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.
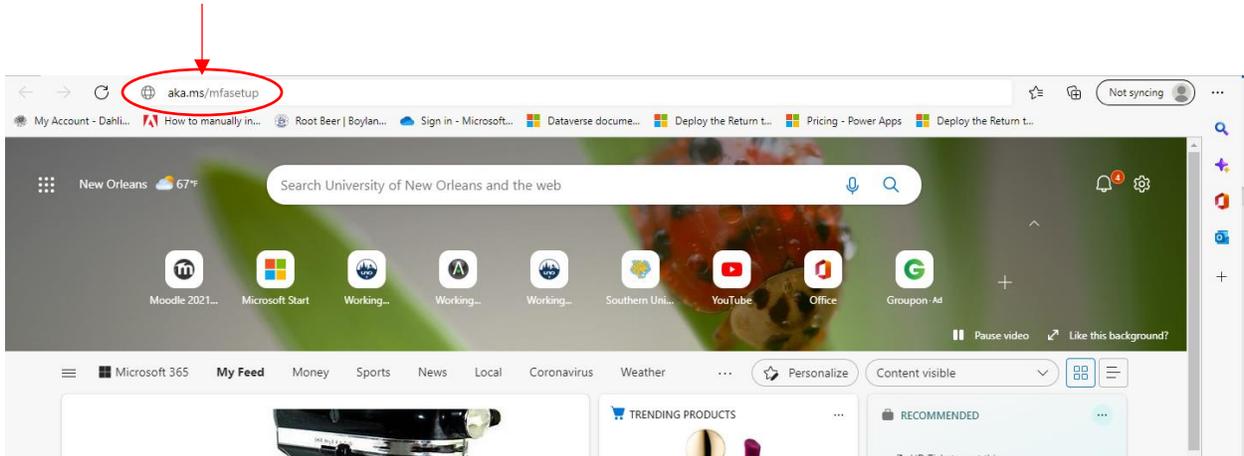
2. Enter your **UNO email** in the **Sign in** field.
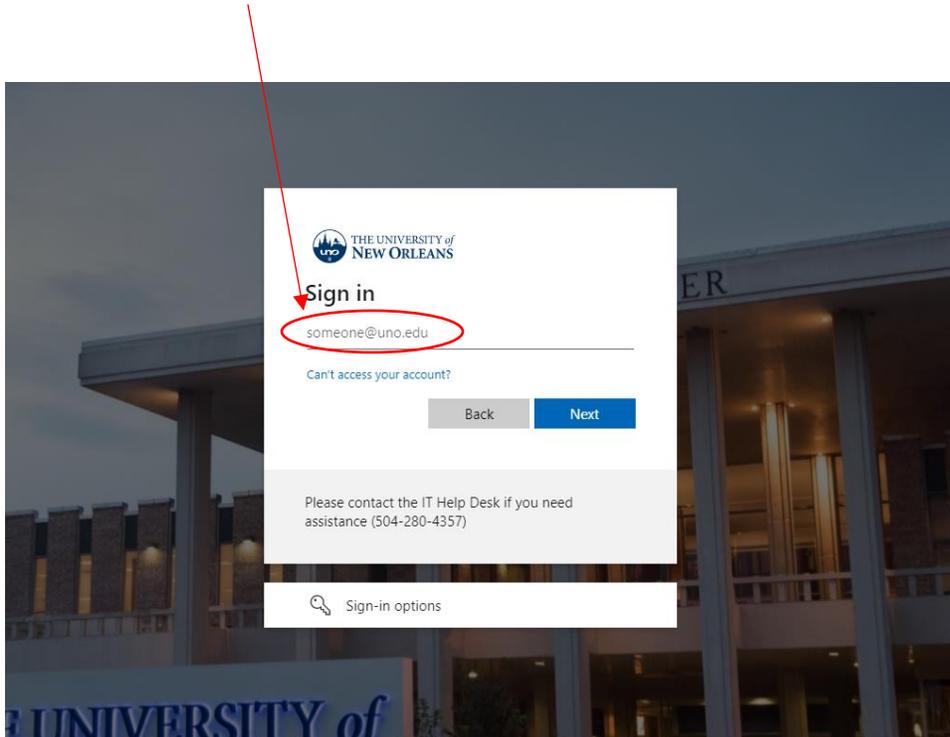
3. Enter your **UNO password** in the **Enter password** field.
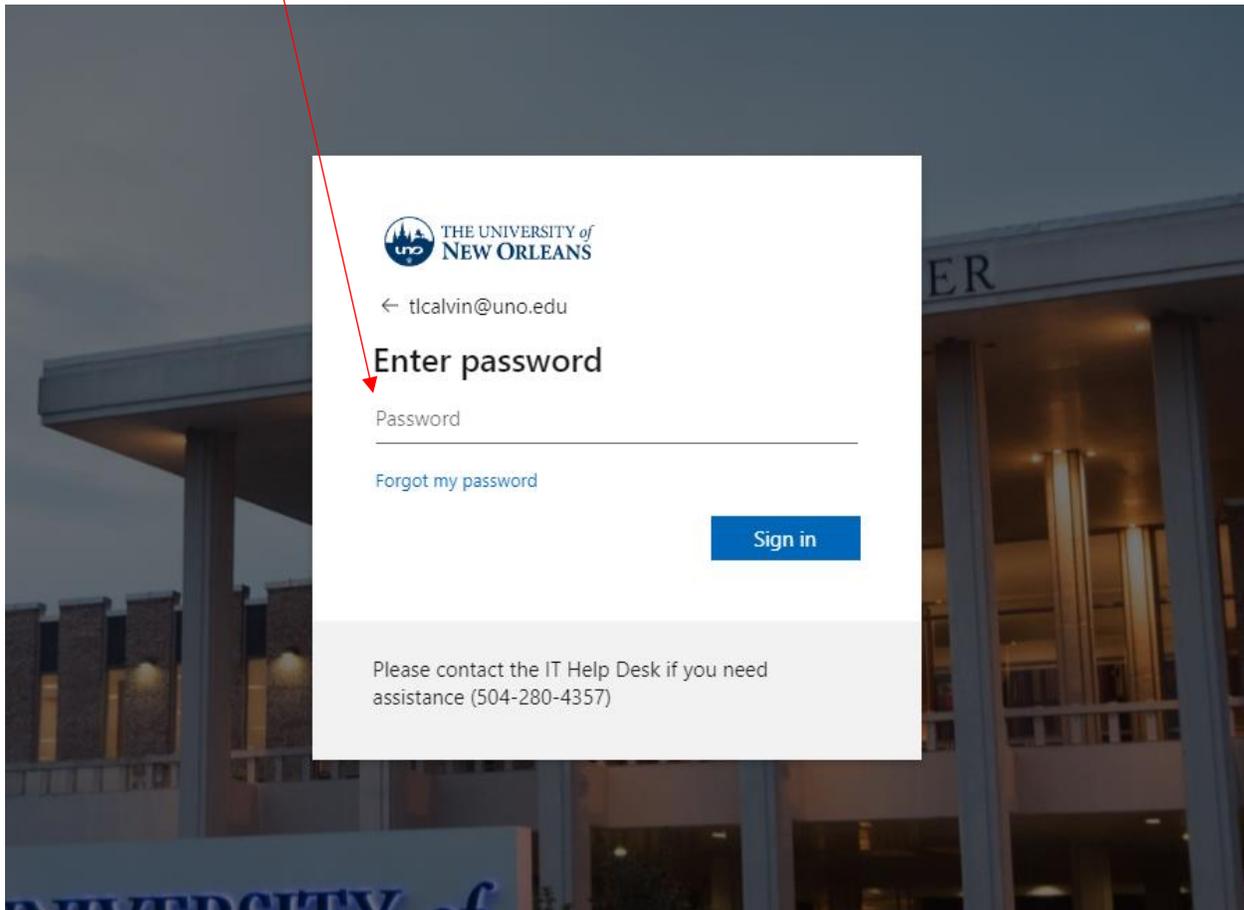
4. Click **Next.**
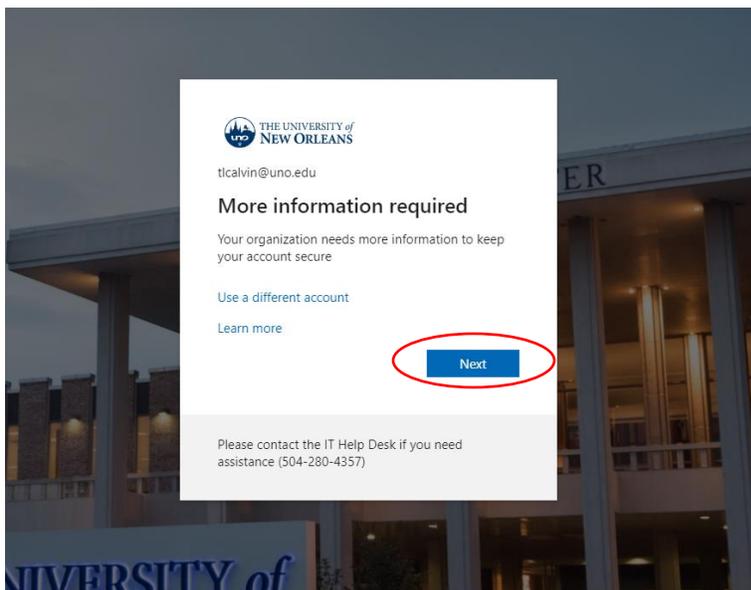
5. Select the **I want to set up a different method** option in the Microsoft Authenticator window.
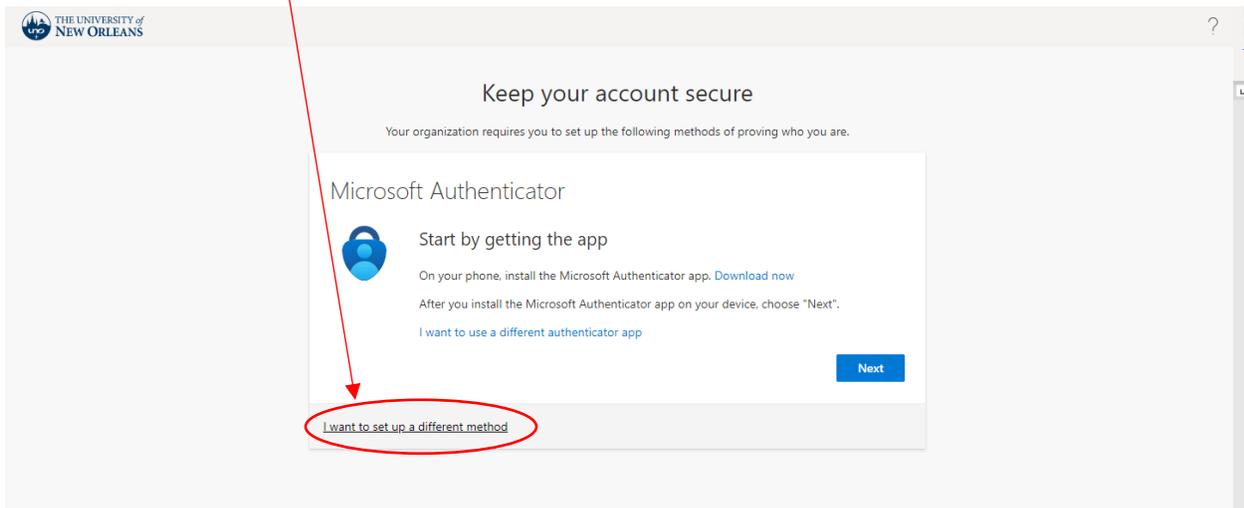
6. Click on the *pulldown menu* and select the desired method of **Phone** or **Authenticator app**, in the *Choose a different method* window.
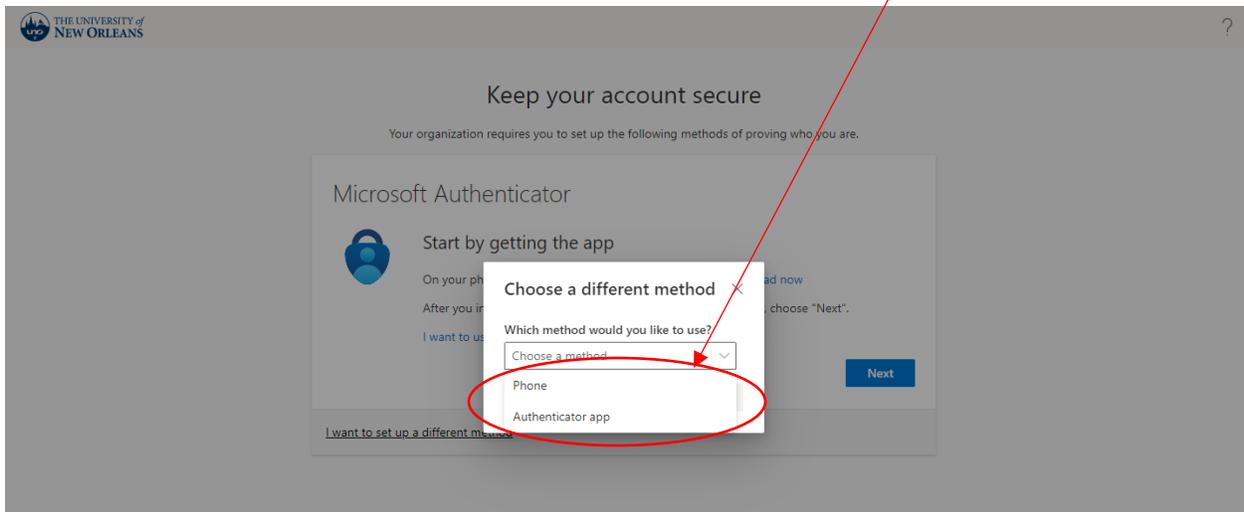
Important Note:
Depending on your desired method (i.e., Phone or Authenticator app), you will have a different setup experience. Please see the different setup options in the next section.

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**.
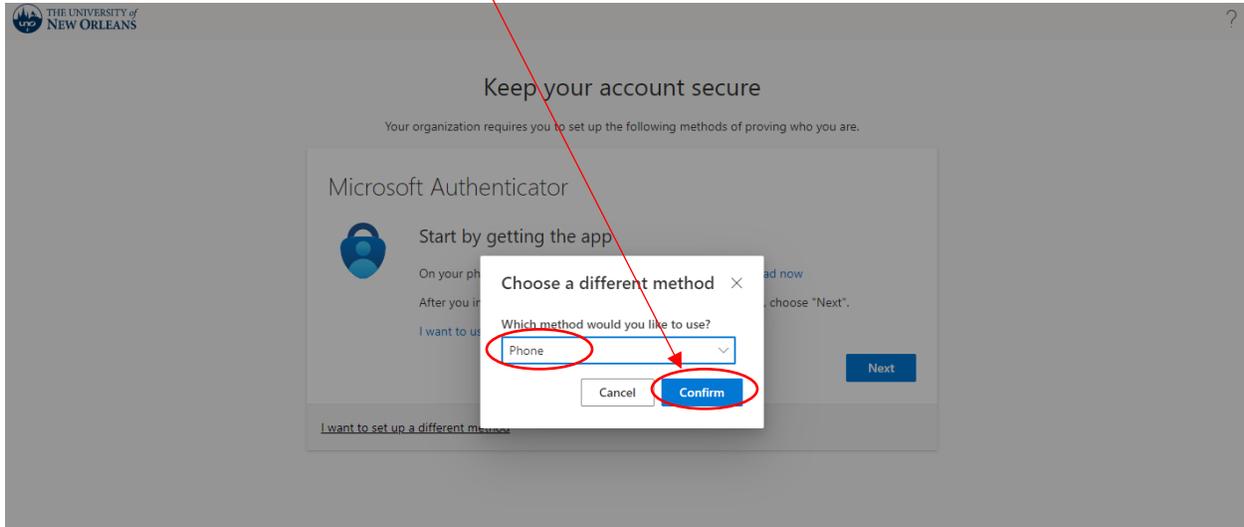
2. **Enter your mobile number** in the field asking "*What phone number would you like to use?*". Then, choose the option of **Text me a code** or **Call me**. Click **Next**.
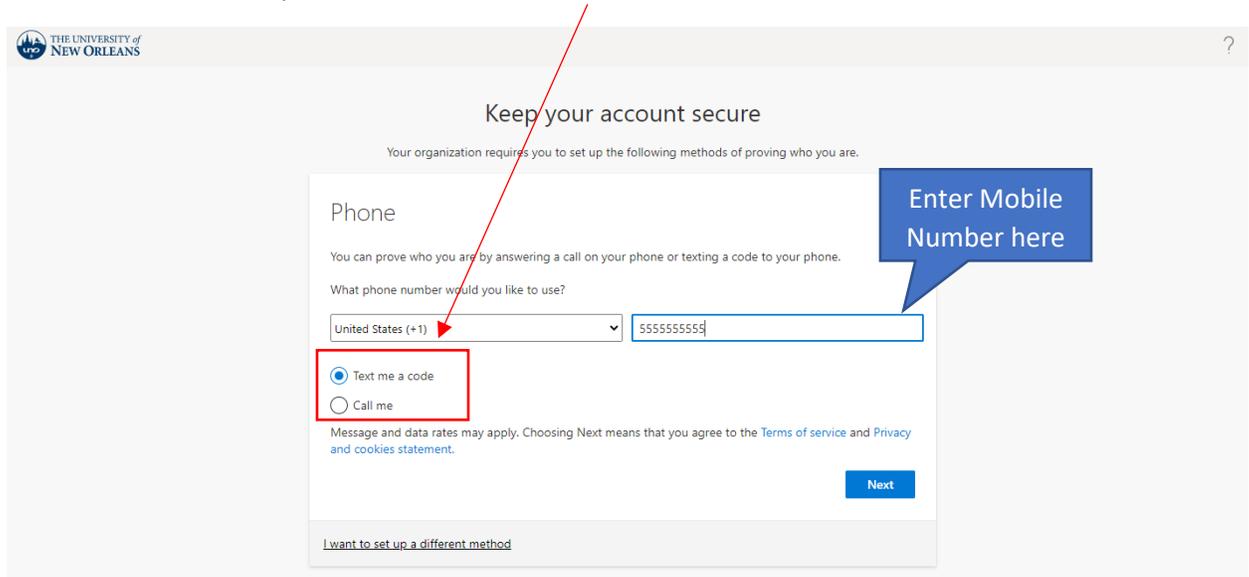
Note: These options allow you to get a security code sent to your mobile device.

3. **Enter the security code** that you received on your mobile device in the *Enter code* field. Then, click **Next**.

Enter Code Here

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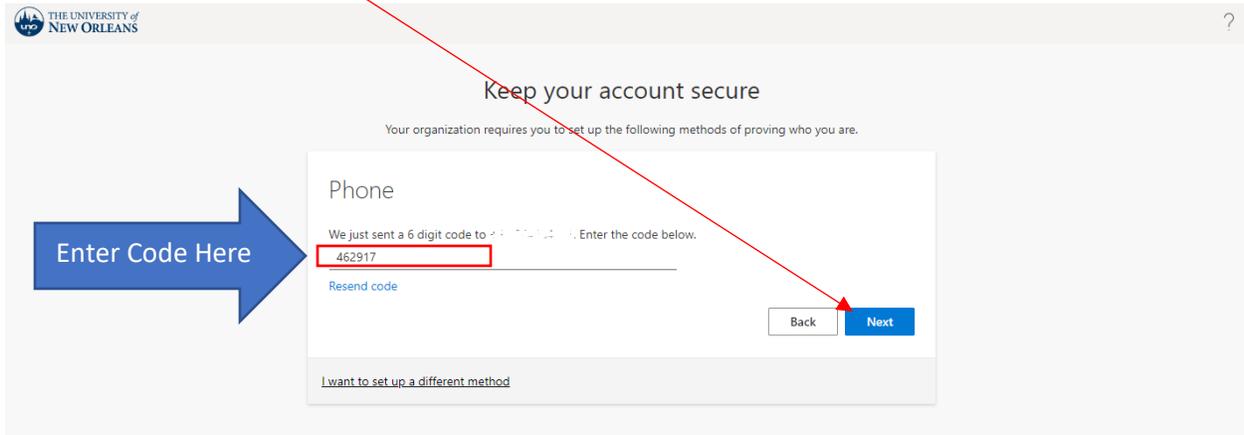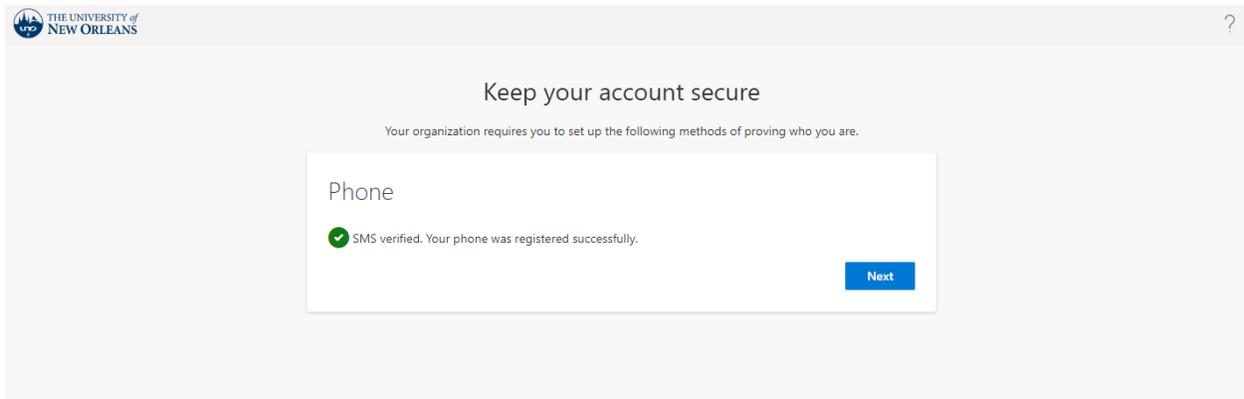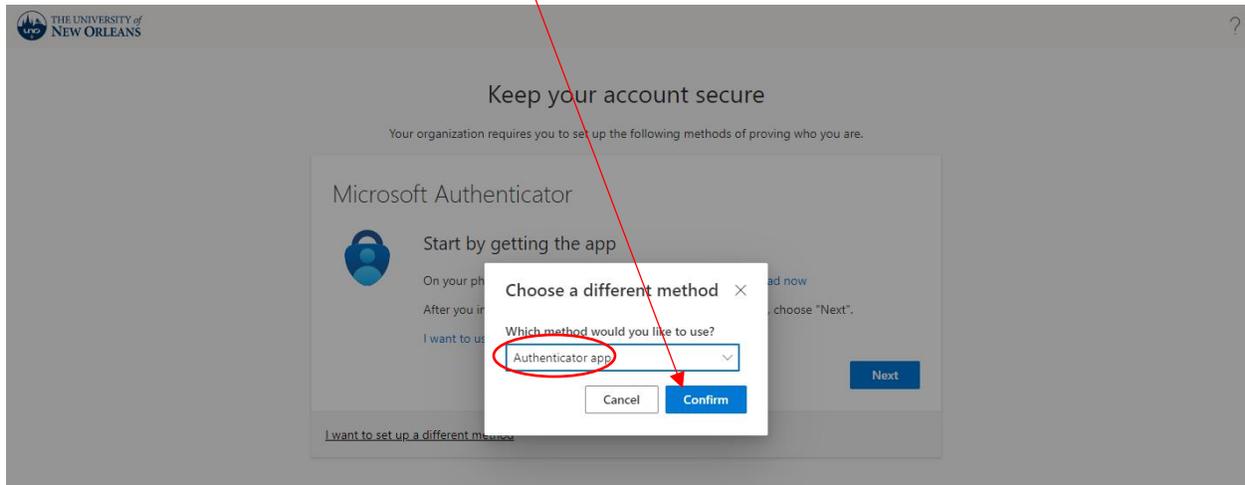
2. The screen will go back to the *Keep your account secure* window. Click on the **Download now** link, under the Microsoft Authenticator section. A new webpage will open.
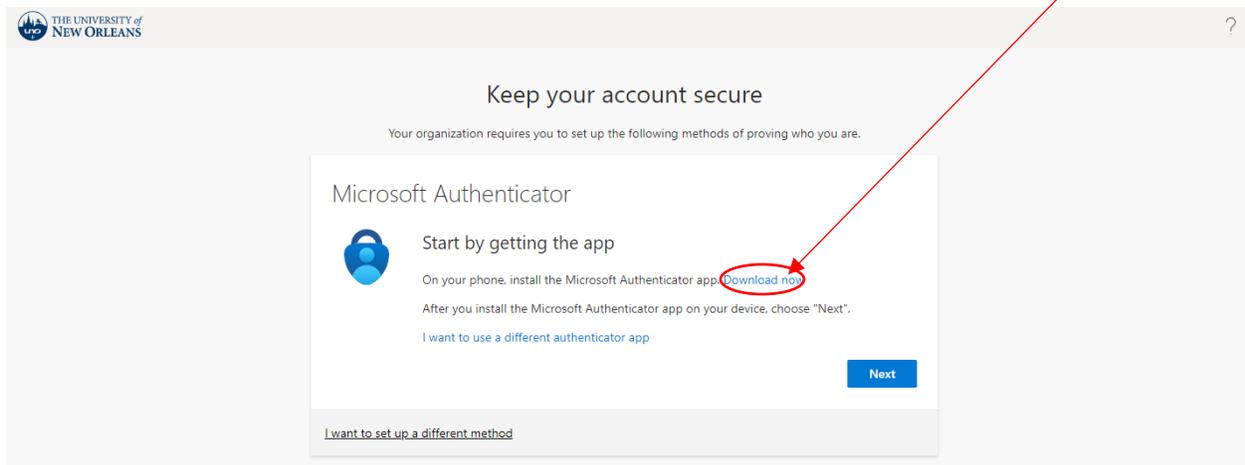
3. On the *Download Microsoft Authenticator* webpage, that opened when you clicked on the *Download now* link (from the previous step), **download the authenticator app by choosing the following options:**

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

<div align="center">-OR-</div>

    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.

4. Once the authenticator app is installed on your mobile device, go back to the *Microsoft Authenticator* window and click **Next**.
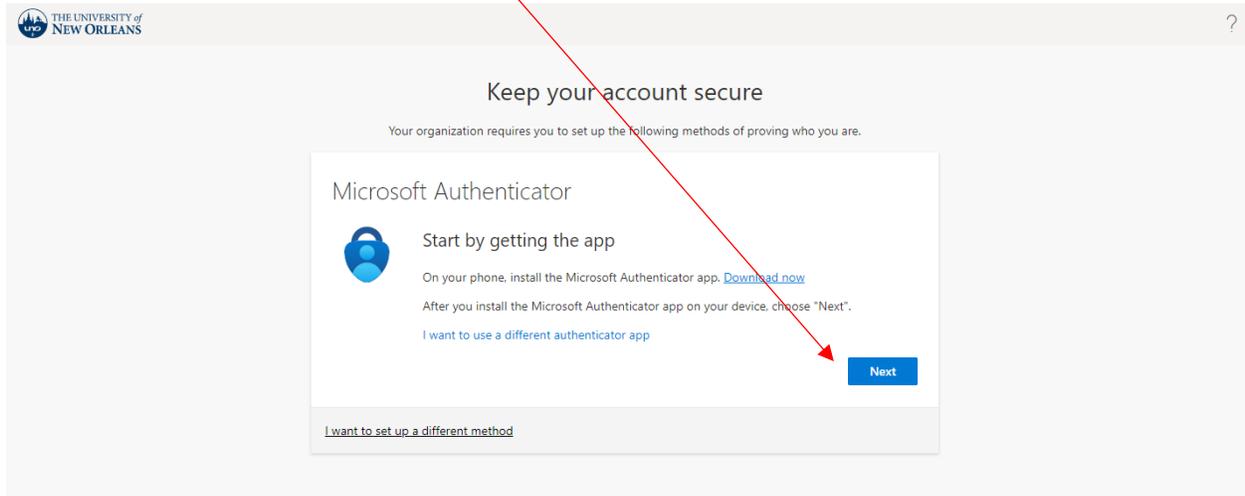
5. Now, ***open the Authenticator app on your mobile device*** and follow the directions that are shown in the *Microsoft Authenticator* window (see screenshots of the following steps):

Microsoft Authenticator Window   **Authenticator App on Mobile Device**
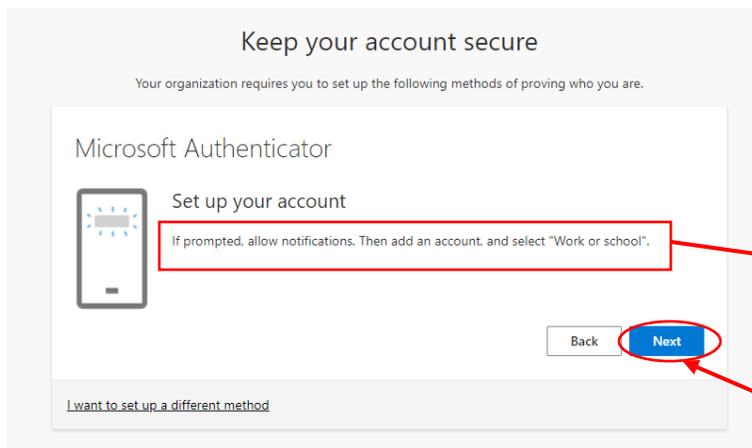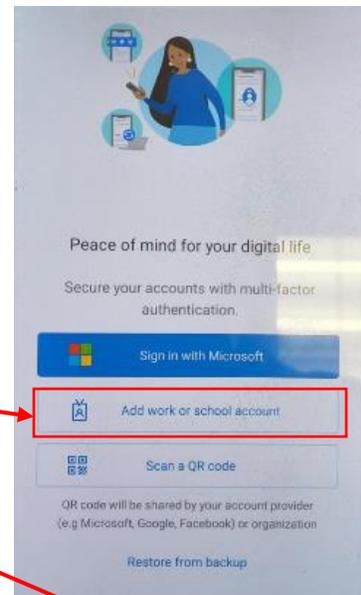
a. In the *Authenticator app*, *Select* **Add work or school account** and then click **Next** in the *Microsoft Authenticator* window.

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

Microsoft Authenticator Window

Scan the QR code once your mobile device's camera app opens
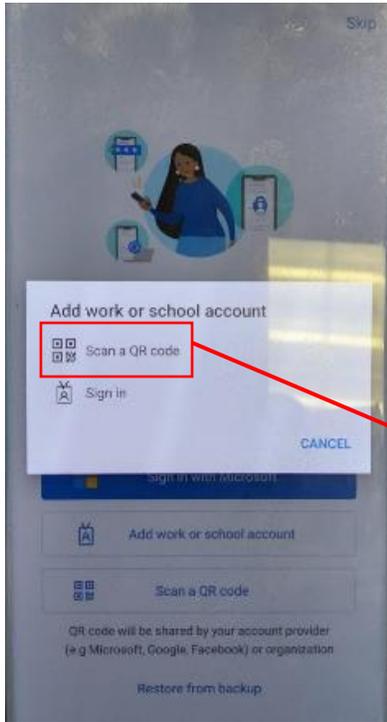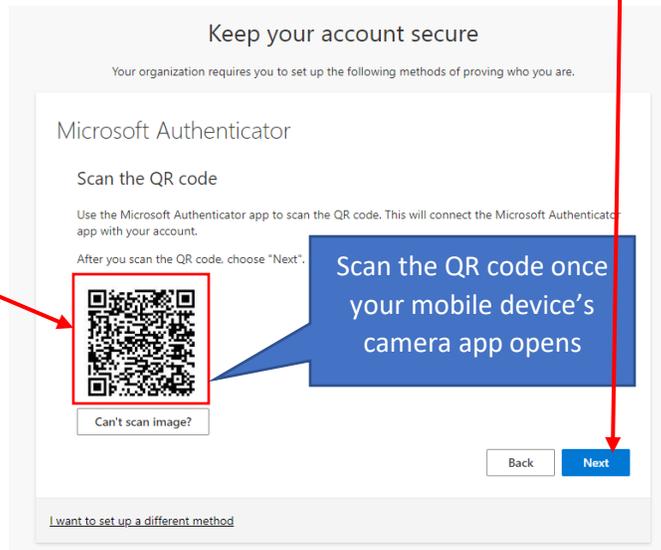
c. Enter the number, shown in the *Microsoft Authenticator* window, into the ***Enter number here*** field in the *Authenticator App*. Click **YES** in the *Authenticator App*.
   i. Also, click **Next** in the *Microsoft Authenticator* window.

Microsoft Authenticator Window

Authenticator App on Mobile Device

Click Next

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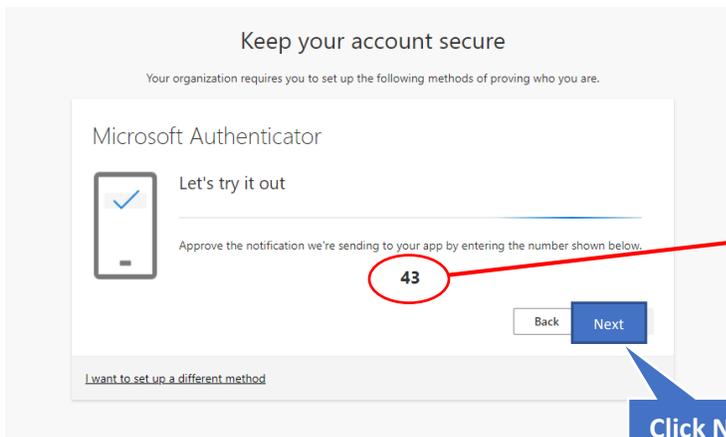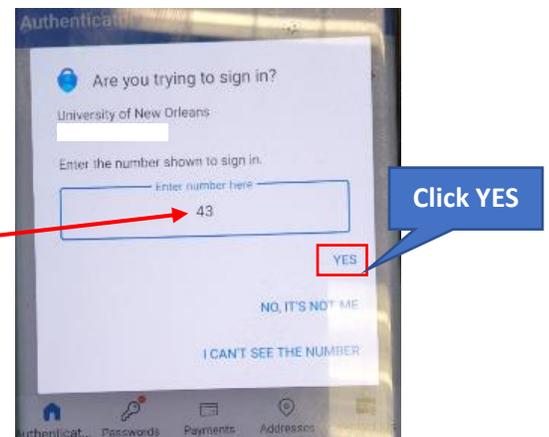
d. Click **Next**, in the *Microsoft Authenticator* window.

e. Click **Done**.