



MULTI-FACTOR AUTHENTICATION (STUDENT MFA) USER SETUP GUIDE

Affected Applications & Services:



CONFIGURING THE AUTHENTICATOR APP



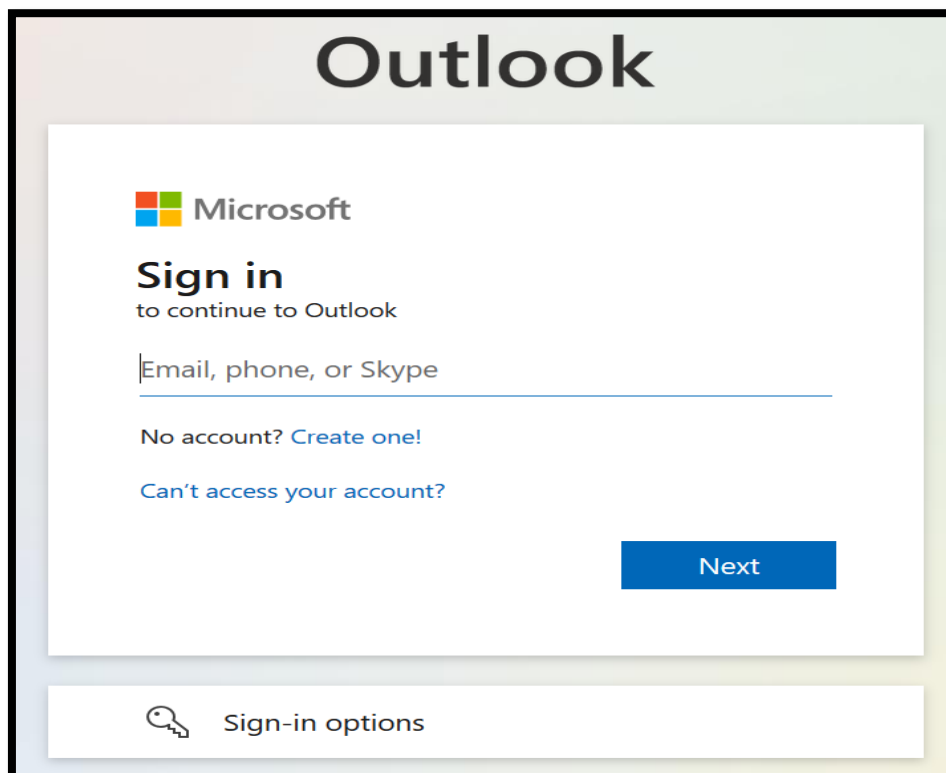
1. The Microsoft Authenticator application is required before beginning the setup of MFA on your account. Please download it from the Google Play Store for Android, or the App Store for iOS.



For more information on Microsoft Authenticator app, visit the Microsoft Authenticator page on the [Apple App store](#), or [Google Play store](#).



2. On your computer, open your preferred web browser and navigate to mail.office365.com



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3. Enter your Swinburne students email address and click on the Next button

Microsoft

Sign in

jdoe@students.swinburne.edu.my

No account? [Create one!](#)

[Can't access your account?](#)

Back Next



4. Enter your Swinburne students email address password and click the **Sign In** button

Microsoft

← jdoe@students.swinburne.edu.my

Enter password

.....

[Forgot my password](#)

Sign in

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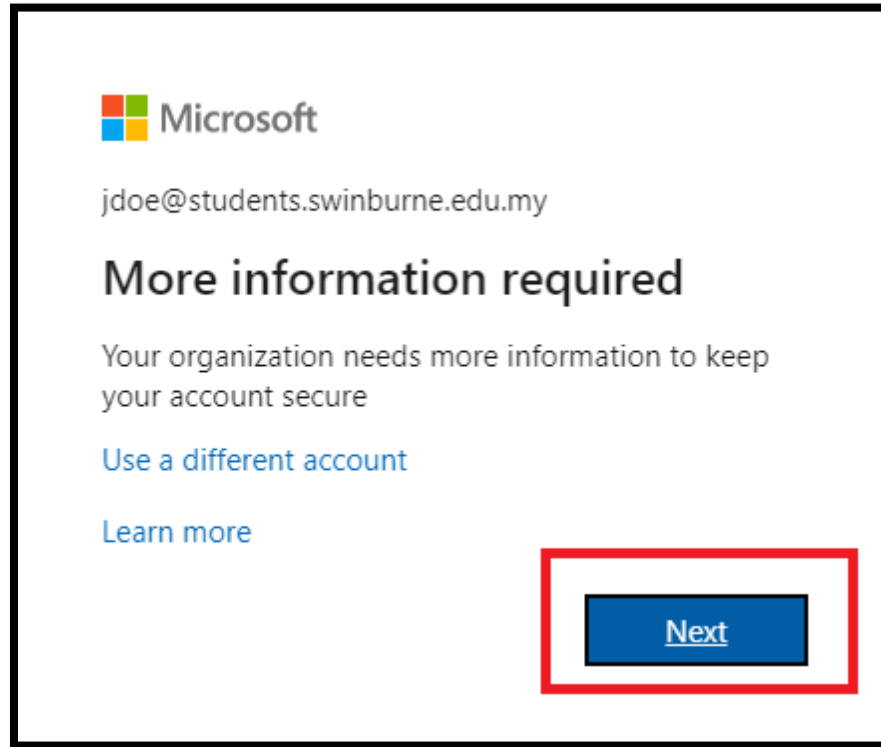




5. It is now time to setup Multi-Factor Authentication (MFA).

Click on the Next button to proceed.

Note: If this screen does not appear, please call the service desk on +6082255000 or x5000 (internal) to ensure your account is activated for MFA enrolment.



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6. You will be prompted to enter additional security verification as shown:

SWINBURNE UNIVERSITY OF TECHNOLOGY Office 365

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 Please configure the mobile app.

Next

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7. Step 1 Choose **Mobile app** for the verification, next select **Receive notification for verification** as the option, lastly click **set up** to configure the mobile app

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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 1: How should we contact you?

Mobile app 1

How do you want to use the mobile app?

Receive notifications for verification 2

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up 3 Please configure the mobile app.

Next

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8. After you click set up, a QR code will be pop out of the screen.

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: 708 935 280
Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/080289131>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)


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9. Open the Authenticator app on your phone. If you have not used the app before, you will be shown an introduction.

Press **I agree** .



Your privacy matters

We collect required diagnostics to keep the app secure and updated. This does not include your name or any sensitive data.

We also collect optional usage data to improve your app experience. You can opt out of sharing optional usage data anytime from app settings.

I agree

[Privacy statement](#)


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10. Next, press **Add Work or School account**. Proceed to Step 11 of this guide.


Skip




Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

 Add work or school account

 Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook.

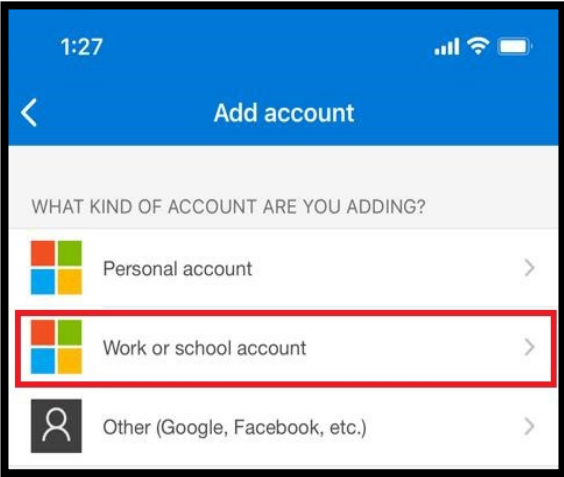
[Restore from backup](#)

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11. If you do not have the Add Account button on the main screen of the Microsoft Authenticator app, click on plus button in the upper right-hand corner, and finally, click on Work or school account to add your email account.



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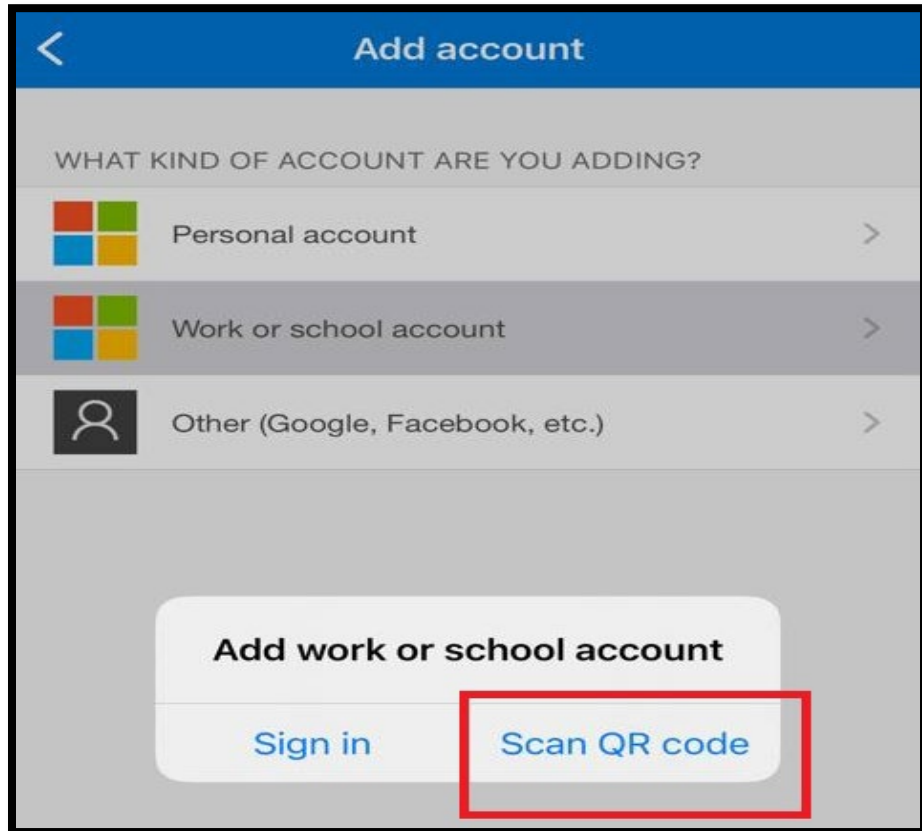


12. Click on Scan QR code , the **Authenticator** app will now look for the QR code prepared in **Step 8**, above.



Focus the camera over the QR code square. The app will automatically pair itself to your account.

Once scanned, press **Next** on the MFA setup screen in **Step 8**.



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Scan QR code

Your account provider will display a QR code

Configure mobile app

Complete the following steps to configure your mobile app:

1. Install the Microsoft Authenticator app for Windows Phone, Android or

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

Code: 765-716-107

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/111>

When the app displays a six-digit code, choose "Next".

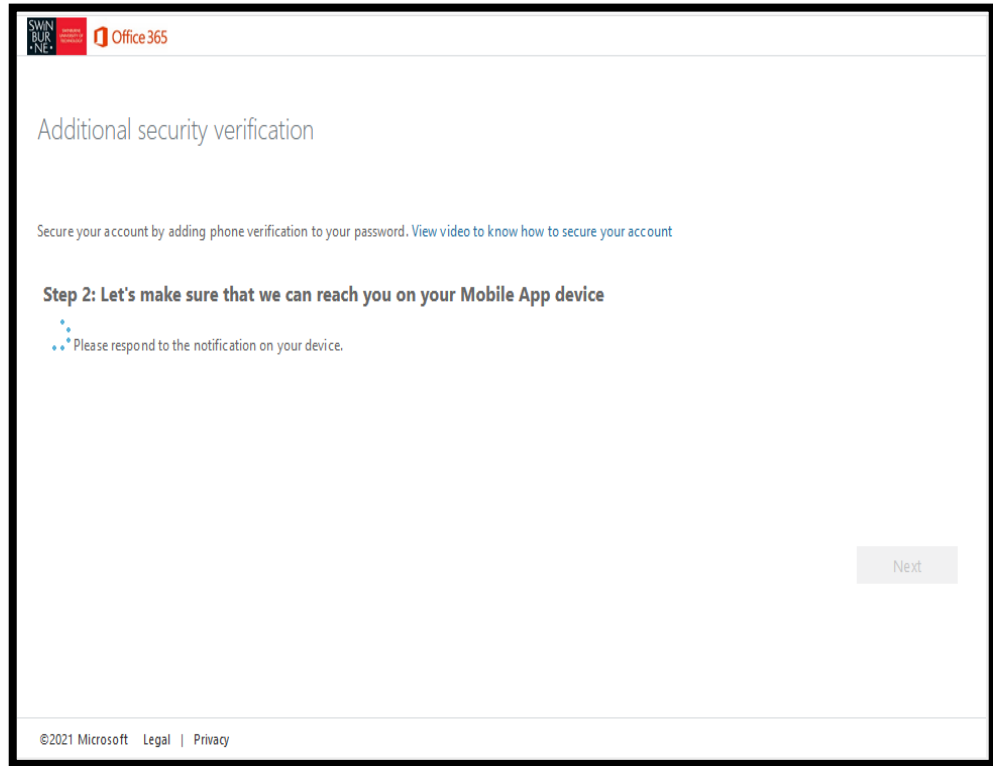
Or enter code manually

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13. The MFA setup will now confirm that the configuration was successful by sending a test approval to your phone.

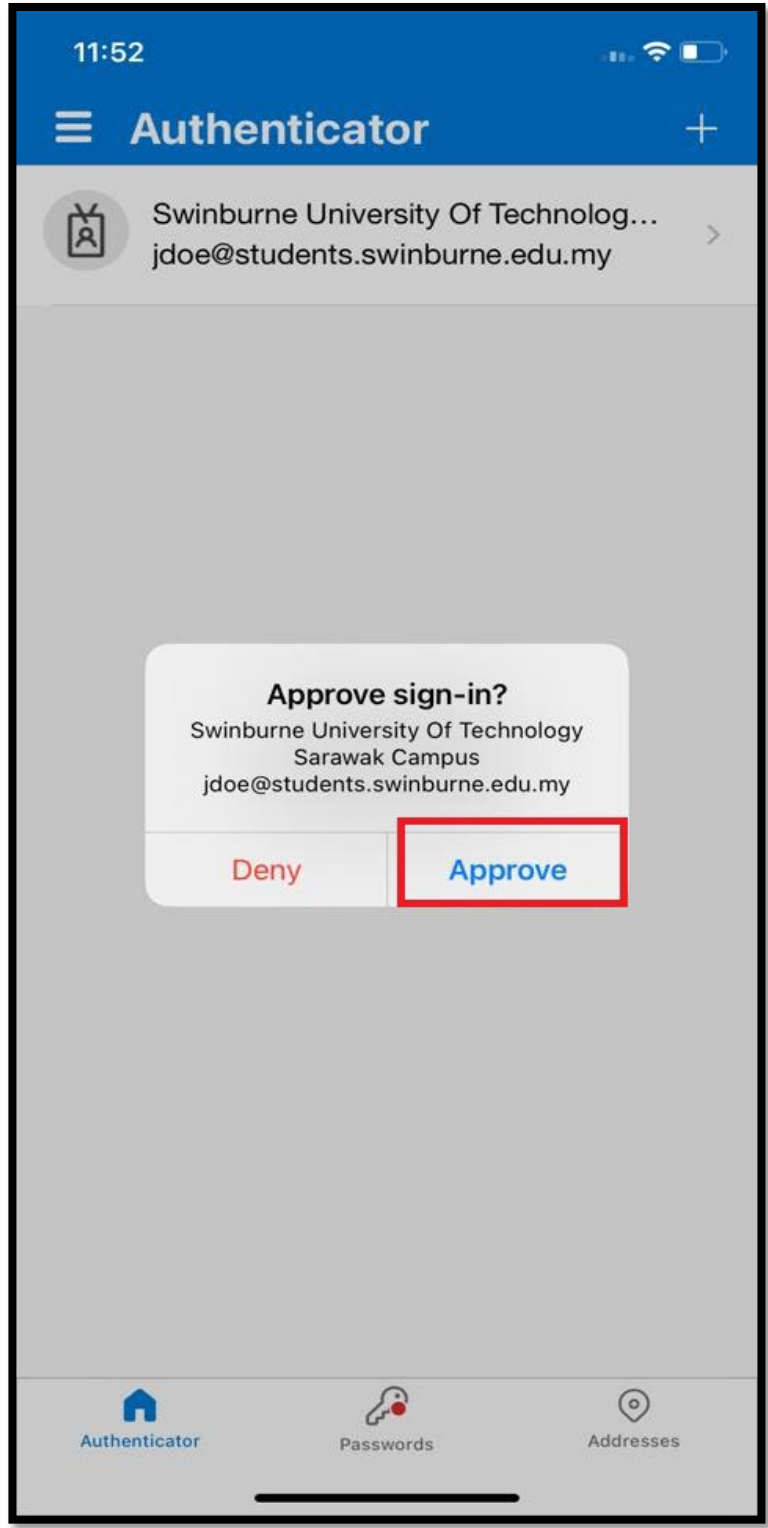


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14. Click Approve on your phone and Next on your computer to complete the setup.



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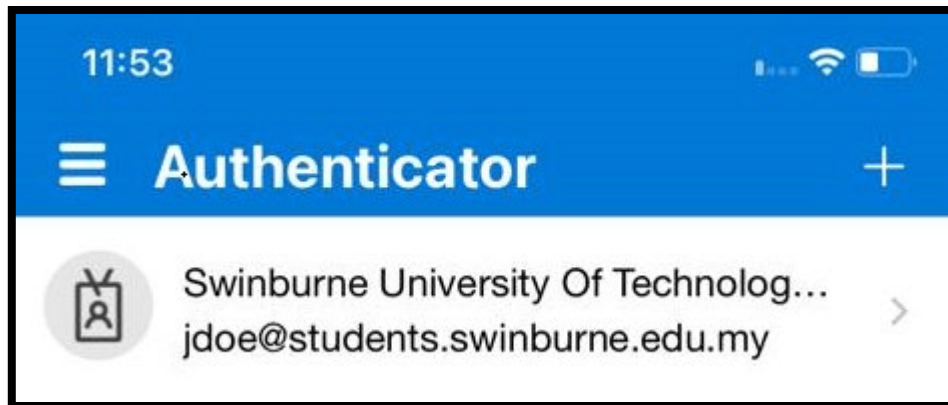


15. You are required to add additional security verification. In this section, we will need to fill out your contact details.

In the dropdown-box, make sure Malaysia (+60) is selected and enter your phone number in the text box to the right. Lastly, click Done.



16. The Microsoft Authenticator app has now been configured, and you will be able to see your account listed as “Swinburne University Of Technology” with your email address below.



17. Congratulations!

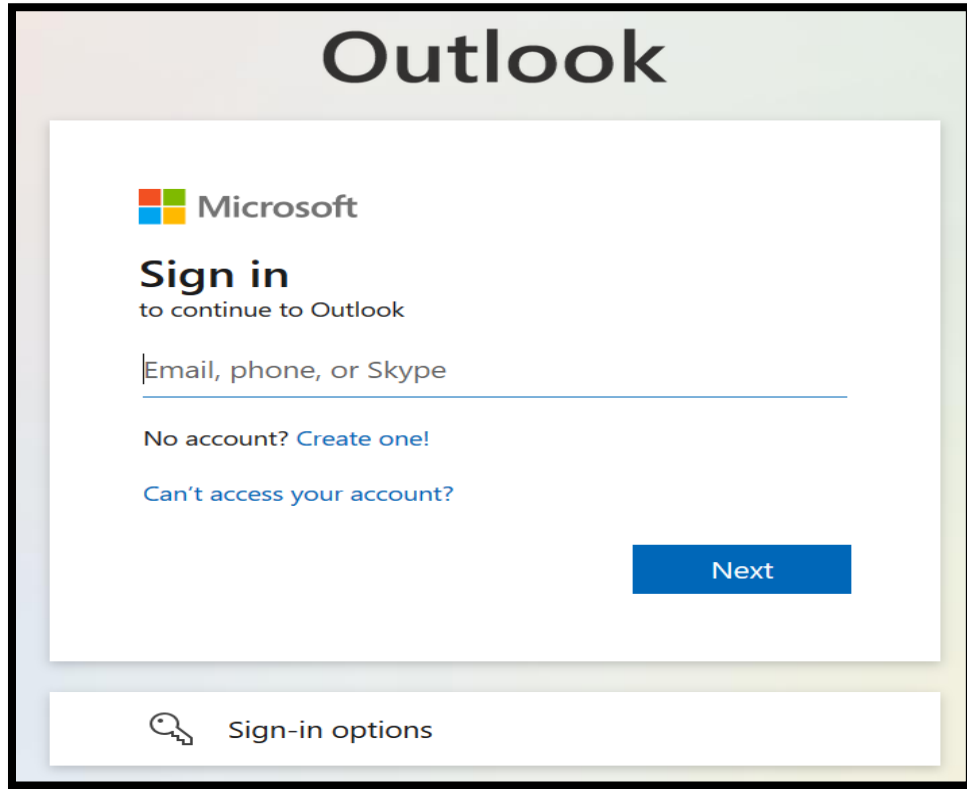
Your email (O365) account has now been setup with Multi-Factor Authentication.

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Sign in Office 365

1. On your computer, open your preferred web browser and navigate to mail.office365.com

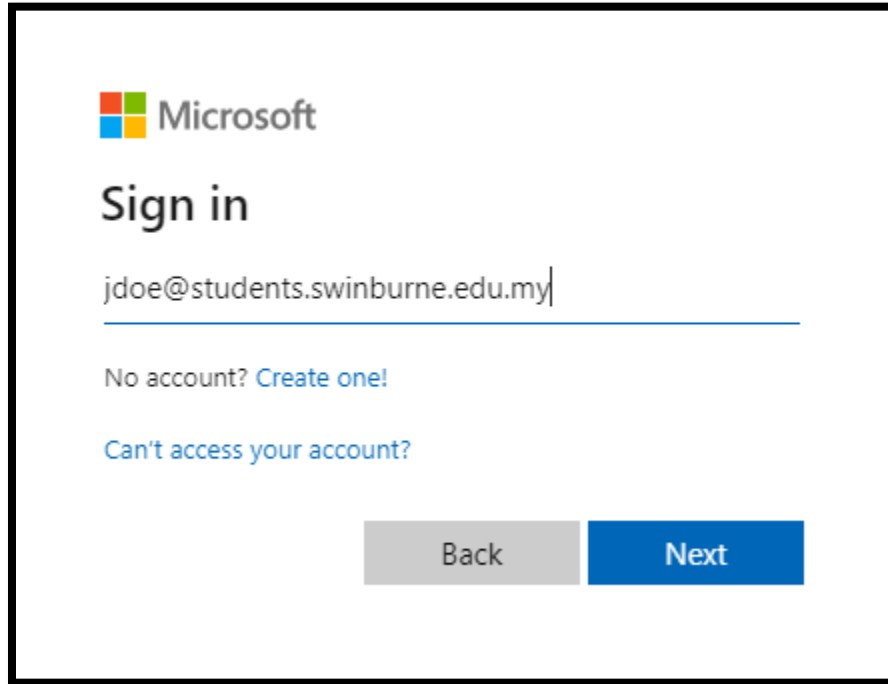


The screenshot shows the Outlook sign-in interface. At the top, the word "Outlook" is displayed in a large, bold, black font. Below this, the Microsoft logo is followed by the word "Microsoft". The main heading is "Sign in", with the subtext "to continue to Outlook" underneath. A text input field is labeled "Email, phone, or Skype" and contains a vertical cursor. Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the sign-in area, there is a "Sign-in options" link accompanied by a key icon.

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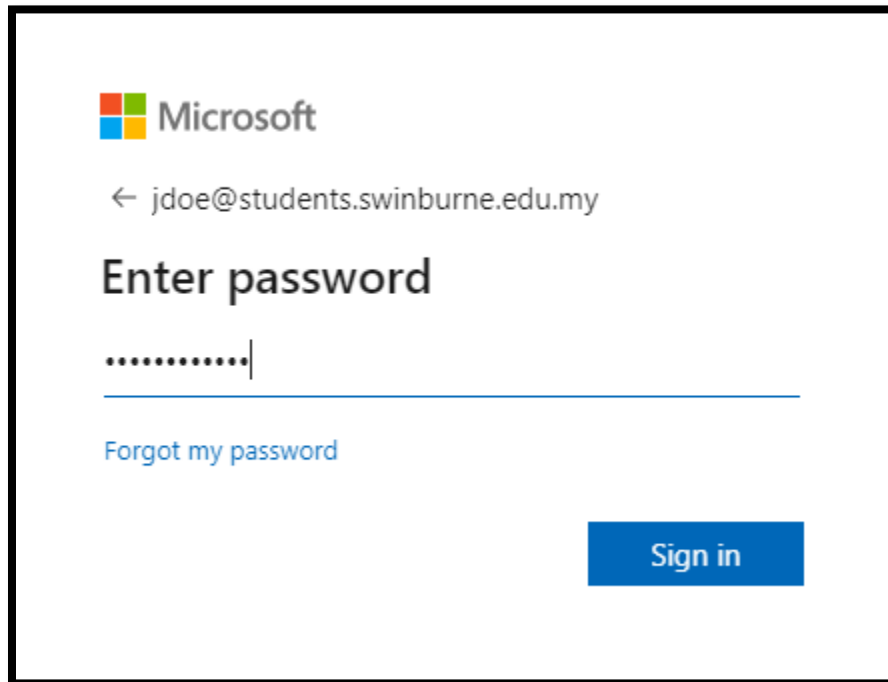


2. Enter your Swinburne students email address and click on the Next button



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "jdoe@students.swinburne.edu.my" is entered into a text field. Below the text field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your Swinburne students email address password and click the **Sign In** button

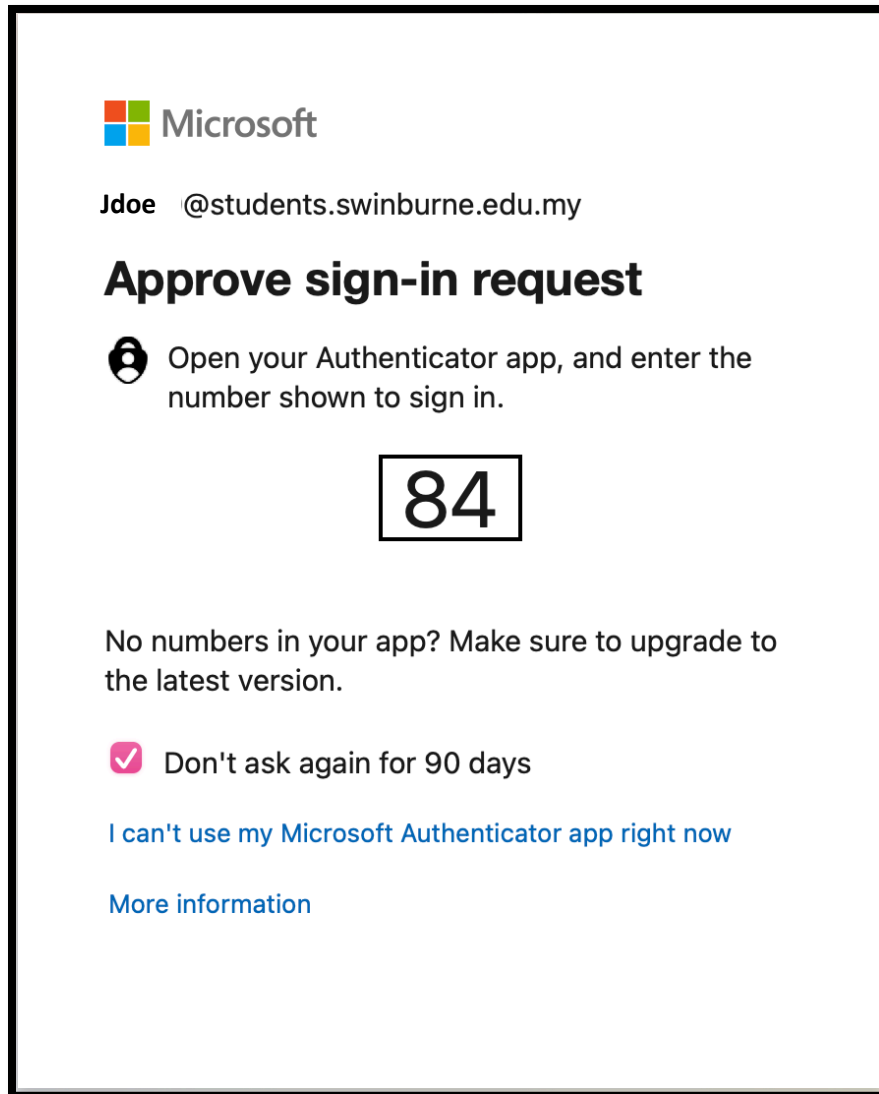


The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed in a large, bold font. Above the password field, the email address "jdoe@students.swinburne.edu.my" is shown with a back arrow. The password field contains a series of dots. Below the password field, there is a link: "Forgot my password". At the bottom right, there is a blue "Sign in" button.

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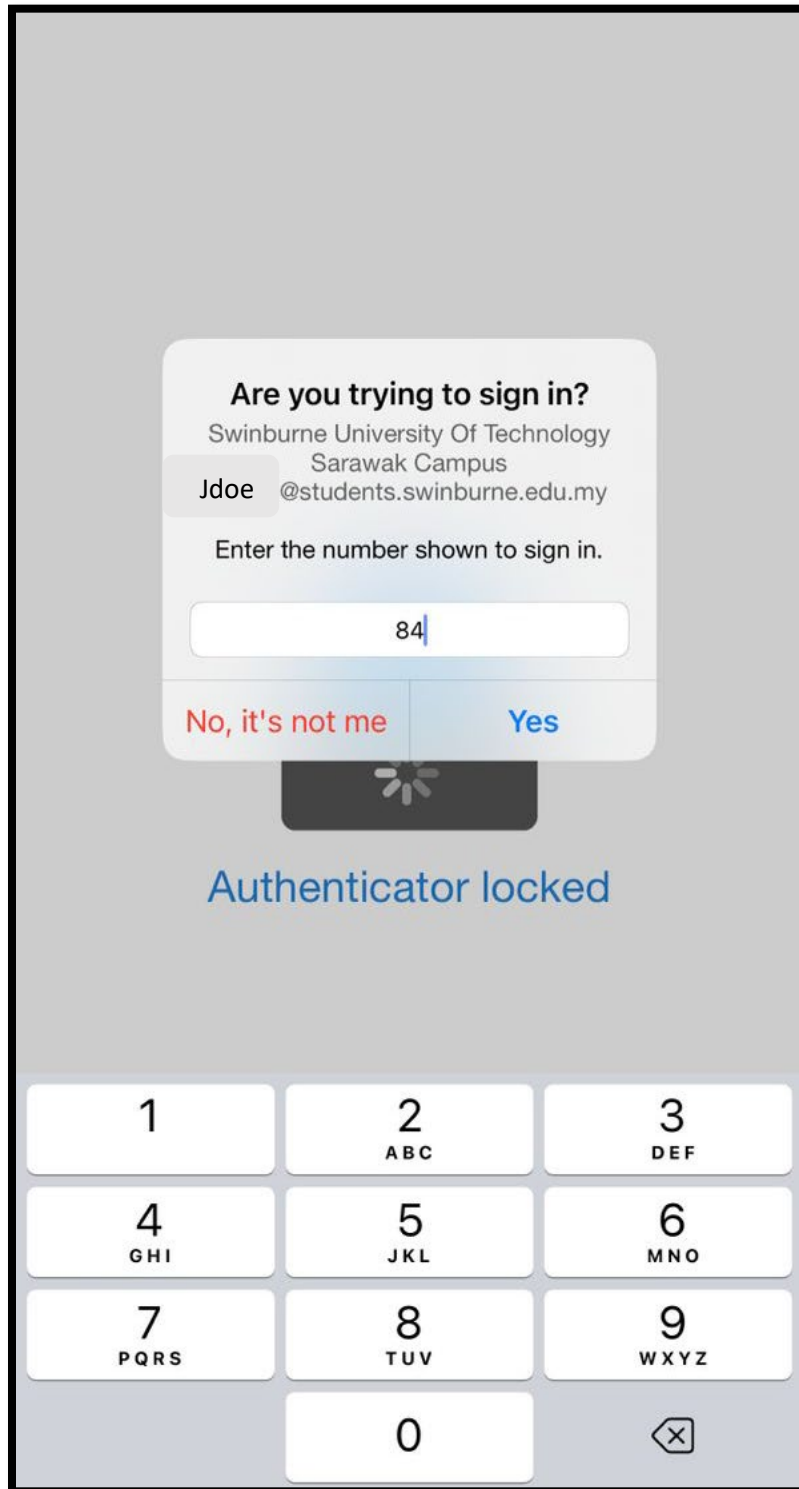
4. On your Authenticator app, enter the number shown to sign in.



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5. Enter the number shown on your authenticator apps. Then click YES.



6. Congratulations you should be able to sign in your account.

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