Stronger Multi-factor Authentication (MFA) Setup Instructions

Why: Microsoft is deprecating the ability to use SMS for Multi Factor Authentication. Fairview employees will be prompted to upgrade their MFA registration from SMS to Microsoft Authenticator.
Who: All Fairview Employees
When: Continued Rollout Starting XXX
How Long: The full process will take you 10-15 minutes (less if you have the authenticator app on your mobile device already.
Needed:

- ***Your laptop or PC with Outlook application and your mobile device***
- ***Your Fairview account username and password***

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Initial Prompting for MFA Upgrade

- Sign in to https://outlook.office.com/
- You will be prompted to enter your SMS information
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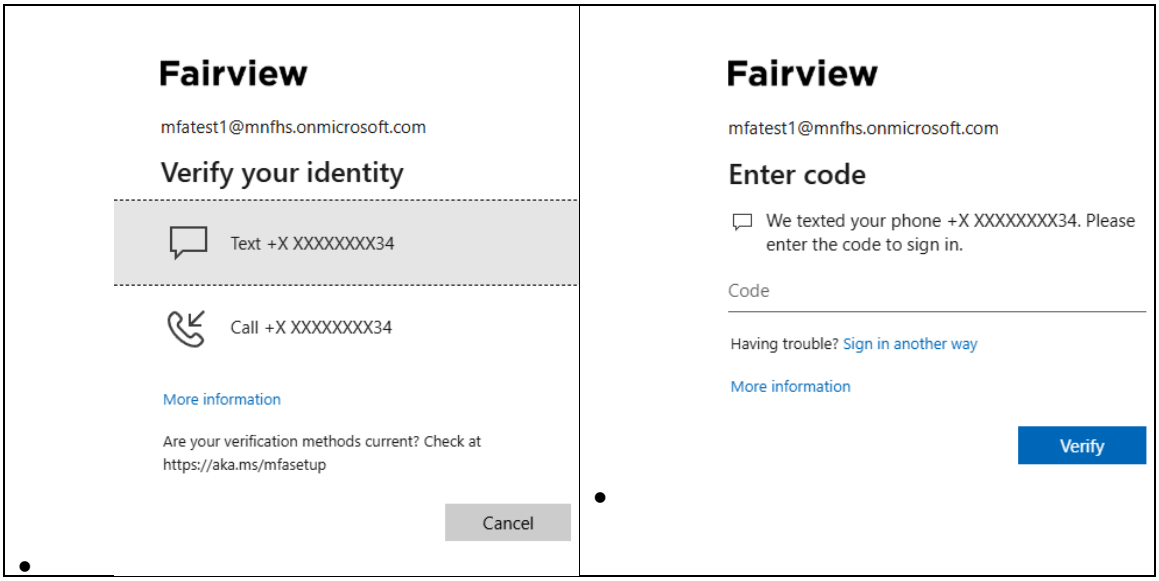

- After you have verified your SMS number, you will be prompted to set up stronger MFA authentication
- **NOTES**:
  - *You can delay the process for **3 days**.*
  - *The counter is shown as indicated by the red Circle below*

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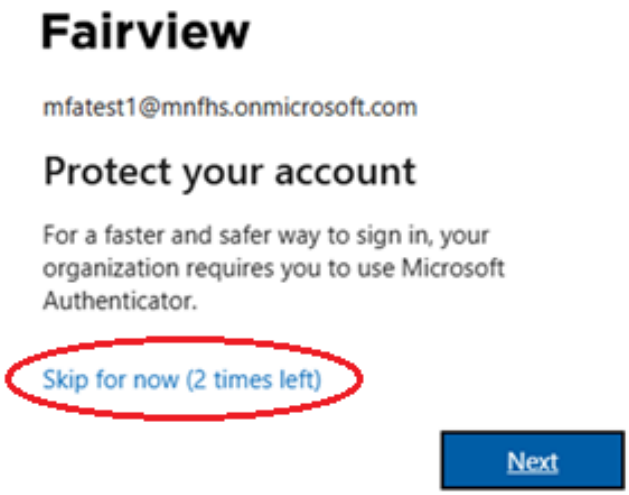
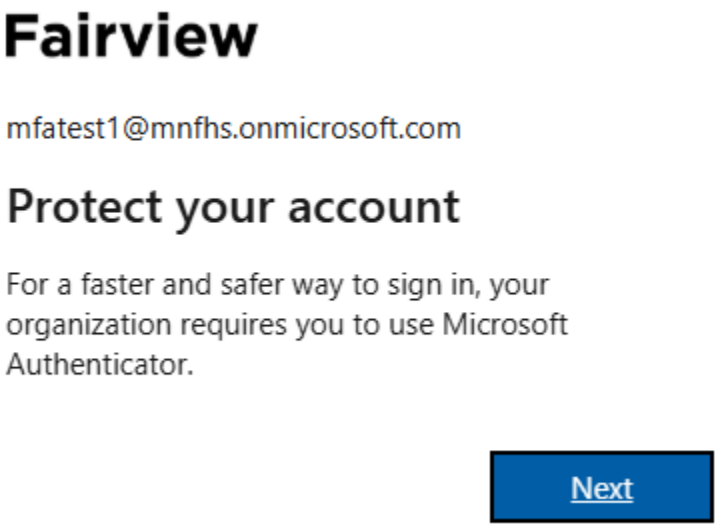


- If you have chosen to skip, you will no longer be given the option to skip the upgrade after the third day. This will also prevent you from being able to log in until the requirements are met
- Click **NEXT** on the **Protect Your Account Screen**



- If you do not already have Microsoft Authenticator installed on your mobile device
  - Click here for Android Devices
  - Click here for Apple Devices
- If you already have Microsoft Authenticator installed
  - Click here to continue the instructions

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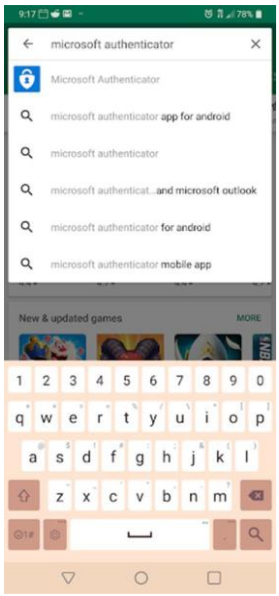
Set up the Microsoft Authenticator application on Android (Non-Apple mobile device)

First, you will need to download the Microsoft Authenticator application while on your mobile device:

- Go to the **Google play store** and type in **Microsoft Authenticator app.**



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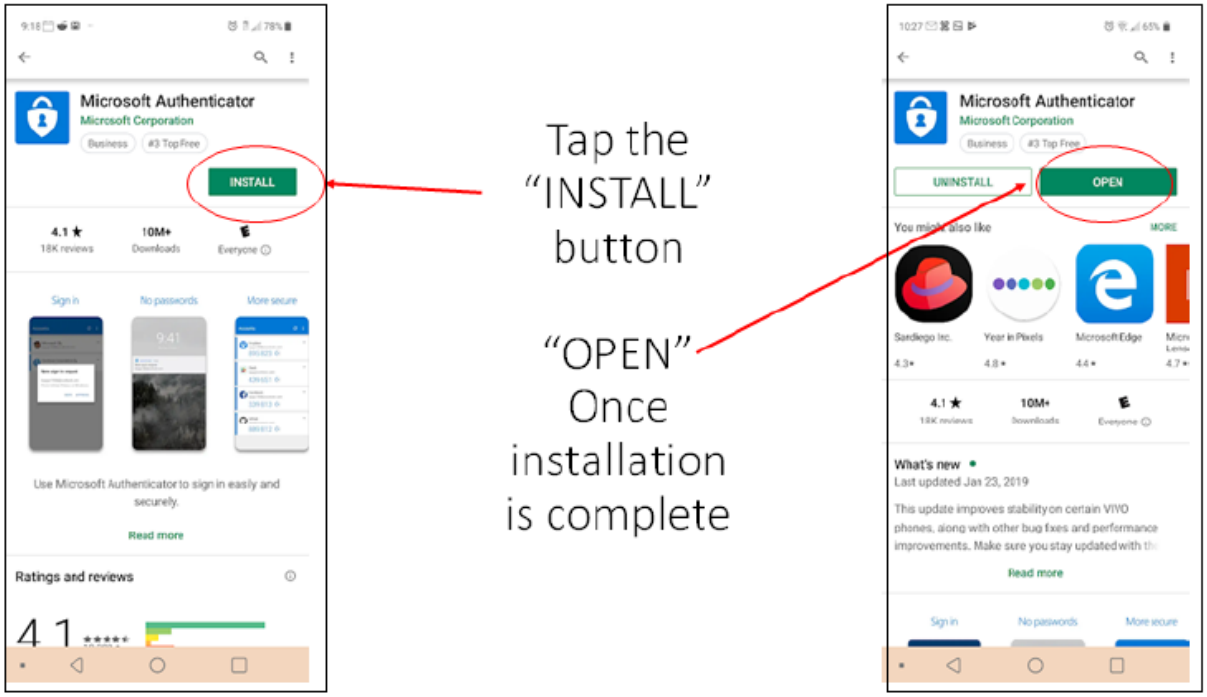
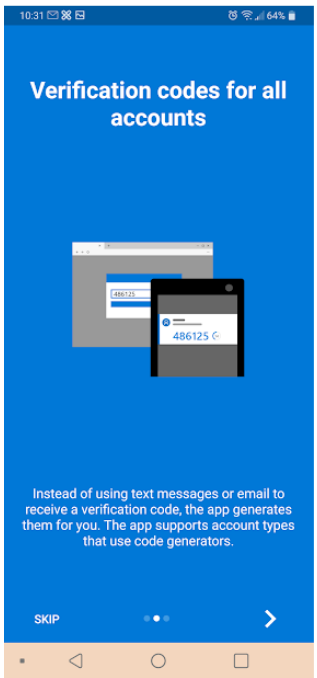
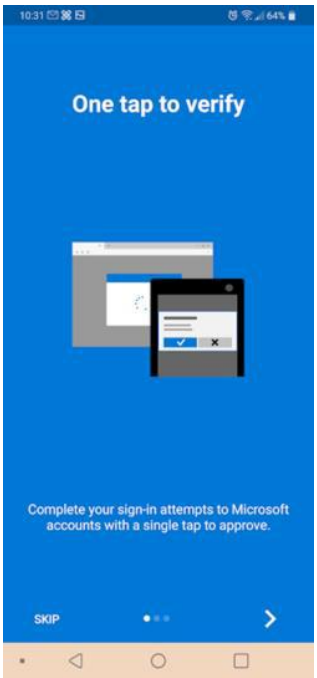


- ***INSTALL*** the Microsoft Authenticator application and click ***OPEN*** when the installation is complete.

- Scroll through the three-screen tutorial and click ***get started.***





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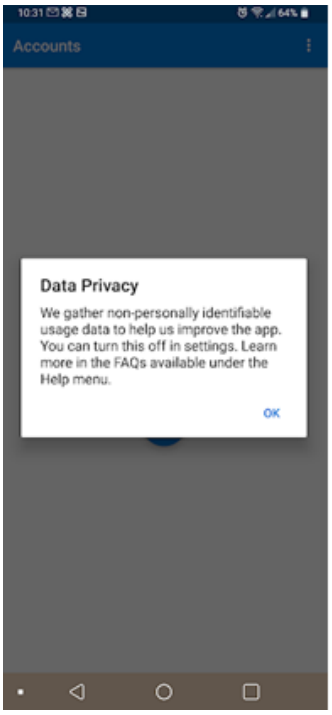
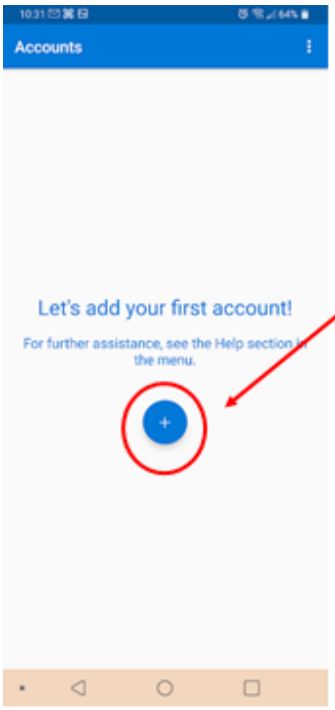
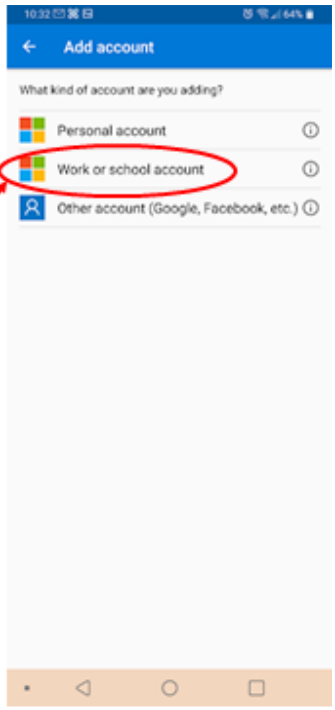


Press “OK” to the data privacy notification



Adding your account

Select “Work or school account”



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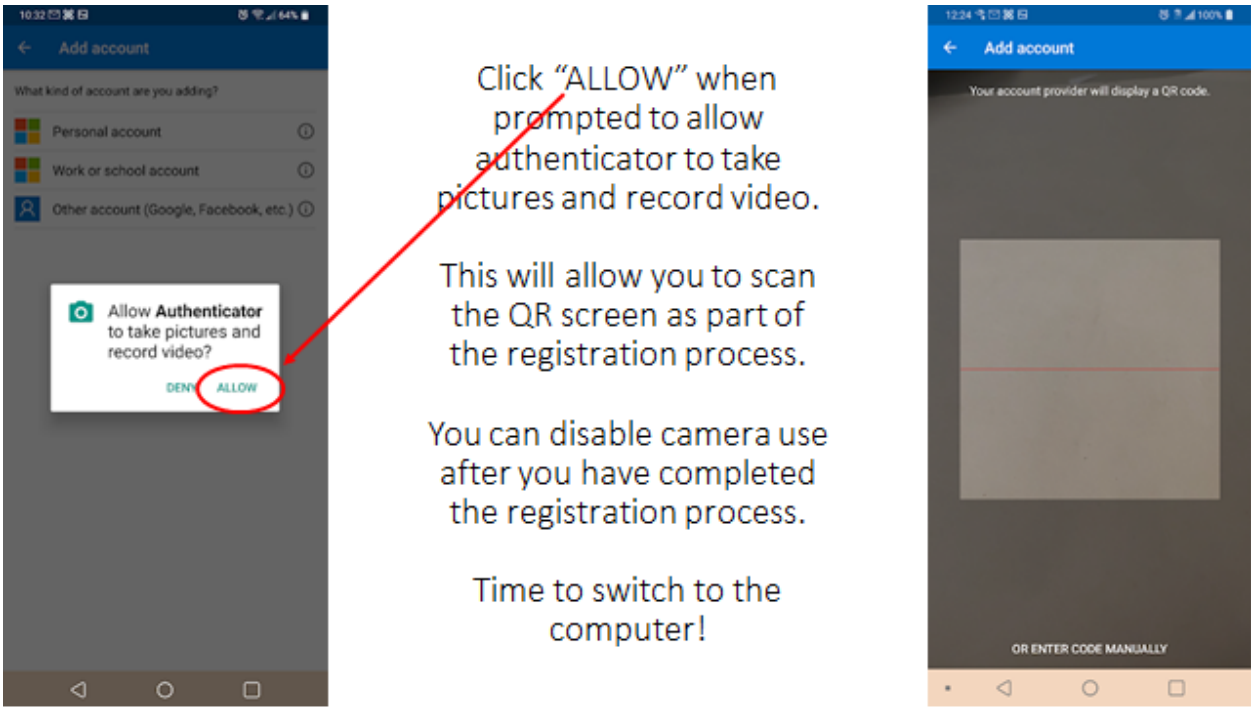

- The Authenticator is now ready for you to go through the steps on your computer to complete the set-up process. Skip to that step

Set up the Microsoft Authenticator application on iPhone/iOS

First you will need to download the Microsoft Authenticator application while on your mobile device:

- Go to the Apple App Store and go to ***search***
- **Type** in Microsoft authenticator app
- **Download** the Microsoft Authenticator application!

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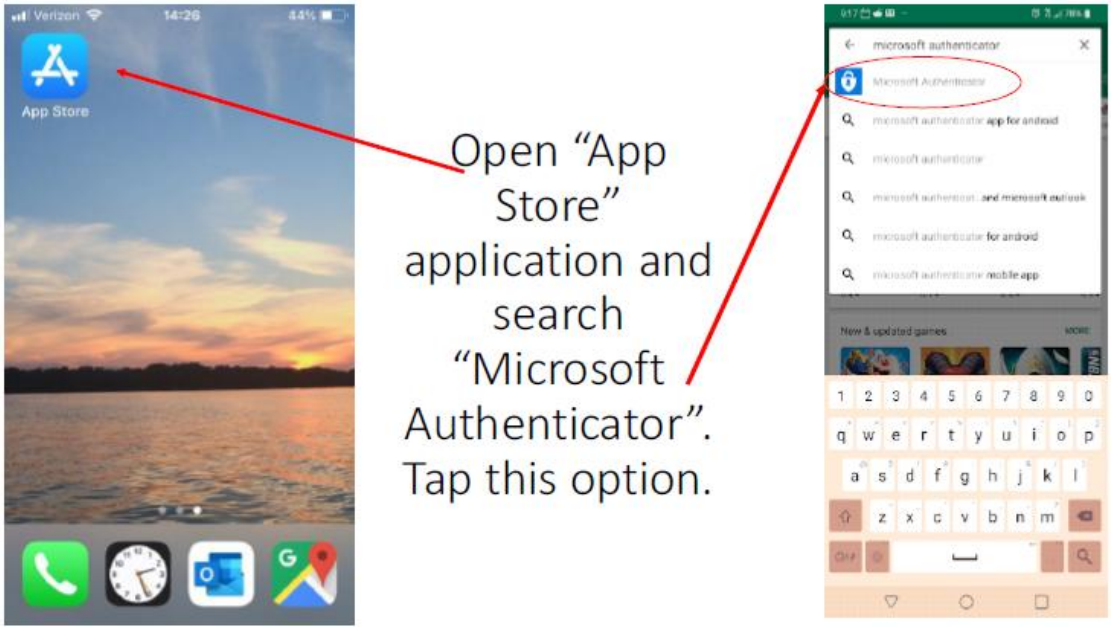
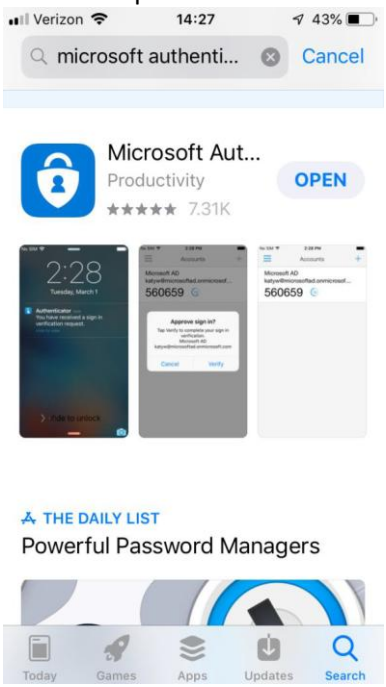


- **Select** to Install
  - The Microsoft Authenticator Application will download
- **Select** to Open



- You will be prompted with Microsoft Authenticator would like to send you notifications**. Select Allow.**

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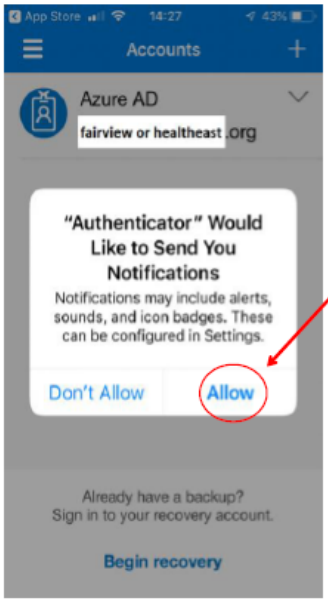
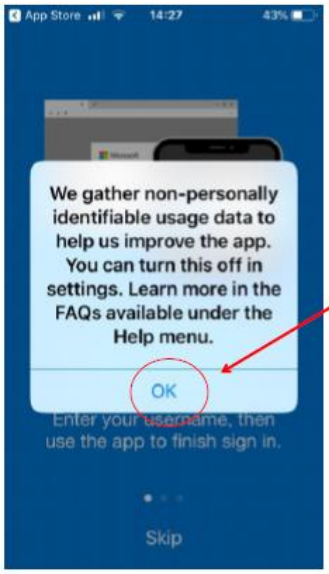


Click Allow to receive notifications.

This needs to be allowed for the application to prompt you for the second layer of authentication when logging in to Fairview Network Services and applications.

- **Scroll** through/read the following screens to get to the Let's Get Started page.
  - **Or hit skip** to take you immediately to the page with "We gather non-personally identifiable usage data to help us improve the app…"
- **Click** OK



Press "OK" to the data privacy notification

- On the next screen you will see Add account.
  - **Select Add account**.
- On the next screen you will see "If you add an account, you will no longer be able to recover from backup". Your choices are Cancel or Continue.
- **Click Continue.**

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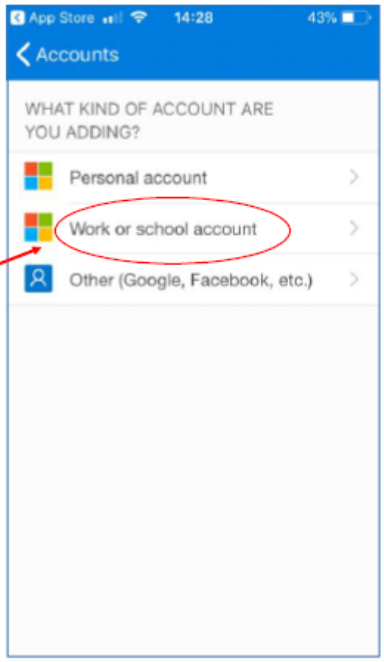
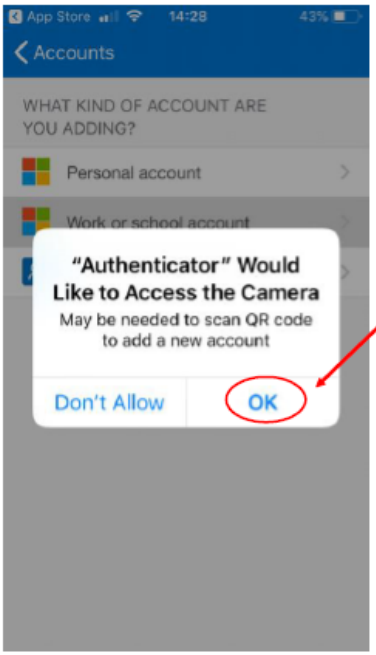
Adding your account

Select “Work or school account”



- ☐ **Select** Work or School account.
- ☐ Use your **Fairview.org account**



Click “ALLOW” when prompted to allow authenticator to take pictures and record video.

This will allow you to scan the QR screen as part of the registration process.

You can disable camera use after you have completed the registration process.

Time to switch to the computer!

- ☐ When asked to allow camera, click **OK**.
- ☐ The QR Code Reader appears.
  - The Authenticator is now ready for you to go through the steps on your computer to complete the set-up process. Skip to that step

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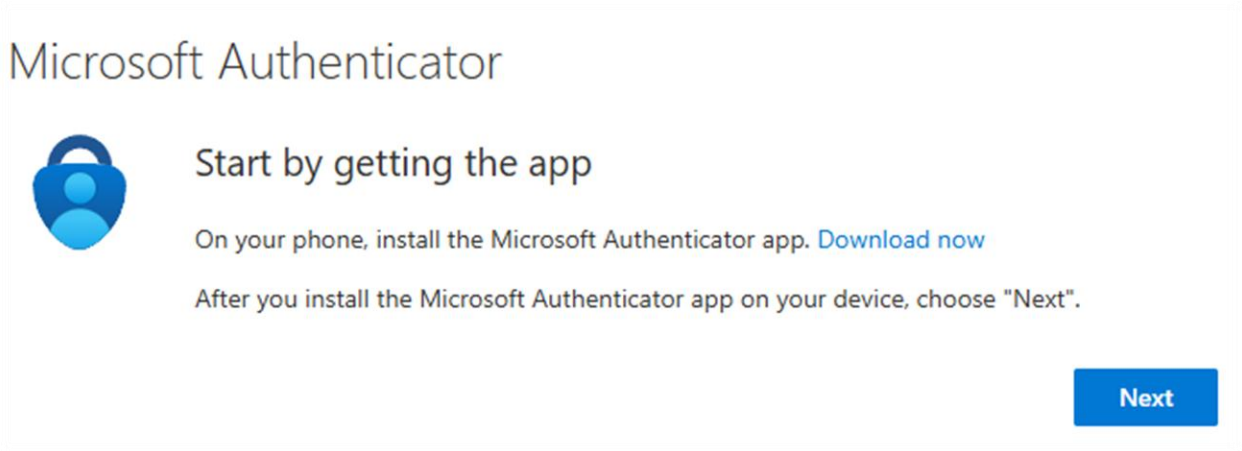
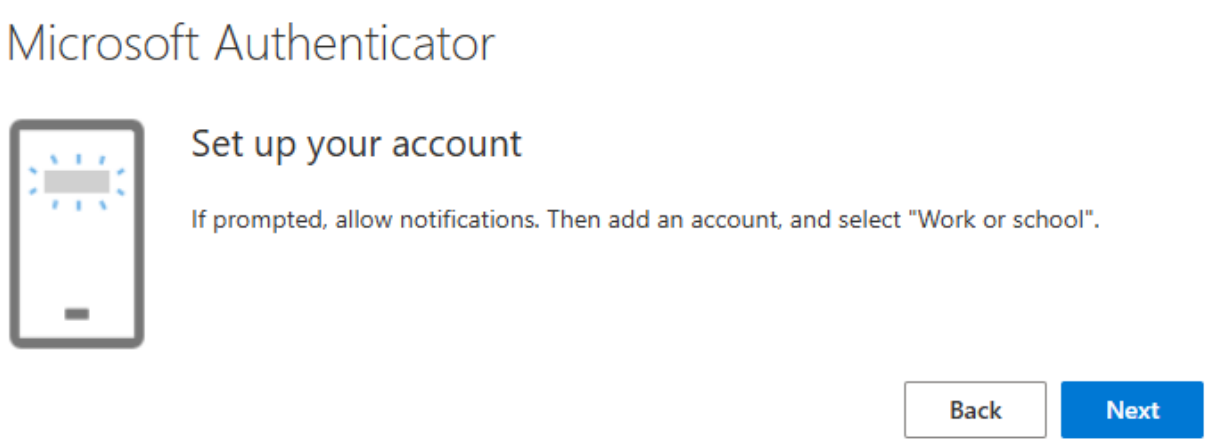
Complete Microsoft Authenticator Registration

- Click **NEXT** on the **Start by getting the app screen**
    - NOTE – You must have Microsoft Authenticator installed on your mobile device to continue the setup



- Click **NEXT** on the **Set up your account** screen



- On the Authenticator application, click on **Scan a QR code** and hold your phone up to your screen to scan the QR code

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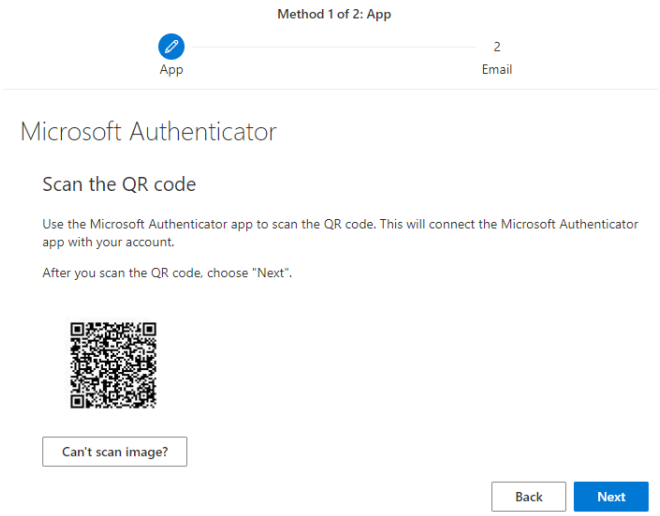
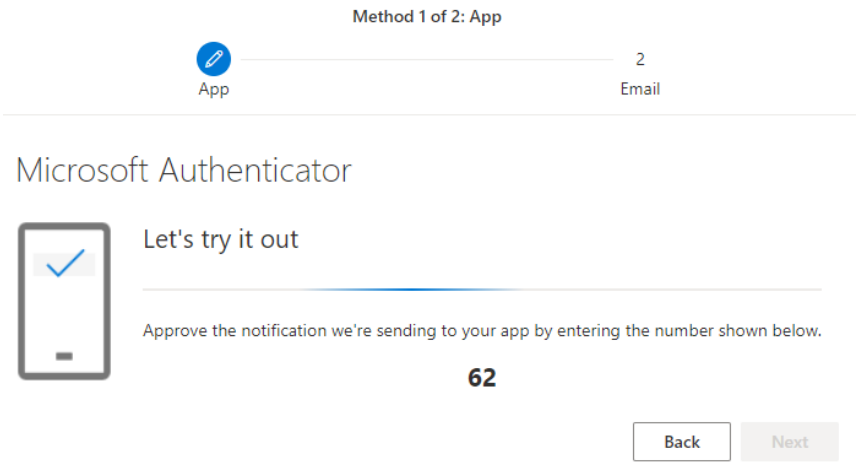
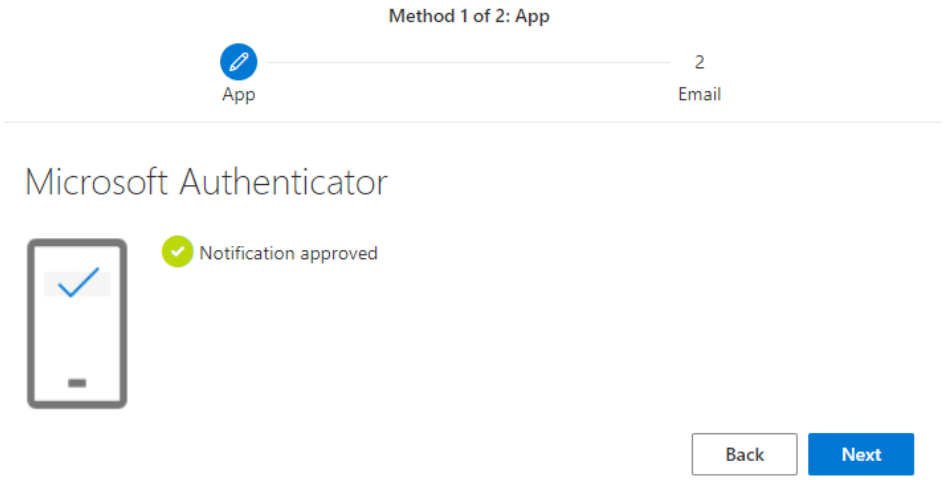


- Once paired, you will be prompted with a two-digit code. Enter that code in your authenticator application to complete the setup.



- Click Next on the notification approved screen



- Enter an alternative email address when prompted

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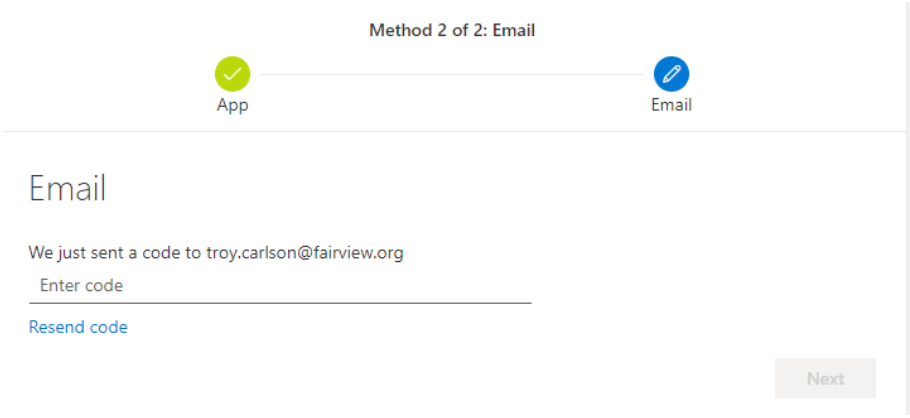
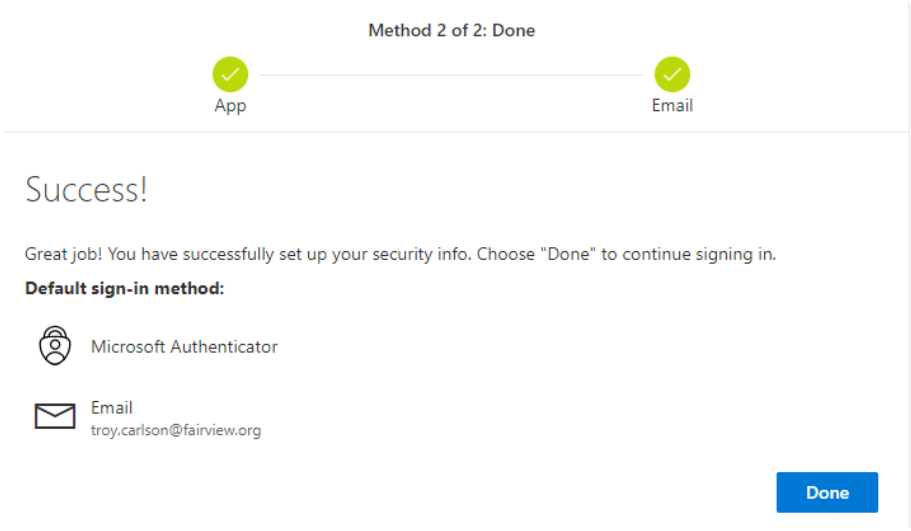
- A code will be sent to the email address entered. Enter that code to verify your email address



- Click Done to complete the process



Once you have reached this point you have completed the requirements for stronger MFA registration

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