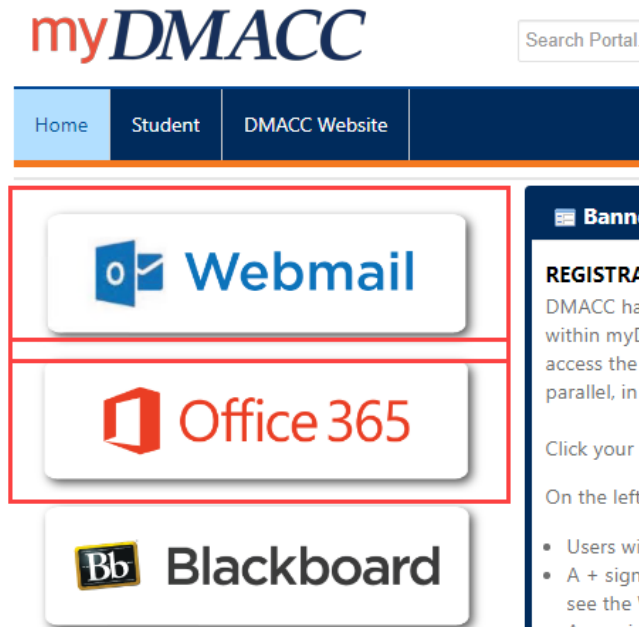
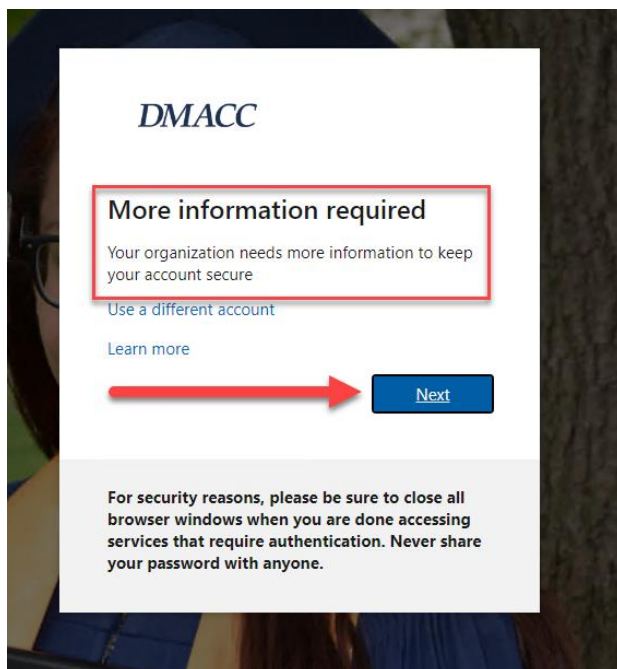


Initial Microsoft MFA Setup: Default & Recommended Method Microsoft Authenticator App

- 1.) Sign into myDMACC and choose the “Webmail” or “Office 365” button.

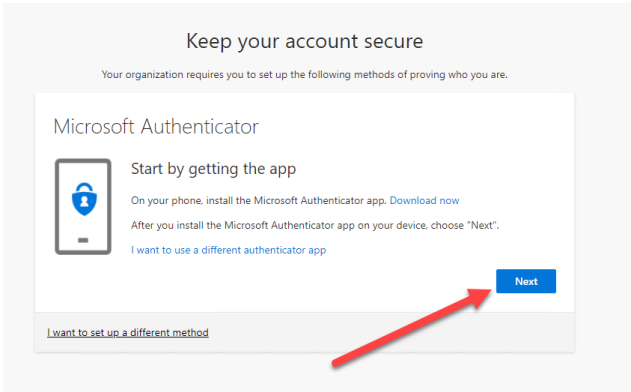


- a.
- 2.) Upon selecting either of those buttons, you will be taken to a screen where it says, “More information required”. When ready, select “Next”

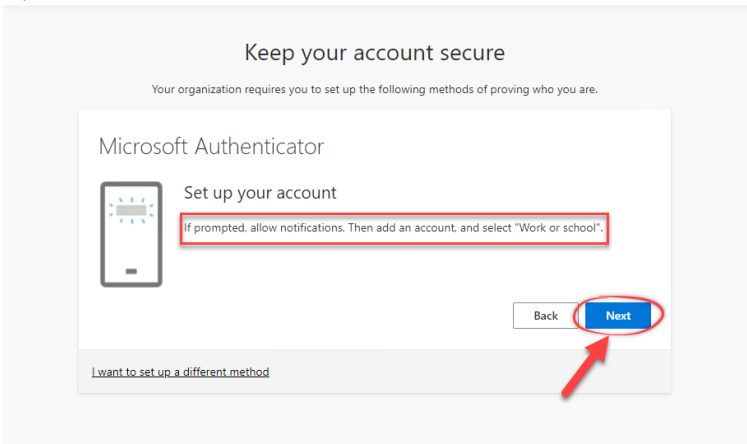


a.

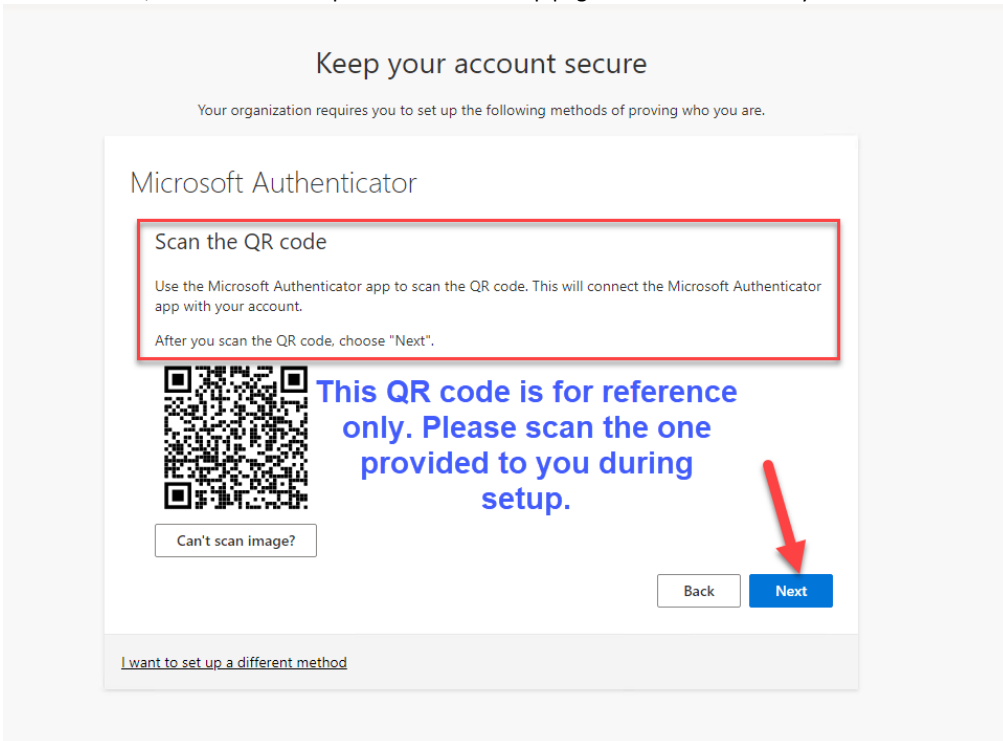
- 3.) You will be directed to a setup page that says, “Keep your account secure”. The Microsoft Authenticator App is the default option to setup. Select “Next” when ready. Below are links to download the app to your phone.
- a. [Microsoft Store – Microsoft Authenticator App](#)
 - b. [Apple Store – Microsoft Authenticator App](#)
 - c. [Google Play Store – Microsoft Authenticator App](#)



- d.
- 4.) If prompted, allow notifications. Then select add an account and select “Work or School”. Select “Next” on the setup page.

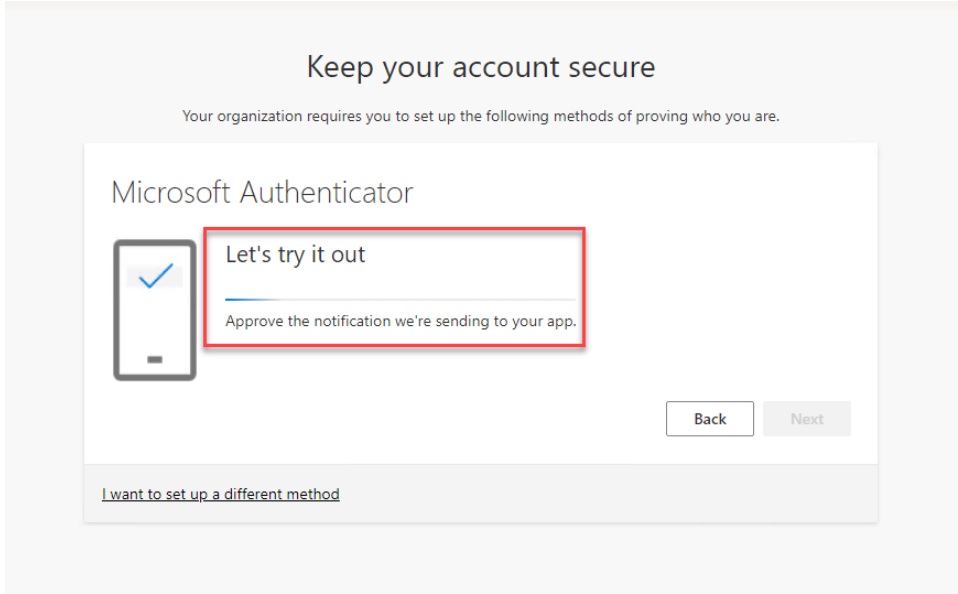


- a.
- 5.) With your mobile device, scan the QR code provided on the setup page. Select “Next” after you scanned the code.

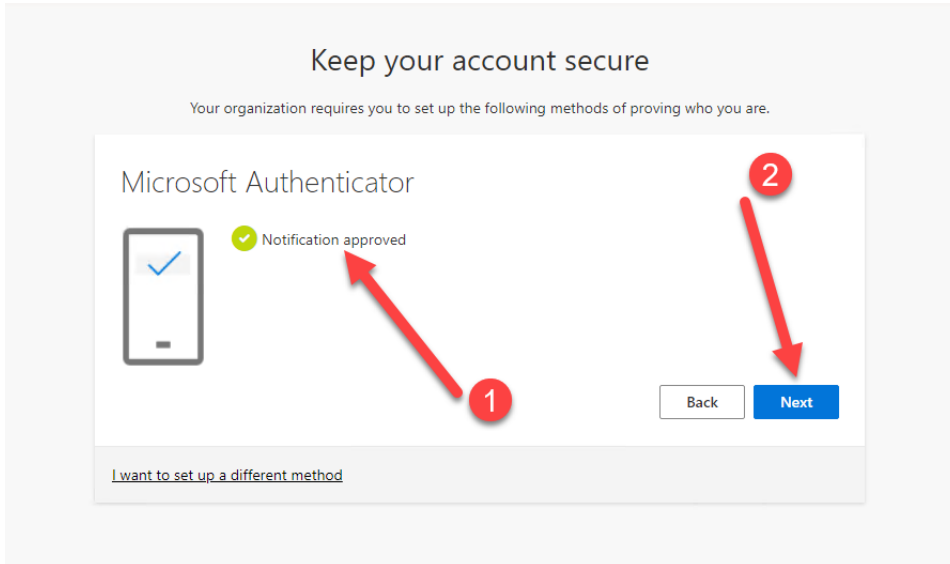


a.

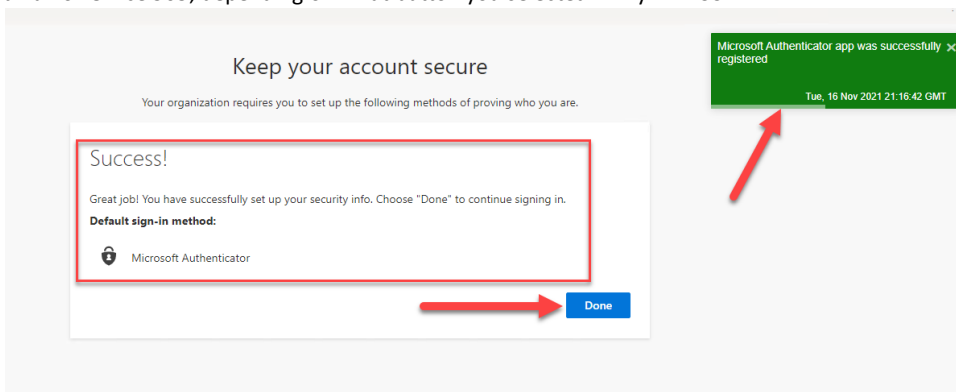
6.) Your mobile device should be prompting you to approve a test notification.



a.
7.) Once you approve the notification select "Next"



a.
8.) You successfully have setup your phone to approve Microsoft MFA notifications via the authenticator app. Select "Done" to be taken to either webmail or Office 365, depending on what button you selected in myDMACC.



a.
9.) To setup alternate MFA methods or to review current methods please go to mfa.dmacc.edu

If you have any questions, please contact the DMACC Helpdesk by going to support.dmacc.edu, emailing techsupport@dmacc.edu, or by calling us at 515-965-7300.