

## Office 365 Multifactor Registration Guide

<https://www.youtube.com/watch?v=uWbkLul4g30> – This link is to a YouTube video that will walk you through the process, showing both the computer and phone. There is an extra step in the middle of the video for mobile number that we haven't asked you to complete.

The method is as follows and should take about 5 minutes.

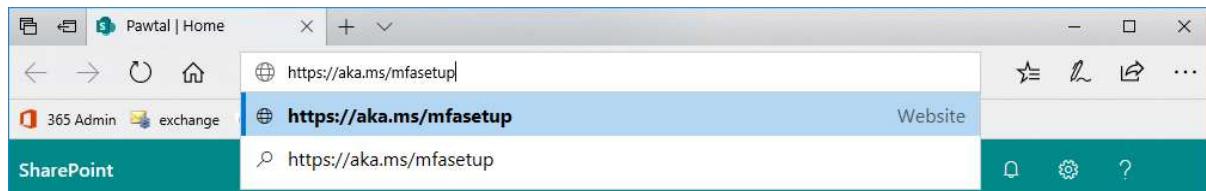
For **Veterinary Hospital, Retail Shop or Sunderland NCSC** staff:

- Open the Chrome link (see image), which will take you to the Office 365 login page



For **Head Office** staff, open the Edge Browser and copy this link into the address bar:

<https://aka.ms/mfasetup>



After open the correct page above the steps are as follows:

- Login with your PDSA email address and password
- Follow the instructions on screen
- Test login approval

On your phone:

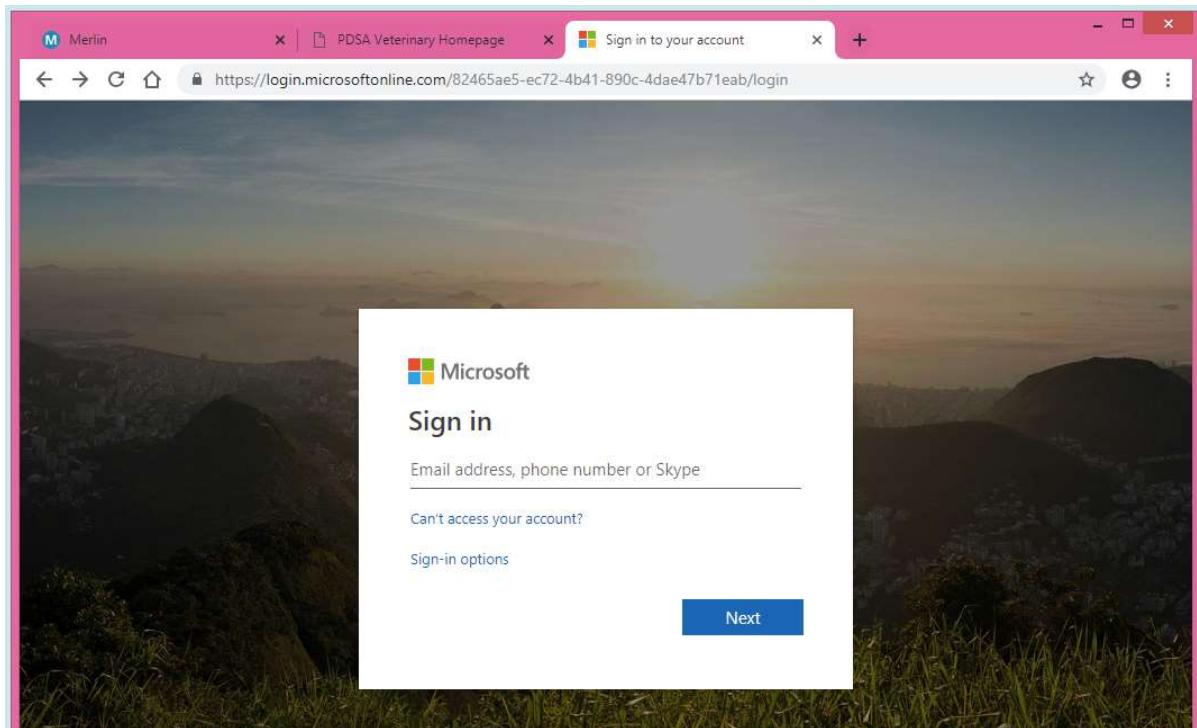
- Download the Microsoft Authenticator app
- When asked, use your Camera to scan the QR code shown on your computer
- When prompted, approve your login to confirm the system work

## Full step by step walkthrough

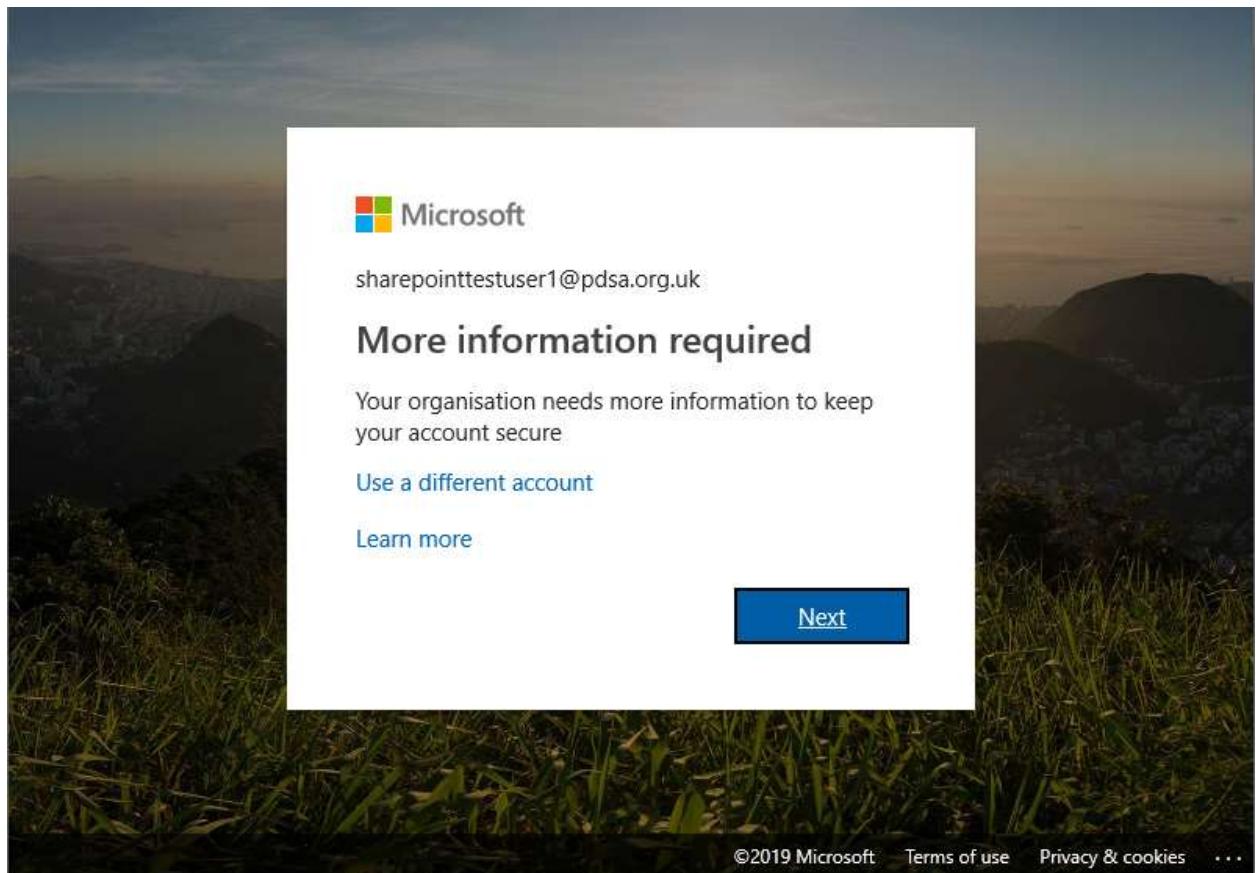
1. Open the “Set Up Multifactor Authentication” link from the desktop or follow the instructions from the previous page in Microsoft Edge



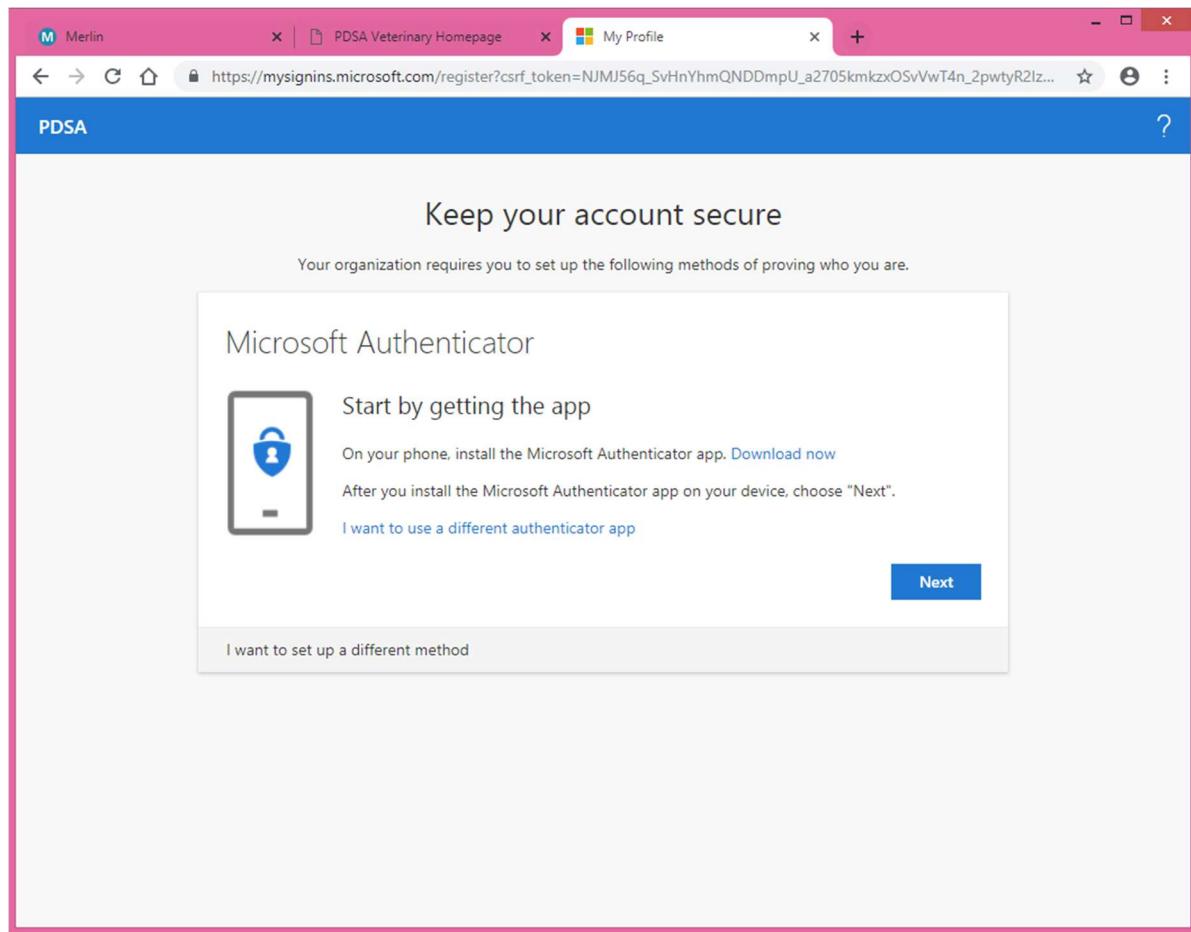
2. Login to Office 365 when requested, the window should look as it does below



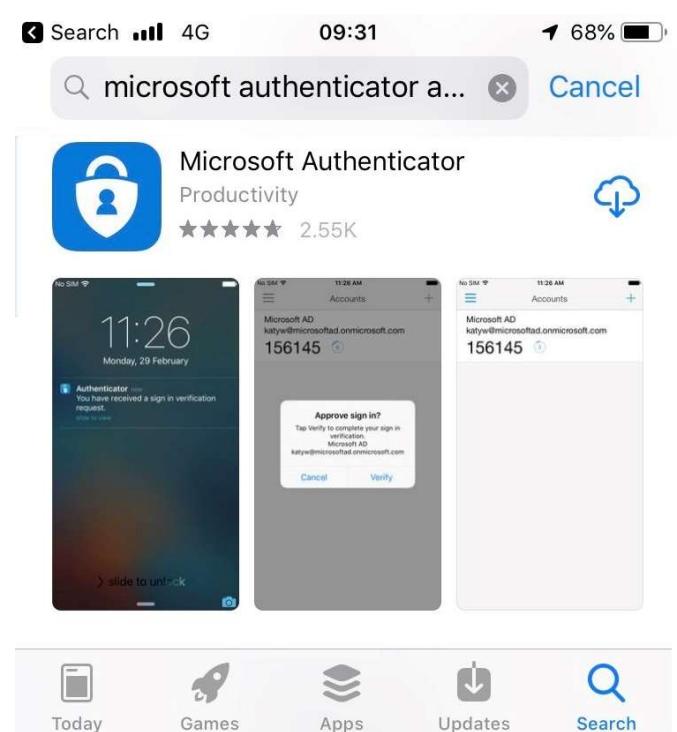
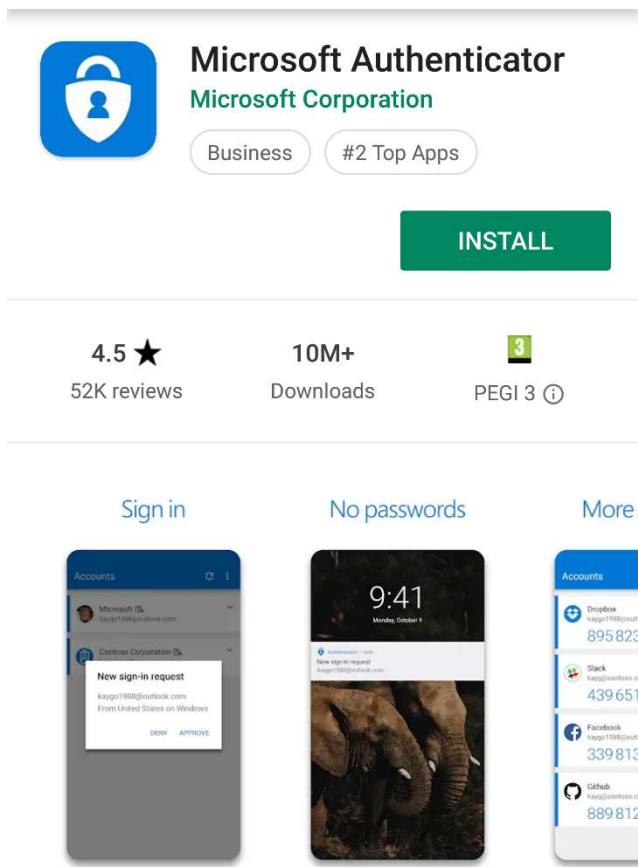
3. After logging in, you will see a window explaining that more information is required to keep your account secure, click 'Next'



4. Follow the instructions on screen - download the Microsoft Authenticator app to your phone, either from the Google Play Store or the Apple App Store. Once done, click Next.



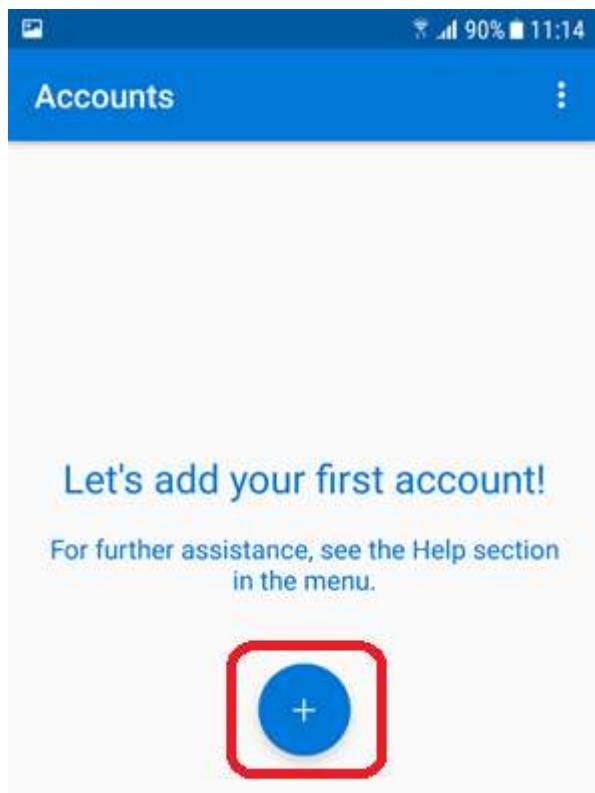
5. Below are screenshots of the Microsoft Authenticator app pages. On the left is the Google Play Store and on the right, the Apple App Store. Please be careful to select the correct, official app.



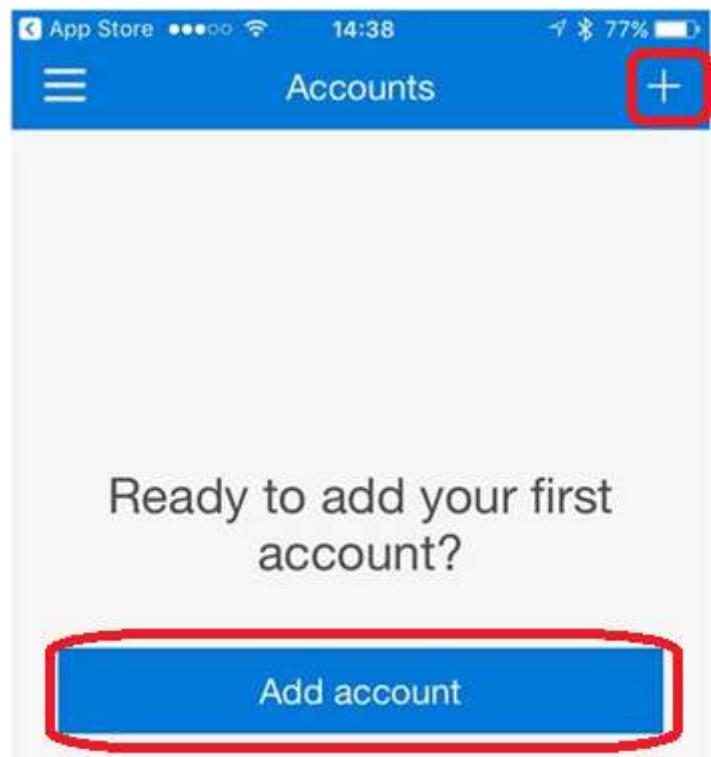
Use Microsoft Authenticator to sign in easily and securely with MFA.

6. Open the app on your phone and when asked, add a new account, selecting 'Work or school'. You must select 'work or school account' on your phone, registering as a personal account will not work.

**Android**

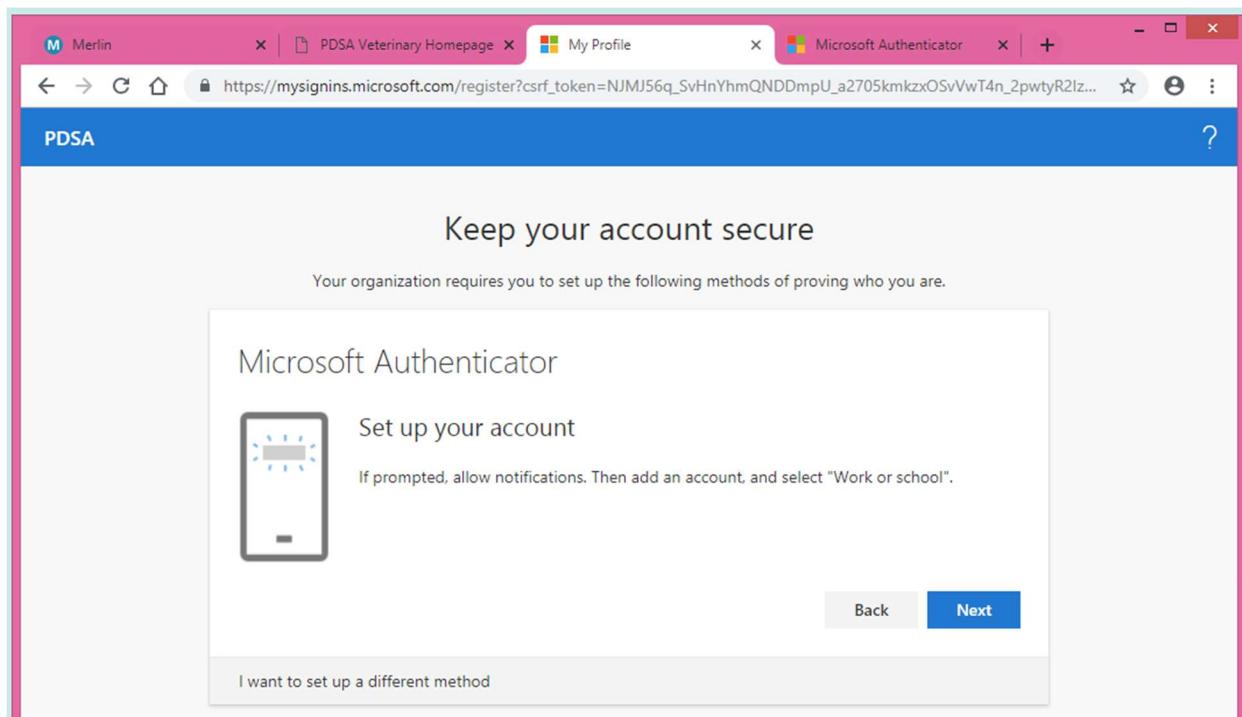


**Apple (iOS)**

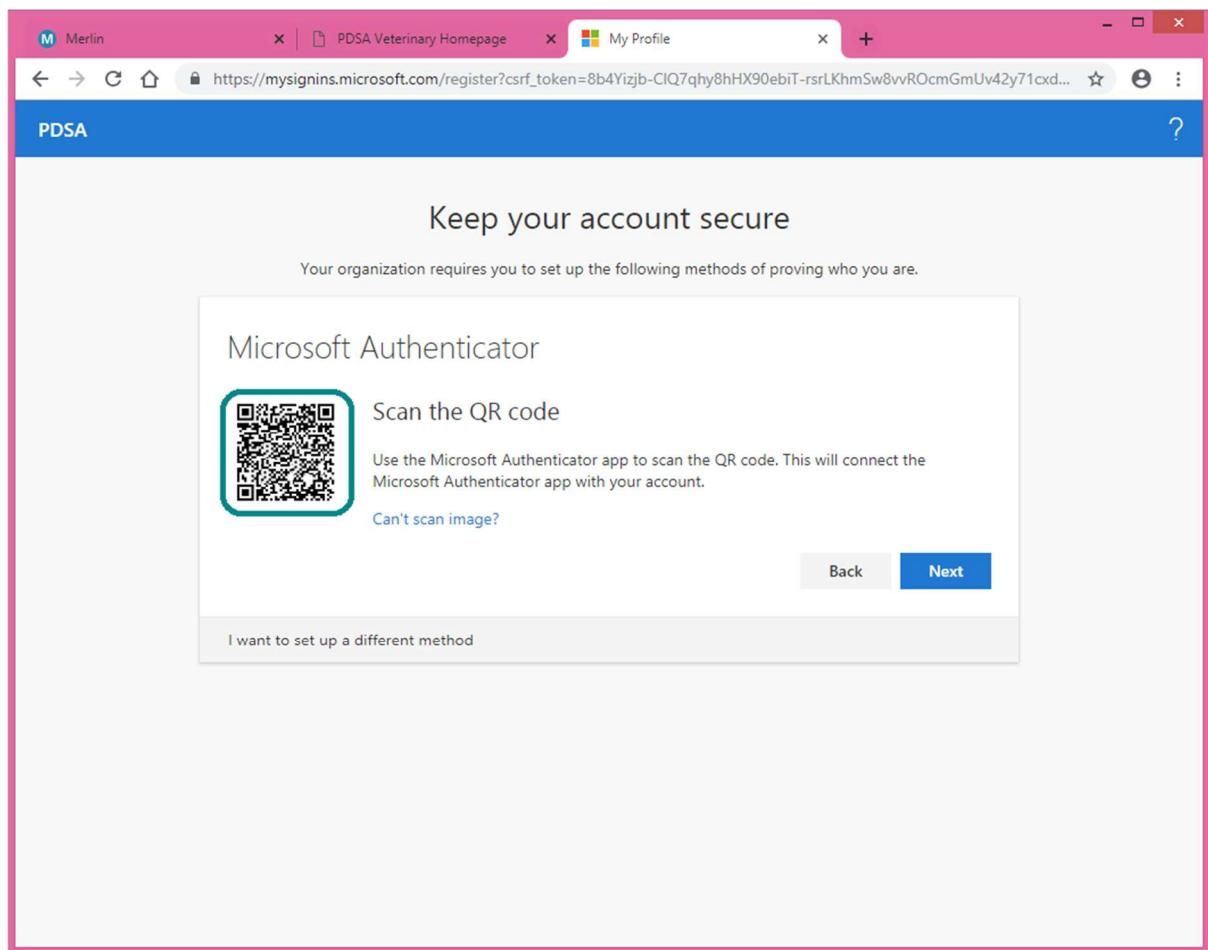


7. Follow the instructions on screen, on your phone, if asked to allow Notifications, select 'Yes'.

Click 'Next' on your computer

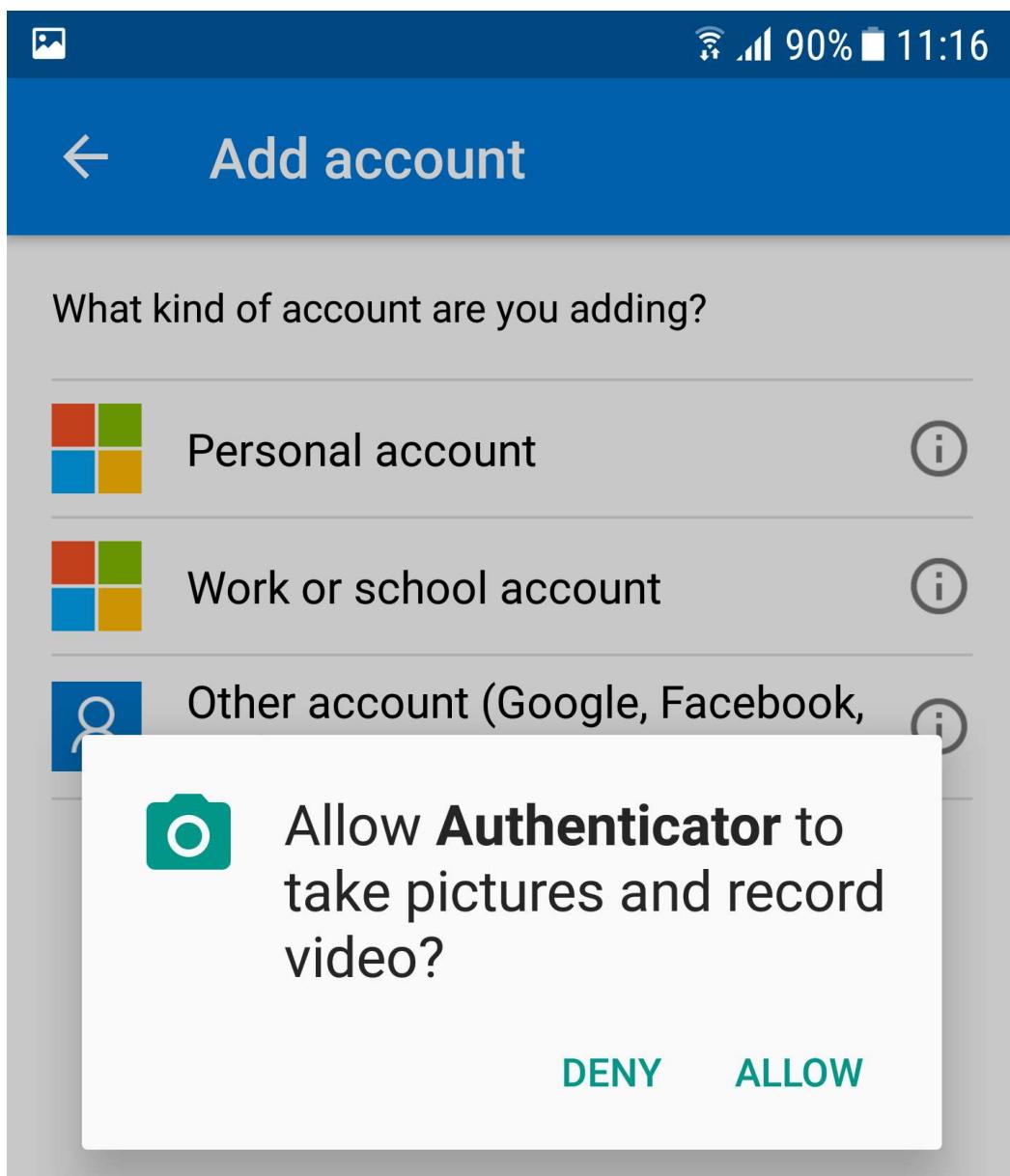


8. On this page, you will see a QR code, which is a small black square on the left hand side of the screen.

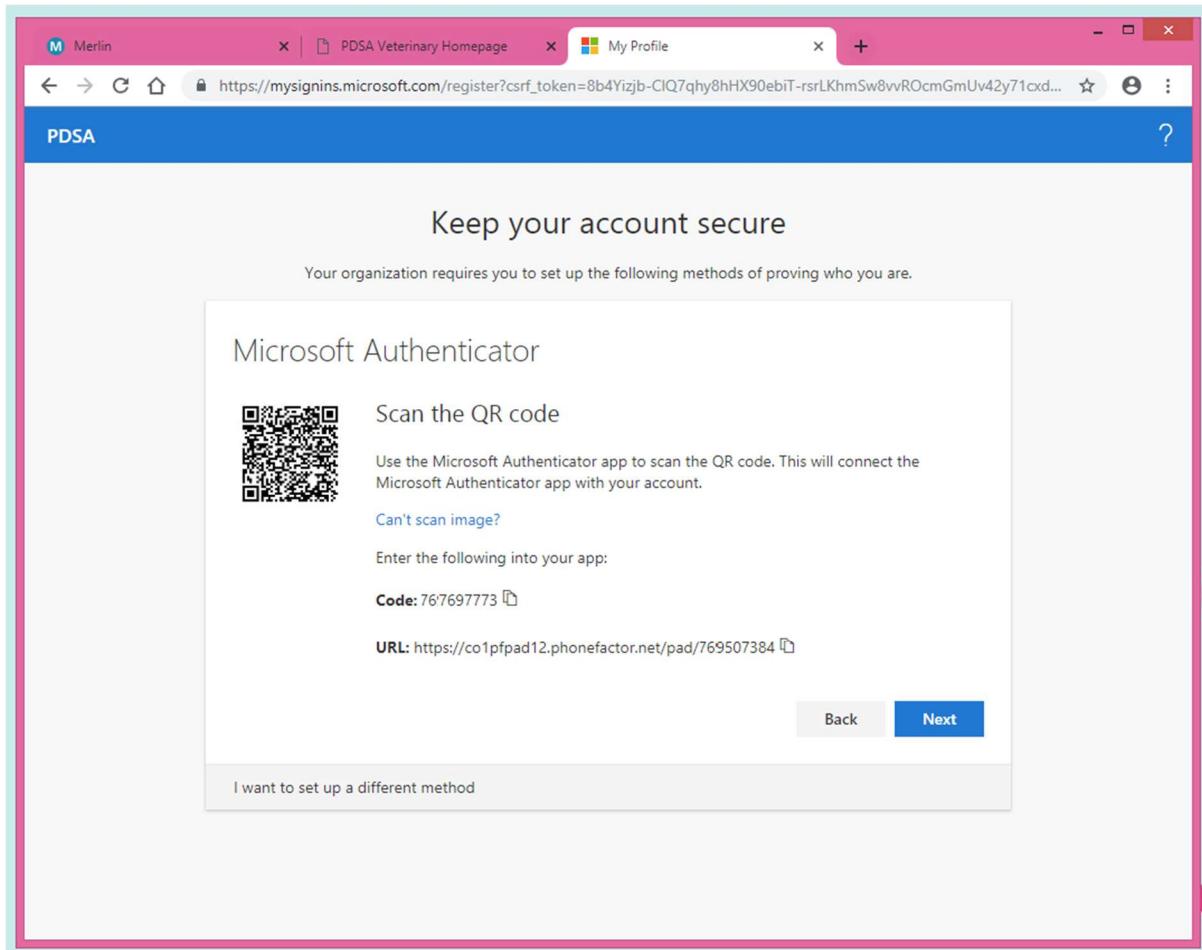


Note – please scan your image, not the image above. Each person's account has a uniquely generated QR code for registration.

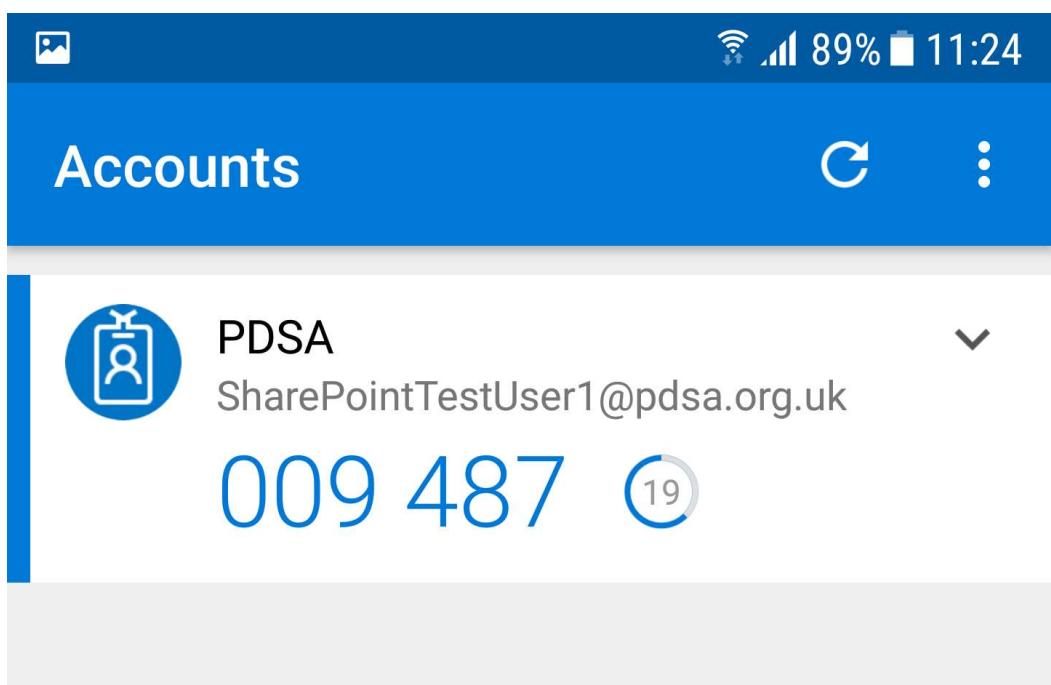
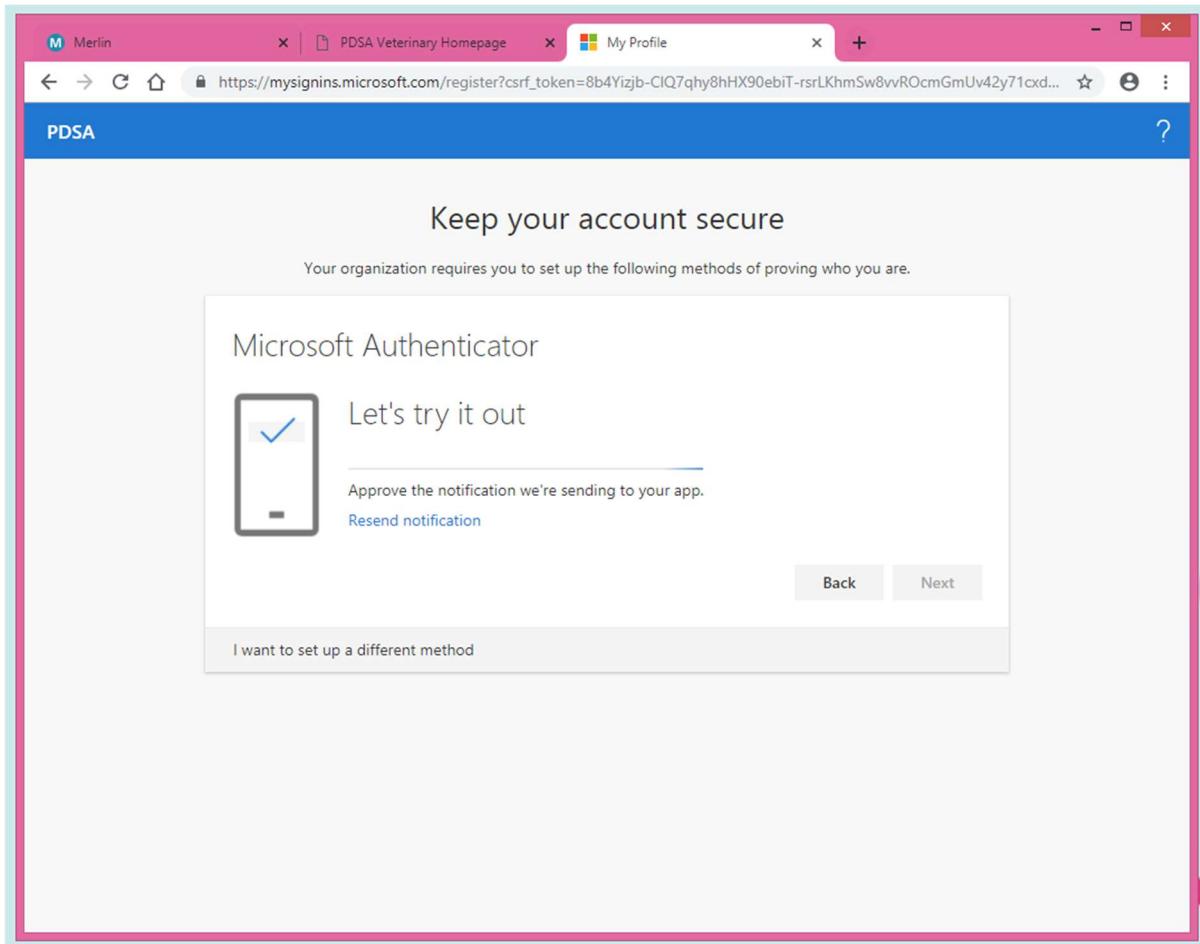
On your phone, if asked, allow Camera access so the QR Code can be scanned, then hold your camera up to the computer screen and scan the code.



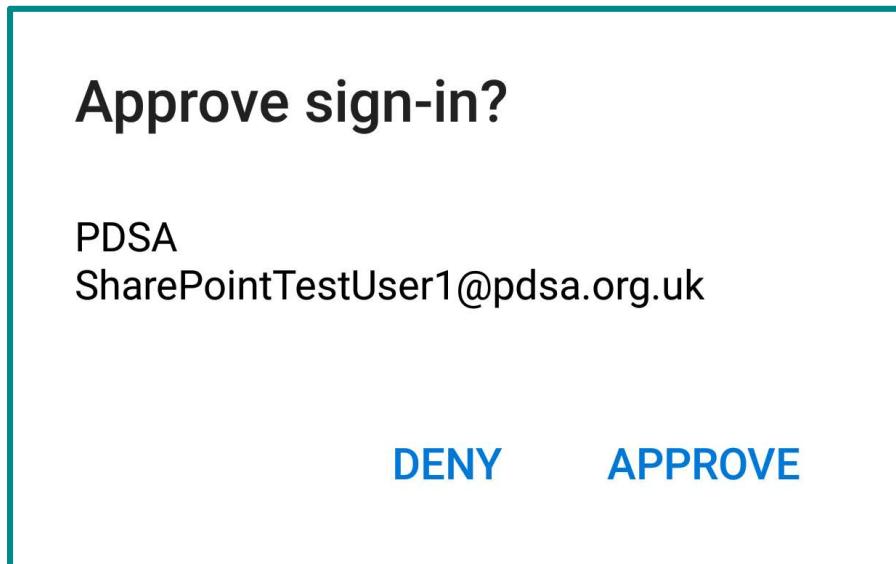
9. If you can't get the code to scan, then you can click on "Can't scan image", which will give you a code and a URL to type into your Microsoft Authenticator app. This isn't recommended as the URL is quite long, so the QR code is our recommended method. If it fails, it might be worth cleaning your camera lens or computer screen, moving out of direct light and trying to scan the image again.



10. At this point you should see a success screen on your computer, and your phone will now be showing a 6 digit code below your email address.



11. The Office 365 system will automatically test the system by sending you a sign in attempt, which will look like the screenshot below. Simply click "Accept"



You will only see a Sign In approval like this when you connect from a personal device outside the PDSA network. If you are not trying to sign in and get an alert, Deny the sign in and report to Littlefish urgently so we can investigate.

You're all done, success!

Using the default login options, you will only be asked for a login approval every 14 days.