



**MULTI-FACTOR
AUTHENTICATION
(STUDENT MFA)
USER SETUP GUIDE**

Affected Applications & Services:



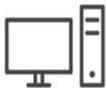
CONFIGURING THE AUTHENTICATOR APP



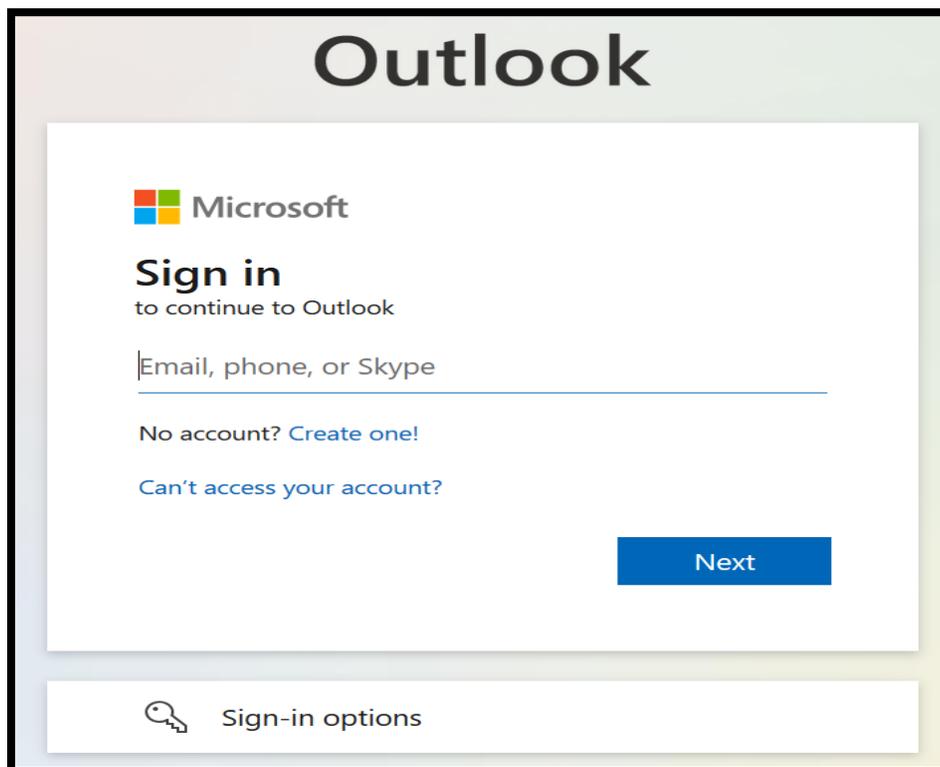
1. The Microsoft Authenticator application is required before beginning the setup of MFA on your account. Please download it from the Google Play Store for Android, or the App Store for iOS.



For more information on Microsoft Authenticator app, visit the Microsoft Authenticator page on the [Apple App store](#), or [Google Play store](#).



2. On your computer, open your preferred web browser and navigate to mail.office365.com



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3. Enter your Swinburne students email address and click on the Next button

Microsoft

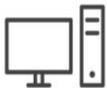
Sign in

jdoe@students.swinburne.edu.my

No account? [Create one!](#)

[Can't access your account?](#)

Back Next



4. Enter your Swinburne students email address password and click the **Sign In** button

Microsoft

← jdoe@students.swinburne.edu.my

Enter password

.....|

[Forgot my password](#)

Sign in

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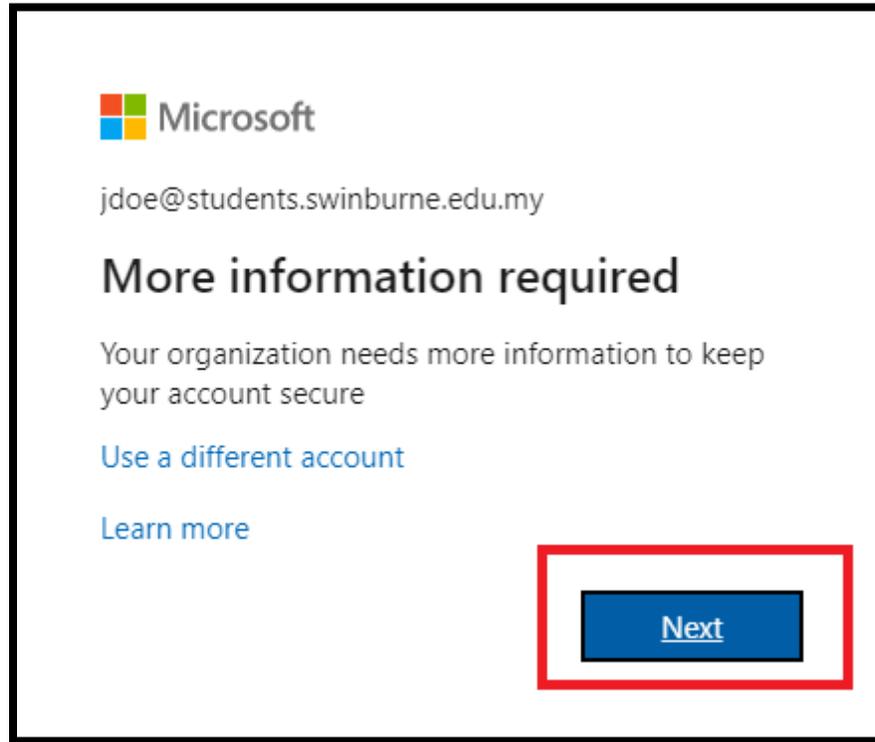




5. It is now time to setup Multi-Factor Authentication (MFA).

Click on the Next button to proceed.

Note: If this screen does not appear, please call the service desk on +6082255000 or x5000 (internal) to ensure your account is activated for MFA enrolment.



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6. You will be prompted to enter additional security verification as shown:

SWINBURNE UNIVERSITY OF TECHNOLOGY Office 365

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](#) Please configure the mobile app.

[Next](#)

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7. Step 1 Choose **Mobile app** for the verification, next select **Receive notification for verification** as the option, lastly click **set up** to configure the mobile app

SWINBURNE UNIVERSITY OF TECHNOLOGY Office 365

Additional security verification

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Step 1: How should we contact you?

Mobile app 1

How do you want to use the mobile app?

Receive notifications for verification 2

Use verification code

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

Set up 3 Please configure the mobile app.

Next

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8. After you click set up, a QR code will be pop out of the screen.

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: 708 935 280
Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/080289131>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

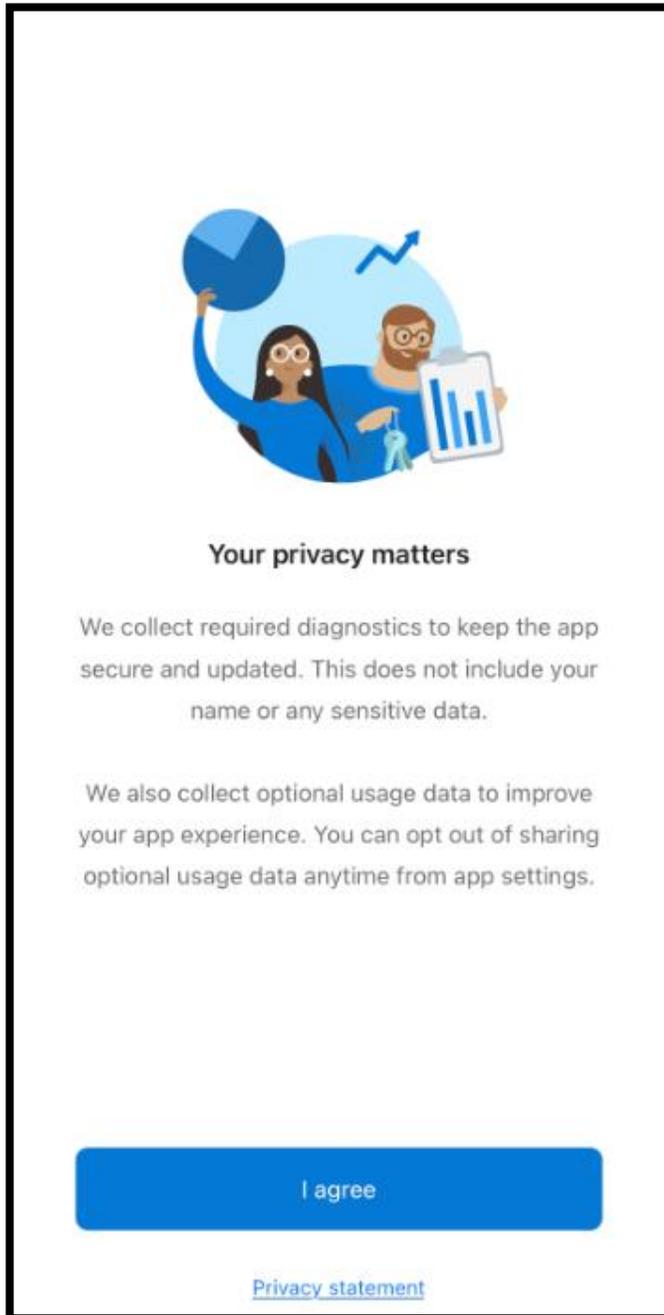
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9. Open the Authenticator app on your phone. If you have not used the app before, you will be shown an introduction.

Press **I agree** .

A screenshot of a mobile app's privacy notice screen. At the top, there is a circular illustration of two people, a woman and a man, in business attire. The woman is holding a pie chart, and the man is holding a tablet displaying a bar chart. Below the illustration, the text reads: "Your privacy matters", "We collect required diagnostics to keep the app secure and updated. This does not include your name or any sensitive data.", and "We also collect optional usage data to improve your app experience. You can opt out of sharing optional usage data anytime from app settings." At the bottom, there is a large blue button with the text "I agree" and a link labeled "Privacy statement" below it.

Your privacy matters

We collect required diagnostics to keep the app secure and updated. This does not include your name or any sensitive data.

We also collect optional usage data to improve your app experience. You can opt out of sharing optional usage data anytime from app settings.

I agree

[Privacy statement](#)

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10. Next, press **Add Work or School account**. Proceed to Step 11 of this guide.

Skip



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

 Add work or school account

 Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook.

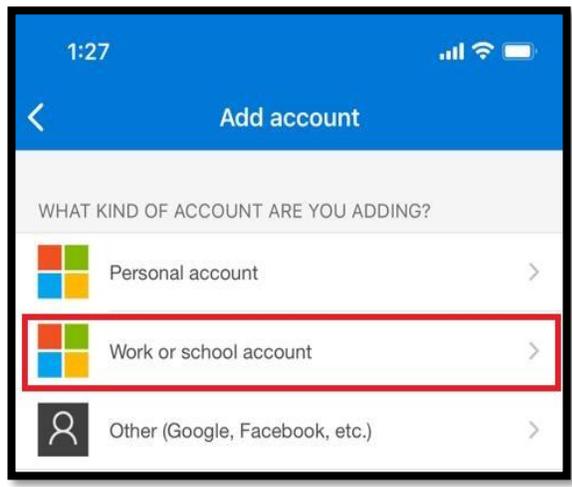
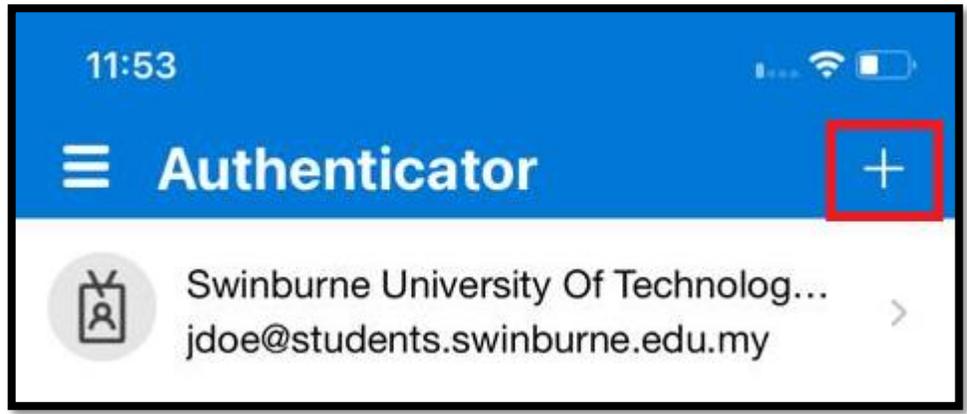
[Restore from backup](#)

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11. If you do not have the Add Account button on the main screen of the Microsoft Authenticator app, click on plus button in the upper right-hand corner, and finally, click on Work or school account to add your email account.



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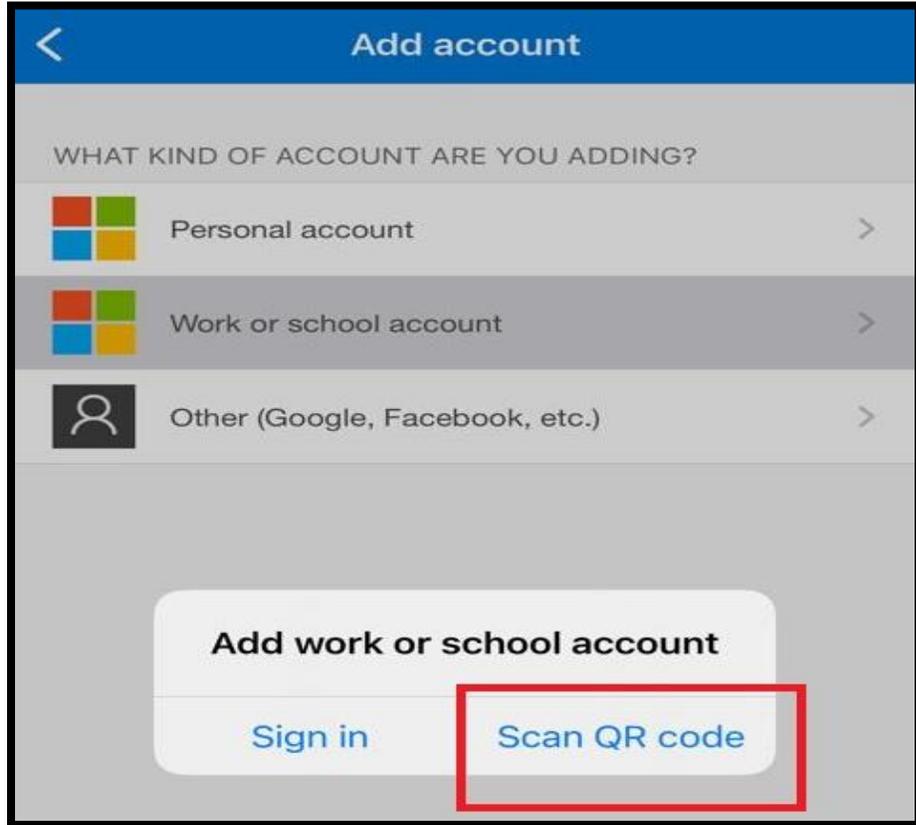


12. Click on Scan QR code , the **Authenticator** app will now look for the QR code prepared in **Step 8**, above.



Focus the camera over the QR code square. The app will automatically pair itself to your account.

Once scanned, press **Next** on the MFA setup screen in **Step 8**.



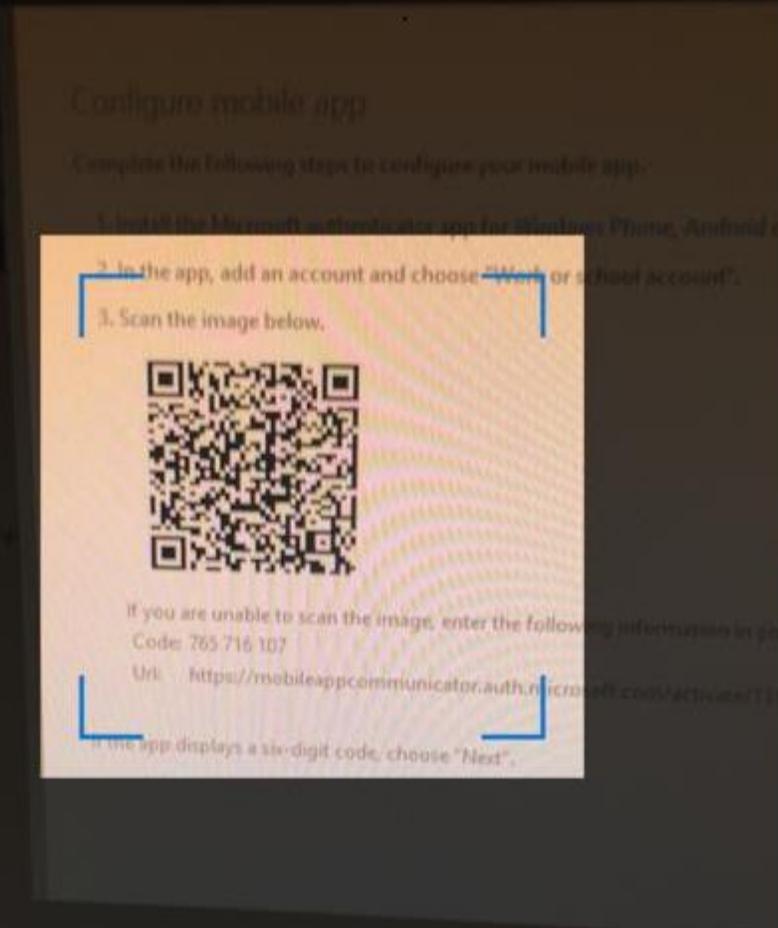
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Scan QR code

Your account provider will display a QR code



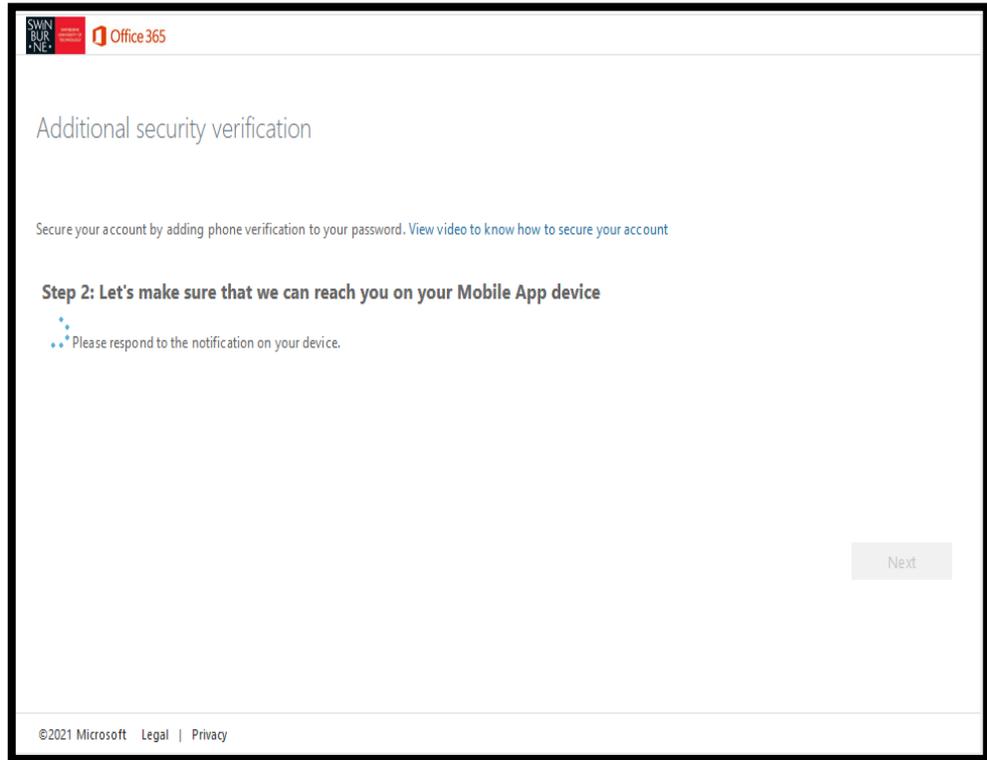
Or enter code manually

Affected Applications & Services:





13. The MFA setup will now confirm that the configuration was successful by sending a test approval to your phone.

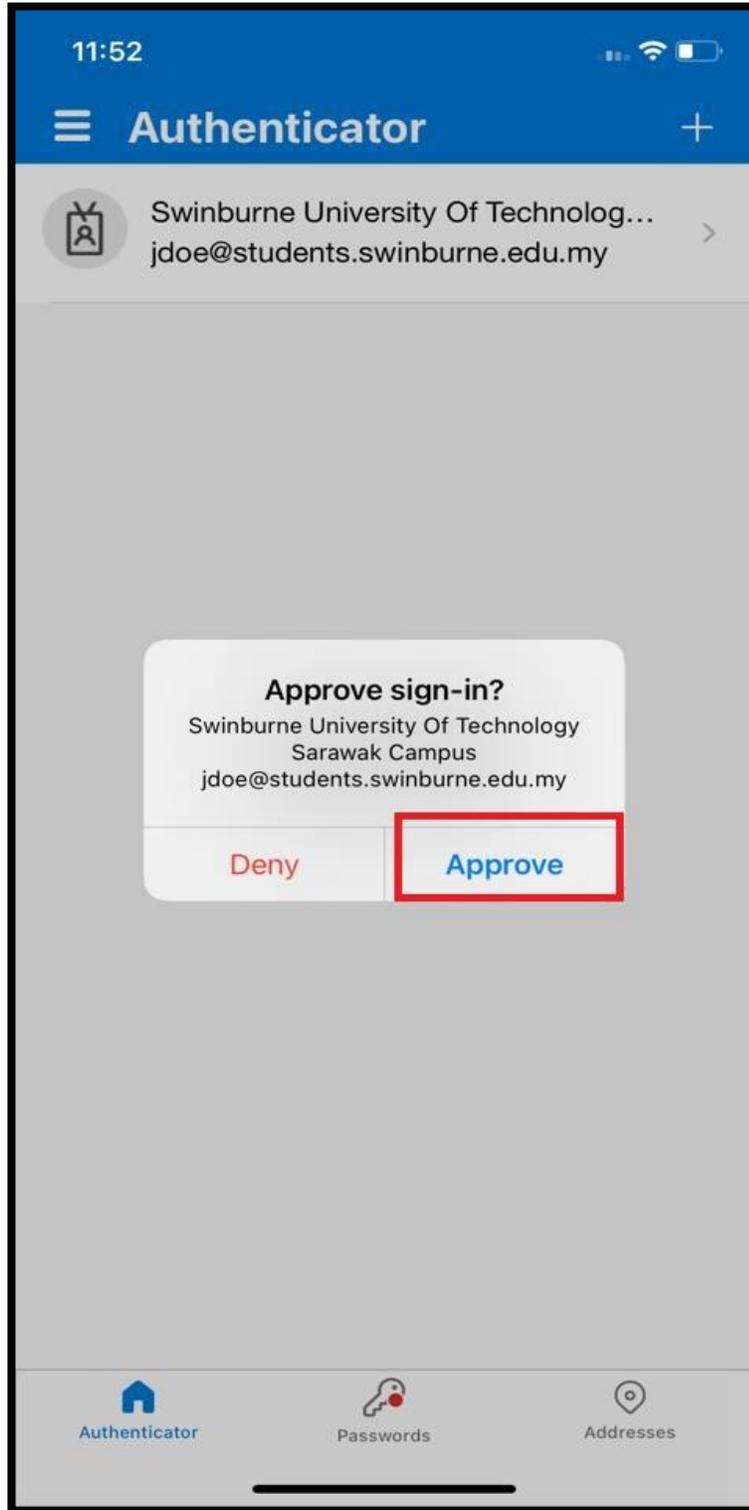


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14. Click Approve on your phone and Next on your computer to complete the setup.



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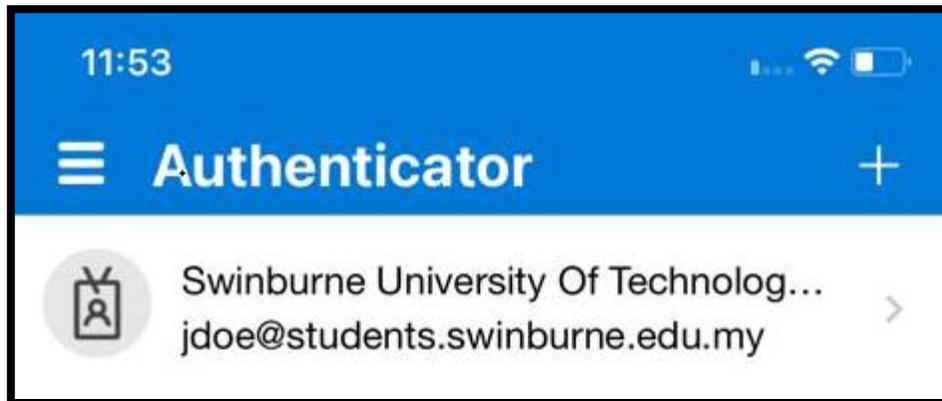


15. You are required to add additional security verification. In this section, we will need to fill out your contact details.

In the dropdown-box, make sure Malaysia (+60) is selected and enter your phone number in the text box to the right. Lastly, click Done.



16. The Microsoft Authenticator app has now been configured, and you will be able to see your account listed as “Swinburne University Of Technology” with your email address below.



17. Congratulations!

Your email (O365) account has now been setup with Multi-Factor Authentication.

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