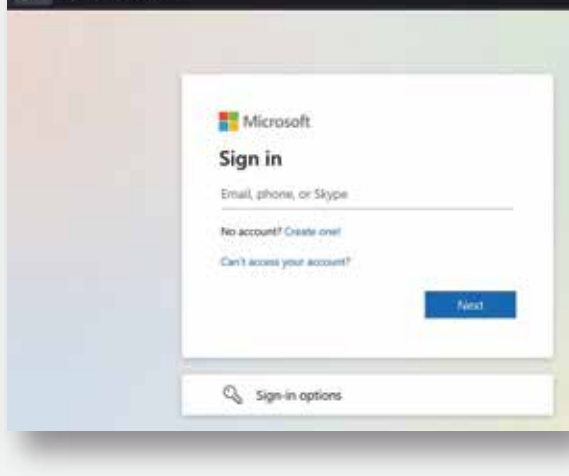


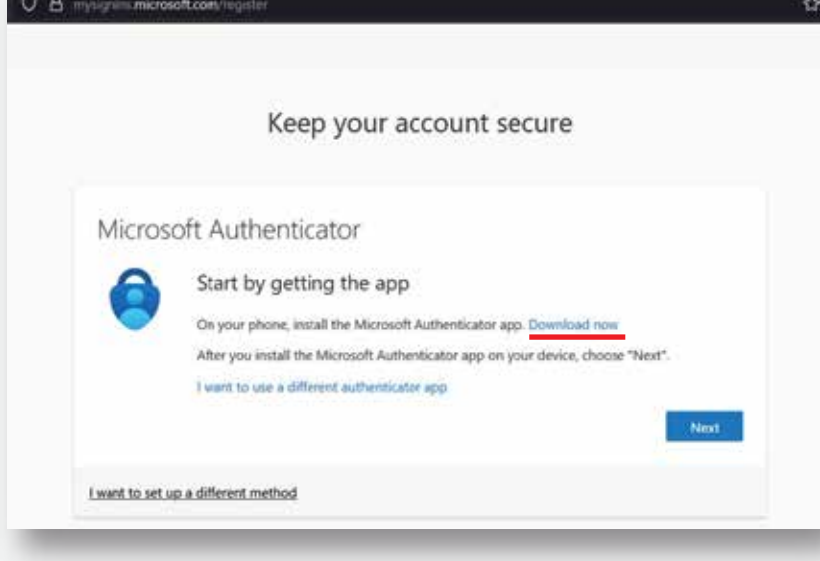

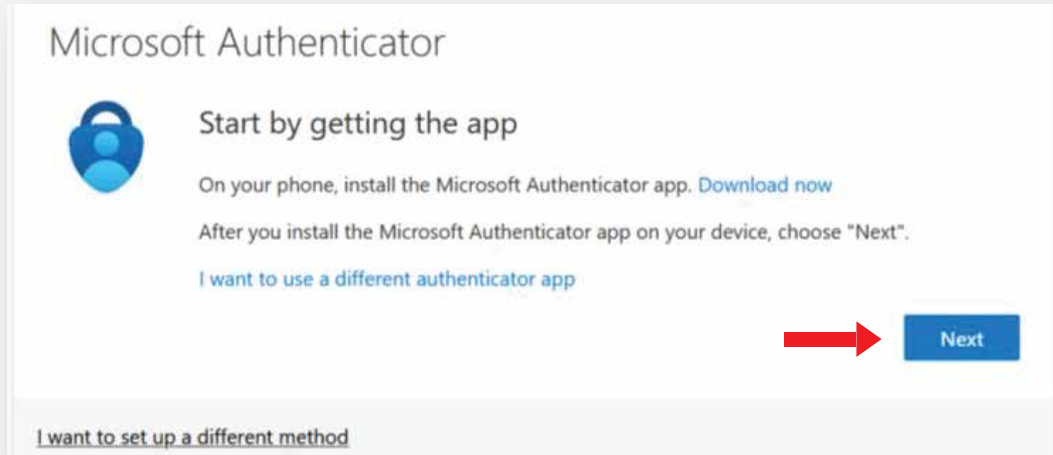
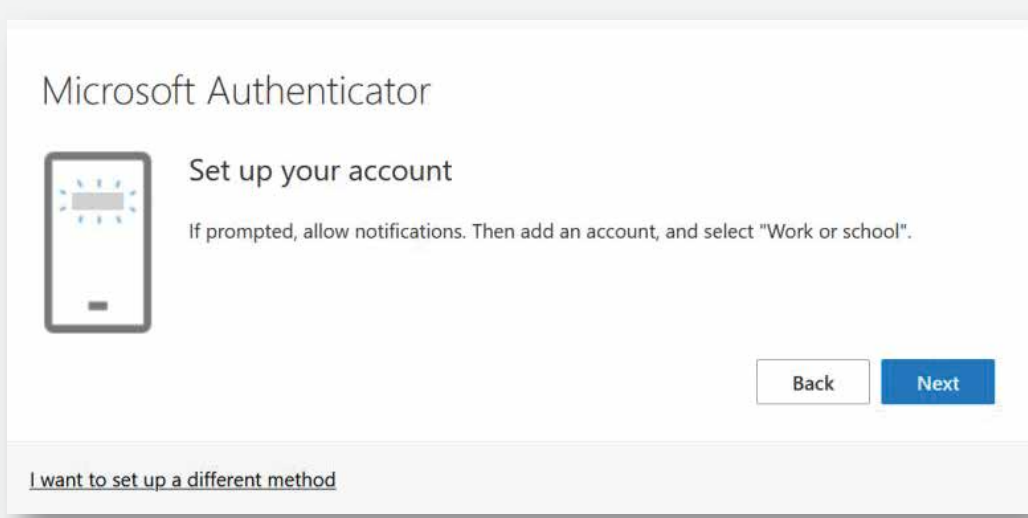
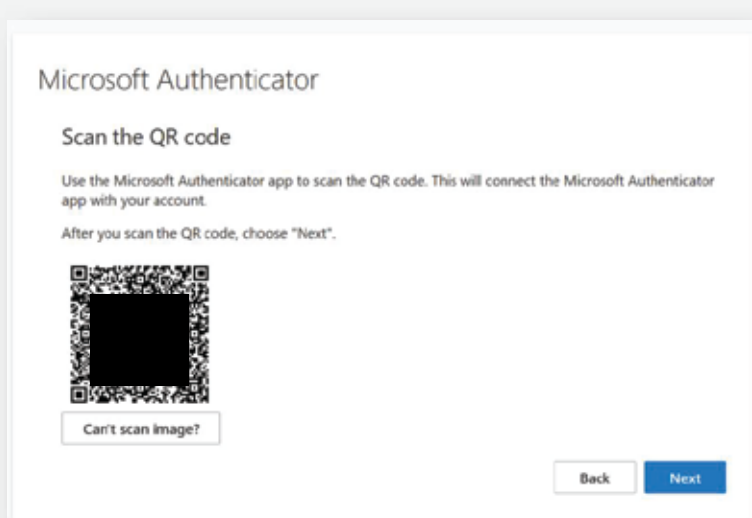

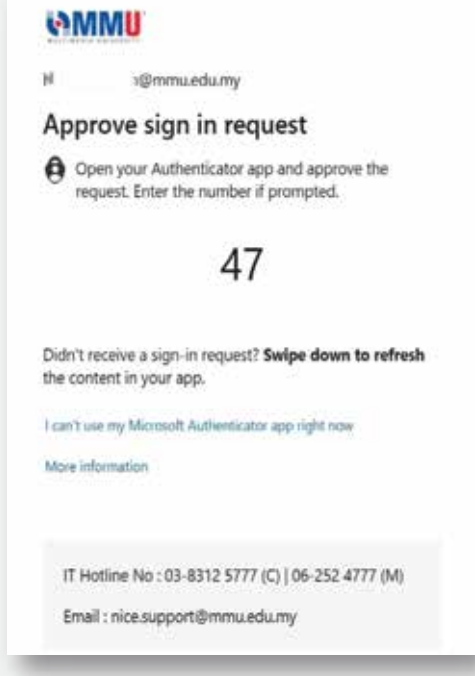



# HOW TO SET UP MFA FOR YOUR MMU MICROSOFT 365 ACCOUNT

This guide is for students and staff accounts. Multi-Factor Authentication (MFA) helps protect your account by requiring a code from your phone in addition to your password.

Step	Instructions
1	<p><b>Sign in to Your Microsoft 365 Account</b></p> <p>a) Go to <a href="https://portal.office.com">https://portal.office.com</a> and sign in with your MMU email and password</p>  <p>b) Enter your MMU email (e.g., yourID@student.mmu.edu.my) and password.</p> 
2	<p><b>Start MFA Setup</b></p> <p>If prompted, click Next to begin setting up additional security.</p> 
3	<p><b>Download and install the app.</b></p> <p>a) Microsoft Authenticator App</p> <p>Click 'Download now' to download and install the Microsoft Authenticator app from the Google Play Store or Apple App Store.</p>  <p>b) At this point, it will redirect you to the Microsoft website for you to download the Microsoft Authenticator app.</p>  <p>c) Simply scroll down the page and you will find the QR code and link to download the Microsoft Authenticator app preferred by your device type.</p> <p>d) Go back to the previous page and click 'Next' to continue the process.</p>  <p>e) On this screen, click 'Next' to continue the setup process.</p>  <p>f) A page with the QR code will appear to link your MFA with your mobile device. You need to scan this QR code by using the Microsoft Authenticator app in your mobile device.</p> 
4	<p><b>Link your mobile device.</b></p> <p>a) Now open the Microsoft Authenticator app on your mobile device. Simply follow the instructions.</p> <p>b) At this screen, choose 'Scan a QR code'. Notification might be appear to request for this app to use your phone camera. Click allow and scan the QR code from the website.</p>  <p>c) After you scan the QR code, it will add your Microsoft account into the app. Click Finish. Your account will be shown in the app.</p> <p>d) Go back to the website and click 'Next'.</p> <p>e) Approve the test notification on your phone with the number show in the browser and type into the Microsoft authenticator.</p>  

\*Note for iPhone Users

On iPhone, you may be asked to allow camera access the first time you scan a QR code, and to allow notifications. The steps and options are otherwise the same as on Android, but the interface may look slightly different.