

Sep 17, 2021

Self Service Directions Setting up Multi-Factor Authentication for NCSOS Accounts

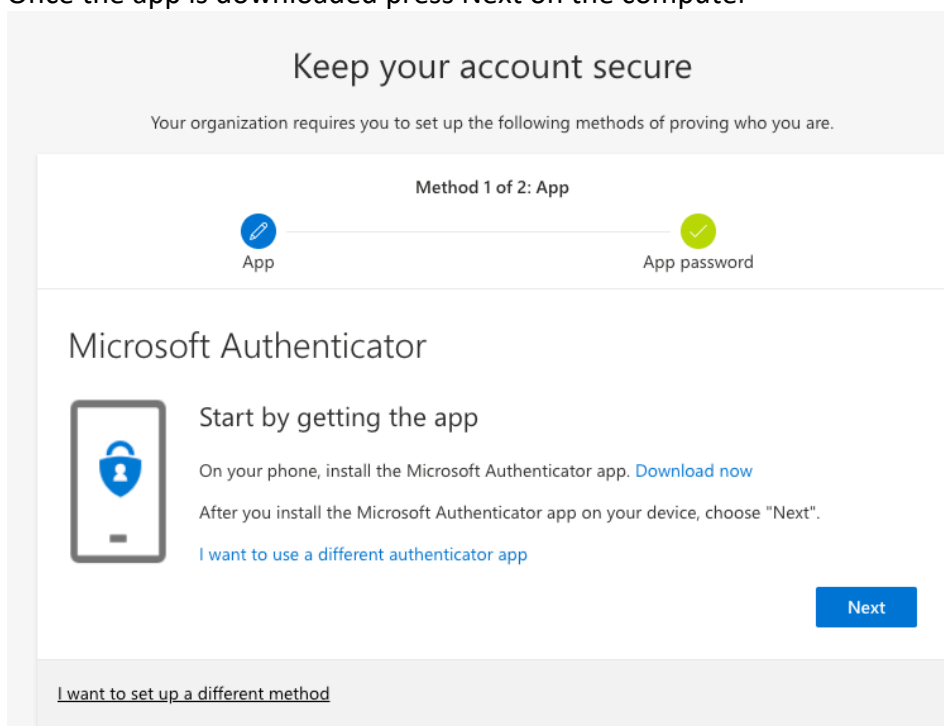
Step 1: Login to a computer and using a browser, go to <https://outlook.com>

Step 2: Enter your email address and password in the appropriate boxes

Step 3: A Keep Your Account Secure option will appear.

Using your mobile device, download the free app Microsoft Authenticator in the App or Play Store.

Once the app is downloaded press Next on the computer



Step 4: On the Mobile App, click I Agree

Step 5: Click on Scan QR code or Add Work or School Account (Scan QR code)

Step 6: On the computer, press Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.


Method 1 of 2: App

App App password

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".



[I want to set up a different method](#)

Step 7: Scan the QR code on your screen using the Authenticator app.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App


App App password

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

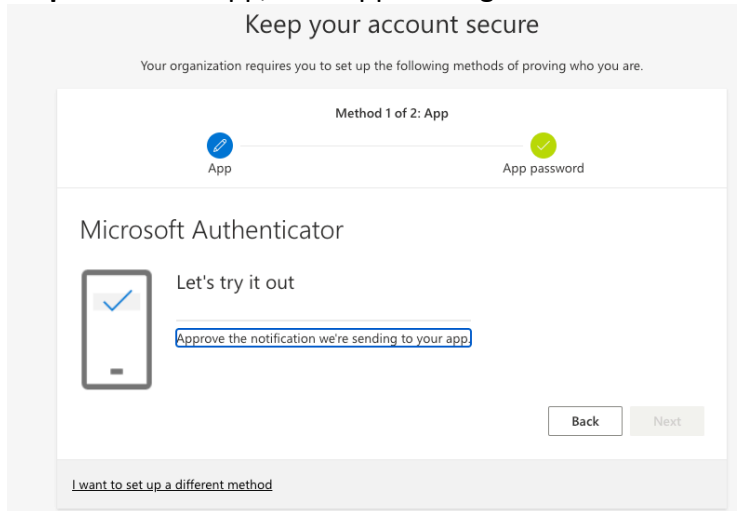
After you scan the QR code, choose "Next".



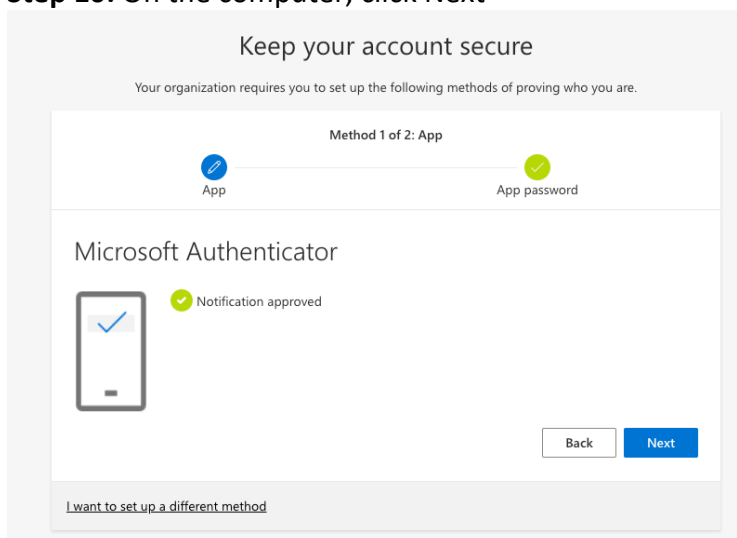
[I want to set up a different method](#)

Step 8: On the computer click Next

Step 9: On the App, click Approve Sign In



Step 10: On the computer, click Next



You're Done!

If you have your NCSOS email set up on your mobile device, be sure you are using the actual Microsoft Outlook App. If you are using the native Mail app for your mobile device, it will cease to work after Sep 24, 2021 due to security vulnerabilities.