ROCKY
MOUNTAIN
School District #6

Microsoft 365

Multi Factor Authentication (MFA)

There are 2 methods to setting up Multi Factor Authentication (MFA):

1. Microsoft Authenticator App
2. SMS/Voice Notification

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Microsoft Authenticator App - Downloading

1. Scan the appropriate QR code to download the Microsoft Authenticator App onto your personal device:

Download for IOS

Download for Andriod

*2. Or search: **Microsoft Authenticator App** in your preferred app store.*

⛔ Please ensure that you are downloading the **Microsoft** Authenticator App.

3. For those with an SD6 Phone, you can download the Microsoft Authenticator App by going to the SD6 App Store and clicking "install".

Microsoft Authenticator App - Using

1. Once downloaded, sign into the Authenticator App by selecting: "Add Account" > "Work or School Account".
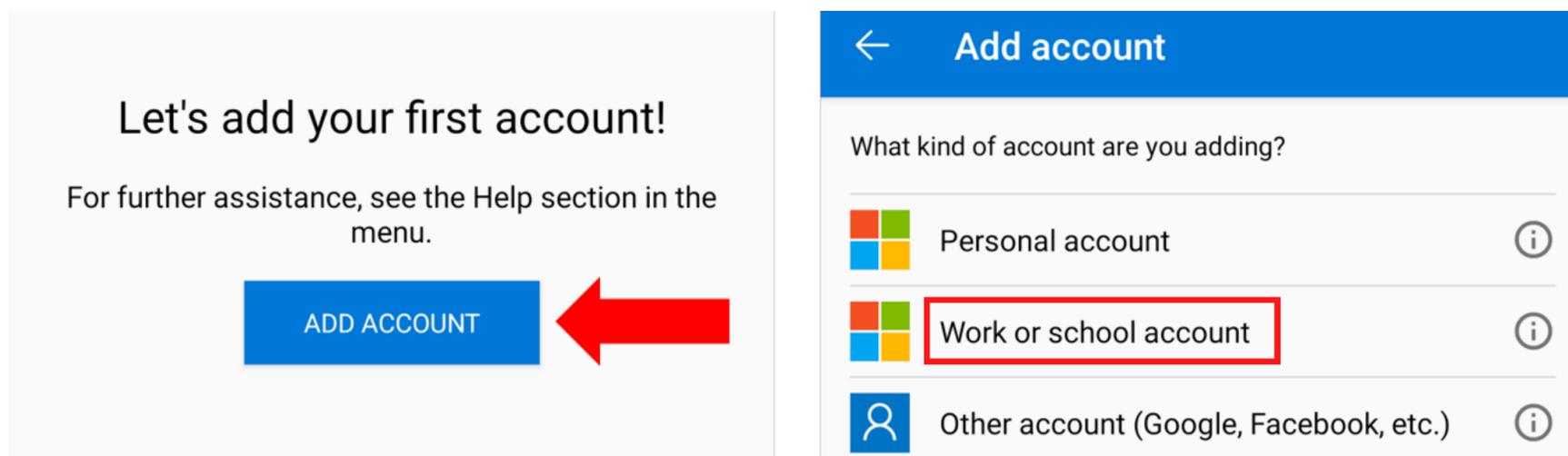
2. Sign-in using your SD6 credentials.

⊙ Once setup, when signing into your Microsoft account, you will receive a push notification, prompting you to approve or deny the sign in request.

SMS/Voice Notification

1. Go to: **https://www.office.com/?auth=2** and sign in using your SD6 credentials.

2. At the top right corner of your screen, click on your profile and go to "View Accont".
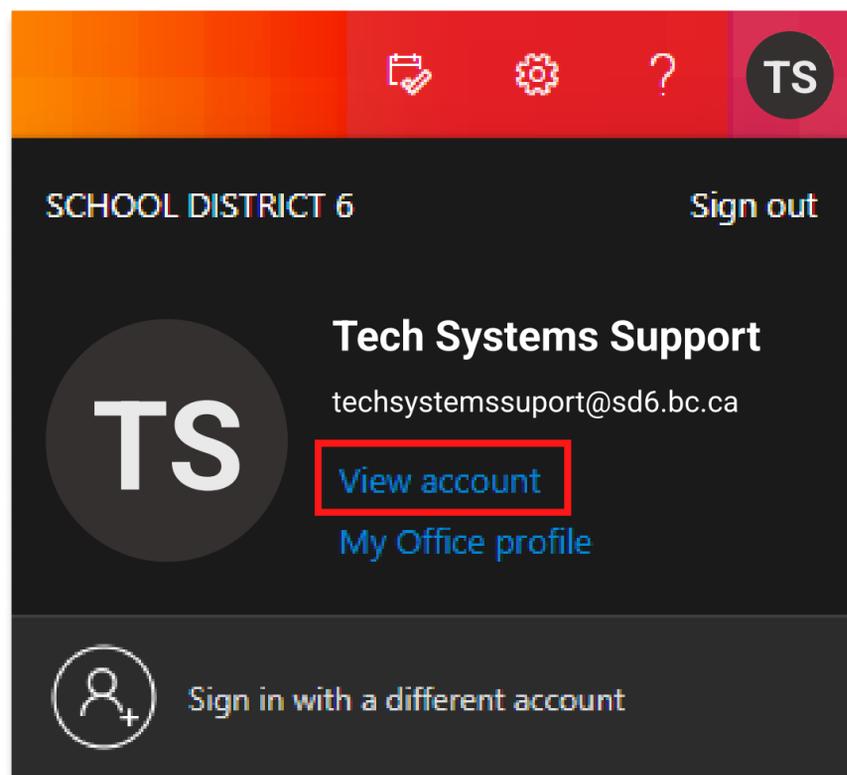
3. Navigate to Security Info, and select **Add sign-in method**.
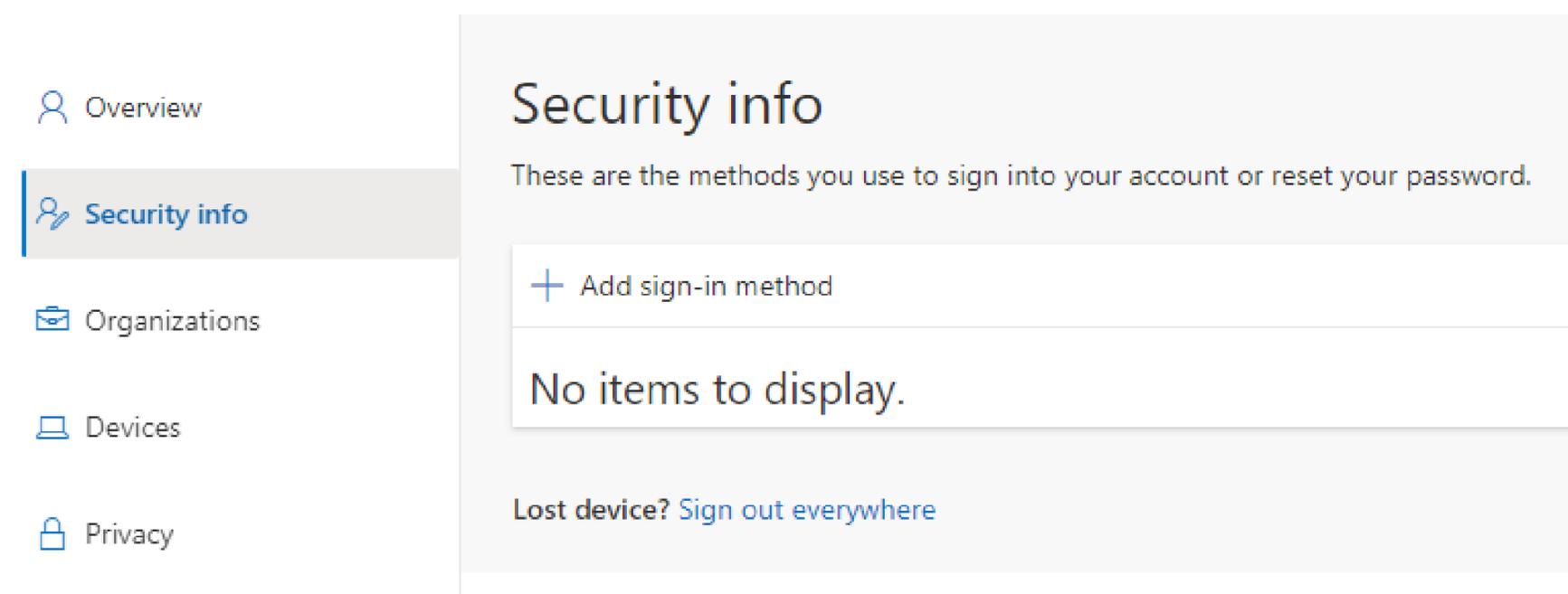
3. Click the Choose a method dropdown and select: "Phone". Press **Add**.

4. Select "Canada (+1)" and type your phone number.

5. Choose either "Text me a Code" or "Call Me". Click **Next**.

ⓘ Shortly after pressing Next, you will recieve either a text or phone call with a 6 digit code.

6. Type your 6 digit code into the Enter Code field. Press **Next**.

Phone ✕

We just sent a 6 digit code to +1 123123123 . Enter the code below.

Enter code

Resend code

Back   Next

7. Once verified, click **Done**.