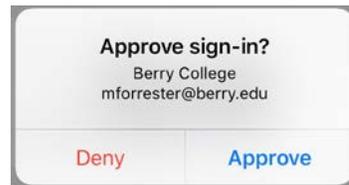


BERRY COLLEGE MULTI-FACTOR AUTHENTICATION (MFA)

View Video Instructions Here: <https://channel9.msdn.com/posts/Multi-Factor-Account-Setup>

❖ How to setup Multi-Factor Authentication (MFA)

- Login to webmail at <http://mail.berry.edu>
- Please click "Next" on the "More information required" screen
- Please choose one of the following default MFA options to use when logging into your Office 365 and Office applications:
 - Authentication phone
 - Phone Call – Listed as "Call me," you will receive a phone call that will instruct you to press "#" on your phone's Dialpad to approve your MFA login.
 - Mobile app
 - Receive notifications for verification – you will receive a notification on your smartphone from the Microsoft Authenticator App. Choose "Approve" to complete your MFA login.



- You are now setup to use Multi-Factor Authentication (MFA)!

❖ Using your App Password

- Once you have completed your MFA setup, you will be given an App Password as shown in the image below. You will use this App Password to sign into Outlook on your computer and any other applications that won't accept your normal e-mail credentials!

Additional security verification

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

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

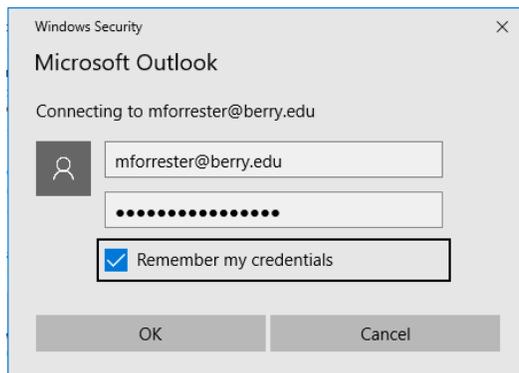
fntnwhzwztrjvtbk 

Done

- Please visit <https://aka.ms/MFASetup> and click on "App Passwords" at the top of the page to create new App Passwords or to delete existing App Passwords.

❖ What now?

- Outlook on your computer will eventually prompt you for credentials as shown in this image. Enter your full username (e-mail address) and your App Password, select "Remember my credentials" and click OK!



- If e-mail was already setup on your smartphone, it will prompt you to update your account settings. Please follow the on-screen prompts to login with your regular e-mail credentials and validate them through your chosen MFA process.

❖ How to get help with Multi-Factor Authentication!

Please contact the Technical Support Help Desk by calling 706-238-5838 or by e-mailing computing@berry.edu. Please visit <https://aka.ms/MFASetup> if you wish to change your MFA method or get a new App Password.