HOW TO SET UP YOUR UNO MULTIFACTOR AUTHENTICATION METHOD

1. Open a web browser (i.e., Microsoft Edge, Google Chrome, Safari, etc..) and enter aka.ms/mfasetup in the web address field.

2. Enter your UNO email in the Sign in field.
3. Enter your UNO password in the Enter password field.

4. Click Next.
5. Select the **I want to set up a different method** option in the Microsoft Authenticator window.

6. Click on the pulldown menu and select the desired method of **Phone** or **Authenticator app**, in the **Choose a different method** window.

**Important Note:**
Depending on your desired method (i.e., Phone or Authenticator app), you will have a different setup experience. Please see the different setup options in the next section.

CLICK ONE OF THE OPTIONS BELOW TO GO TO THE INSTRUCTIONS FOR THE SETUP

**USING THE PHONE METHOD** | **USING THE AUTHENTICATOR APP**
SETUP MULTIFACTOR AUTHENTICATION USING THE PHONE METHOD

1. Continuing from the previous section (from Step #6), select **Phone** in the *Choose a different method* window. Click **Confirm**.

2. Enter your mobile number in the field asking “What phone number would you like to use?”. Then, choose the option of **Text me a code** or **Call me**. Click **Next**.

*Note: These options allow you to get a security code sent to your mobile device.*
3. **Enter the security code** that you received on your mobile device in the *Enter code* field. Then, click **Next**.

You have now successfully set up your multifactor authentication method using the phone method.
SETUP MULTIFACTOR AUTHENTICATION USING THE PHONE METHOD

1. Continuing from the previous section (from Step #6), select Authentication app in the Choose a different method window. Click Confirm.

2. The screen will go back to the Keep your account secure window. Click on the Download now link, under the Microsoft Authenticator section. A new webpage will open.
3. On the *Download Microsoft Authenticator* webpage, that opened when you clicked on the *Download now* link (from the previous step), download the authenticator app by choosing the following options:

- **a.** Scroll down the page and use the QR code created for your mobile device (i.e., Android or Apple device)

- **b.** Click Get the app (i.e., Google Play Store for Android devices or App Store for Apple devices), if you are completing this setup on your mobile device currently.

---

**Get the app on your phone**

Scan the QR code with your Android or iOS mobile device.
4. Once the authenticator app is installed on your mobile device, go back to the Microsoft Authenticator window and click Next.

5. Now, open the Authenticator app on your mobile device and follow the directions that are shown in the Microsoft Authenticator window (see screenshots of the following steps):

   a. In the Authenticator app, Select Add work or school account and then click Next in the Microsoft Authenticator window.
b. In the Authenticator App, **Select Scan a QR code**. Now your mobile device’s camera app will open. Scan the QR code in the *Microsoft Authenticator* window. Click **Next**.

![Authenticator App on Mobile Device](image1)

![Microsoft Authenticator Window](image2)

- Scan the QR code once your mobile device’s camera app opens

![Microsoft Authenticator Window](image3)

- Click **YES**

![Authenticator App on Mobile Device](image4)

- Click **Next**

```c.
- Enter the number, shown in the *Microsoft Authenticator* window, into the **Enter number here** field in the *Authenticator App*. Click **YES** in the *Authenticator App*.
  - Also, click **Next** in the *Microsoft Authenticator* window.
```

![Microsoft Authenticator Window](image5)

- Enter the number shown in the Authenticator App

![Authenticator App on Mobile Device](image6)

- Click **Next**
d. Click **Next**, in the *Microsoft Authenticator* window.

![Microsoft Authenticator window](image)

I want to set up a different method

---

e. Click **Done**.

![Keep your account secure](image)

Success!

Great job! You have successfully set up your security info. Choose “Done” to continue signing in.

**Default sign-in method:**

- Microsoft Authenticator