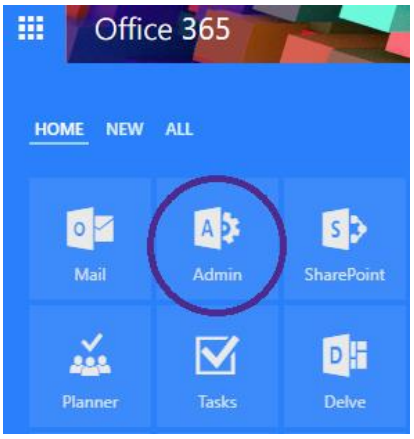
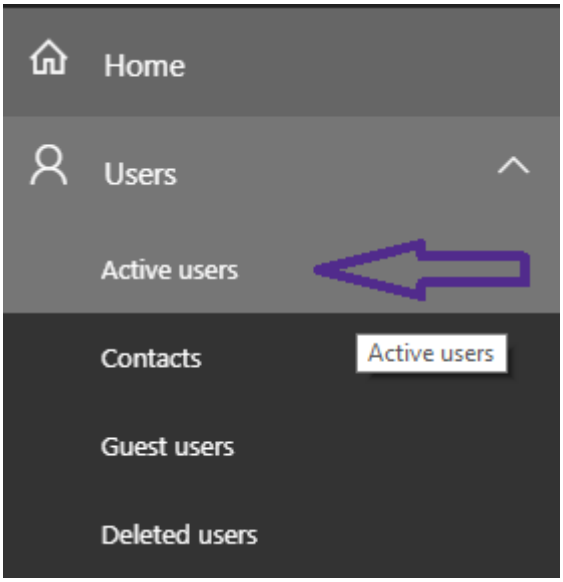
How to set up modern Multi-Factor Authentication (MFA) with Office clients on Office 365

Set up MFA in Office 365 Admin Center

1. Sign in to Office 365 with your usual login and password
2. Go to the App Launcher (waffle) at top left and click on **Admin**



3. Navigate to **Users**, expand the menu by clicking on the arrow, then select **Active users**



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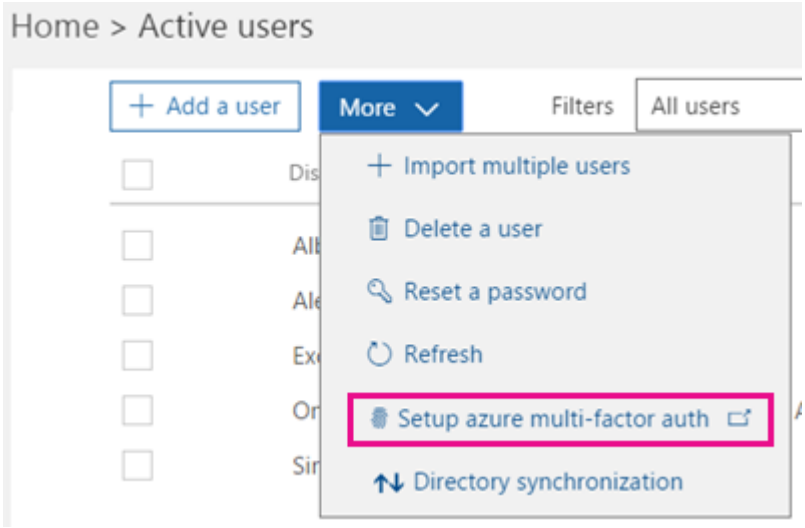
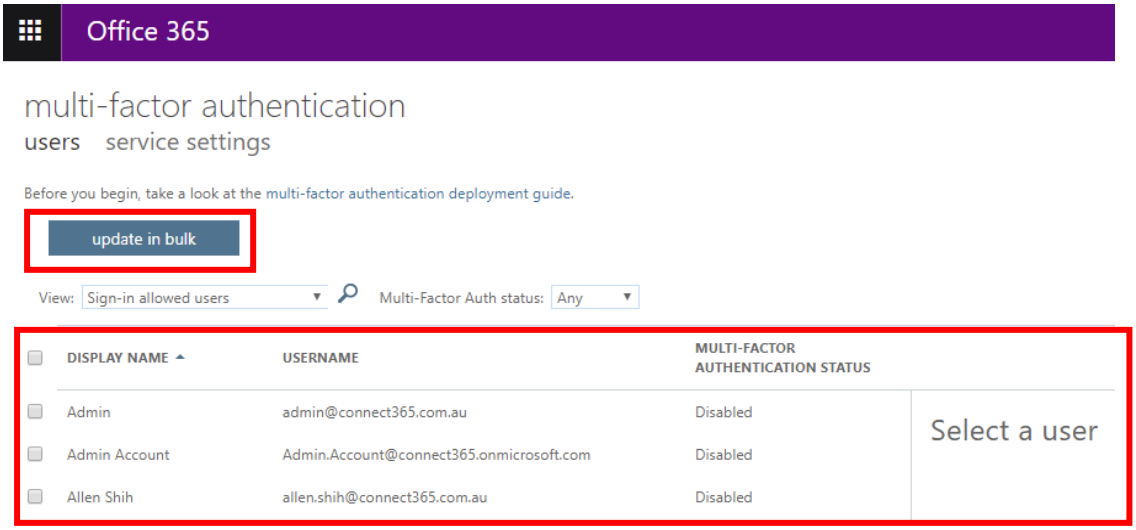
4. In the Office 365 Admin Center, click **More**, the select **Set up azure multi-factor auth** (without ticking to select any users). This will open a new browser window.



5. Select the users from your users list, or click **update in bulk** to enable for all users.



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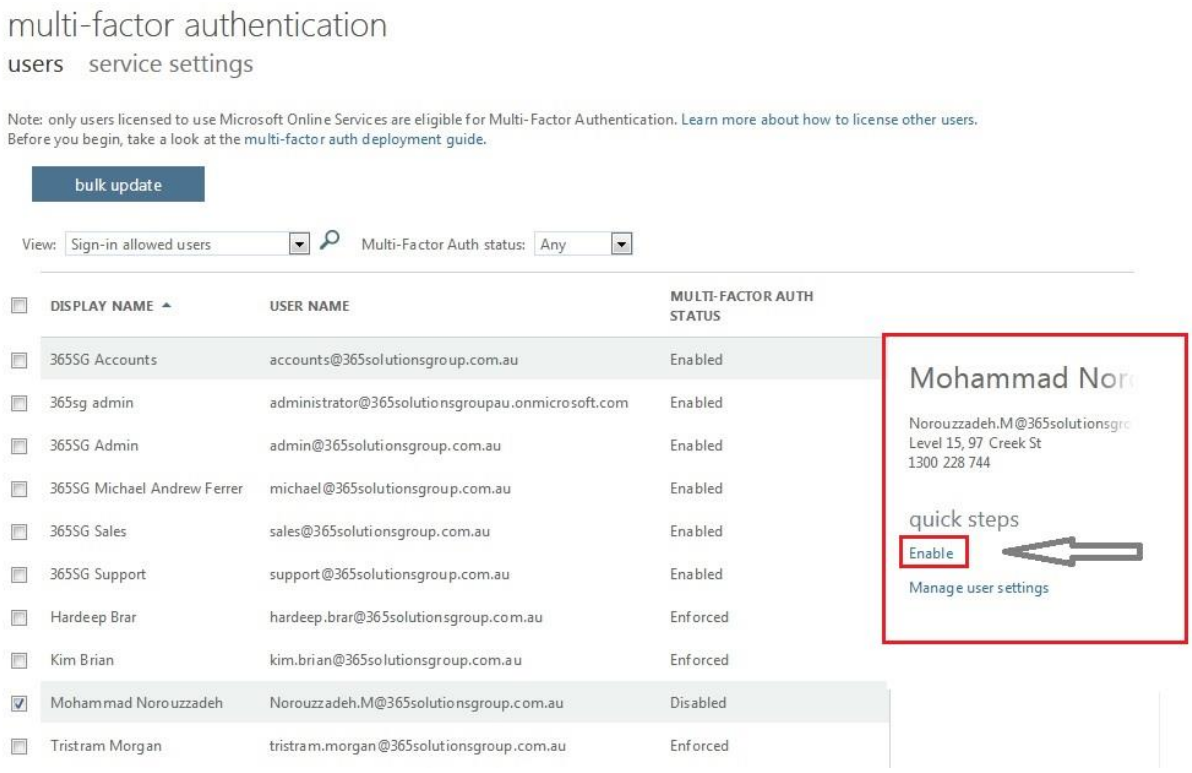
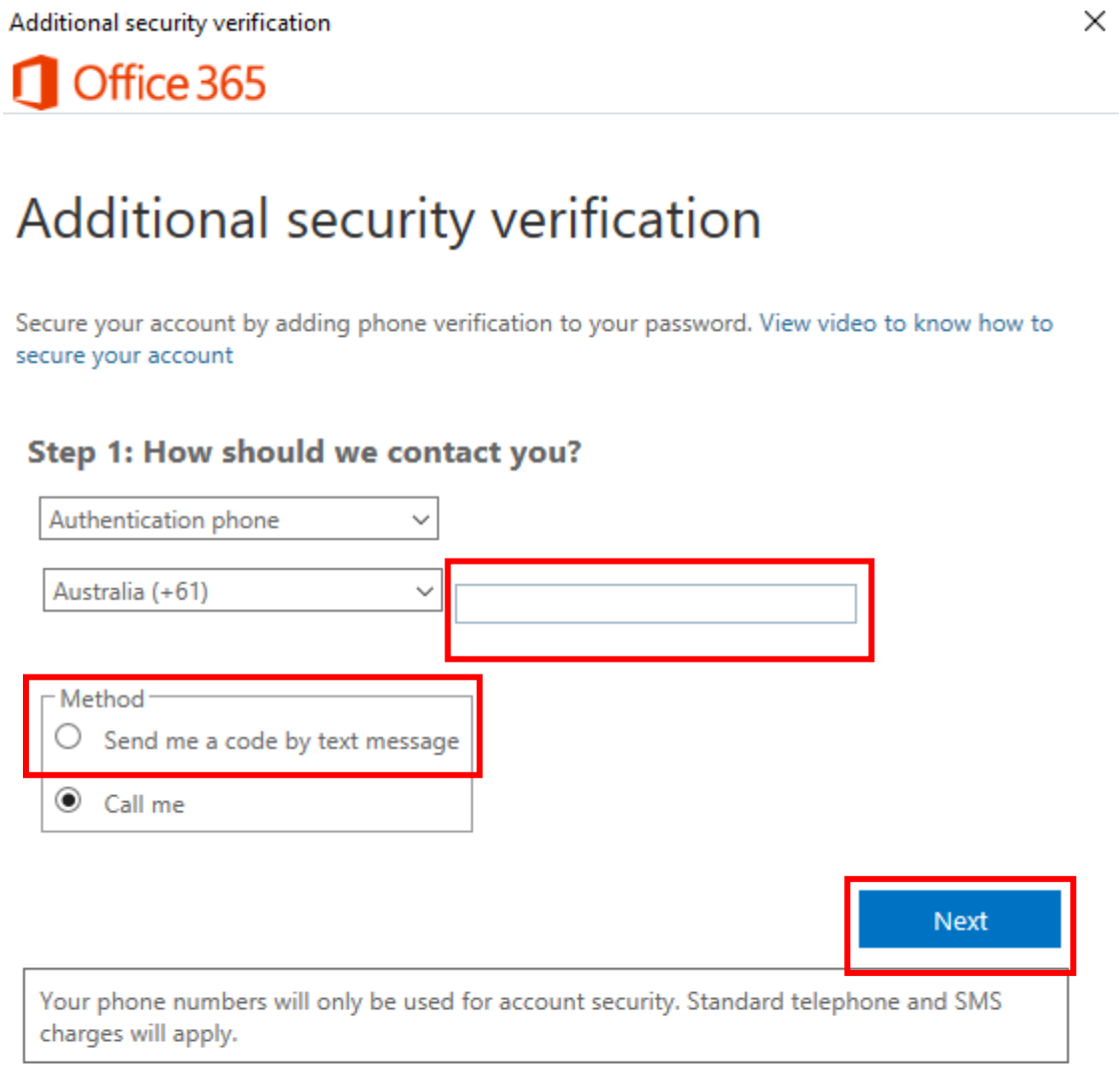
6. Once users are selected, click **Enable** on the right side of the page

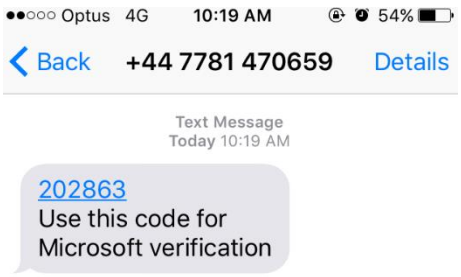


7. After enabling MFA, users will need to log out and back in to Office 365, at which point they will be required to set up their additional security verification method, with the options being a phone call or text message.

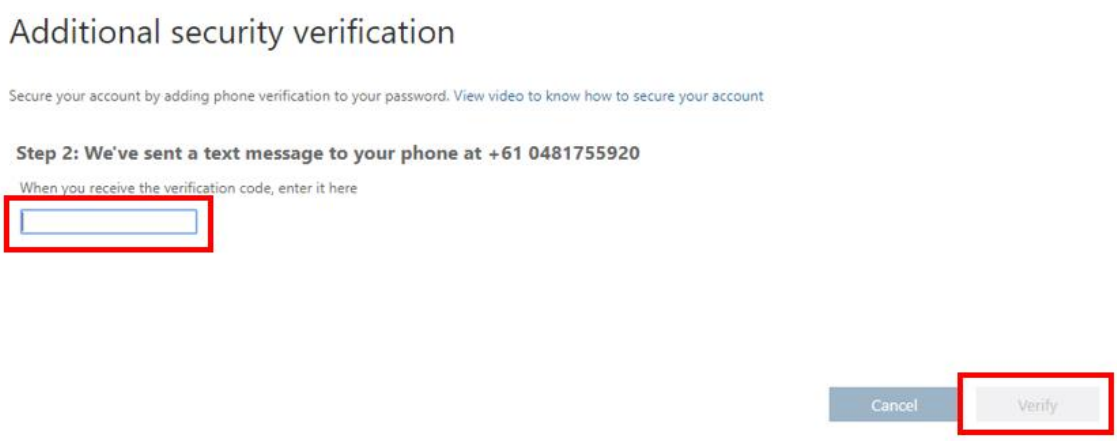


8. In this example, we will select the first method **Send me a code by text message**
9. Enter your mobile number and select the first option, then click **Next**

10. You will receive a code from Microsoft on your phone.



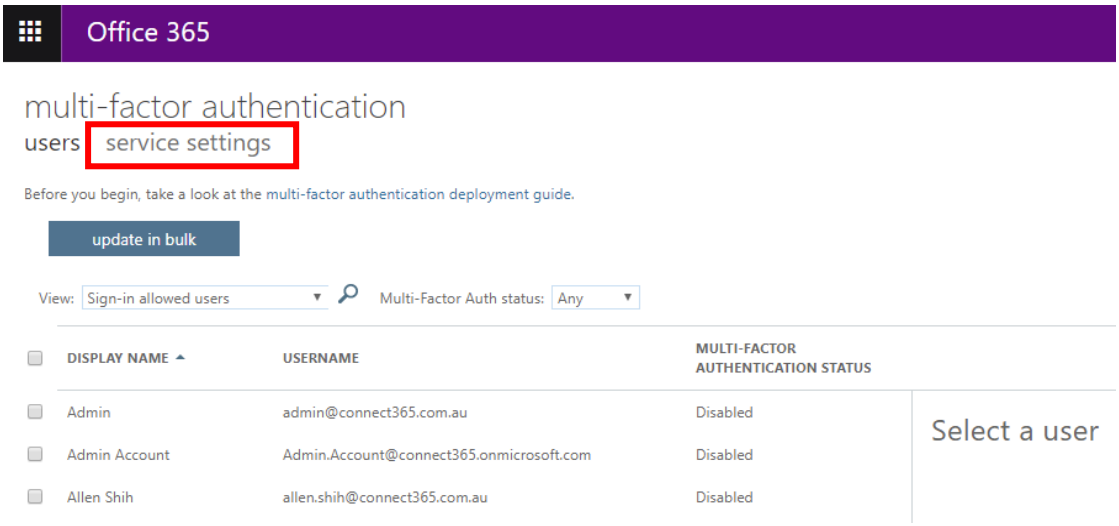
11. Enter the code you receive into the text field, then click “Verify”.



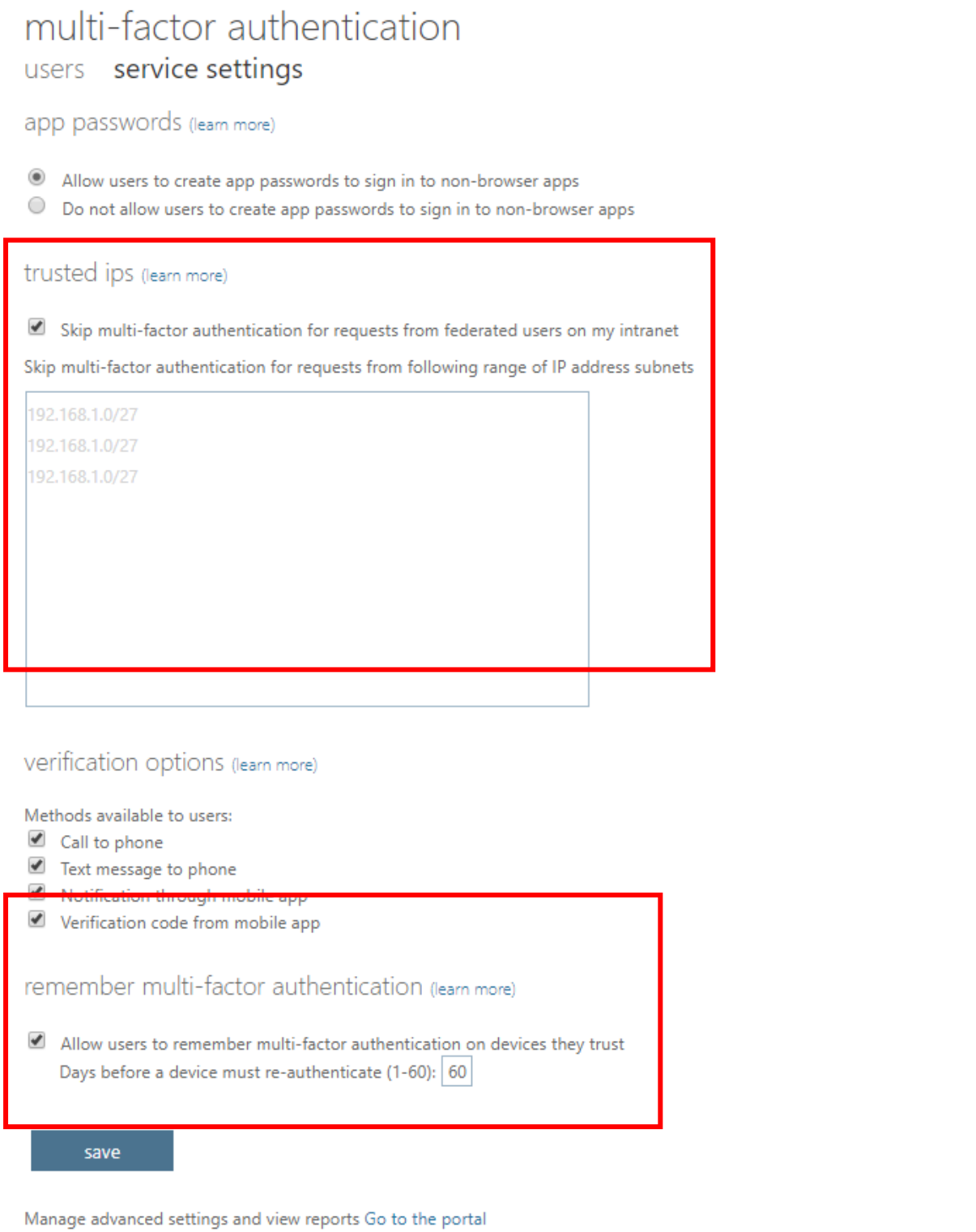
12. The process of enabling MFA is now complete, and you will be redirected to your Office 365 landing page. You will be required to use MFA each time you log in once it is enabled, unless you choose to whitelist certain IP addresses. For example, you may wish to enforce MFA for all logins except when users are directly connected to your network, i.e. in the office.

Skip multi-factor authentication from your intranet

1. Repeat steps 1. to 4. as above. Click on **service settings**.



6. Tick the option under **trusted IPs**, insert your company IP address subnets, then click **save**. You can also enable devices to remain authenticated without needing MFA for a period of up to 60 days.



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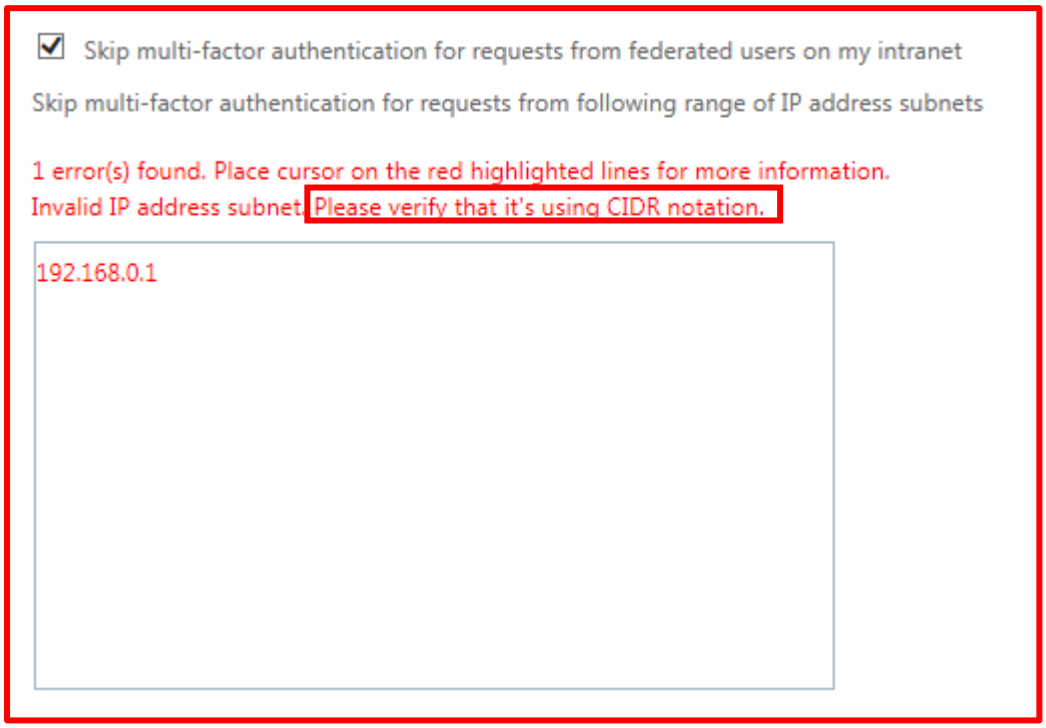
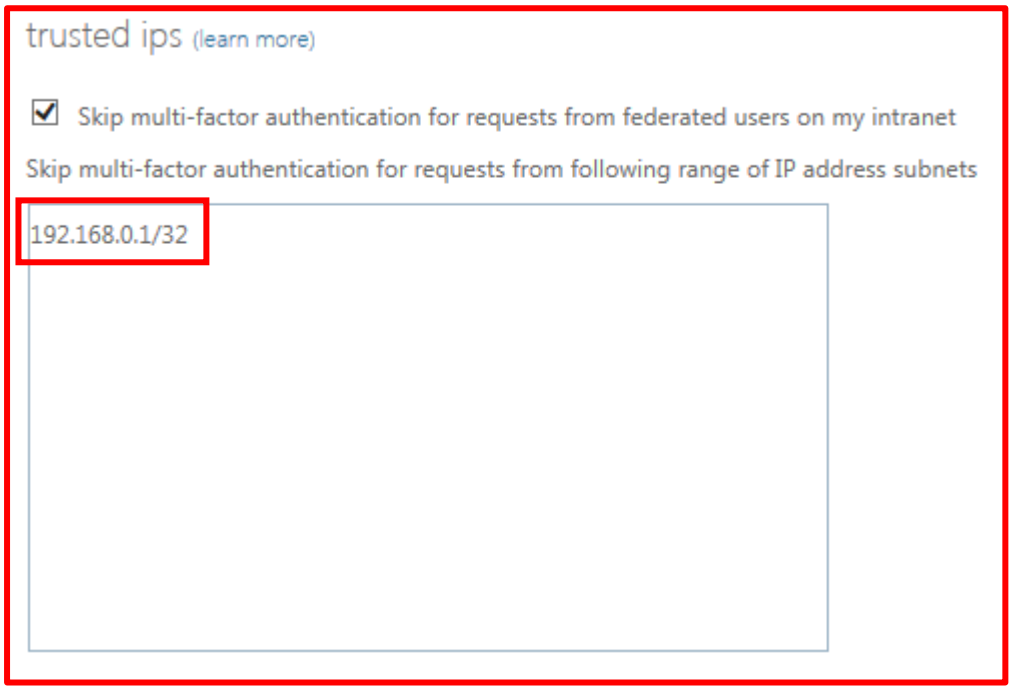
7. Easy way to find the company's IP address is to go to a web site such as http://www.whatsmyip.org/ or http://www.howtofindmyipaddress.com/. The IP address should be in the format of aaa.bbb.ccc.ddd (e.g. 192.168.0.1).



To match the CIDR notation, add **/32** to the end of the IP address in order for the system to accept it (e.g. 192.168.0.1/32). Click **save** in the bottom to update.



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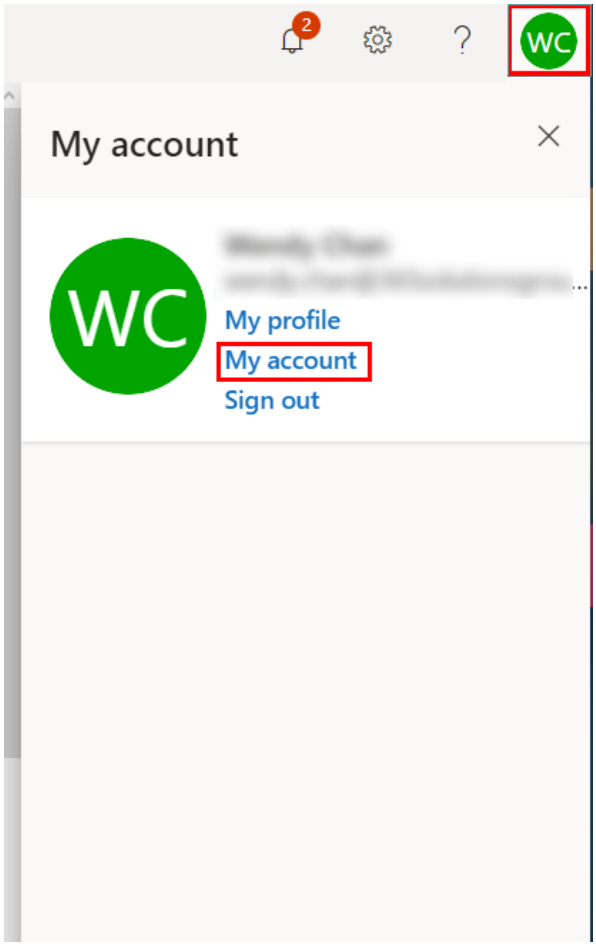
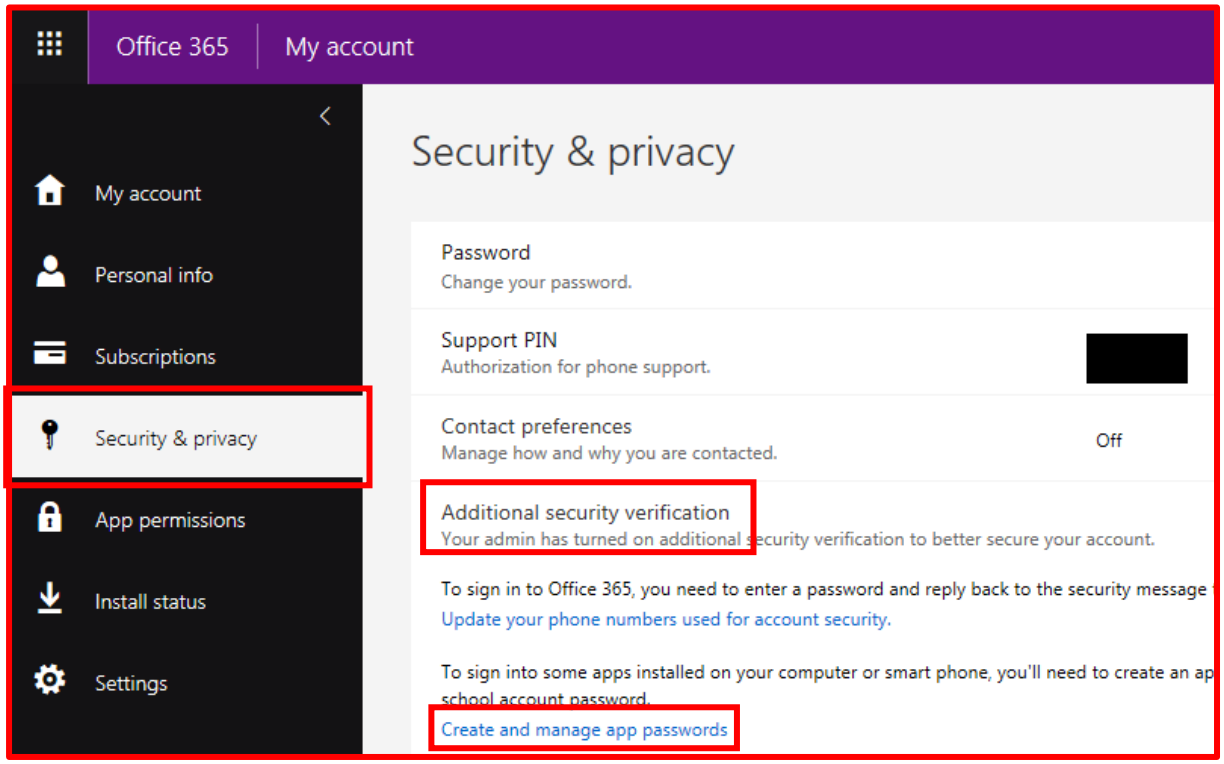
NOTE! This solution (adding the /32) only works when you are connecting to the internet through a modem. If you are connecting to the internet through a router, please seek advice from your IT department.

8. After setting up the MFA, some apps, such as Skype for Business or mail apps on some smartphones, ask for an app password. This is not the same password that is used to sign in to the Office 365 environment.

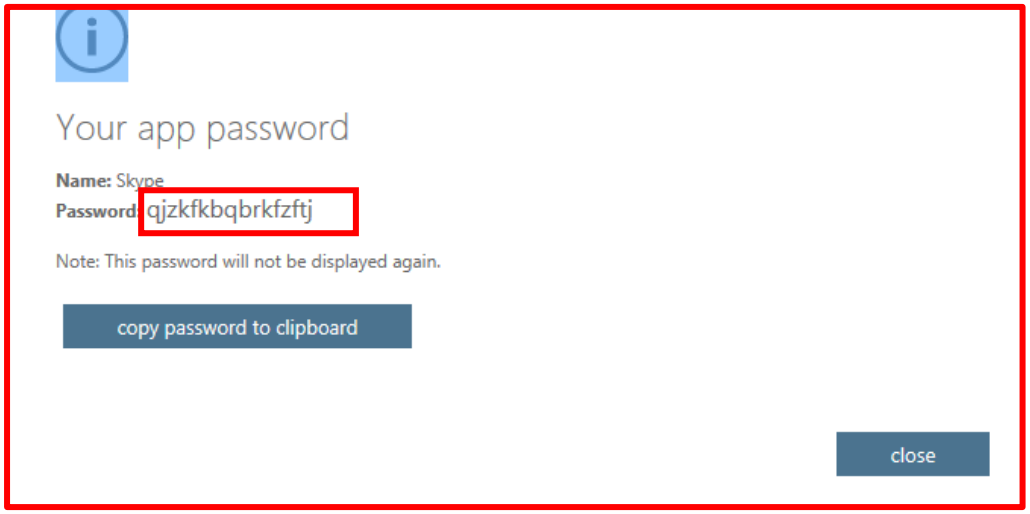
To create an app password first sign into your office online environment https://www.office.com. Then on the main site click on the **My account** icon on the top right corner and from the menu that appears, click on **My account** just below 'My profile'.



From the next page click on **Security & privacy** from the left menu and then click on **Additional security verification**. From the two options that appear, click on the bottom one: **Create and manage app passwords**.



On the next page click on **create**. Give the app password a name e.g. 'Skype'. The next window will show you the created app password. Make sure that you copy the password before you close this window, because once you close it, you won't be able to see it again and have to create another password. Once you have copied the password you can close the window.



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