



# Enroll in Multi-factor Authentication

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

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# Enroll in MFA

## Step 1 — Sign In

The left screenshot shows the Labouré College of Healthcare login page. It displays the email address `britta_perry@laboure.edu` and a message: "More information required. Your organization needs more information to keep your account secure." There are links for "Use a different account" and "Learn more". A blue "Next" button is highlighted with a red rectangular box. Below this, it instructs the user to sign in using their full email address in the format: `FirstName_LastName@students.laboure.edu` for students and `FirstName_LastName@laboure.edu` for faculty and staff.

The right screenshot shows the "Additional security verification" page. It prompts the user to "Secure your account by adding phone verification to your password." and provides a link to a video. Under "Step 1: How should we contact you?", there are two options: "Send me a code by text message" (selected with a radio button) and "Call me". There are dropdown menus for "Authentication phone" and "Select your country or region". A blue "Next" button is located at the bottom right. A disclaimer states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

- Go to [mail.laboure.edu](mailto: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.

## Step 2 — Set Up MFA by Phone

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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?

Authentication phone

United States (+1)

Method

☐ Send me a code by text message

☒ Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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- 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)

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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 2: We're calling your phone at +1 [REDACTED]

Answer it to continue...

Next

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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 2: We're calling your phone at +1 [REDACTED]

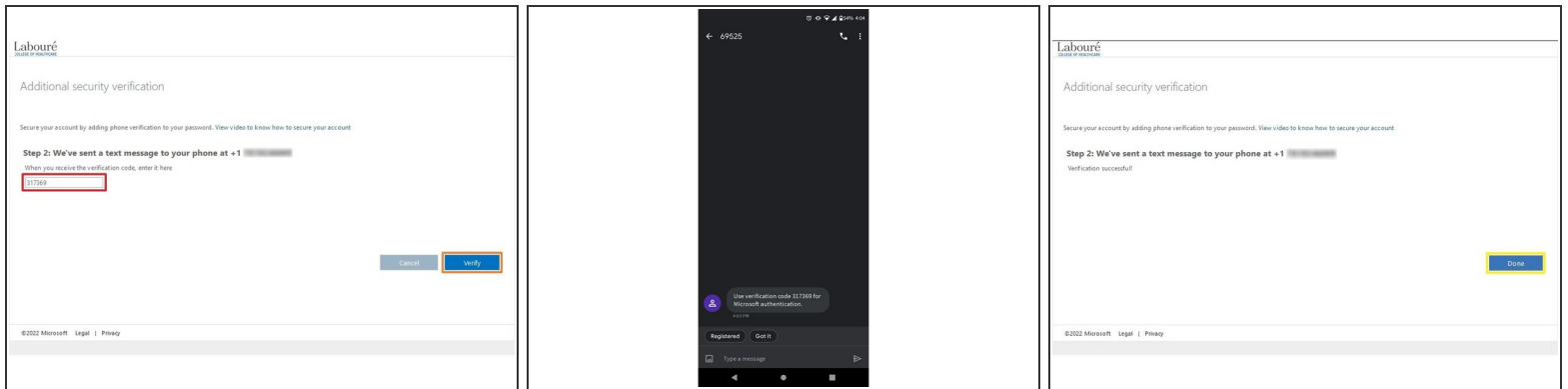
Verification successful!

Done

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- 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**.

## 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**.

## Step 5 — Set Up MFA Using the 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

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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How should we contact you?

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.

Next

Microsoft

Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 439 822 221

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/990925041/WUS>

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

Next cancel

- 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.***