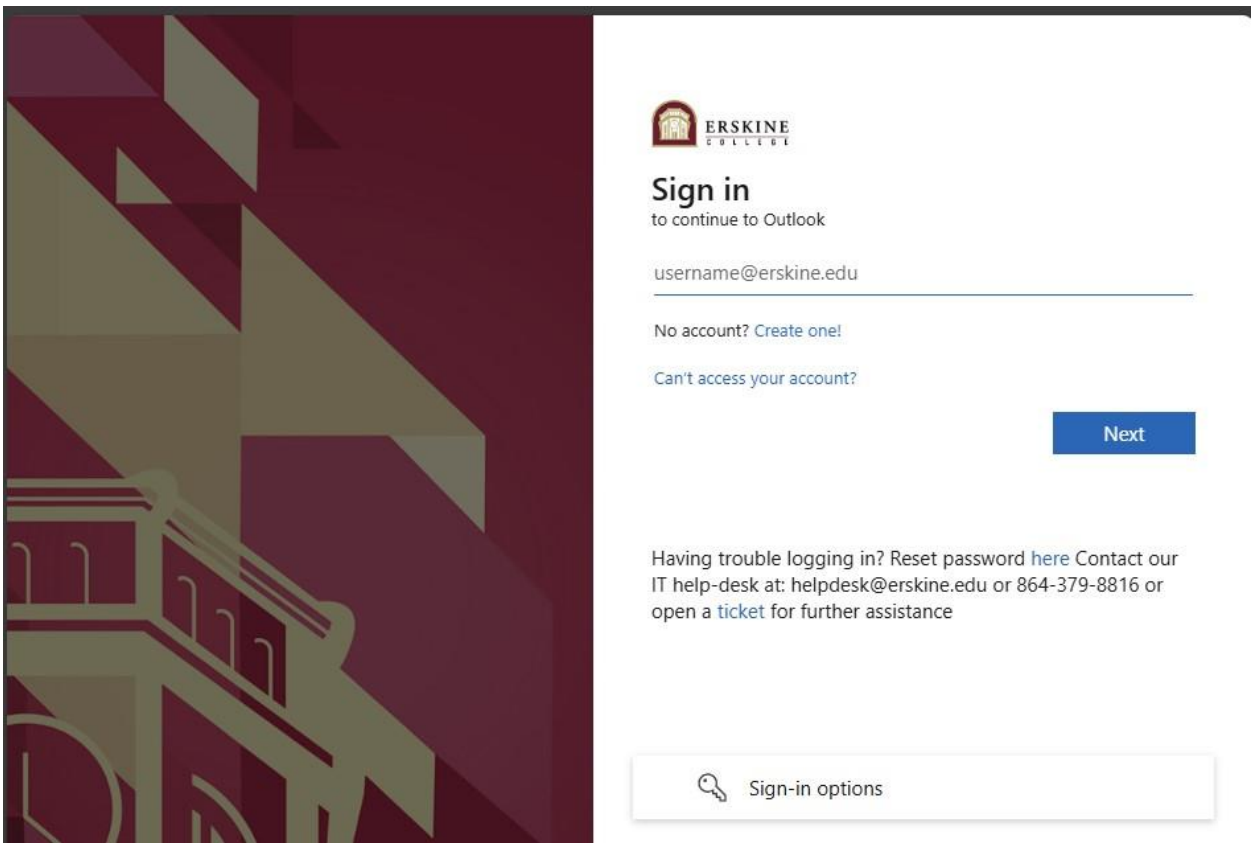
Multi-Factor Authentication Setup Guide

Erskine College is taking steps to help protect yours and others' Erskine email. By enabling two-factor verification, your Erskine email account sign-in requires both your user name and password as well as a mobile device or phone. This method is more secure than just using a password since the user relies on **two forms of authentication: something you know (Username and Password), and something you have with you (a phone or tablet).** Two-factor verification can help to stop hackers because it is unlikely they have your device even if they have your password. The following steps will help guide you through the process of setting up the two-factor verification and will give freedom to control the safety of your own account.

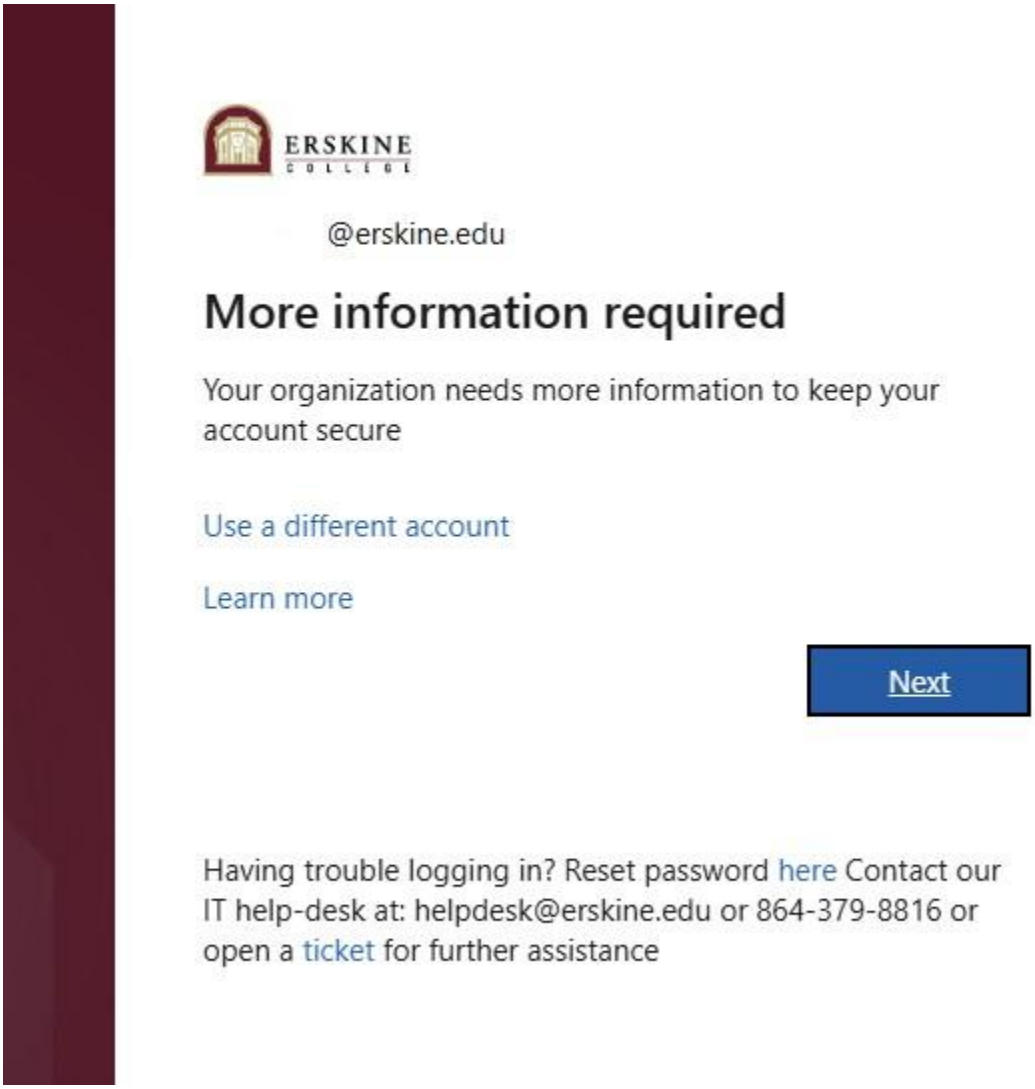
Step 1: Signing In

In this first step, you will need to Sign into your Erskine email. You can access the Erskine email log in page from the Erskine College or Seminary web pages or by going to: https://outlook.office.com/erskinecollege



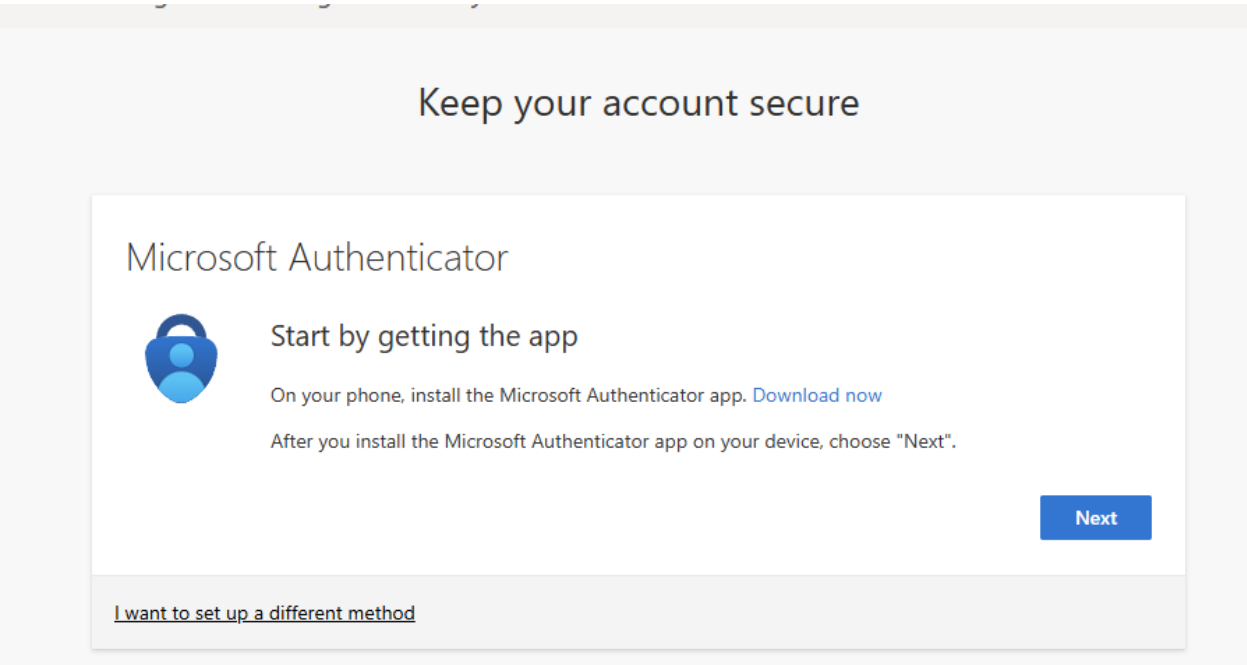
Step 2: More Information Required

Once you sign in, you will be asked to provide more information. Selecting next will direct you to where you will be able to set up the Preferred methods of authentication.



Step 3: Additional Security Verification

This page will allow you to set up your primary method of authentication and gives you an opportunity to identify multiple contact methods.



On this page you have the option to set the default verification method along with multiple contact options.

Below you will find a description of each option:

Table:1 Methods of two-factor Authentication

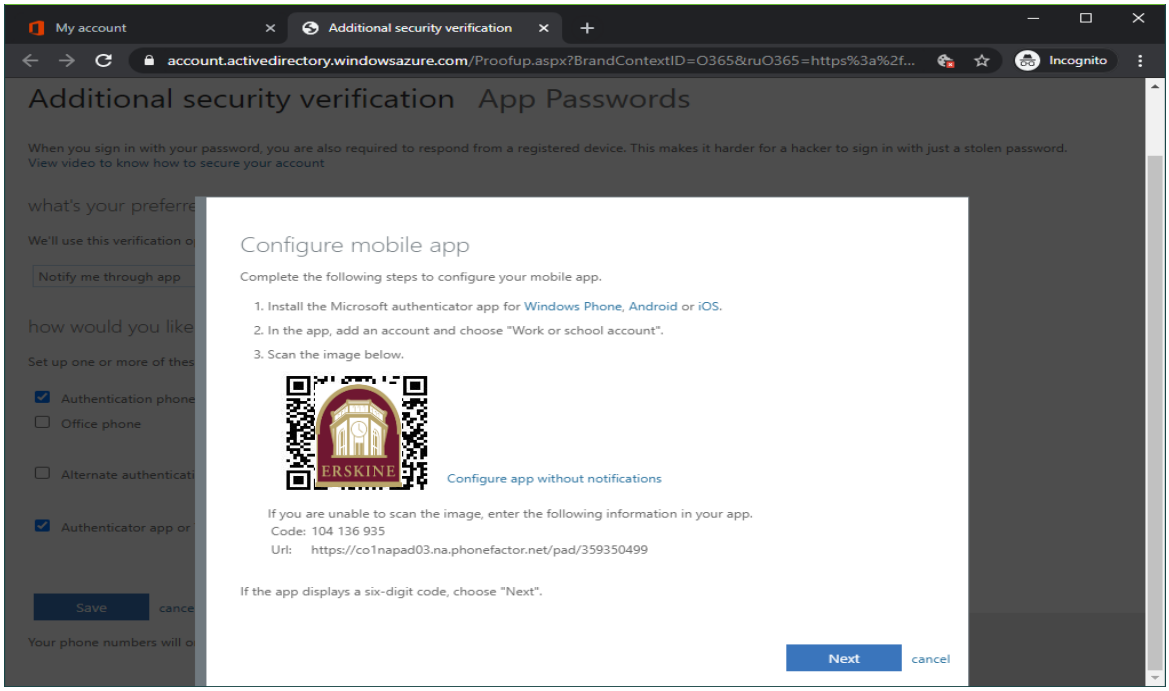
Mobile app	• **Receive notifications for verification.** This option pushes a notification to the authenticator app on your smartphone or tablet. View the notification and, if it is legitimate, **Authenticate** in the app with the code shown on the screen. • **Use verification code.** In this mode, the app generates a verification code that updates every 30 seconds. Enter the most current verification code in the sign-in screen. The Microsoft Authenticator app is available for Android and iOS.
Authentication phone	• **Phone call** places an automated voice call to the phone number you provide. Answer the call and press the pound key (#) on the phone keypad to authenticate.

	• **Text message** sends a text message containing a verification code. Following the prompt in the text, either reply to the text message or enter the verification code provided into the sign-in interface.
Office phone	• Places an automated voice call to the phone number you provide. Answer the call and press the pound key (#) on the phone keypad to authenticate.

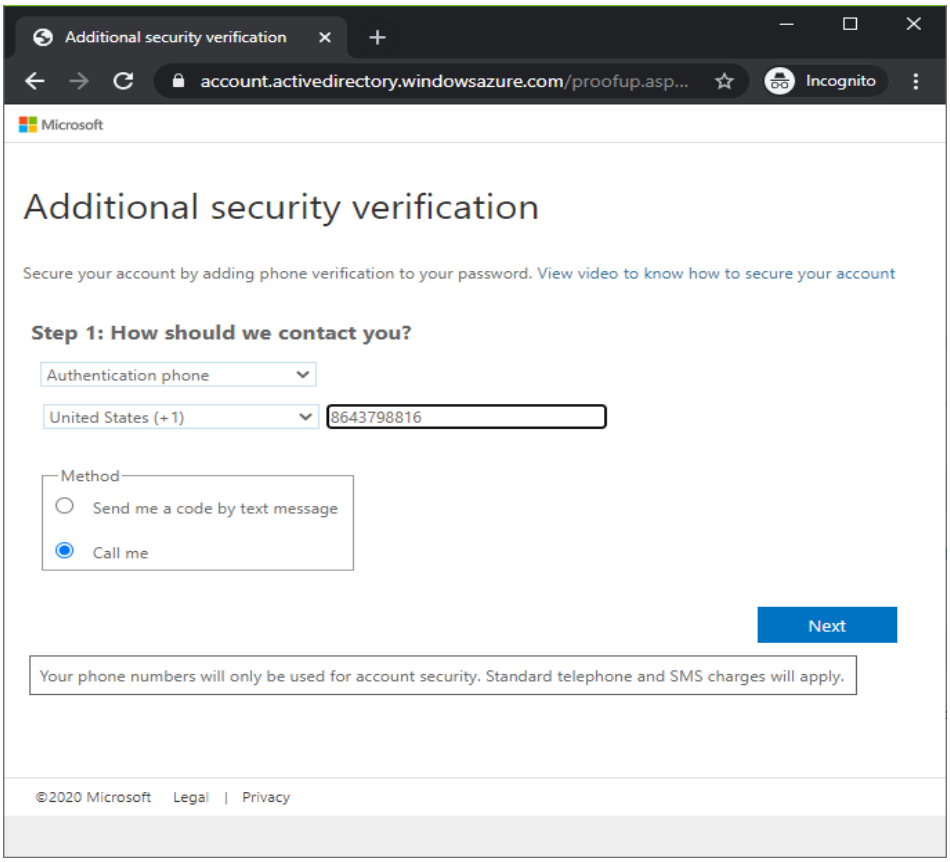
https://docs.microsoft.com/en-us/azure/active-directory/user-help/multi-factor-authentication-end-user-first-time

Depending on the option that you select you will see a different screen.

Mobile App:

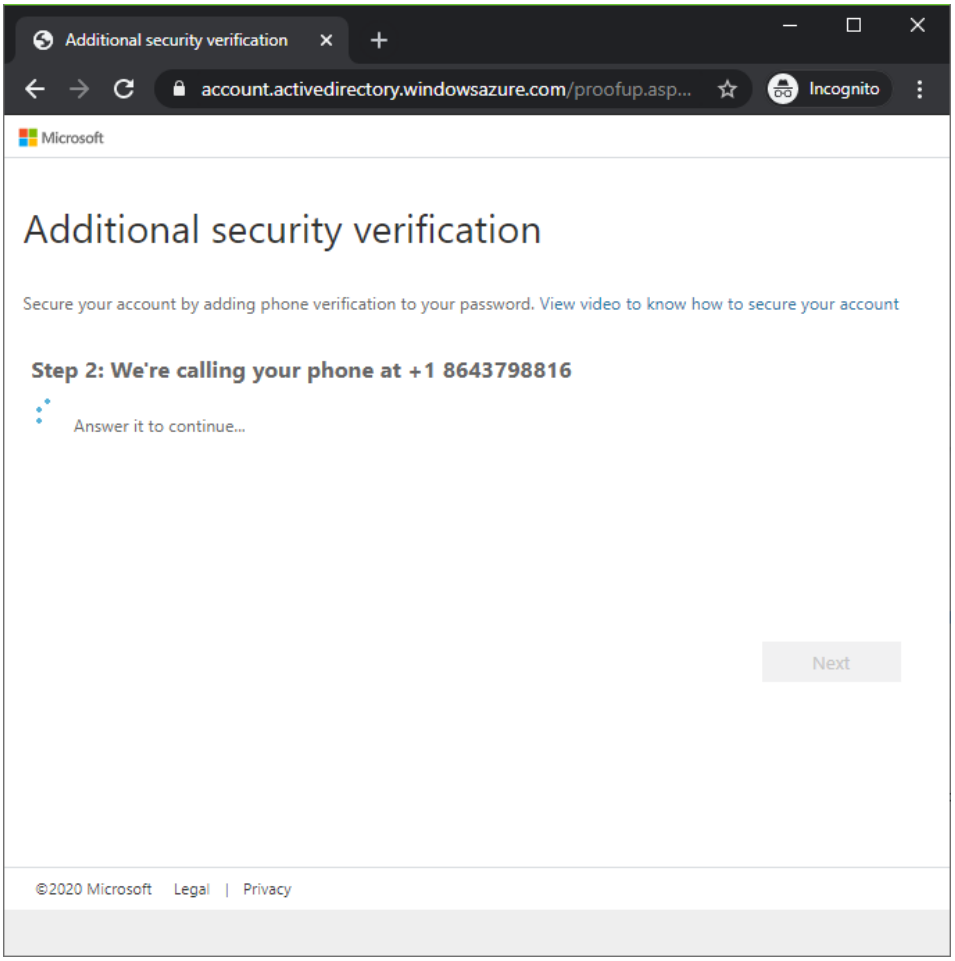


Phone:



Step 4: Verify Information

Once you have selected the verification method and filled in the corresponding information, you will need to verify that the authentication method will work. Once selecting next you will be sent to a screen asking for you to verify using the method you selected.

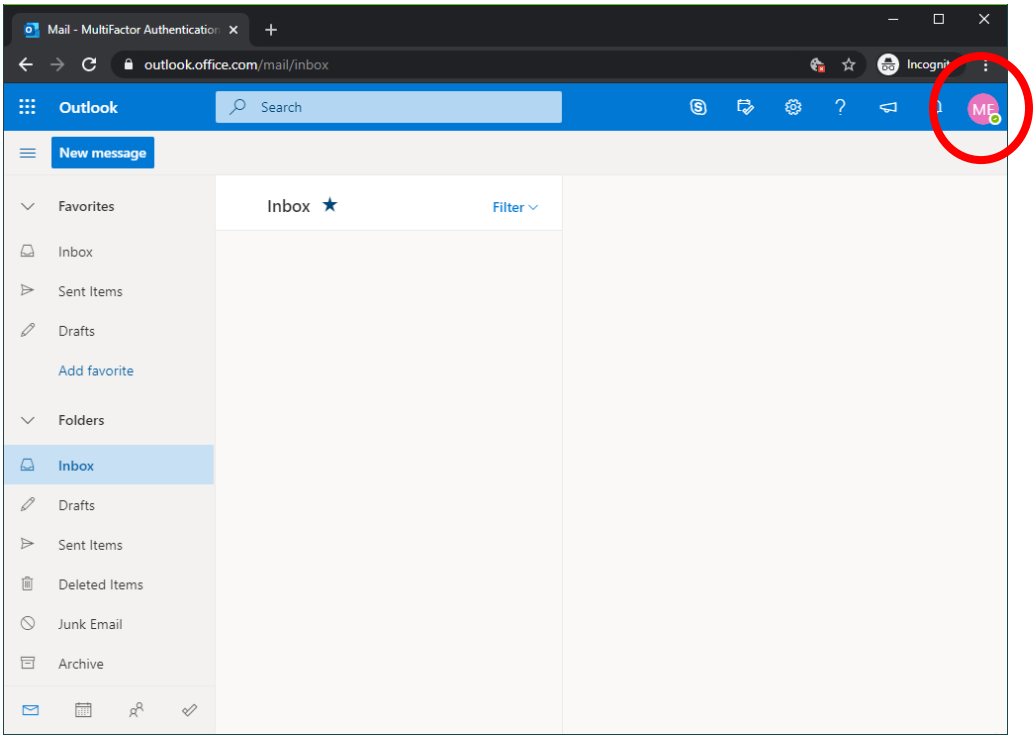


Once you finish you just need to select **next** and then **done** on the following page.

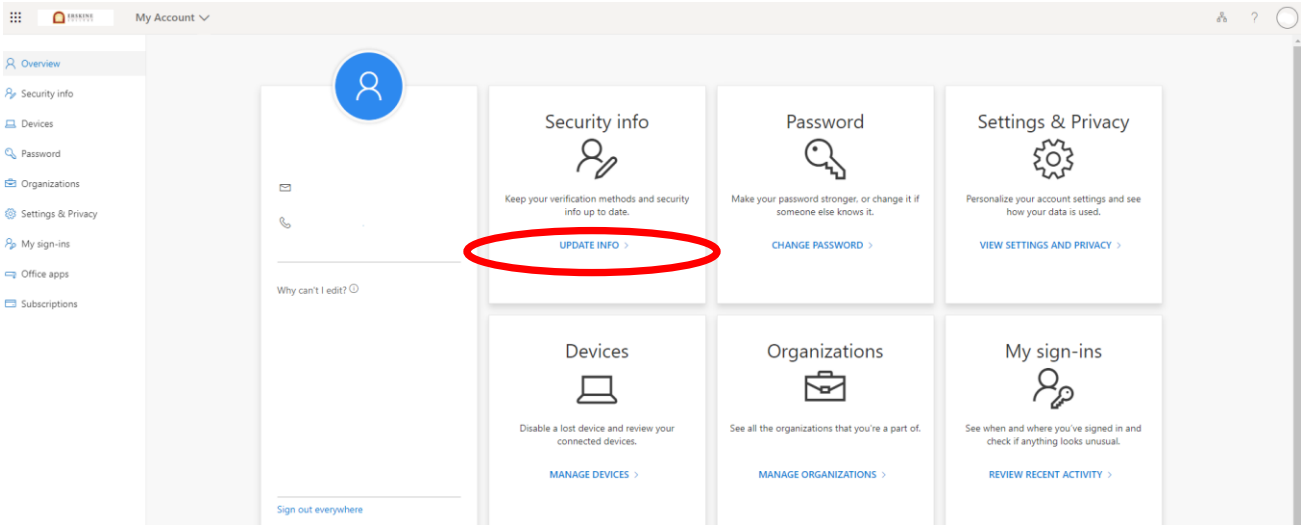
Additional Verification Information:

You have access to set up more than one authentication method and are encouraged to set up more than one if able. To set up additional information you will need to:

- **Log into your Erskine email.**
- **Go to My Account (Initials in upper right of email screen)**



- **Security Info (Update Info)**



- **Additional Security Verification (Add Method)**
  - You also may choose to change your default method on this screen