

# Quick Start:

## Setting up Multi-Factor Authentication

Multi-factor Authentication (MFA) protects us from scams and hackers by requiring a second form of verification when you log in with your password.

### You will need:

- Your Apple or Android mobile device
- Your computer
- A good internet connection
- Your work email address and password.

### To get started:

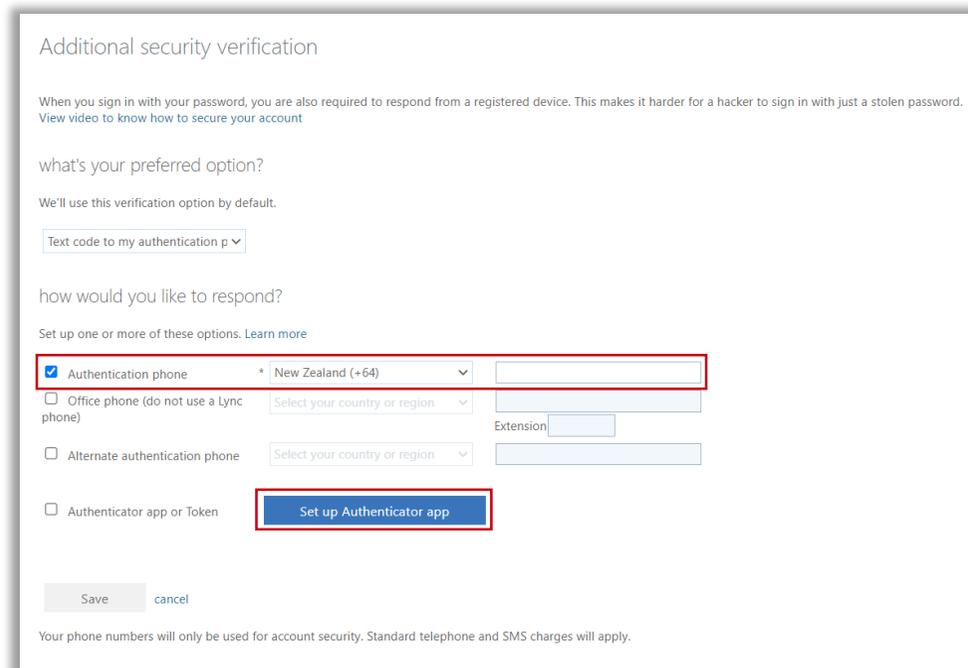
You will need to have an authenticator app downloaded on your phone. If you haven't already, see our **Installing an Authenticator App** guide.

### If you need more help:

Contact the ITS Service desk or phone **03 369 5000** or **0508 824 843**.

### On your computer:

1. Go to <https://aka.ms/MFASetup>.
2. Choose your preferred authentication method and enter your phone number.
3. Select **Set up Authenticator app**.



Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▾

how would you like to respond?

Set up one or more of these options. [Learn more](#)

- Authentication phone \* New Zealand (+64) ▾ [input field]
- Office phone (do not use a Lync phone) Select your country or region ▾ [input field] Extension [input field]
- Alternate authentication phone Select your country or region ▾ [input field]
- Authenticator app or Token **Set up Authenticator app**

Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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### On your computer:

4. A QR code will appear for your mobile configuration.

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.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.  
Code: 615 276 664  
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/955413539/>

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

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

### On your phone

5. Open your Authenticator app.
6. Select **Add work or school account** and click **Next**.
7. Use the camera on your phone to scan the QR code.

If you can't use your phone camera, enter the Code and URL below the QR code manually into your phone.

8. You will see a **Verifying app** message on your computer, and will need to check your phone for a notification.
9. Select **Approve** on your phone.
10. On your computer, you will see 'Authenticator app' and your phone's name.
11. Select **Save** before closing the browser window.

