

How to Setup MFA for Text/Phone Verification

Hunter College has enabled Multi-Factor Authentication (MFA) for your Office 365 account. MFA is an authentication method that requires a two-step verification method for users when signing into Microsoft Office.

Two-step verification allows you to use your accounts more securely since:

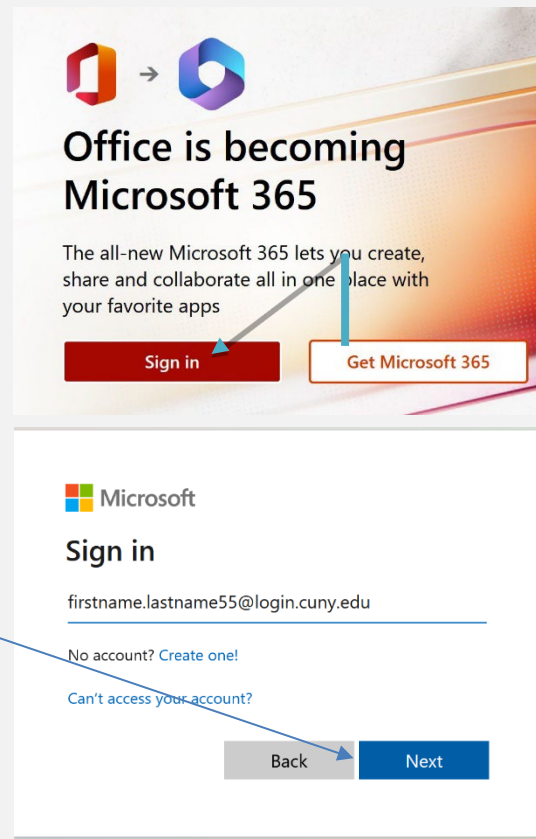
- **passwords can be forgotten!**
- **passwords can be stolen!**
- **passwords can be compromised!**

This guide will instruct you on how to accomplish MFA using text/phone for verification

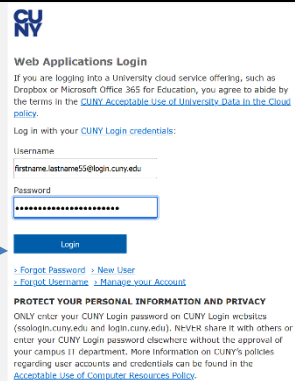
Be advised:

- The following procedure is a one-time process and can take up to 5 minutes to activate (average less than 3 minutes).
- To perform this initial setup, both a mobile device and a desktop/laptop computer will be utilized.

1. Sign in to Microsoft 365
 - a. Open a web browser and visit: www.office.com.
Click on the Sign In button. This will re-direct you to the Microsoft Sign In page.
 - or**
 - login.microsoftonline.com
Enter in your CUNYfirst credentials.
 - b. Click on the Next button.

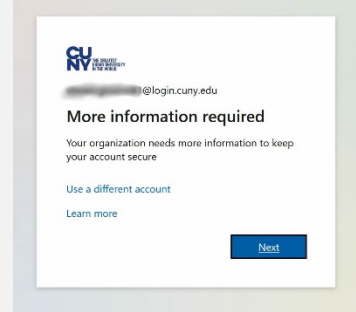


1. You will be then re-directed to the CUNY Web Applications page (this will be very familiar):
2. Log in using your complete CUNYfirst credentials (username & password).
3. Click on the blue Login button.

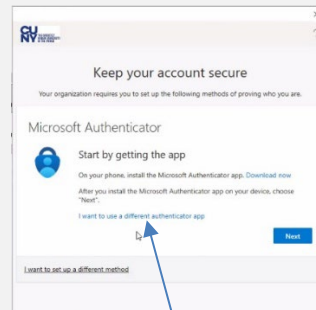


4. You will then be prompted:

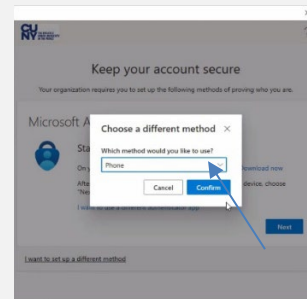
"More Information required"
5. Click the blue Next button.



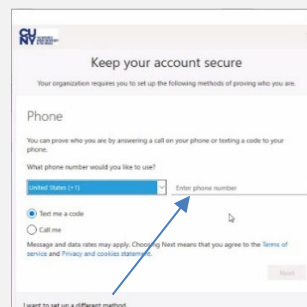
6. On the following screen, click on **I want to set up a different method.**
7. Click the **Next** button.



8. You will then be prompted select a method. Click the drop-down menu and select **Phone**.
9. Click **Confirm**.

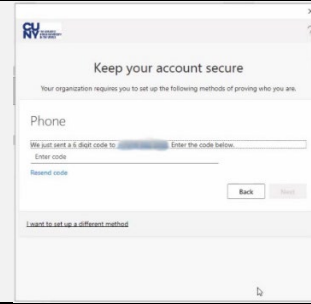


10. On the following screen, Enter in the telephone number where you want to receive the authorization.
11. Select whether you would like the authorization via a text message of a phone call.
12. Click the **Next** button.



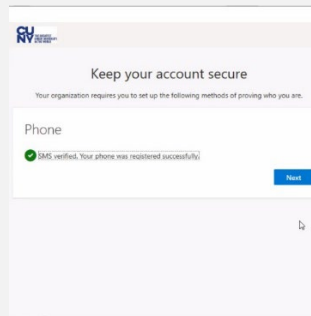
13. Once you receive the authorization code, you will enter it on the following screen. Enter the code you received in the text field labeled **Enter code**.

14. Click the **Next** button.



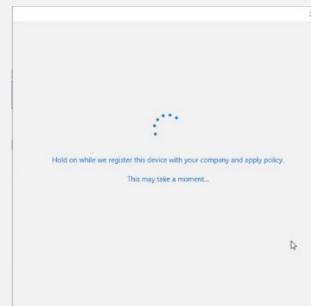
15. Once the authorization code has been verified, you will receive a success message.

16. Click on the **Next** button.



17. The system will then register the device.

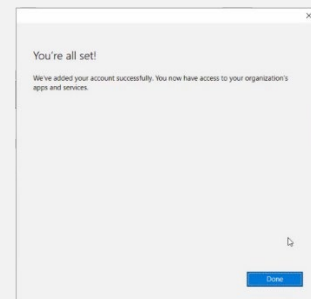
*This can take up to 30+ seconds to complete.



18. Once the device has been registered and your account added, you will see the following screen.

19. Click the **Done** button.

20. You are all set! 😊



If you need further assistance, please visit the following support website:

<https://hunter.cuny.edu/information-technology/support/>