

How to setup Microsoft Multi-Factor Authentication. A quick guide

To setup Multi-Factor Authentication for your O365 account access you will need to go to: <http://mfasetup.cssd.ab.ca>

Enter your email address, password, and click “Sign In.”

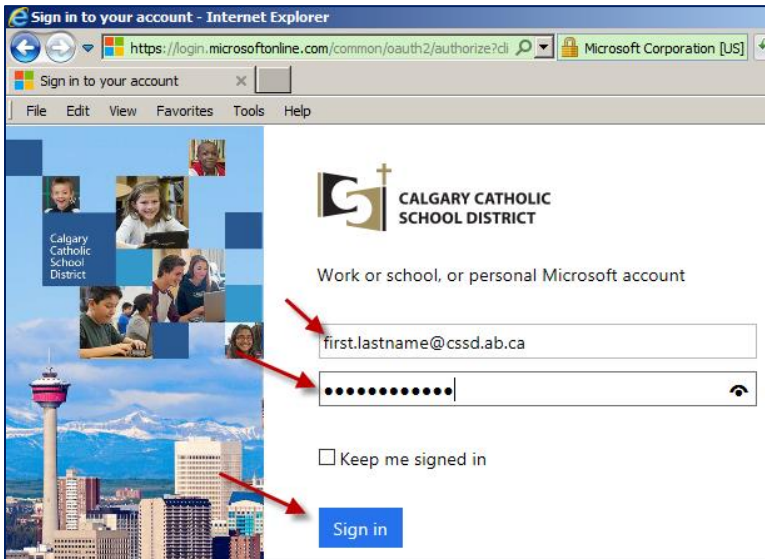


Figure 1

Click “Set it up now.”

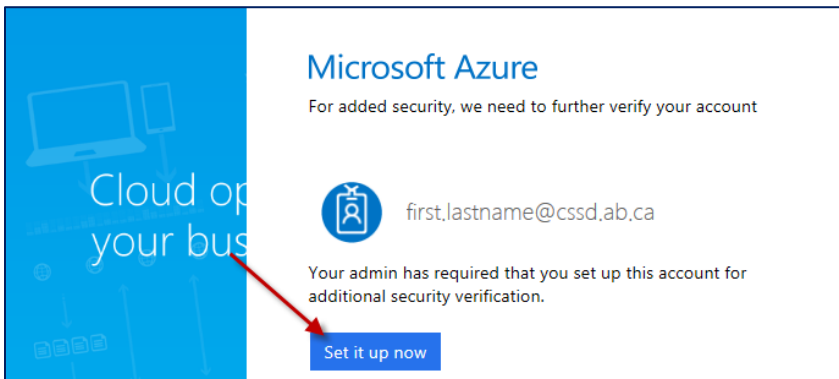


Figure 2

Select the following:

- Authentication Phone
- Canada +1
- Enter your 10 digit phone number
- Send me a code by text message
- Click Next

CALGARY CATHOLIC SCHOOL DISTRICT | first.lastname@cssd.ab.ca | ?

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

Canada (+1) 5878872

Method

- Send me a code by text message
- Call me

Next

Figure 3

(You can also use a home phone and have it call you, however text message works more reliably.)

You will receive a text message with a 6 digit verification code, enter it on the following screen and click “Verify”

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Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1 5878872

When you receive the verification code, enter it here

140943

Cancel Verify

Figure 4

Click “Done”

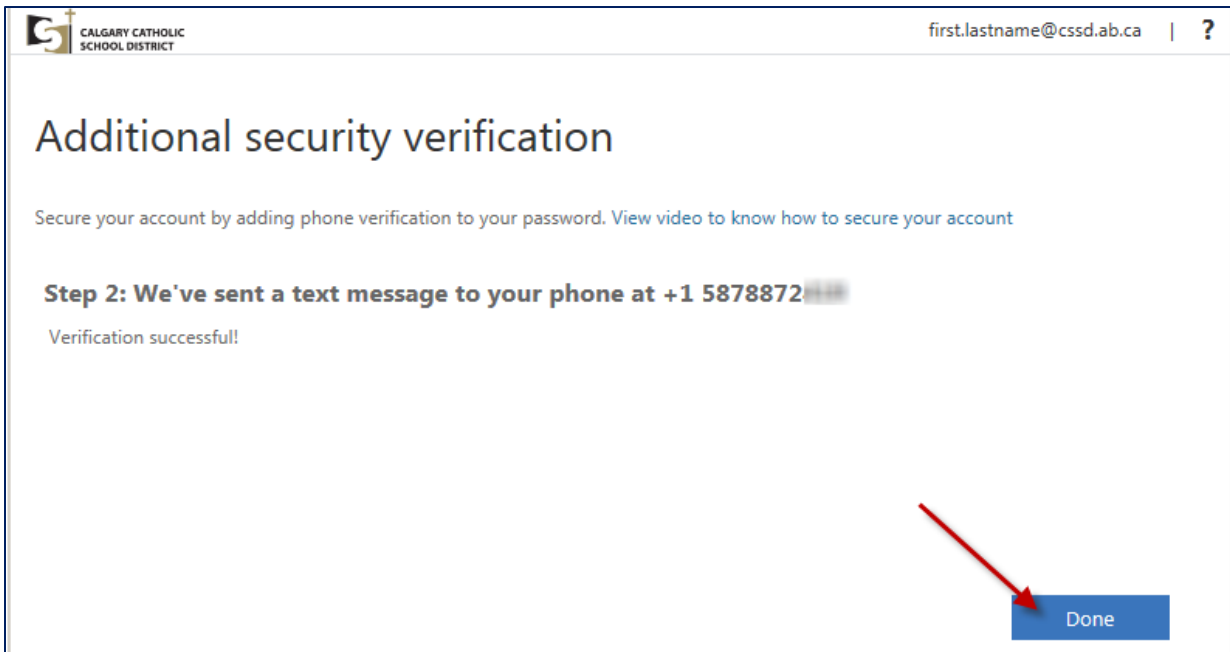


Figure 5

You will be taken to a screen that allows you to setup other verification options. You may choose to use those, or you can just click “cancel” toward the bottom.

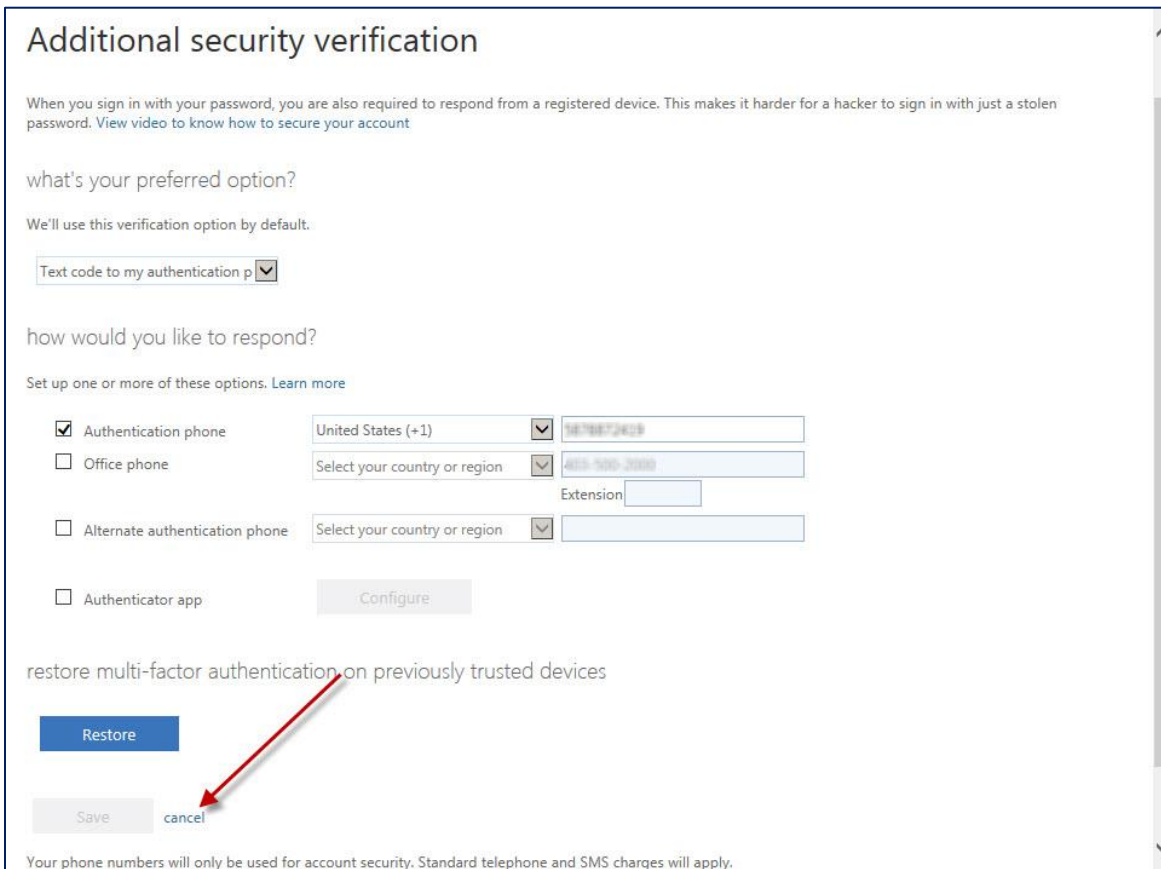


Figure 6