code** and click **Verify**. You will then be able to log in successfully.

