Two Factor Authentication - Mobile App

Step 1:

- **Go to portal.office.com**
- **Type in your HCCC email , Click on Next and then click on password.**

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Back   Next

Step 2:

- **You will get a message about more information. Click on Next.**

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

Step 3:

- **Select Mobile app.**

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 ▼ |
| Authentication phone |
| Office phone |
| Mobile app |

─Method─
○ 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.

Step 4:

- **Select Receive notifications for verification.**

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?

Mobile app ▼

─How do you want to use the mobile app?─
◉ Receive notifications for verification
○ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up   Mobile app has been configured for notifications and verification codes.

Next

Step 5:

- **Click on Set up and you will then get configure mobile app page.**

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.
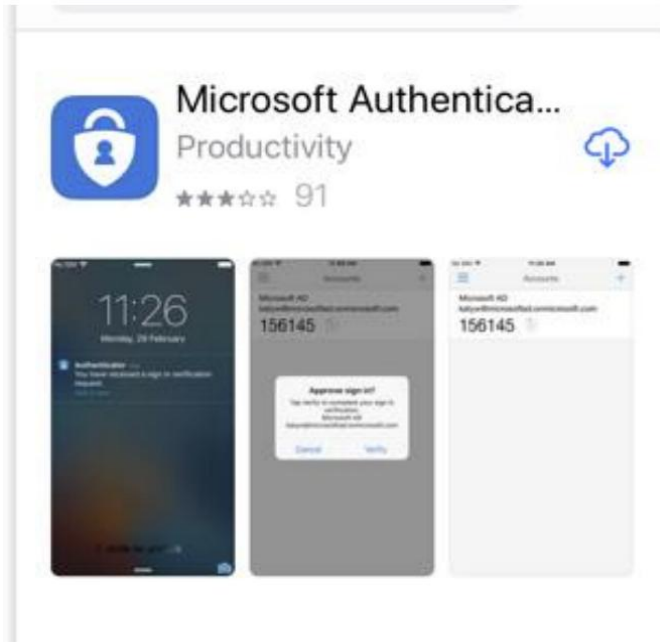Code: 917 867 155
Url: https://cys01napad01.na.phonefactor.net/pad/995365275
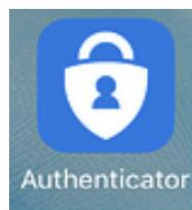
If the app displays a six-digit code, choose "Next".

Step 6:

- **On your phone's App Store, search for Microsoft Authenticator app and download it.**
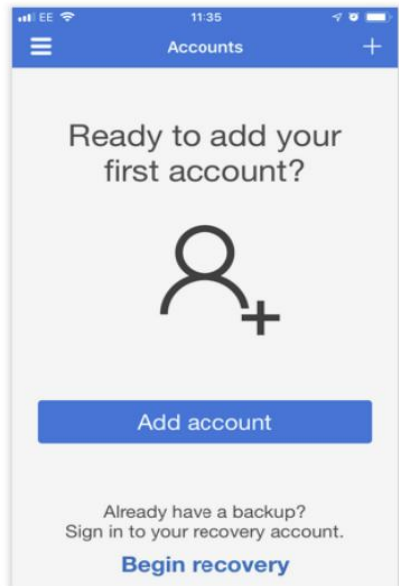

Step 7:

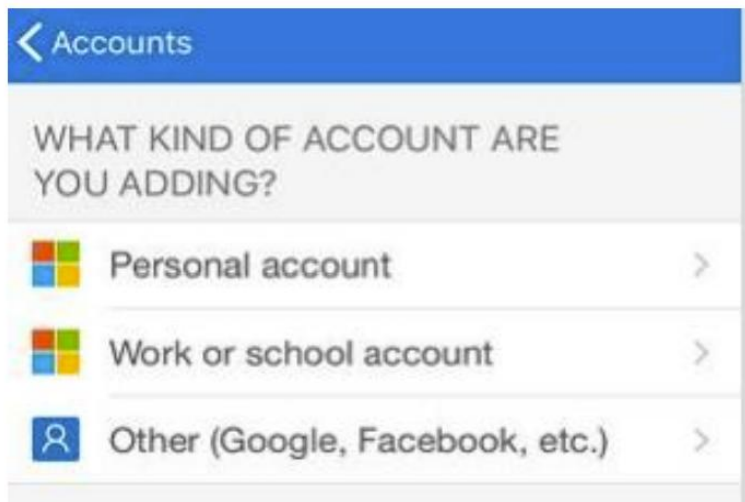- **You will now see the app called Authenticator on your phone.**

Step 8:

- **Skip any Intro screens the app may present until you get to the Ready to add your first account? Screen.**
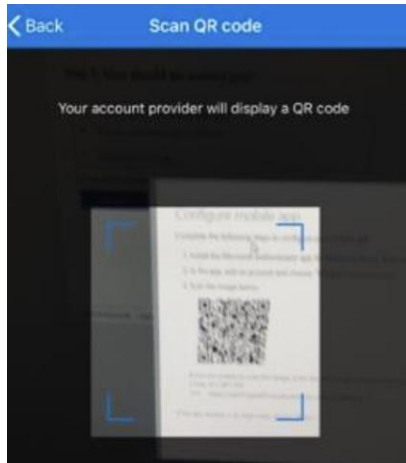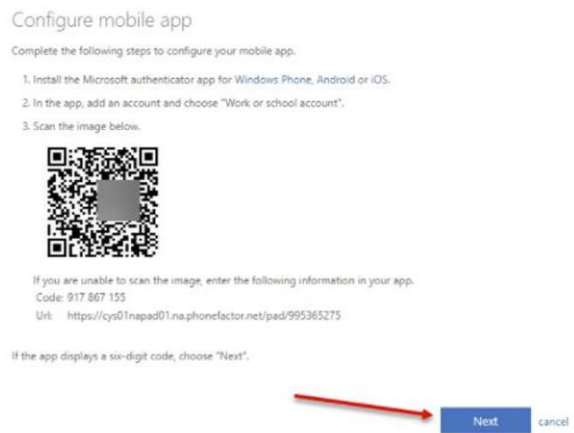

Step 9:

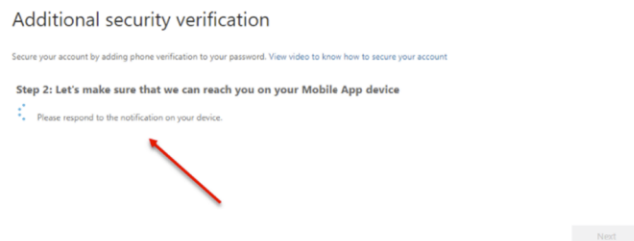- **Click on Add Account and then Select work or school account.**

Step 10: • Your phone will prompt to allow use of camera. Click Allow and then point your camera at the QR code on your screen.

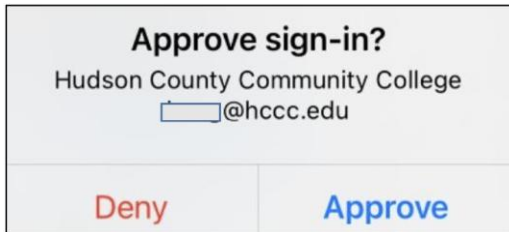**Step 11: • On your screen, click on Next.**

Step 12: • The message "please respond to the notification on your device". Check your phone for a new notification of the authenticator app.

Step 13: • Click on the notification.

Step 14: • Unlock your phone and click Approve.

Step 15: • Enter your phone number. This is in case you lose access to your mobile app and then click Next.

Step 16: • Save your code in case the application does not support MFA.