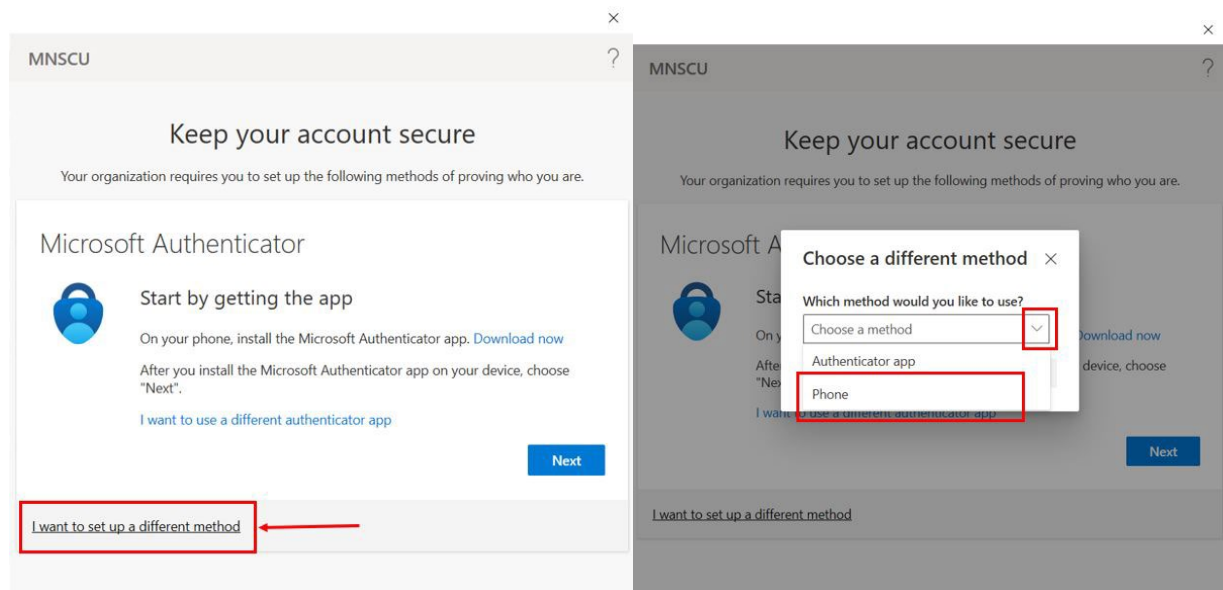


# How to set up Multi-Factor Authentication (MFA) for Microsoft 365

The first time you access Microsoft Office 365 it will ask for your Login ID, Password and More Information (MFA).

1. Enter the following for your username:
  - **Students** use: **YourStarID@go.minnstate.edu**
  - **Employees** use: [YourStarID@minnstate.edu](#)
2. Then enter your **StarID password** in the Password box.
  - If you don't know your password or need to reset it, you will use the **starid.minnstate.edu** portal to set/change it.
3. Click "**Next**" on the "**More information required**" box.
  - **OPTION 1:** If you prefer to use the **Microsoft Authenticator app** to verify your identity select "**Next**" at the Microsoft Authenticator screen and follow the prompts on screen.
  - **OPTION 2:** If you would **rather receive a text message** select the link below that says "**I want to set up a different method**" Then select **Phone** from the drop down on the following screen.



- To set up MFA to receive a text notification do the following:
  - Select "**United States (+1)**"
  - Enter your **phone number** in the box to the right.
  - Under Method: leave it as "**Send me a code by text message:**" and click "**Next**".
- The phone number entered will now receive a code via text message. Type in the code and select "**Verify**".
- Then click "**Done**".

MFA is now set up on your account.

*Note: If you have a student and employee account you will need to do this process for each separately.*