ILLUSTRATED[®]

Multi-Factor Authentication Setup for O365 Email

Follow the instructions below to setup different authentication methods for your IPRE email account.

- 1. On your computer, login to your IPRE Email account at https://outlook.office365.com
- 2. Click on the "Account manager button"
- 3. Click on "View account"

	Outlook	Q Search			
	E Home View Help	2		Illustrated Propert	ies Sign out
	🖸 New mail 🗸 🛈 🗄		Quick steps ✓		Prittanu Williams
89	C∂ Junk Email 512	Inbox. රූ	=	RW	BWilliams@ipre.com View.account
80	Notes				Open another mailbox
~	Conversation History Nothing in folder			R ₄) Sign in wi	th a different account
	🗀 Inbox.			0	
88	C Reference				
	C RSS Feeds				
	Create new folder				
	Ra Search Folders				

4. Under "Security Info", click on "Update Info" (You may be prompted to sign in again)



Microsoft Authenticator App

- 5. Click on "Add sign-in method"
- Click on "Choose a method" drop-down menu, select "Authenticator app" and click "Add"

	ILLUSTRATED My Sign-Ins ~			000	?	BW	
A Overview	Security info						
Py Security info							
Devices	You're using the most advisable sign Sign-in method when most advisable is unavailable.	n-in method where it applies. Phone - call +1 5615435737 Change	-				
Q Password	+ Add sign-in method	Add a method Which method would you like to add?	×				
Organizations	ns Phone	Choose a method	~	Delete			
🔒 Settings & Privacy		Authenticator app					
 Recent activity 	Microsoft Authenticator Push multi-factor authentication (*	Alternate phone Email	- 41	Delete			
	Lost device? Sign out everywhere	Security key Office phone					

- 7. Install the Microsoft Authenticator App on your phone or tablet; after you install the Microsoft Authenticator App, click **"Next"** and follow the instructions on the screen.
 - For Google Android: On your Android device, go to Google Play to <u>download and</u> <u>install the Microsoft Authenticator app</u>.
 - For Apple iOS: On your Apple iOS device, go to the App Store to <u>download and install</u> <u>the Microsoft Authenticator app</u>.

Important: If you're not currently on your mobile device, you can still get the Microsoft Authenticator app if you <u>send yourself a download link</u> from the Microsoft Authenticator app page.

Options: If you do not want to use the Microsoft Authenticator app, you can click "I want to use a different authenticator app" to choose an alternative, such as Google Authenticator.



After clicking "Next" (above step), your web browser will display a QR code.

ILLUSTRATED	My Sign-Ins V	200	?	BW
A Overview	Security info			
$\mathcal{P}_{\!\!\mathcal{F}}$ Security info	These are the methods you use to sign into your account or reset your password.			
📮 Devices	Sign-in method sing i Microsoft Authenticator X			
🔍 Password	+ Add sign Set up your account			
Crganizations	Phone If prompted, allow notifications. Then add an account, and select "Work or school".			
A Settings & Privacy	Passec			
③ Recent activity	Micros Pudh m			

ILLUSTRATED	My Sign-Ins 🗸		0 0 0	?	BW
A Overview	Securit	Microsoft Authenticator ×			
𝒫 Security info	These are the	Scan the QR code			
🚊 Devices	Sign-in method whe	Use the Microsoft Authenticator app to scan the QR code This will connect the Microsoft Authenticator app with your account.			
Q Password	+ Add sign	After you scan the QR code, choose "Next".			
Organizations	& Phone				
A Settings & Privacy	Passwo				
3 Recent activity	Microse Push m				
		Can't scan image?			
	Lost device? S	Back Next			

On your phone or tablet:

- Open the Microsoft Authenticator app.
- Select (+) in the upper right corner.
- Select "Work or school account"
 - NOTE: your phone or tablet may display a prompt to "Allow" the app to "take pictures".
- Point your camera at the QR code (displayed on your web browser from previous step)
- You should be prompted, to complete the process: press **"Approve"** (on your phone or tablet).



NOTE: The Microsoft Authenticator App is free to use; if you are being prompted for a subscription or payment, you did NOT install the correct app on your phone or tablet.

Need Help? You can watch this video for step by step instructions