



Department of Information Technology

MULTI-FACTOR AUTHENTICATION FOR OFFICE 365 ENROLLMENT

- Go to the Microsoft Sign In Portal: portal.office.com
- Type your **CDU Email address** then click **NEXT**

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "myusername@cdrewu.edu", which is circled in red. Below the input field are two buttons: a grey "Back" button and a blue "Next" button, both of which are also circled in red. At the bottom left, there is a link that says "Can't access your account?".

Microsoft

Sign in

myusername@cdrewu.edu

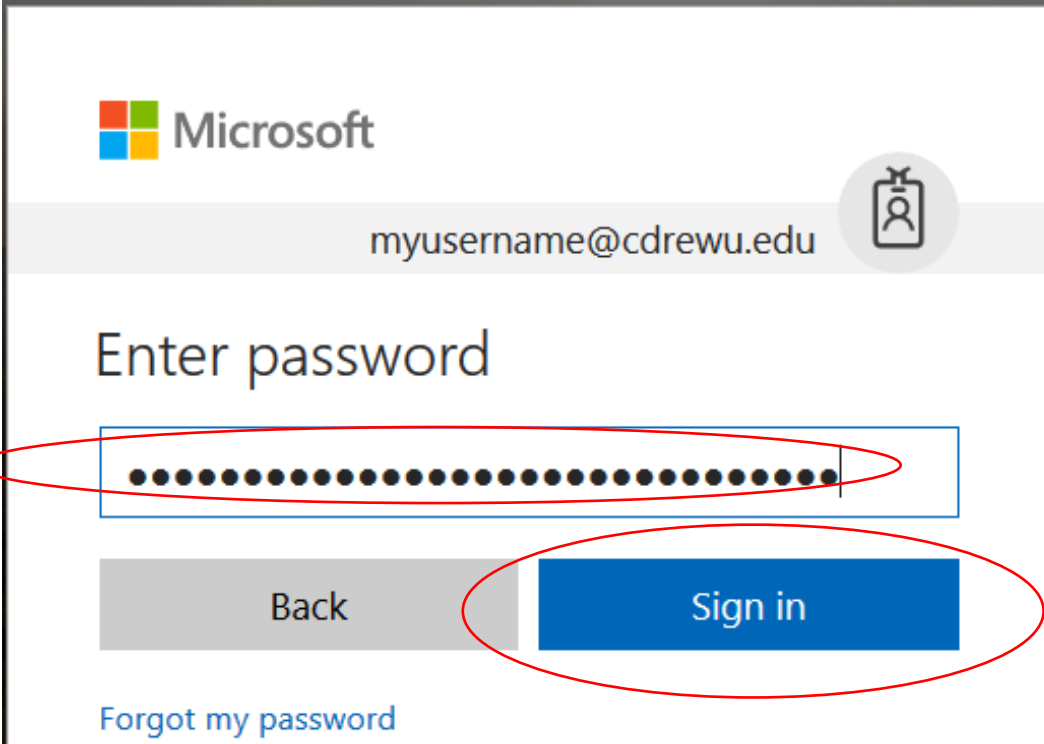
Back Next

[Can't access your account?](#)



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- Type your **CDU Password** then click **SIGN IN**

A screenshot of a Microsoft login interface. At the top left is the Microsoft logo. To its right is the text "Microsoft". Below this is a grey bar containing the email address "myusername@cdrewu.edu" and a circular icon of a person with a key. Below the email bar is the text "Enter password". Underneath is a password input field with a blue border and a red oval around it, containing a series of black dots. Below the password field are two buttons: a grey "Back" button and a blue "Sign in" button, both with red ovals around them. At the bottom left is the text "Forgot my password" in blue.



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- You are presented with the initial set up page.

Click on **NEXT**



myusername@cdrewu.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)



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- **ADDITIONAL SECURITY VERIFICATION – Step 1**

Complete the following fields:

1. **AUTHENTICATION PHONE** do not change.
2. Select **UNITED STATES** for the Region
3. Type the area code, and mobile number in the following format: **3239091234**
4. Select **SEND ME A CODE BY TEXT MESSAGE**.

Click **NEXT**



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone **1**

United States (+1) **2** 3231457896 **3**

Method

Send me a code by text message

Call me **4**

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



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- ADDITIONAL SECURITY VERIFICATION - **Step 2**
Window complete the following:

You will receive a Text from MICROSOFT with a six-digit code. Type the six-digit code in the box labeled **WHEN YOU RECEIVE THE VERIFICATION CODE ENTER IT HERE** then click **VERIFY**



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

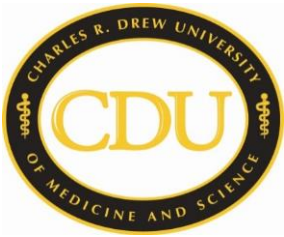
Step 2: We've sent a text message to your phone at + 13231457896

When you receive the verification code, enter it here

342788

Cancel

Verify



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- **ADDITIONAL SECURITY VERIFICATION – Step 3**
You have successfully set up Multi-Factor Authentication.

IMPORTANT:

IF YOU PLAN ON RUNNING MICROSOFT OUTLOOK INSTALLED LOCALLY ON YOUR COMPUTER SAVE OR TAKE A PICTURE OF THE APP PASSWORD GENERATED IN THIS STEP:

You can click DONE after the code has being saved.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

tfycdfsrvglgkzmy

Done

FOR TECHNICAL ASSISTANCE, EMAIL THE I.T. HELPDESK AT helpdesk@cdrewu.edu