

Multi-Factor Authentication (MFA) Setup with a mobile device or Authenticator token



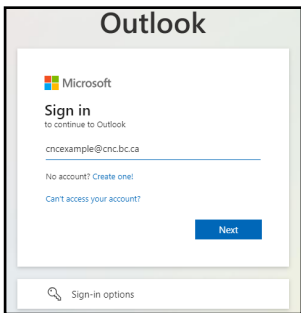
Before you start setting things up, we strongly advise you not to try setting up MFA (Multi-Factor Authentication) on the same device you use to log in to your CNC email. If you do this, you might get stuck in a loop and won't be able to finish setting up MFA.

Instead, use a work computer, your own PC, or another device (like a computer in a lab) to log in to your email. Follow the steps on your mobile device like it tells you to.

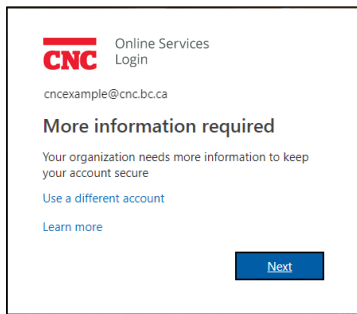
If you can't get to a work computer, your own PC, or another device, it's a good idea to use a public computer kiosk to make things easier.

Follow the steps below to setup MFA for your mobile device:

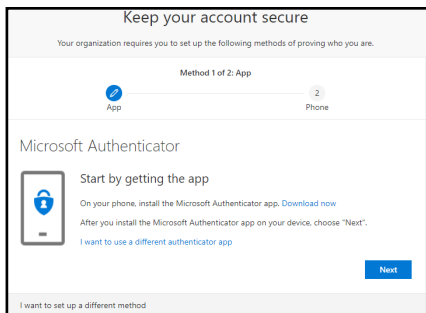
1. Open a web browser and go to <https://outlook.office.com/mail/> or scan the QR code.
2. Sign in to your CNC email account. Enter your email address and click 'Next'.
3. Enter your password and click 'Sign In'.



4. Click 'Next' to begin MFA registration.

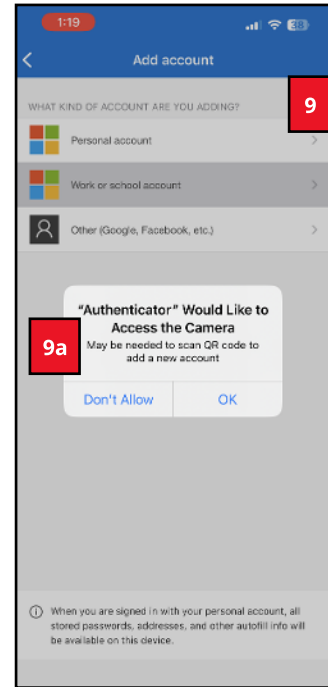
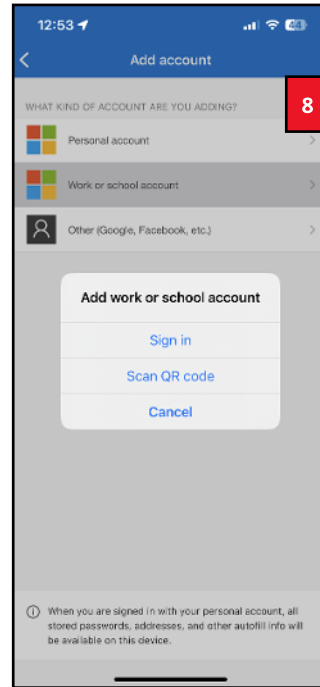
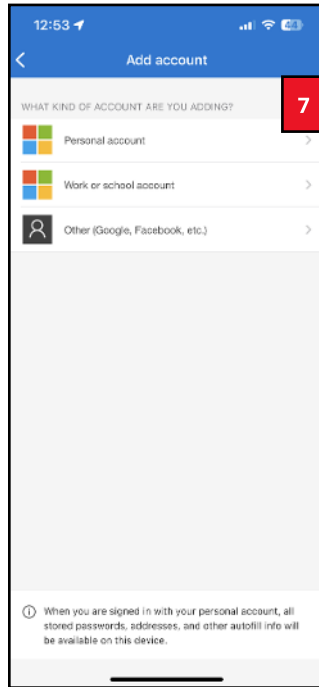
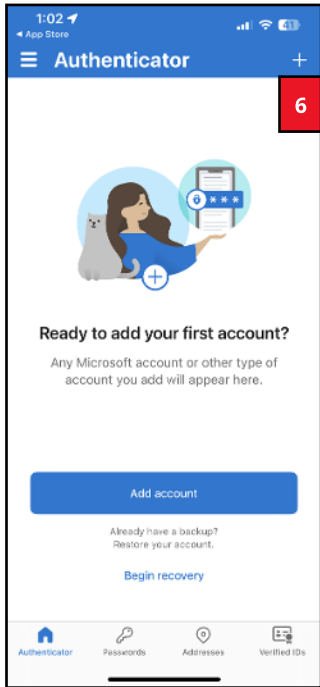


5. Install Microsoft Authenticator app on your Android or Apple mobile device.

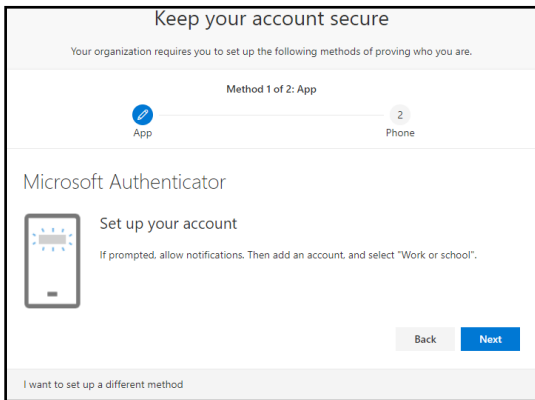


Get the app on your phone.
Scan the QR code with your Android or IOS mobile device.

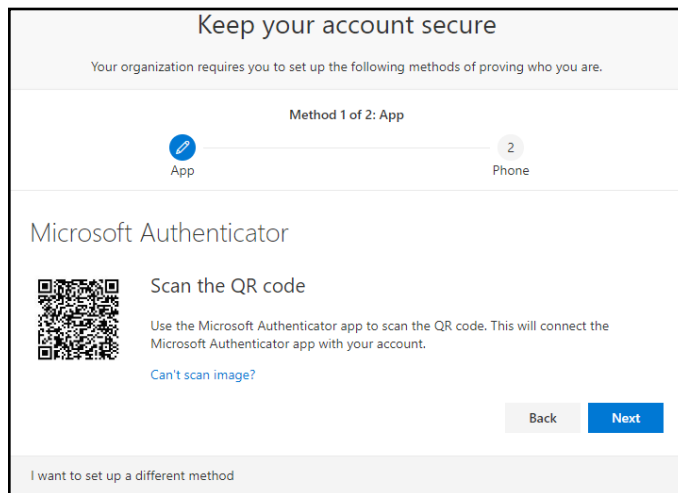
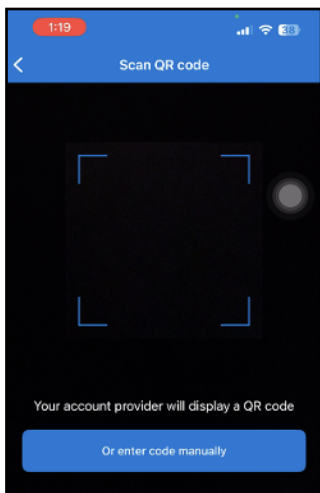
6. Open the Microsoft Authenticator app on your mobile device and follow the prompts.
7. Select **'Add account'**.
8. Select **'Work or school account'**.
9. Select **'Sign in'** or **'Scan QR code'**.
 - a. If you wish to scan the QR code, make sure to allow camera access. Click **'OK'** when prompted.



10. On the computer, click **'Next'**.



11. Hold your mobile device's back camera over the QR code on the computer monitor. Once the scan is complete, click **"Next"**.



12. The Microsoft Authenticator app on your mobile device should now look similar to the image below. The computer screen should now also confirm the setup was successful. A push notification will automatically be sent to your mobile device.

