

Multi-Factor Authentication - SMS User Setup Guide

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Version History

Version	Date	Author	Description
1.0	21/01/21	R.Elma	Initial Draft

ENABLING MULTI-FACTOR AUTHENTICATION

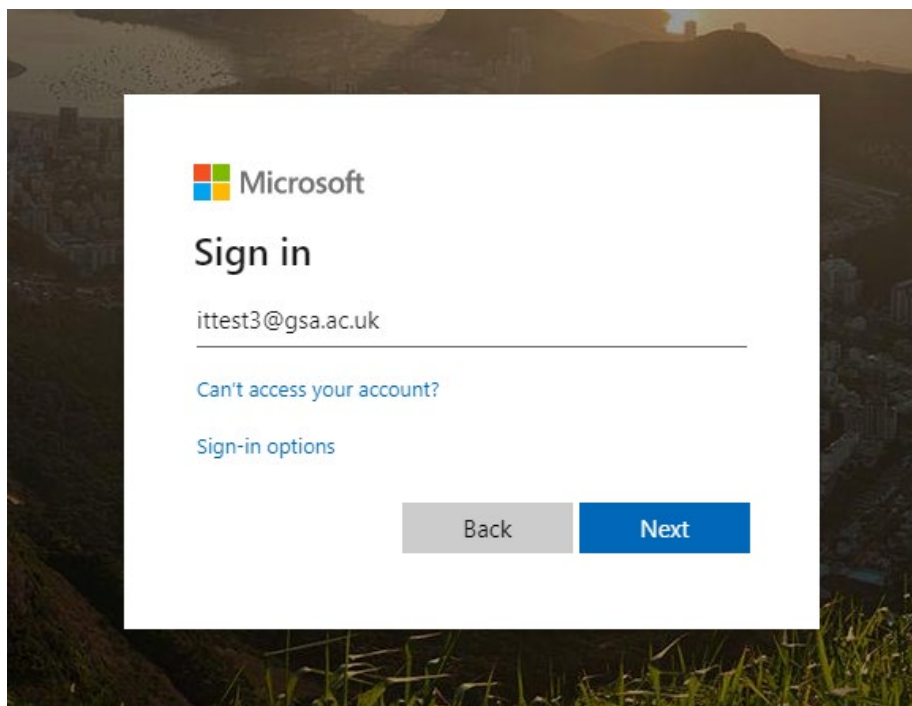
Multi-factor authentication is required for the following applications.

- Outlook (email) including webmail
- OneDrive
- SharePoint
- Project
- PowerPoint
- Word
- Excel
- Forms
- MS Teams

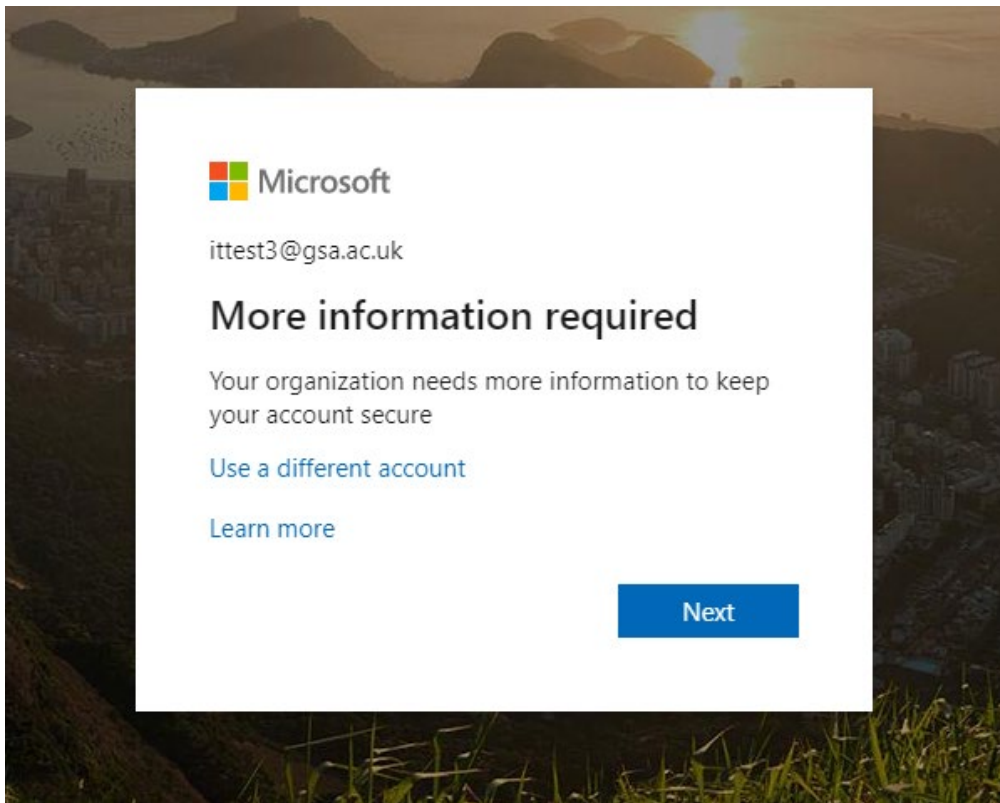
You will need to configure multi-factor authentication on your Office 365 account. This is to enable additional security for your account.

Before attempting this section of the guide, please familiarise yourself with the steps thoroughly as some steps must be actioned in a timely manner. If you have any issues, please contact IT Support.

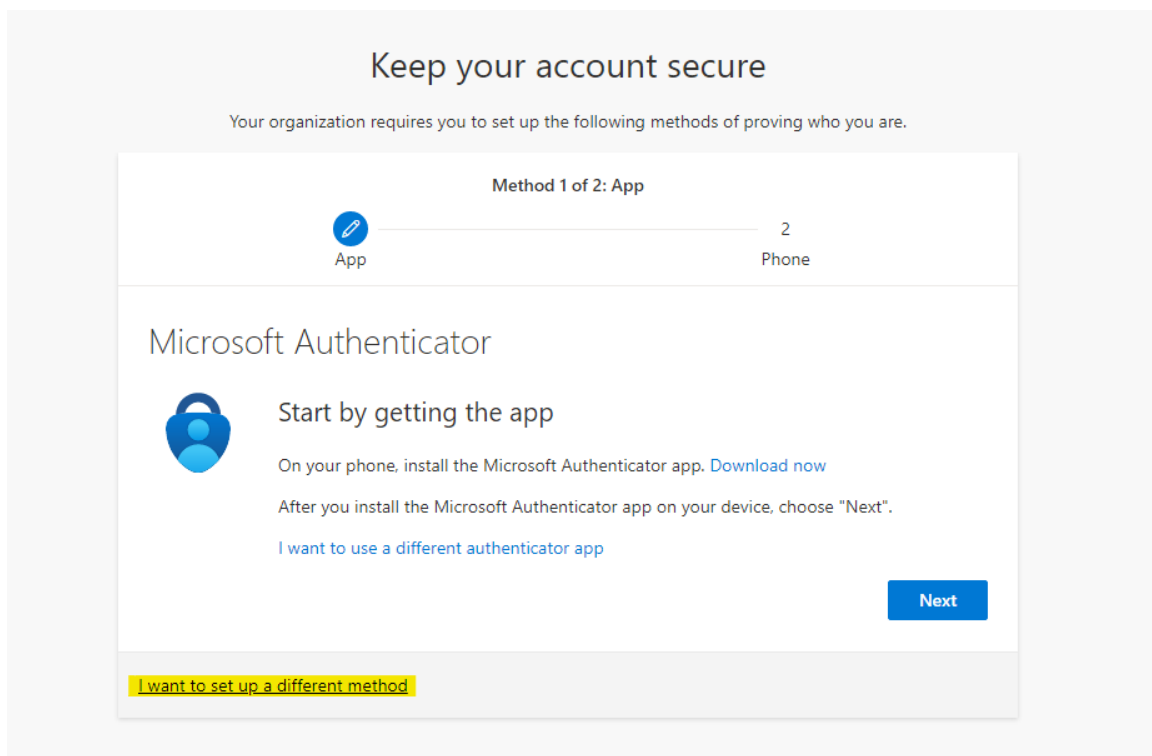
1. Go to the following web site: <https://outlook.office.com>
2. Sign in with your **network login**.
 - a. Your username has to be in the email address format (e.g. test@gsa.ac.uk or test@student.gsa.ac.uk)



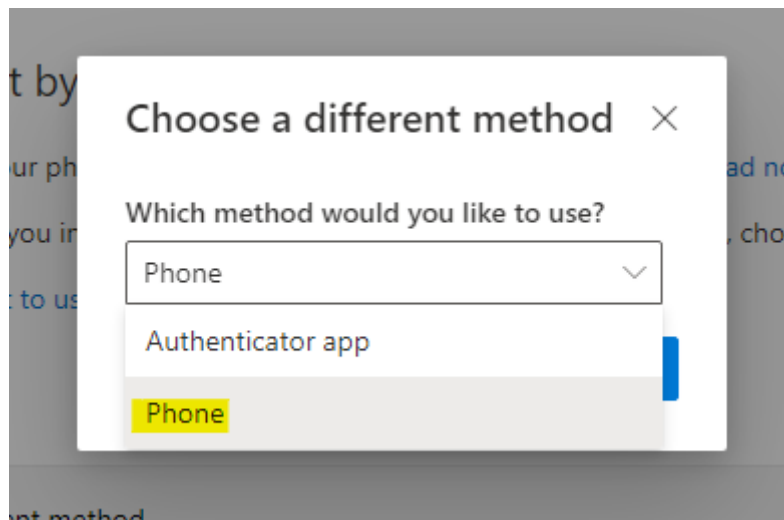
3. Enter your password.
4. On the “More Information Required” screen, click **Next**.



5. On the following screen, click **I want to setup a different method** to proceed. The link is highlighted in yellow below.



6. On the following screen, select **Phone** from the dropdown and click **Confirm** to proceed.




7. You will see the following screen below, select **United Kingdom (+44)** from the dropdown, enter your **mobile phone number** and press **Next** to proceed.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: Phone


Phone

2
App

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United Kingdom (+44) ▼

07

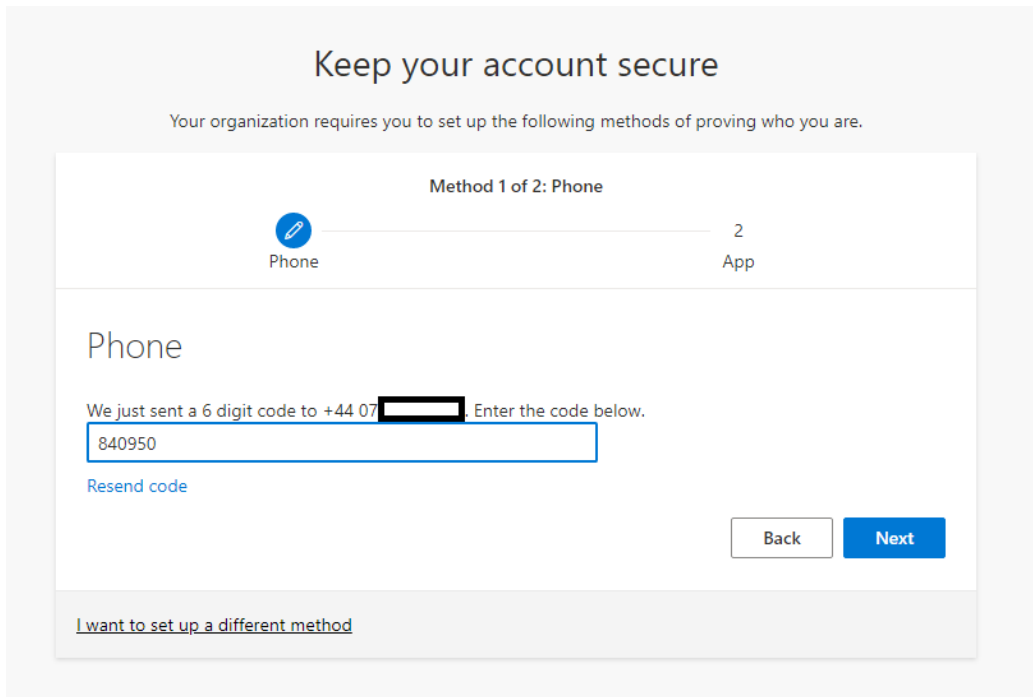
Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

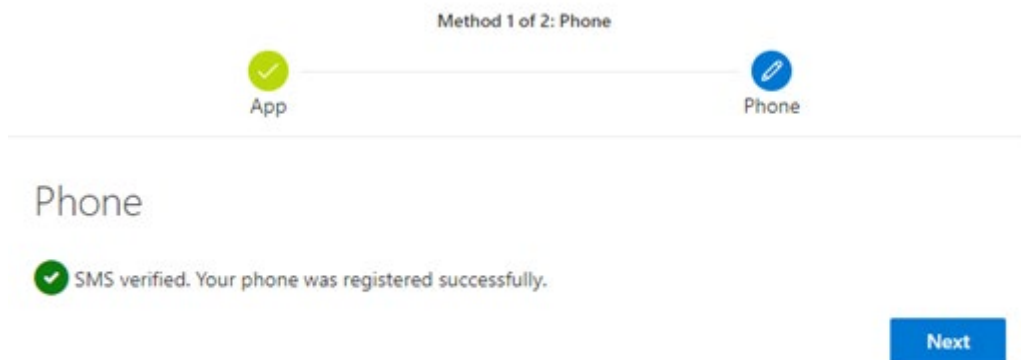
[Next](#)

[I want to set up a different method](#)

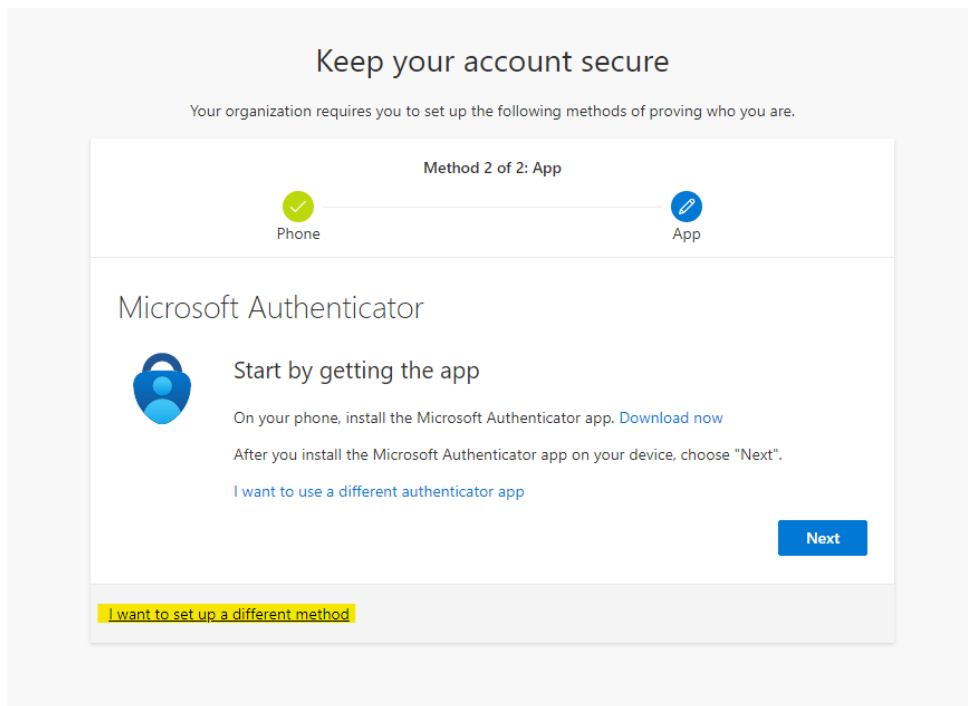
8. A one-time security code will be sent to your **mobile phone via SMS**. Please access your **SMS messages**, note the number, enter it in the following screen and press **next**.



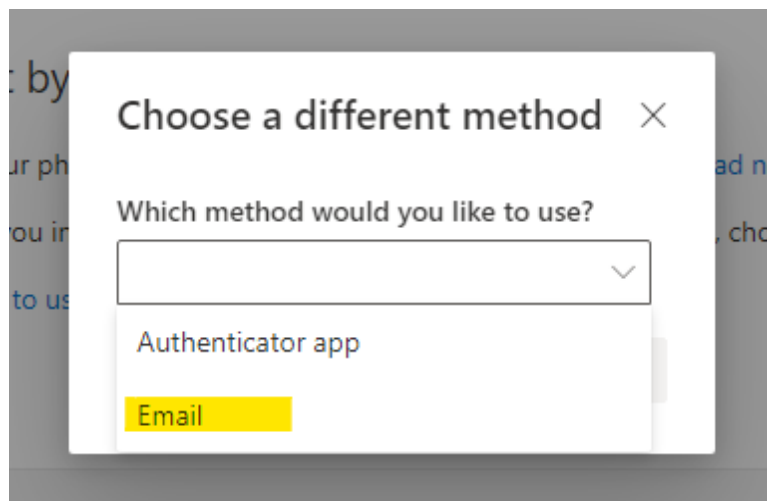
9. Once the code has been entered successfully the SMS will be verified, as seen below, press **next**.



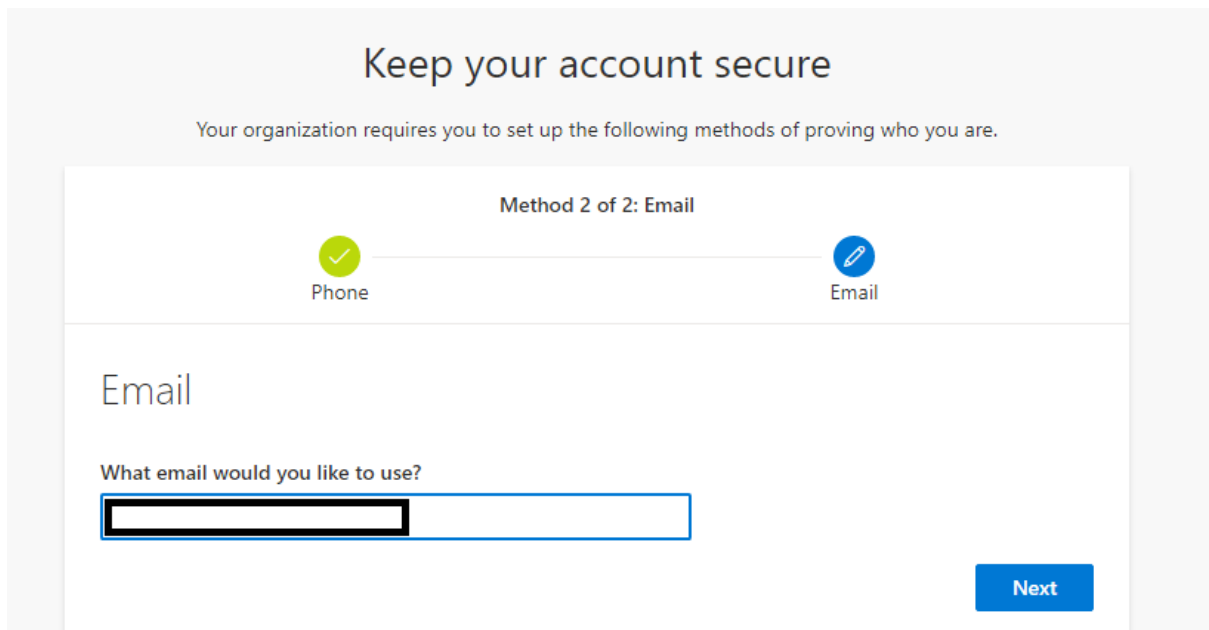
10. You will now need to set up a second method. On the following screen, click **I want to setup a different method** to proceed. The link is highlighted in yellow below.



11. On the following screen, select **Email** from the dropdown and click **Confirm** to proceed.



12. On the next screen **enter your email address** and click **Next** to proceed. Do not use your GSA email address.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

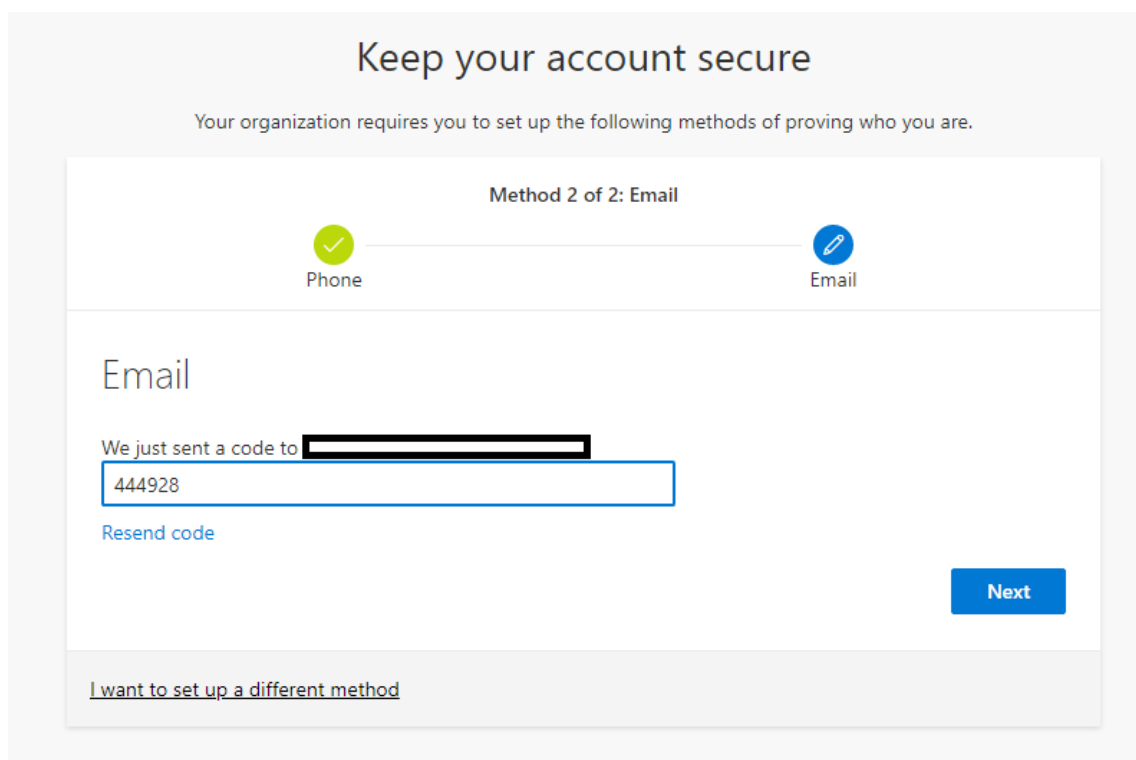
Phone Email

Email

What email would you like to use?

Next

13. A one-time security code will be sent to **your email address**. Please access **your email messages**, note the number, enter it in the following screen and press **next**.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Email

Phone Email

Email

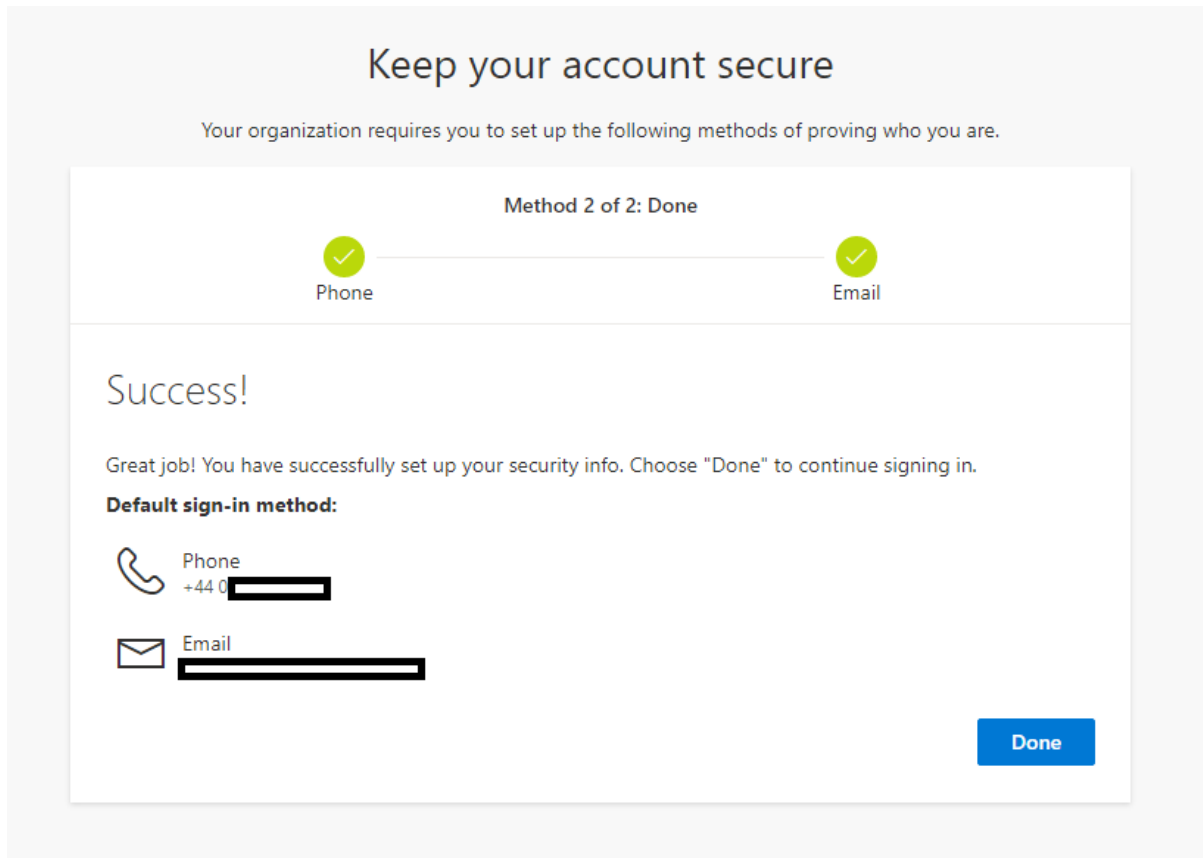
We just sent a code to

[Resend code](#)

Next

[I want to set up a different method](#)

14. Once successful you will see the following screen with your authentication methods listed.



15. On the next screen choose whether you want to stay signed in or not.



@gsa.ac.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

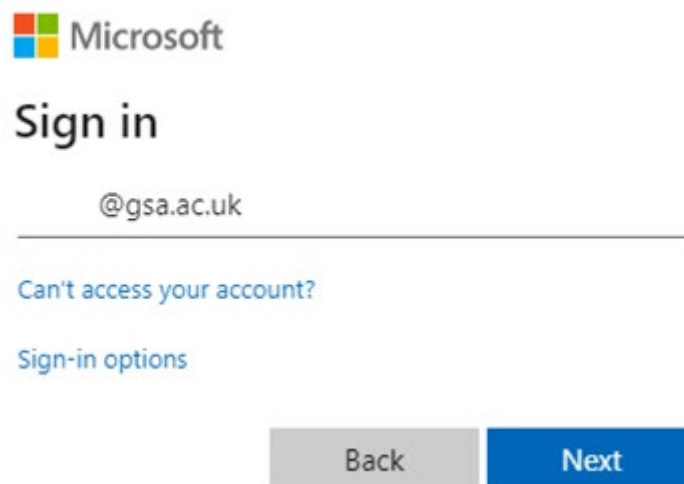
Don't show this again

No

Yes

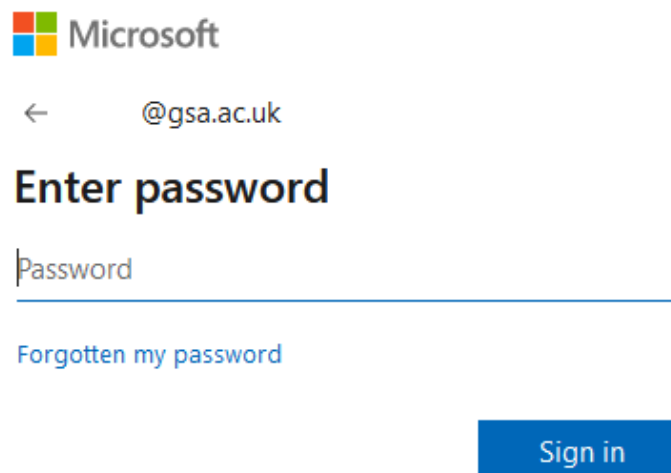
LOGGING IN WITH MULTI-FACTOR AUTHENTICATION

1. Go to the following web site: <https://outlook.office.com>
2. Sign in with your **network credentials**, with your username in the email address format (e.g. test@gsa.ac.uk):



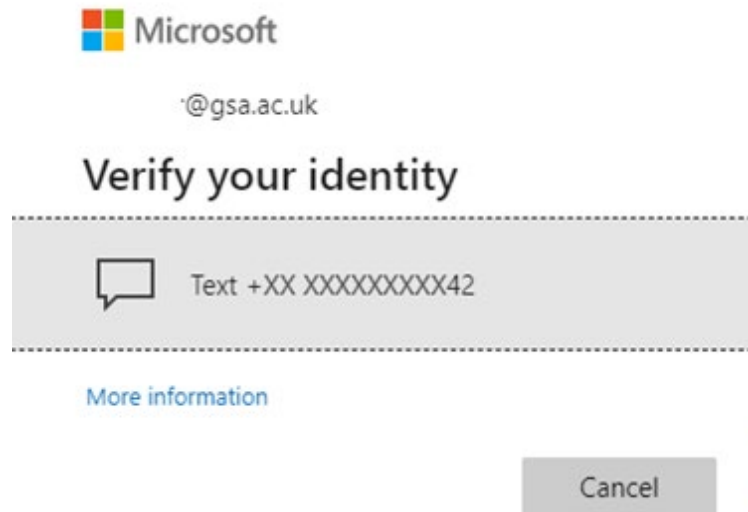
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "@gsa.ac.uk". Below the input field is a horizontal line. Underneath the line are two links: "Can't access your account?" and "Sign-in options". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your password and press **next**.

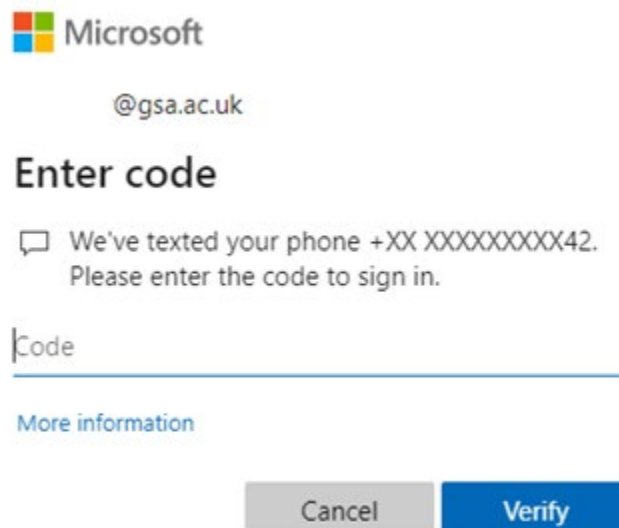


The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is a back arrow icon followed by the text "@gsa.ac.uk". Below this is the heading "Enter password". There is a text input field containing "Password". Below the input field is a horizontal line. Underneath the line is a link: "Forgotten my password". At the bottom right is a blue "Sign in" button.

4. On the next screen, you will be asked to **Verify your identity**. Click Text button as highlighted below.



16. A one-time security code will be sent to your **mobile phone via SMS**. Please access your **SMS messages**, note the number, enter it in the following screen and press **next**.



5. Choose whether or not you want to stay signed in (Yes or No).



@gsa.ac.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes