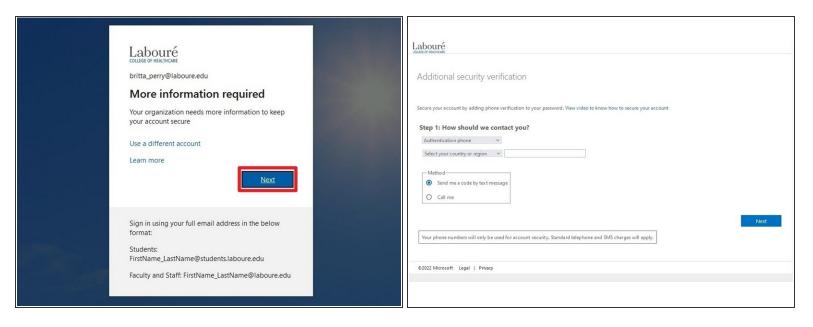# Enroll in Multi-factor Authentication

How to enroll your Labouré Office 365 account in multi-factor authentication (MFA) for the first time.

Written By: Edward Akers
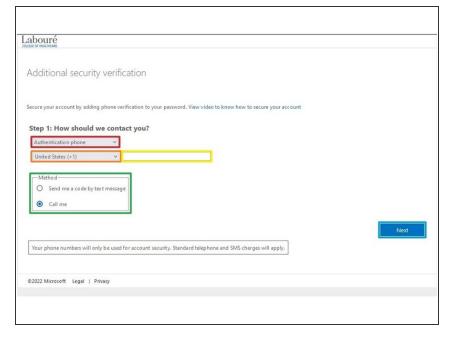

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Step 1 — Sign In

- Go to mail.laboure.edu.

- Sign in using your Labouré email credentials.

- Click **Next**.

- You will be taken to a page that says **Additional security verification**. You may choose to enroll in MFA using your phone or the Microsoft Authenticator app.
  - If you would like to set up MFA by phone, proceed to Step 2. If you would like to use the mobile app, go to Step 5.

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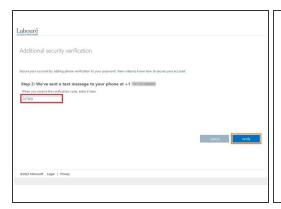
Step 2 — Set Up MFA by Phone

- Under Step 1, choose **Authentication phone**.

- Choose **United States (+1)** as your country or region code.

- Enter your ten digit phone number.

- Choose to verify your number by either receiving a text message or phone call. Please be aware that standard call and text charges will apply.
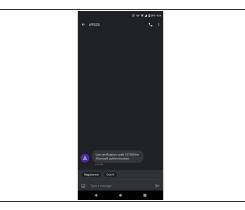
- Click **Next**.

Step 3 — Set Up MFA by Phone (Phone Call)

- If you choose to verify via phone call, you will immediately receive a phone call to the number provided. Answer and follow the instructions to verify your number.

- Click **Done**.

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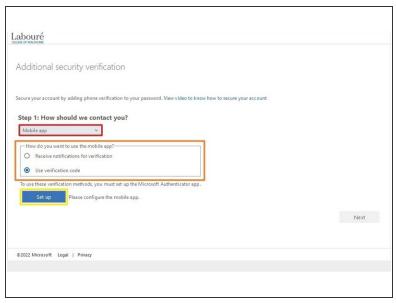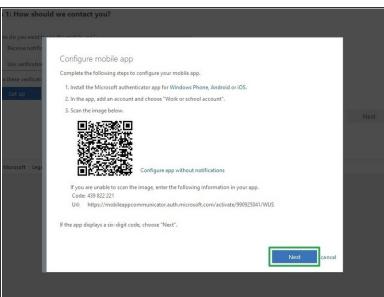## Step 4 — Set Up MFA by Phone (Text Message)

- If you choose to verify via text message, you will receive a text message to the number provided.

- Enter the six digit verification code provided in the text message.

- Click **Verify**.

- Click **Done**.

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Step 5 — Set Up MFA Using the App

- Download the Microsoft Authenticator app to your smartphone here. You can also search for "Microsoft Authenticator" on the iOS App Store or the Google Play Store.

- Under Step 1, choose **Mobile app**.

- Choose whether to authenticate your account by receiving push notifications from the app or by entering a six digit verification code provided by the app.
  - Please note that your phone needs to have an Internet connection in order to receive push notifications from the app. It does not need an Internet connection in order to utilize verification codes.

- Click **Set up**.

- Follow the instructions on-screen to configure the app, and click **Next** to finish the setup process.

- ***If you ever receive a notification asking you to approve a sign-in that you did not initiate yourself, do not approve the request.***

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