

## Microsoft Multi-Factor Authentication

You will need the following available to be able to set up the use of **Multi-Factor Authentication** [MFA]:

- Desktop/laptop computer
- Mobile phone
- Chrome Book

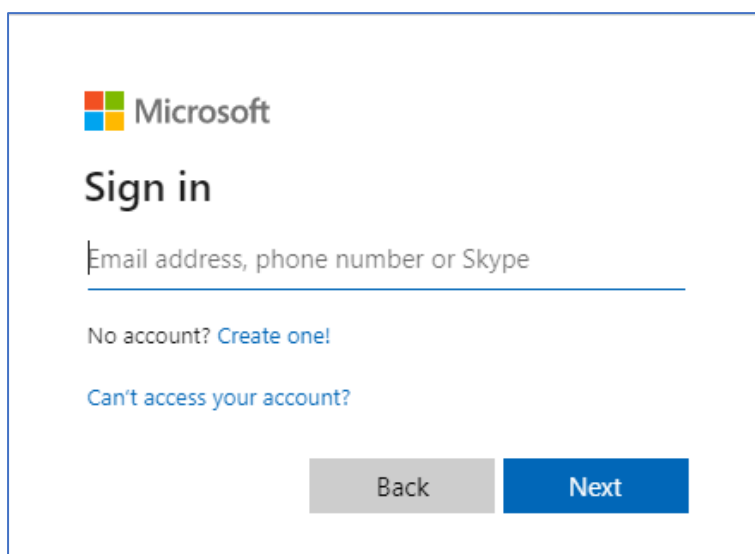
You'll be setting up MFA to send you a code number by text to your mobile phone number.

### Setting up Multi-Factor Authentication

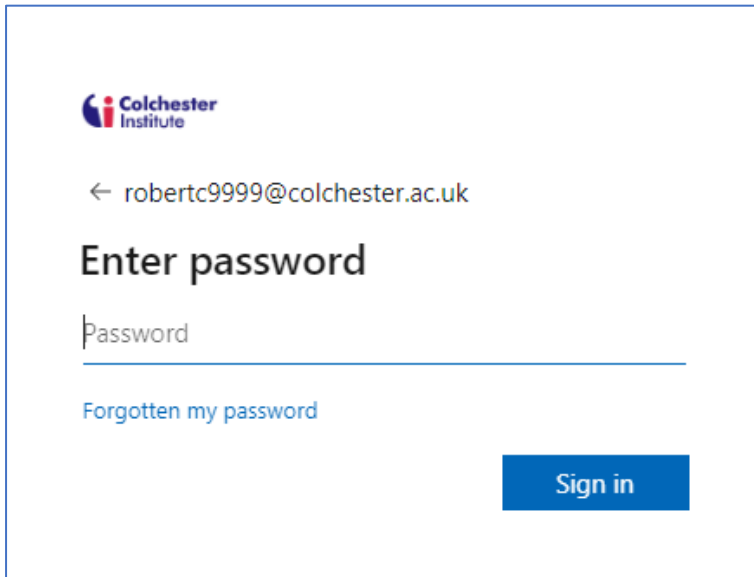
- On a separate desktop/laptop computer, using your browser, enter **office.com** into the browser **Address Bar**, then click **Sign in**




- Enter your college account email address using your first name, the first letter of your surname, and the last four digits of your seven-digit Student ID number as shown on your Student ID Card [e.g. **robertc9999@colchester.ac.uk**], then click **Next**



- Enter the seven-digit number from your Student ID Card as the initial password for your college, then click **Sign in**



 Colchester Institute

← robertc9999@colchester.ac.uk

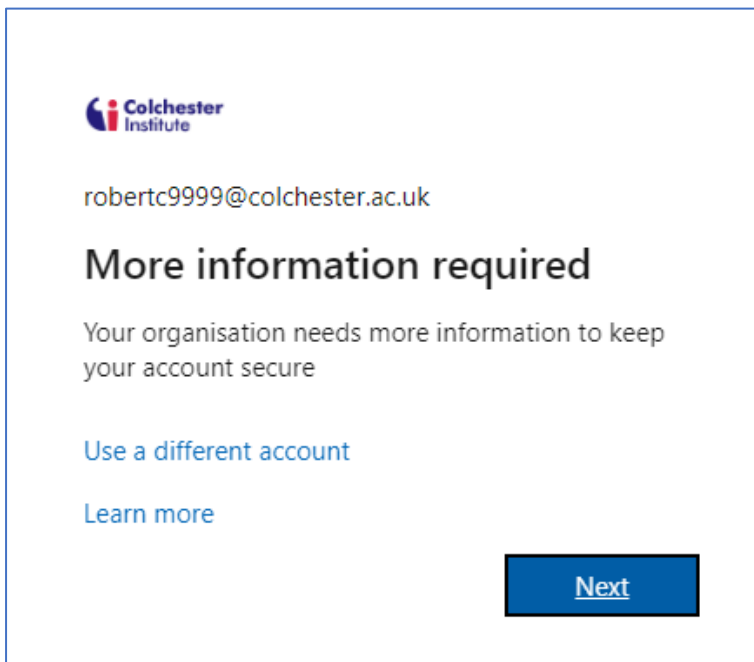
## Enter password


Password

[Forgotten my password](#)

**Sign in**

- When you sign into your account, you will receive a notification as you sign in informing you that more information is required. On this page, click Next



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## More information required

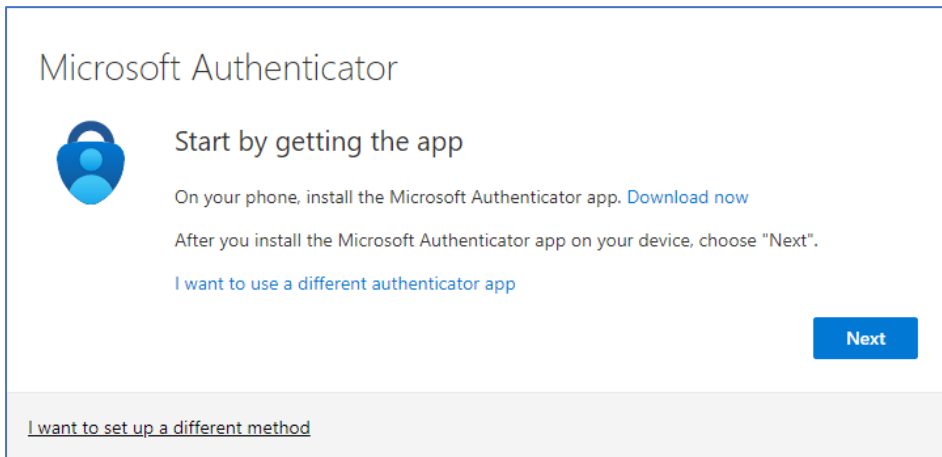
Your organisation needs more information to keep your account secure

[Use a different account](#)

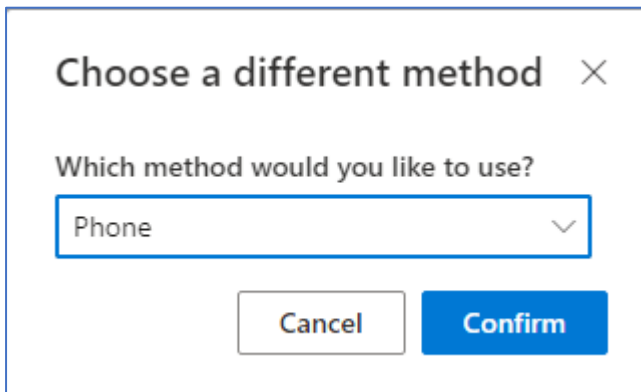
[Learn more](#)

**Next**

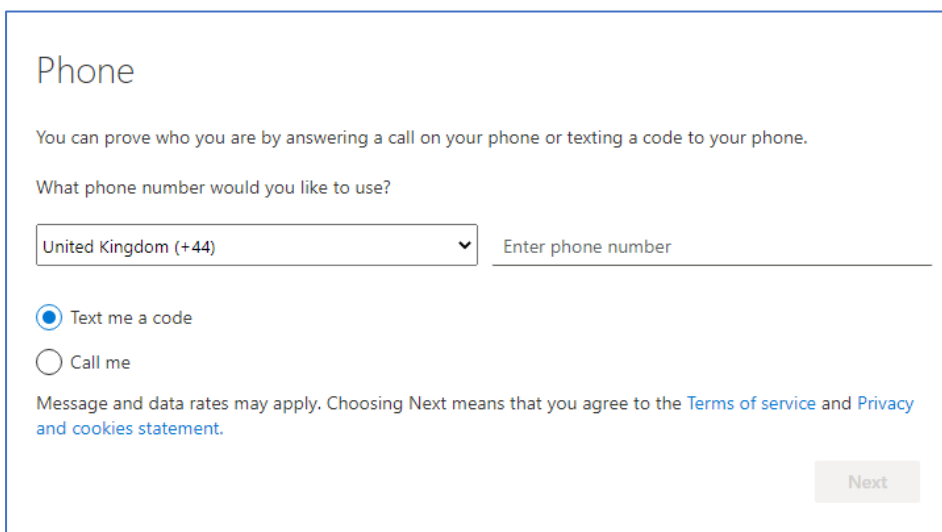
- At this point you need to click the link **I want to set up a different method** located at the foot of the dialogue box.



- In the **Choose a different method** step, select the **Phone** option, then click **Confirm**



- In the next step you need to select the country [United Kingdom] and enter your mobile phone number. Leave the radio button option set as **Text me a code**. Once you have entered all of the required details you will be able to click **Next**

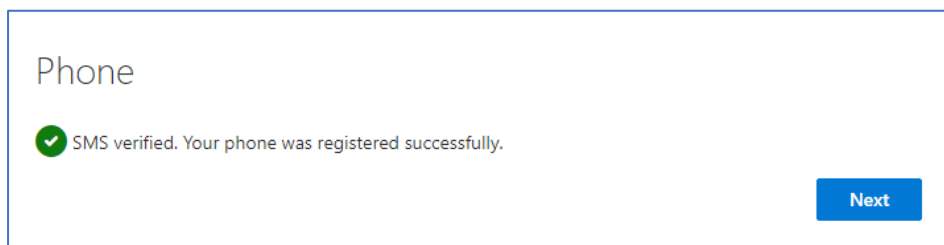


- In the next step a six-digit code number will be sent to your mobile phone. Enter the number code into the field on the **Phone** dialogue box, then you will be able to click **Next**.



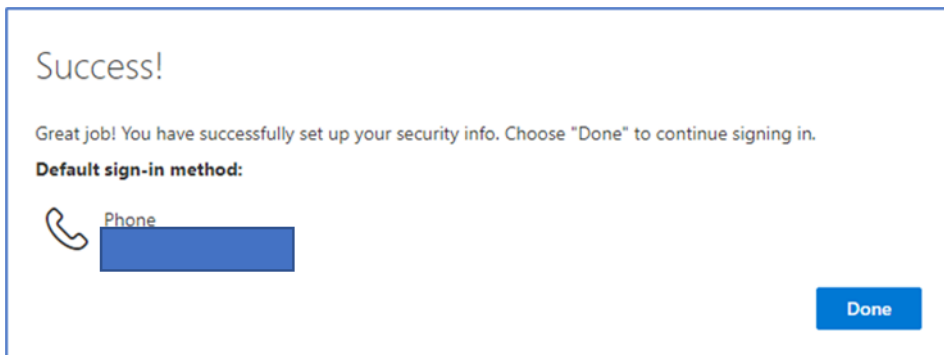
The screenshot shows a dialog box titled "Phone". The text reads: "We just sent a 6 digit code to [redacted] Enter the code below." Below this is a text input field with the placeholder "Enter code" and a "Resend code" link. At the bottom right, there are two buttons: "Back" and "Next".

- A confirmation message box will be displayed. Click on **Next**.



The screenshot shows a dialog box titled "Phone" with a green checkmark icon. The text reads: "SMS verified. Your phone was registered successfully." At the bottom right, there is a blue "Next" button.

- The **Success** message will be displayed. Click on **Done**. You are now set up to use Microsoft Authenticator



The screenshot shows a dialog box titled "Success!". The text reads: "Great job! You have successfully set up your security info. Choose "Done" to continue signing in." Below this is the text "Default sign-in method:" followed by a phone icon and the word "Phone" next to a redacted area. At the bottom right, there is a blue "Done" button.

- You now need to update your password



robertc9999@colchester.ac.uk

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Enter your seven-digit Student ID No into the **Current password** line

Enter a new password into the **New password** line [The password must consist of a minimum of eight characters, including a capital letter, a number and a character such as @ or # and **must not be your name or the name of anyone famous**]

Enter the same new password into the **Confirm password** line, then click **Sign in**

- The display will change to show the **Office** home page.

Microsoft Office Home x +

office.com/?auth=2

Adding File Type Ic... Articulate 360 BBC News BBC iPlayer CI Moodle Coop Bank

Colchester Institute Office

Home

Create

My Content

Outlook

Teams

Word

Excel

PowerPoint

OneNote

Apps

## Good morning, Robert

### Quick access

All Recently opened Shared Favourites +