



MCPHS
UNIVERSITY

Setting up Multifactor Authentication for Office 365 – Android – Students

Rev: January 23, 2019

Help Desk, Information Services

Tel: (617) 732-2170

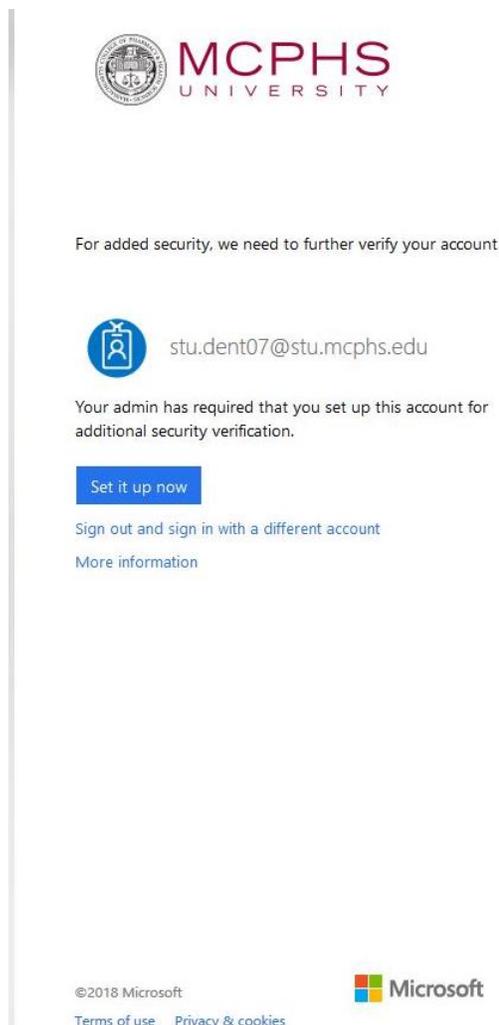
helpdesk@mcphs.edu

ABOUT MULTIFACTOR AUTHENTICATION

Two-step verification is an additional security step that helps protect your account by making it harder for other people to break in. Two-step verification works by prompting you for two pieces of identification when you sign in. First, we ask for your username and password as usual. Then, we contact a phone or device that we know belongs to you, and you confirm that the sign-in attempt was legitimate.

To get started with the setup process, sign in to your MCPHS Office365 account by visiting <http://my.mcphs.edu/office365>. Once your account has been configured for two-step verification, you'll see a message asking you to set up additional security verification. If that's the case, **you cannot sign in until you have completed the auto-enrollment process**.

When you are prompted to begin the auto-enrollment process, click **Set it up now**.



The screenshot shows a security verification page for MCPHS University. At the top left is the MCPHS University logo, which includes a circular seal and the text "MCPHS UNIVERSITY". Below the logo, the text reads: "For added security, we need to further verify your account". Underneath this is a blue circular icon containing a white key symbol, followed by the email address "stu.dent07@stu.mcphs.edu". A message states: "Your admin has required that you set up this account for additional security verification." There are three links: a blue button labeled "Set it up now", a link "Sign out and sign in with a different account", and a link "More information". At the bottom left, it says "©2018 Microsoft" and "Terms of use Privacy & cookies". At the bottom right is the Microsoft logo.

The first question in the enrollment process is how you want us to contact you. The table below describes each option and how it will work.



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

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.

For students, you will not have an office phone to use, so please select one of the following two options only.

Contact method	Description
Mobile app	<ul style="list-style-type: none"> - Receive notifications for verification. This option pushes a notification to the authenticator app on your smartphone or tablet. View the notification and, if it is legitimate, select Verify in the app. - Use verification code. In this mode, the authenticator app generates a verification code that updates every 30 seconds. Enter the most current verification code in the sign-in interface. <p>The Microsoft Authenticator app is available for Windows Phone, Android, and IOS.</p>
Authentication phone	<ul style="list-style-type: none"> - Phone call places an automated voice call to the phone number you provide. Answer the call and press # in the phone keypad to authenticate. - Text message sends a text message containing a verification code. Enter the verification code provided into the sign-in interface.

1. MOBILE APP

1. On your phone or tablet go to the app store and download Microsoft Authenticator app.

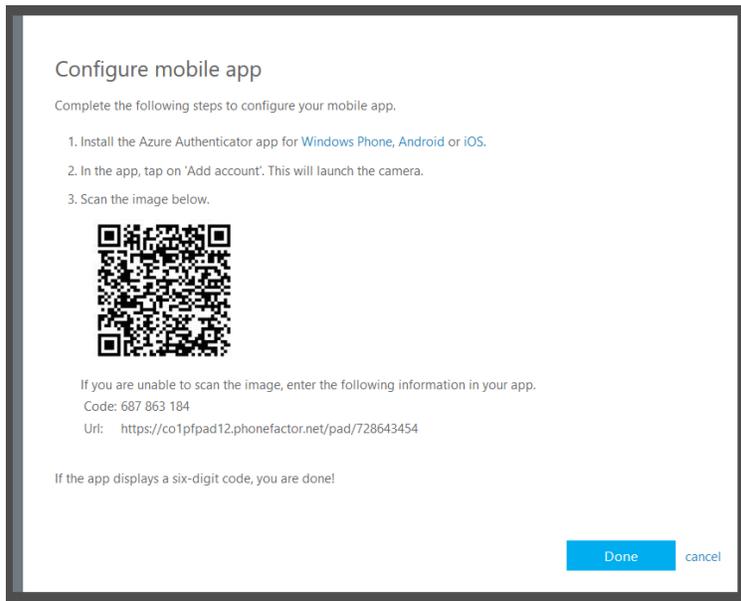


Microsoft Authenticator
By Microsoft Corporation

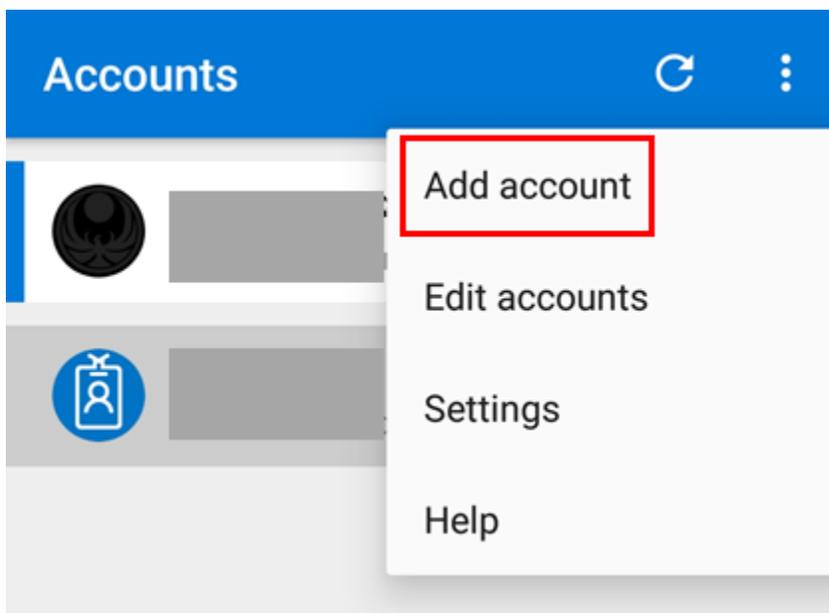
2. Next, return to your computer, you will be asked how you would like to authenticate your account.
 - a. If you choose **“Receive notifications for verification”**, the application will use a Push notification to ask you to confirm your login was actually you.
 - b. If you select **“Use verification code”**, you will be required to open the application and type in the code that is given to you.

A screenshot of a web page titled "Additional security verification" from MCPHS University. The page prompts the user to secure their account by adding phone verification. It asks "Step 1: How should we contact you?" with a dropdown menu set to "Mobile app". Below this, it asks "How do you want to use the mobile app?" with two radio button options: "Receive notifications for verification" (which is selected) and "Use verification code". A blue "Set up" button is visible, with a note that says "Please configure the mobile app." A red arrow points to the "Mobile app" dropdown menu. The footer of the page includes "©2018 Microsoft Legal | Privacy".

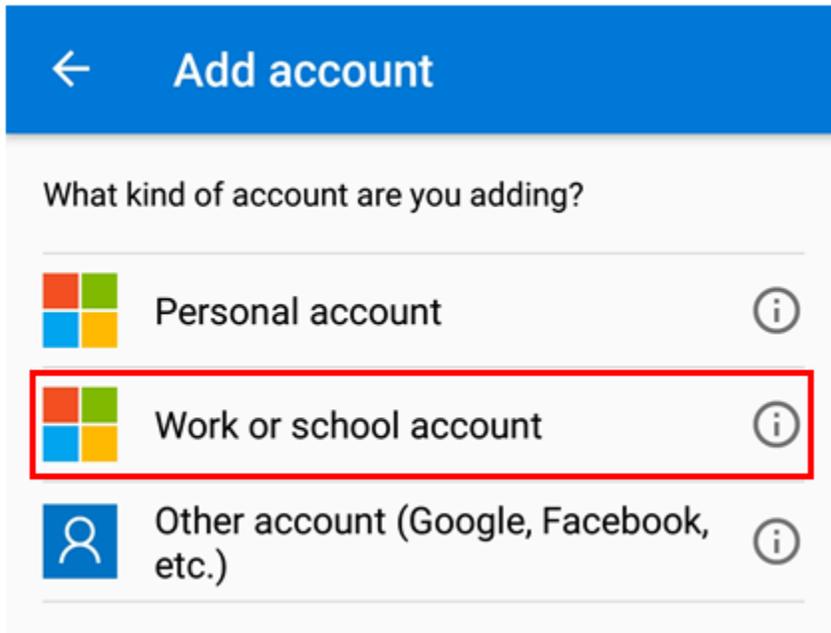
3. A configure mobile app page will load with a QR code for you to scan through the Azure Authenticator app on your mobile device.



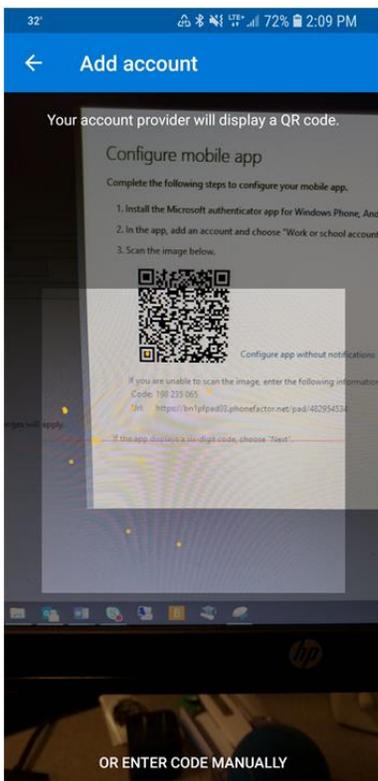
4. Open the **Authenticator** app on your mobile device and tapping on the **Stacked Dots** option in the upper-right corner and tapping **Add account**.



5. Select the option for **Work or school account**.



6. Your mobile device will now bring up a green box to scan the QR code on your screen (seen in **Step #3** in this section).



7. If you're unable to scan the image on your screen, click **Or enter code manually** and enter the 9-digit **Code** and **Url** listed below the QR code.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Azure Authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, tap on 'Add account'. This will launch the camera.
3. Scan the image below.



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

Code: 687 863 184

Url: <https://co1pfpad12.phonefactor.net/pad/728643454>

8. Once the app setup has completed successfully, the system will ask you to confirm that it's working using the method you selected.



m0123456@stu.mcphs.edu

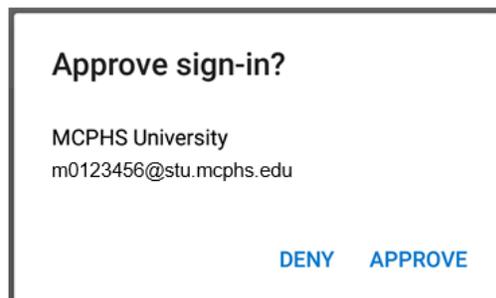
Approve sign in request

-  We've sent a notification to your mobile device. Please respond to continue.

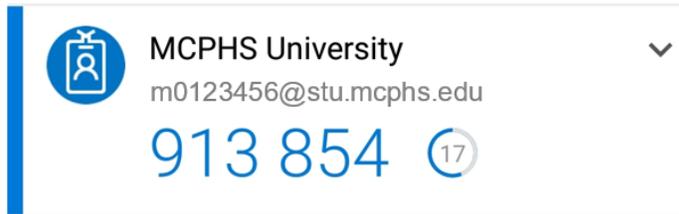
Having trouble? [Sign in another way](#)

[More information](#)

9. **Receive notifications for verification:** Tap on the notification that pops-up on your mobile device and then click **Verify**.



10. Use verification code: Open the Authenticator app and type in the 6-digit code listed in the app.



11. Next, you'll setup a phone method as a backup in case you lose access to the mobile app.

Note: You'll need to use this method when you want to setup the Authenticator app on another device, i.e. if you get a new phone or device.

- a. Select a country code
- b. Enter in a phone number you wish you use
- c. Click **Next**.

Step 3: In case you lose access to the mobile app

United States (+1)



12. Next you'll receive an **app password** to be used for your mobile device. You can always setup additional app passwords at any time.

This step is required if you choose to use any mail application outside of the Microsoft Outlook app for your phone. See section 4 on Using Other Email Services.

Step 4: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

bppyqgrgnlygcbf



2. AUTHENTICATION PHONE: MOBILE PHONE CALL OR TEXT

1. Fill out your phone information:
 - a. Click the drop-down box to **Select your country or region** and select **United States (+1)**. *If you have an international phone, select the appropriate country.*
 - b. Enter your phone number in the next field.
 - c. After that, select the contact method; text message or phone call.
 - d. Then click **Contact me**.

*Note: If you select **Send me a code by text message**, you must enter a cell phone number. If you select **Call me**, you can use a cell phone or home phone number. We recommend a cell phone number so you're able to login off-campus even if you're away from home.*

Step 1: How should we contact you?



Authentication phone

United States (+1) 6177322170

Method

Send me a code by text message

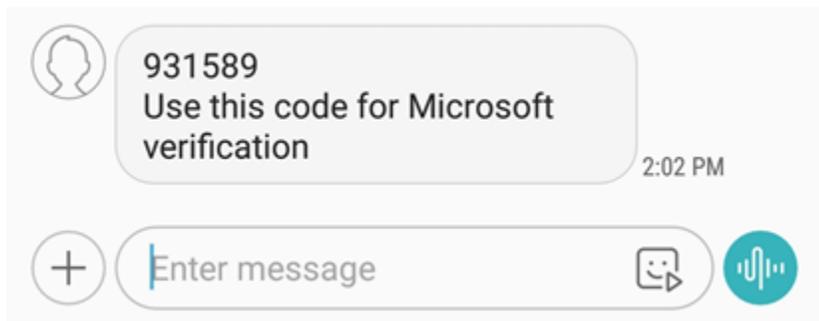
Call me

Contact me

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

2. If you selected **Call me**: You'll receive a phone call. You'll need to answer the call and press # to verify the login. *Skip to step #4.*

If you selected **Send me a code by text message**: You'll receive a text message containing a verification code.



3. Enter the verification code that you received by text message and click **Verify**.



4. Next you'll receive an **app password** to be used for your mobile device. You can always setup additional app passwords at any time.

This step is required if you choose to use any mail application outside of the Microsoft Outlook app for your. *See section 4 on Using Other Email Services.*

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

ttfkozhpqvpbggfd 

Done

3. USING OUTLOOK MOBILE FOR EMAIL (SUGGESTED)

To avoid other complications with systems such as mobile unique email applications (iOS, Android, etc), Information Services suggests users download the official Microsoft Outlook email application. It is available free to download off of the Google Play Store and the Apple App Store. Outlook Mobile is easy to use and easy to set up.

1. Go to your app store and search for Microsoft Outlook



2. Once Installed, tap the Add Account option and enter your m#@stu.mcphs.edu and tap **CONTINUE**.

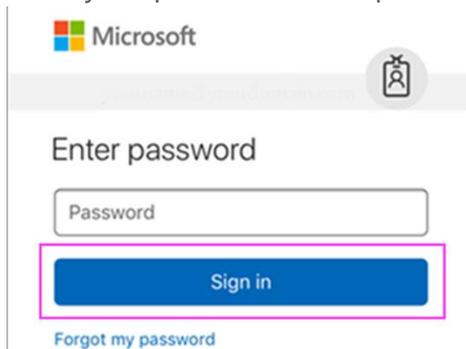


Enter your work or personal email address.

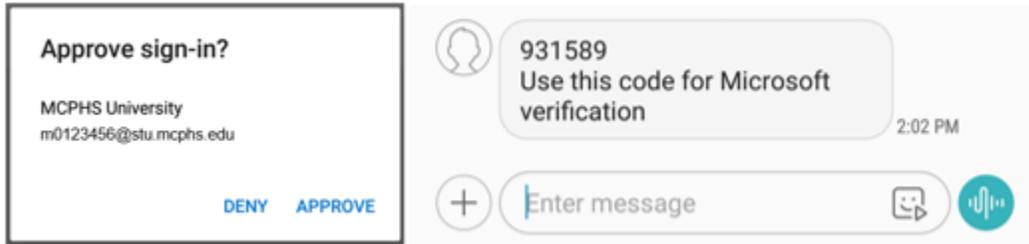
stu.dent07@stu.mpcphs.edu

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time. View our [Privacy & Cookies Policy](#).

3. Enter your password and tap the Sign In button.



4. If you are off campus, you will now be required to authenticate your account using the Authenticator app, entering a code, or answering the phone call and pressing the # key.



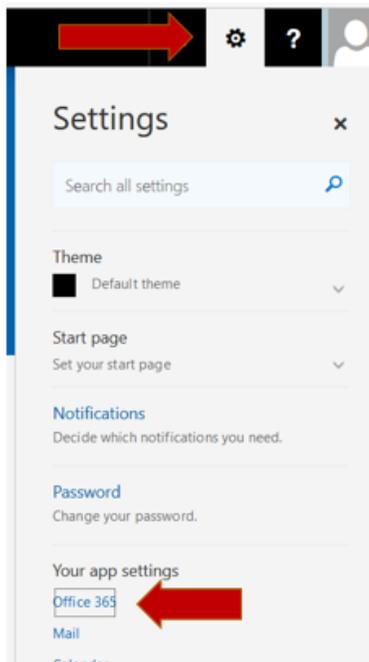
5. Once authenticated, your email should immediately begin to load. If you have anything on your schedule, you can see it by tapping the Calendar button at the bottom of your screen.



4. USING OTHER EMAIL SERVICES

An App Password is required to use any of the following programs. Please make note of this if you wish to use any of them listed below.

- **Non-Outlook Email on mobile devices (Samsung Mail App, Google Gmail)**
 1. Sign in to your MCPHS Office365 account by visiting <http://my.mcphs.edu/office365>.
 2. Click on the **gear** in the top-right and then select **Office 365** under settings.



3. Next click on **Security & privacy** in the left navigation menu and then click on **Additional security verification**.



- Once you click on **Additional security verification**, you'll see additional options appear. Click on **Update your phone numbers used for account security**.

Additional security verification

Your admin has turned on additional security verification to better secure your account.

To sign in to Office 365, you need to enter a password and reply back to the security message that is sent to your phone. [Update your phone numbers used for account security.](#) 

- You will be prompted to verify your login using the multifactor authentication method you previously selected.

For added security, we need to further verify your account

How do you want us to verify your account?



staff.testing@mcphs.edu
Use mobile app to verify my account



We've sent a notification to your mobile device. Please respond to continue.

[Use a different verification option](#)

[Sign out and sign in with a different account](#)

[More information](#)

- Once you verify your login, you will see the page below with all of your options for multifactor authentication.

Additional security verification app passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

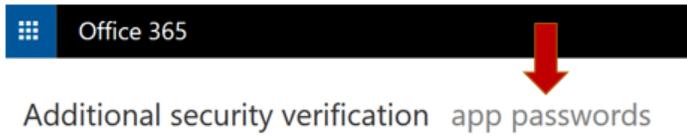
Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/>	Authentication phone	United States (+1)	6177322170
<input type="checkbox"/>	Office phone	Select your country or region	
<input type="checkbox"/>	Alternate authentication phone	Select your country or region	Extension
<input checked="" type="checkbox"/>	Azure Authenticator app	Configure	Mobile app has been configured.

[Save](#) [cancel](#)

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

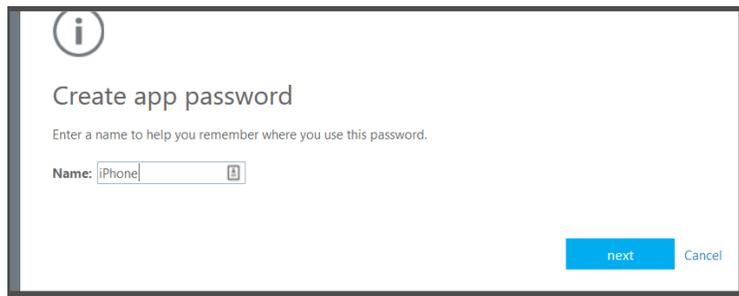
7. Click on **app passwords** at the top of the page to generate an app password.



8. Click on **create** to generate an app password.



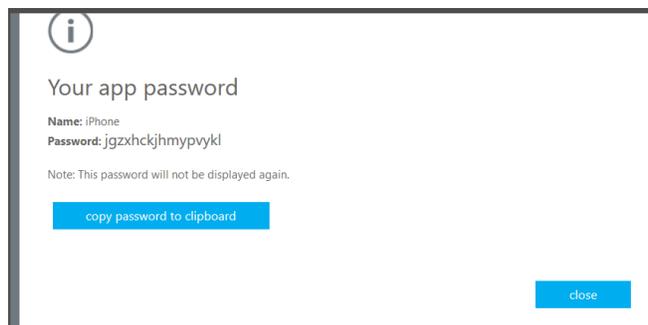
9. Type in a name for what you're creating an App Password for, i.e. Android or phone, and click **next**.



10. Your **App Password** will show on the next screen.

Be sure to make note of this password, as you will need it to sign in to external (non-Outlook) mail applications!

Once you are finished, click **close**.



11. You will then see a list of the **App Passwords** you have created for your various devices. If you lose a device and want to get rid of the password, you can simply come here and click **Delete**.

NAME	DATE CREATED	
Initial app password20161107154234	11/7/2016	Delete
iPad	11/7/2016	Delete
iPhone	11/7/2016	Delete

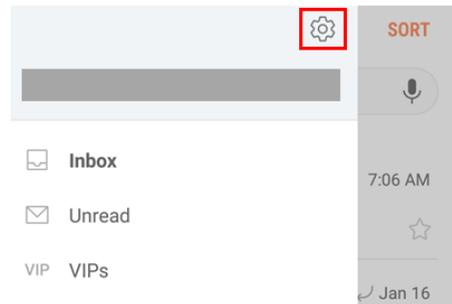
12. Now that you have an **App Password**, you'll need to update the password stored in your mobile device. Because there are a variety of different makers of Android devices, we will cover the most common below.

a. Samsung Mail App

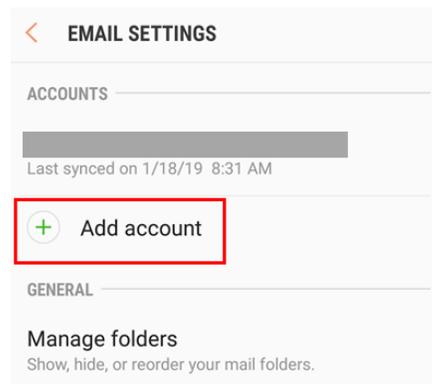
i. Open the Samsung Mail App.

*If you have never used the Samsung Mail App, skip to **Step iii***

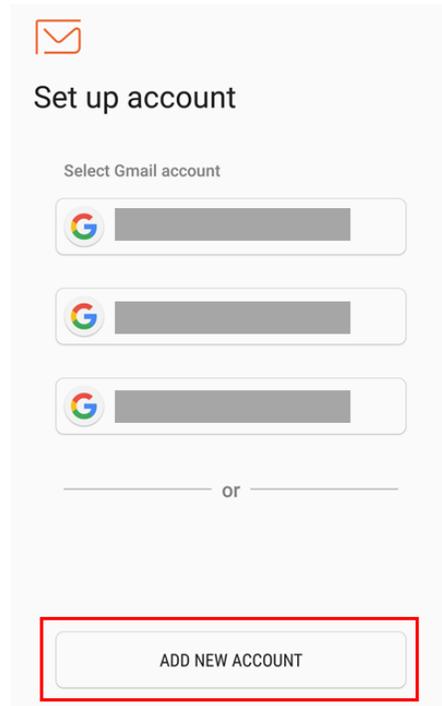
ii. To add a new account if you already use the Samsung Mail App, tap on the **Menu Button** in the Top Left of your screen, then click the **Email Settings Gear** on the slide out menu.



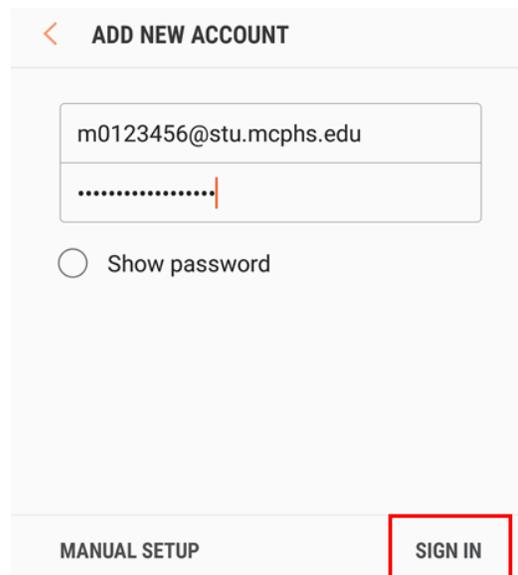
iii. From the Email Settings Menu, tap **Add New Account**, located directly below the current account at the top of the list.



- iv. Tap **Add New Account** at the bottom of the page to connect your MCPHS Student email account.



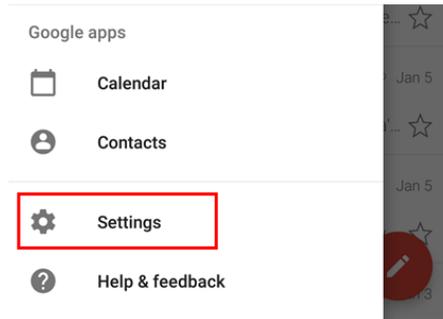
- v. Enter your MCPHS Log-In (**M#@stu.mcphs.edu**) and the **App Password** created in the steps above and tap **Sign In**



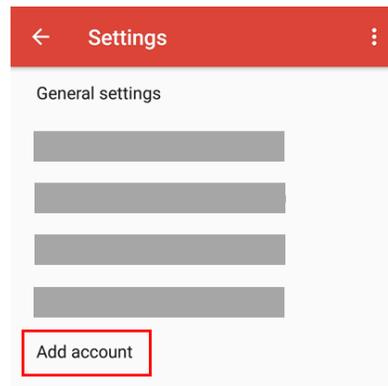
- vi. Once you have tapped Sign In, your email will begin to store to the Samsung Mail application. If you have any trouble, please see a Help Desk Associate for additional assistance.

b. Google Gmail App

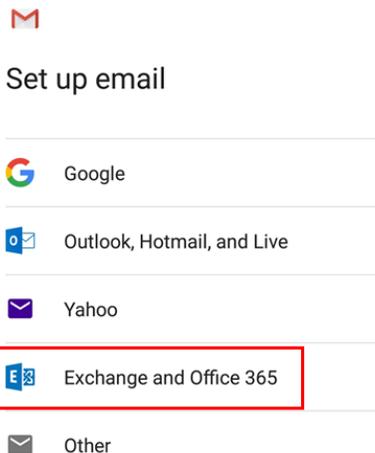
- i. Open the Google Gmail App.
*If you have never used the Gmail App before, skip to **Step v.***
- ii. Tap the **Account Menu Button**  in the top left, then scroll to the bottom of the slide out menu and tap **Settings**.



- iii. Tap **Add account** at the bottom of the Settings List. If you have many email accounts, you may need to scroll to the bottom of the list to find it.



- iv. In the Set up email page, tap the **Exchange and Office 365** option.



v. Enter your MCPHS Log-In (**M#@stu.mcphs.edu**) and tap **Next**.



Add your email address

Enter your email
m0123456@stu.mcphs.edu

MANUAL SETUP

NEXT

vi. Enter the **App Password** created in the steps above and tap **Next**.



m0123456@stu.mcphs.edu

Password

.....



Client certificate
None

SELECT

Mobile device ID
androidc1490184189

NEXT

ADDITIONAL RESOURCES

- [What does Multi-Factor mean for me](#)
- [Help with app passwords](#)
- [Sign In Experience](#)
- [Trouble with MFA](#)