

Activate Multi Factor Authentication (MFA) for Microsoft Office 365

Cyprus University of Technology has enabled Multi-Factor Authentication (MFA) for accessing the Microsoft Office 365 applications.

This guide is for:

- Academics
- Administrative Staff
- Students

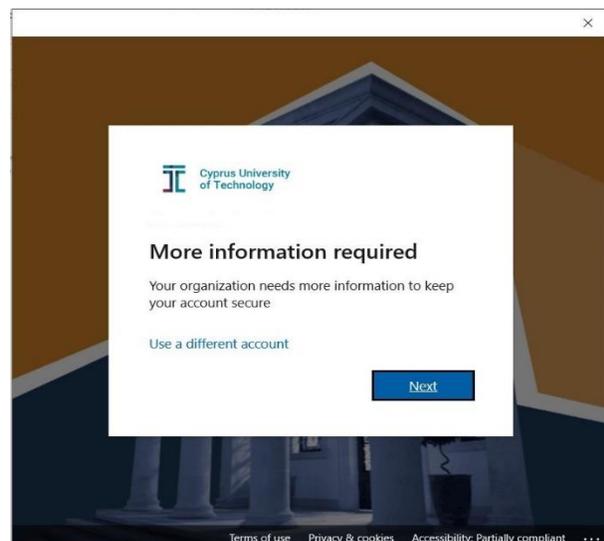
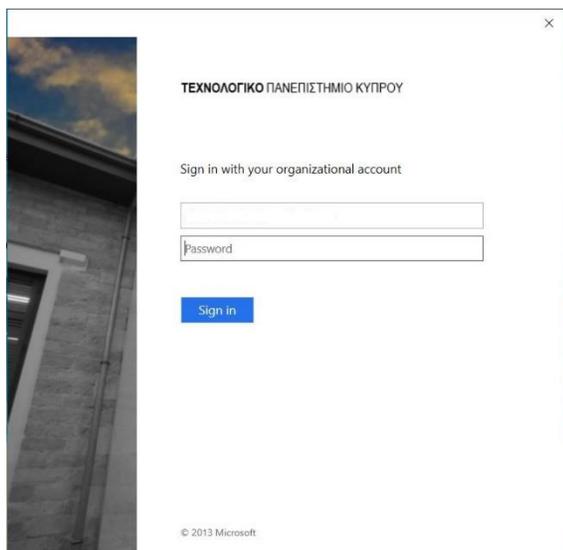
Before you begin:

- Follow these steps only if the MFA window has appeared on your screen.
- You will need an iOS or Android device or a device that supports Android applications.

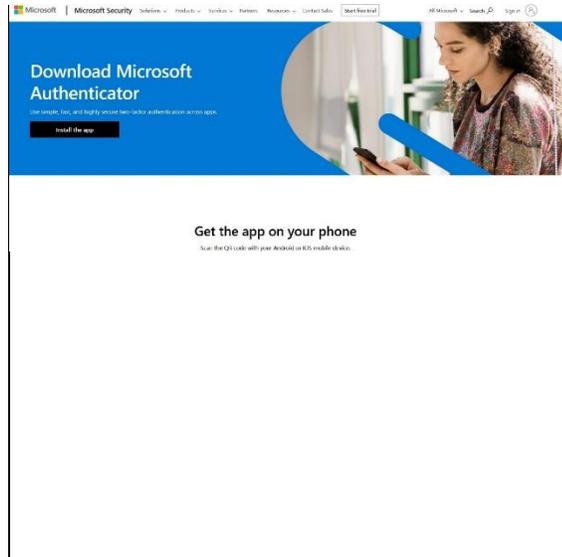
Instructions:

Step 1: When you see this window on your device as shown in the below screenshot please proceed with MFA activation by adding your CUT email address.

Sign in and proceed by clicking on the Next button.



Step 2: Click on **Download now** and then click on **install the app** to proceed with the installation of the Microsoft Authentication App on your smartphone.



Step 3: Now you will need your smartphone to proceed with this step. Open your smartphone's camera or QR scanner to scan the QR code that has appeared on your computer screen. Left for Android or right for iPhone.

Get the app on your phone

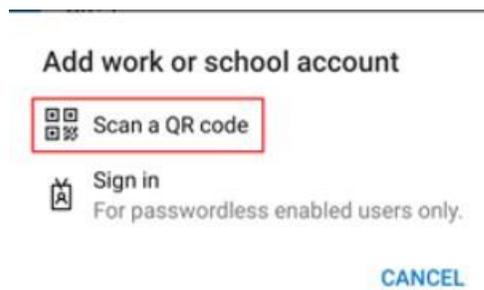
Scan the QR code with your Android or iOS mobile device.



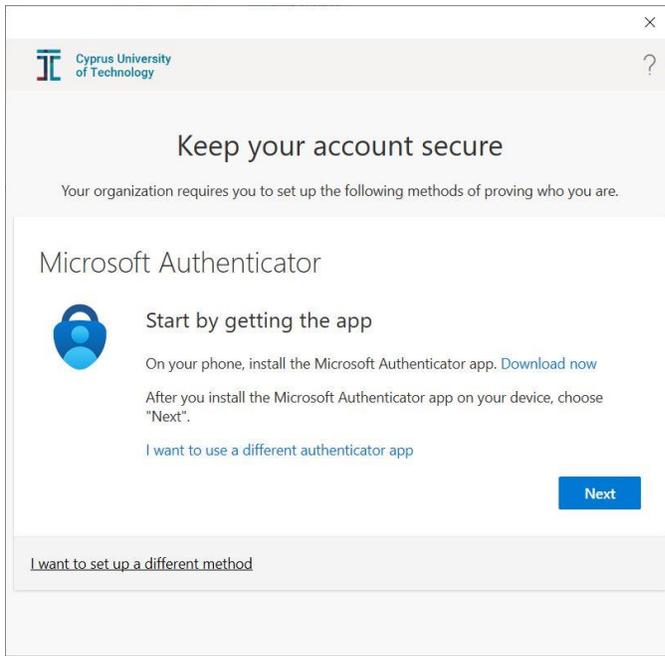
Step 4: Install the application Microsoft Authenticator.



Step 5: On your **smart phone** open the application. **Allow notifications** (if it asks for permissions) and choose **Add Account**. Select **Work or school account** and then **Scan QR code**.



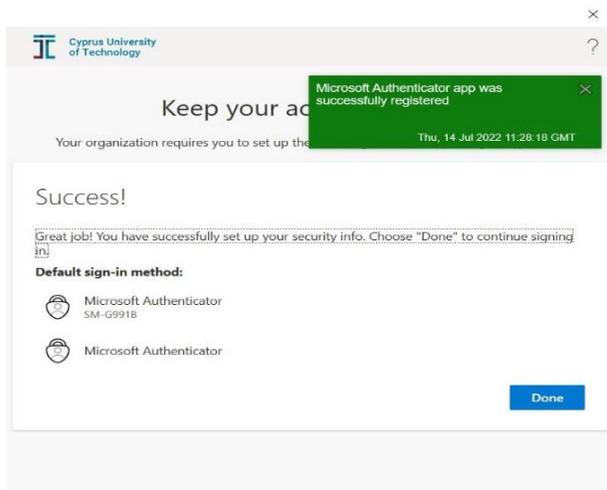
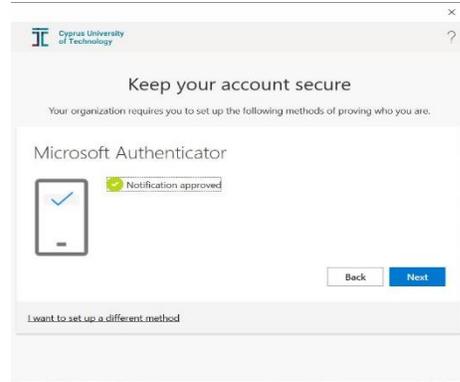
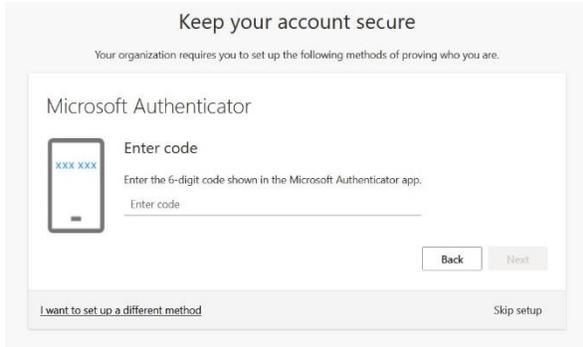
Step 6: On your computer screen click on Next.



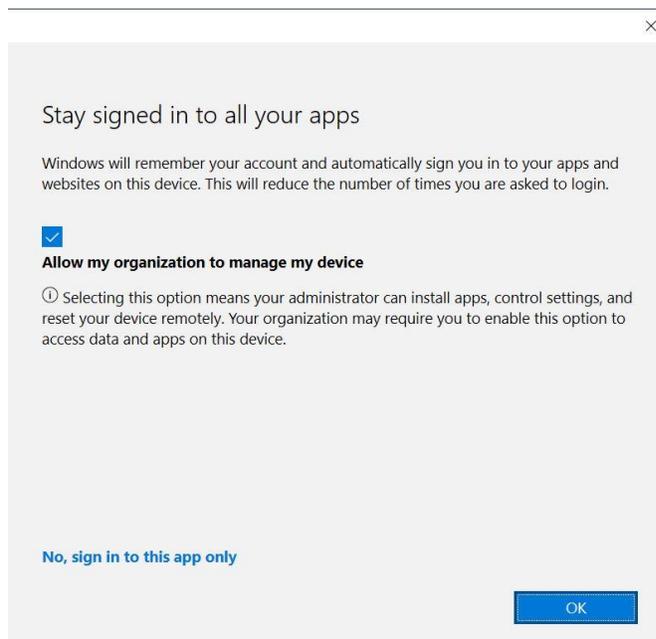
Step 7: On your computer proceed with the Next button. A QR code will appear that is necessary for the next step. Please do not save or share this QR code to anyone. Using your smartphone's camera or QR scanner, please scan the QR code.



Step 8: On your computer, please type the passcode that the application has given to you on your smartphone. Proceed by click on the **NEXT** button and then **DONE**.

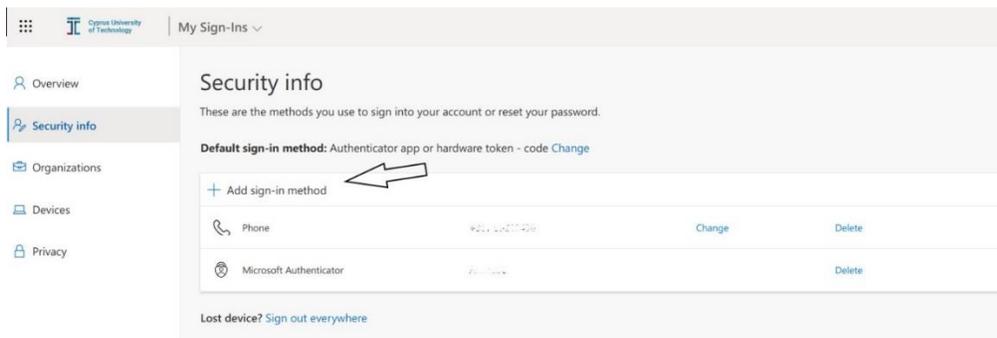


Step 9: Please tick on the box. **Allow my organization to manage my device** and click on **OK**.



Step 10: To complete this procedure it is required that you visit this link <https://aka.ms/setupsecurityinfo> to select an alternative authentication method.

Select the option “Add sign-in Method”



Select one of the available alternative methods and complete the procedure by adding the information needed from you.

Add a method ×

Which method would you like to add?

Choose a method ∨

- Authenticator app
- Alternate phone
- Office phone

You have now completed the activation of MFA for Microsoft Office 365.