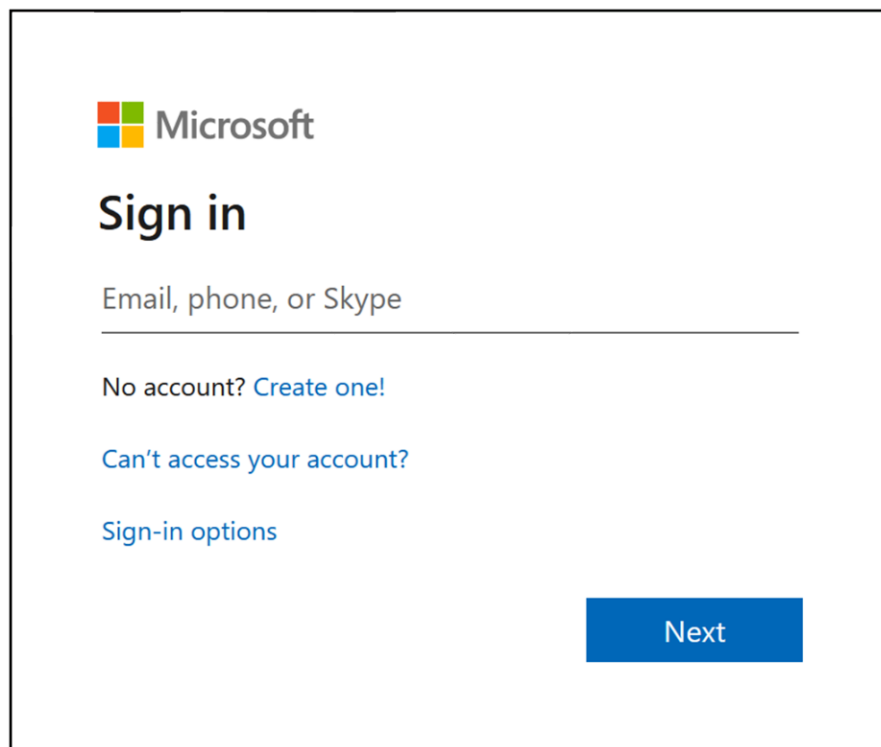


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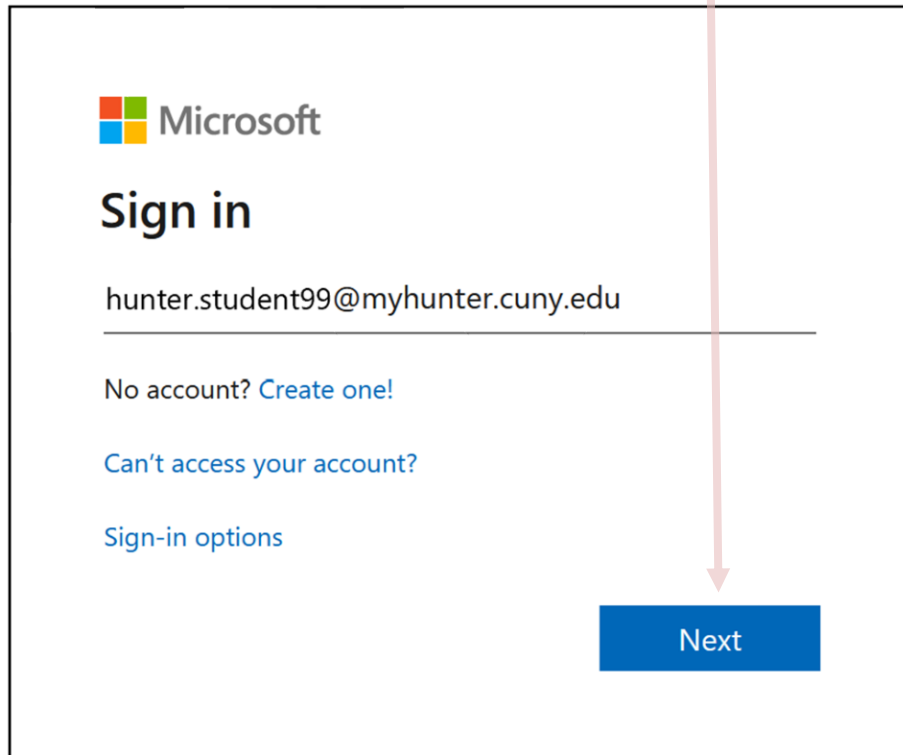
## MFA for Office 365

### How to Setup Multi-Factor Authentication (MFA) For Office 365

1. Open a browser and navigate to <https://login.microsoft.com>:



2. Type your full Hunter student email address (*hunter.student99@myhunter.cuny.edu*) and click **Next**:



The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "hunter.student99@myhunter.cuny.edu". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next". A red arrow points from the text in the first step of the list above to the "Next" button.

Microsoft

## Sign in

hunter.student99@myhunter.cuny.edu

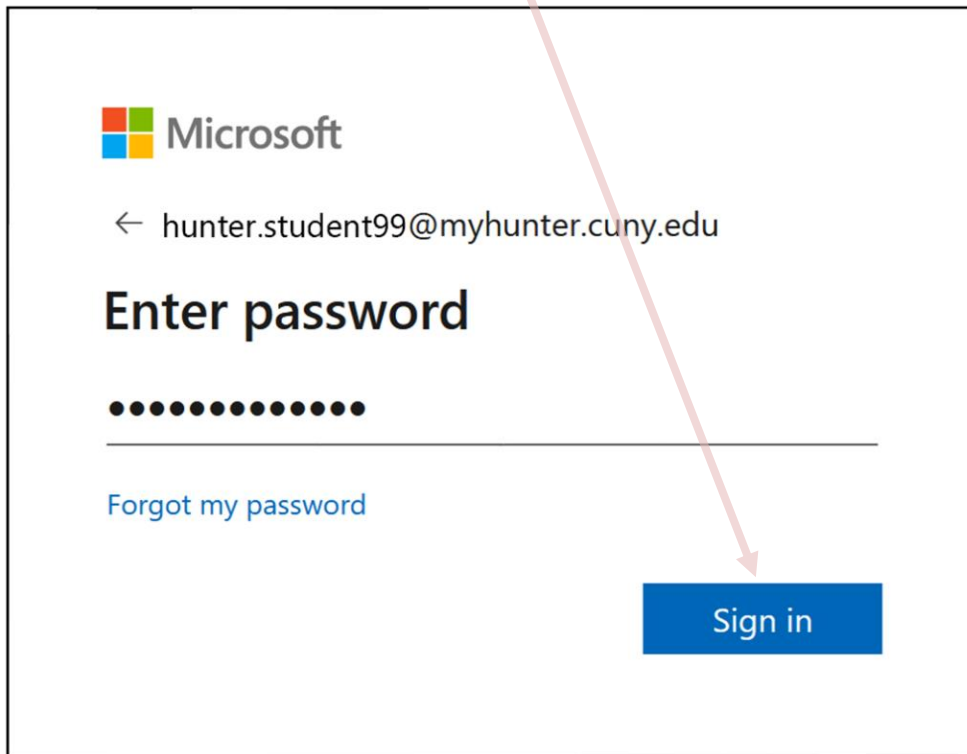
No account? [Create one!](#)

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

[Sign-in options](#)

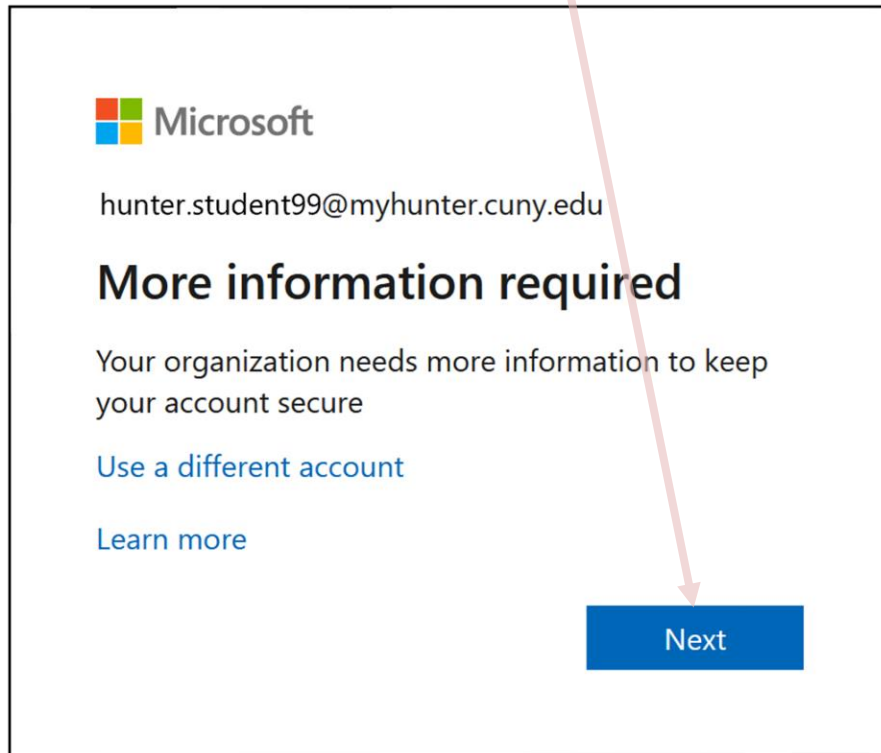
Next


3. Type your password and click **Sign in**



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'hunter.student99@myhunter.cuny.edu' is displayed with a back arrow on the left. The main heading is 'Enter password'. Below this is a password input field containing ten black dots. Underneath the password field is a horizontal line and a link that says 'Forgot my password'. At the bottom right is a blue rectangular button with the text 'Sign in'. A red arrow originates from the text 'Sign in' in the instruction above and points directly to the 'Sign in' button.

4. You will receive a notification explaining that you will need to provide additional information for account security. Click **Next**:



 Microsoft

hunter.student99@myhunter.cuny.edu

### More information required

Your organization needs more information to keep your account secure

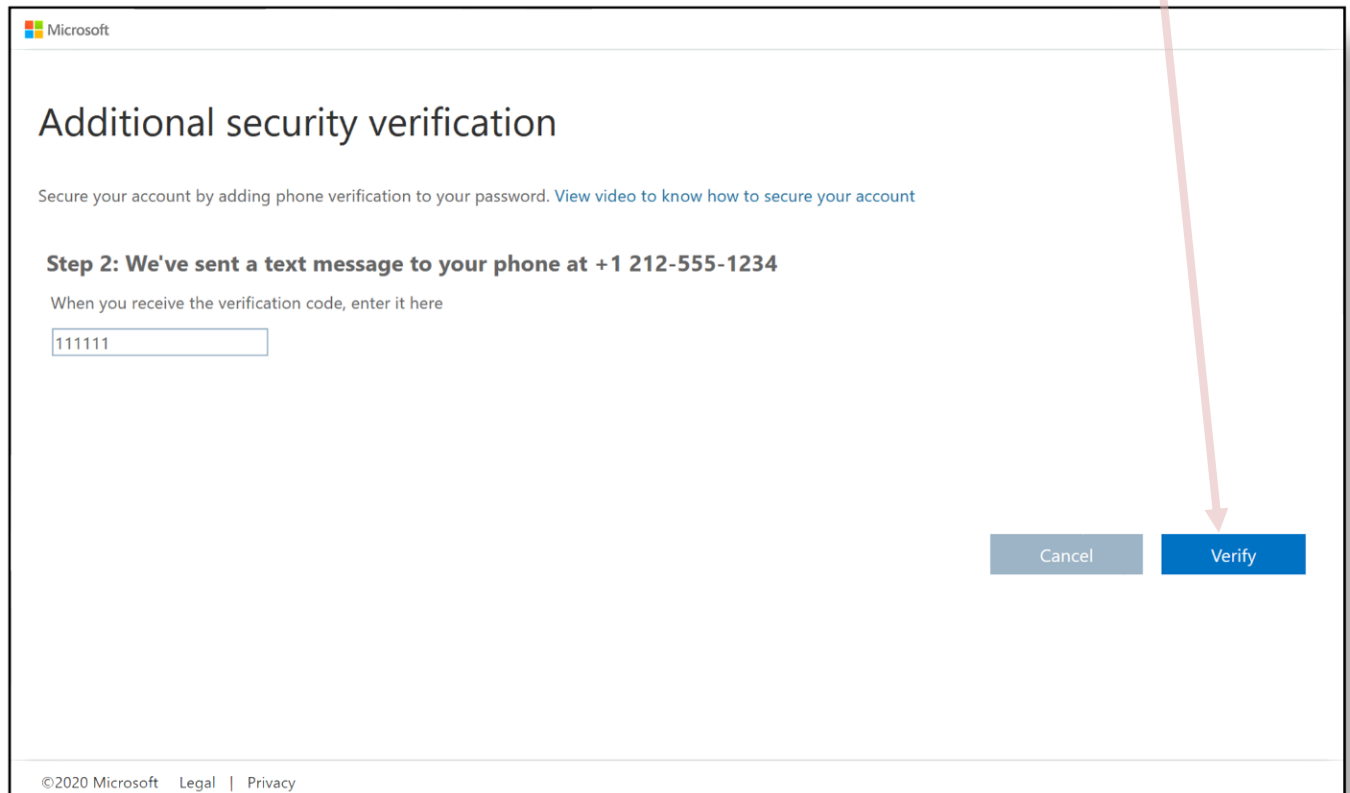
[Use a different account](#)

[Learn more](#)

**Next**



6. Once you receive the six-digit code, enter it in the provided field and click **Verify**:



Microsoft

## 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 +1 212-555-1234**

When you receive the verification code, enter it here

[Cancel](#) [Verify](#)

©2020 Microsoft [Legal](#) | [Privacy](#)

7. Once the code is verified, you will receive an app password. You can copy this password and keep it in a secure location. Click **Next**

## 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:

xywwmqhfgdhcyzqy



**Please Note:** This secure password can be used for specific applications that cannot use a phone to secure the account (i.e. Microsoft Outlook, Apple Mail, etc....). This password will only work for these types of applications and will not work anywhere else.

8. You will now be directed to your email **Inbox**
  
9. From this point on, when you log in to your email via a web browser, you will be prompted for a six-digit code to continue to your email. For convenience, you may check the box **Don't ask again for 14 days** if you are using a personal computer that is considered secure and will not be accessed by anyone else but yourself.

Microsoft

## Enter code

We texted your phone +X XXXX [redacted] Please enter the code to sign in.

100164

Don't ask again for 14 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify