Setting up the Microsoft Authenticator application

Multi-factor authentication (MFA) is a method used to enhance the security of email accounts and Office 365 access. By using MFA, even if your account password is compromised during a cyber attack, unauthorized individuals cannot access your emails, documents, cloud services, or message exchanges (e.g., Teams) without further verifying your identity in an additional step.

You can easily set this up using your mobile phone, either by responding to notifications from the authentication app, providing approval, entering a code received via SMS, or pressing the pound (#) key during a phone call.

The IT department centrally configures MFA settings for university accounts, but your cooperation is necessary to enable it for your personal account.

The steps required for setup are as follows:

If you want to set up the MFA service from the university network, continue with step 1 and then proceed to step 1.1 for the configuration. If you want to set it up from a non-university network, continue with step 1 and then proceed to step 2 for the configuration.

1. Open a web browser on your computer and log in to the portal.office.com website using your university email address and cusman password.

1.1. After logging in, click on your profile on the right side and select the "View account" option as shown in the image.

1.2. After selecting the previous menu option, you will be navigated to a new page. On the displayed page, click on the "Security info" menu.
1.3. After clicking on the "Security info" menu, another page will appear. On this page, click on the "Add method" button and select the option for Microsoft Authenticator. After selecting, click on the "Add" button.

2. After logging in with your email address, you will be greeted with the page shown in the image. To proceed, click on the "Next" button.
3. Upon proceeding, you will see the page as shown in the image, where you can find information about downloading Microsoft Authenticator. You can download Microsoft Authenticator from the Play Store for Android phones or from the App Store for iOS phones. After downloading the application, click on the "Next" button.

4. Open the downloaded application and click on the plus button at the top right. Select the option for "Work or school account" and then click on the "Next" button.
5. After selecting the "Work or school account" option, choose the option for scanning QR code on your phone and scan the QR code displayed on the page. Then click on the "Next" button.

6. After completing the previous step, you will see the page below, where a number will be displayed. Enter this number into the application. Once you have entered the number in the application, tap the "Yes" button, and then click on the "Next" option on the page.
7. After completing the previous steps, you need to perform an SMS or phone call verification as well. This is important because if you are unable to access the application, you can still log into your university account using your phone number. Enter your phone number and select the type of verification you prefer (SMS is recommended), and then click on the "Next" button.

8. You will receive a code via SMS to the provided phone number. Enter the code on the page shown in the image, and then click on the "Next" button.
9. After pressing the "Next" button, Multifactor Authentication will be set up for your university account, and you will be automatically redirected to your own Office page. From now on, whenever you are not using the university network, you will need to approve the login using the application each time.