

Setting Up Multi-Factor Authentication (MFA) for Microsoft 365

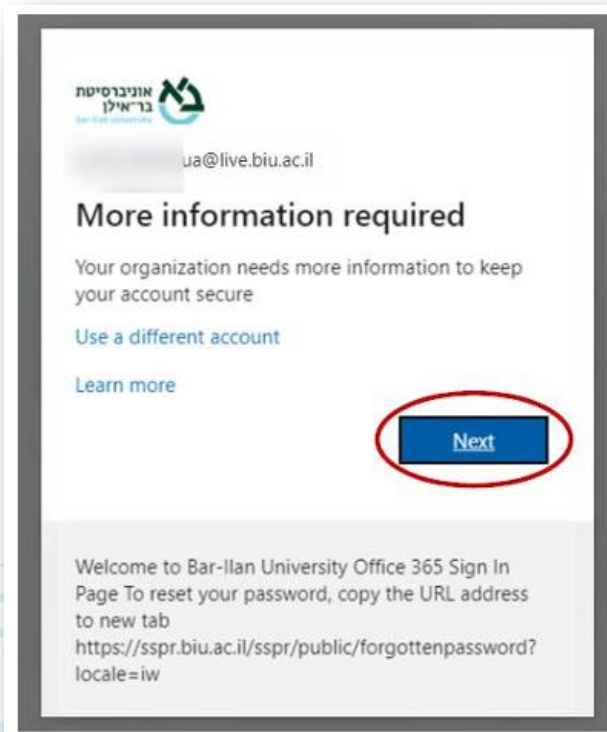
Multi-Factor Authentication (MFA) adds an extra layer of security to your online accounts (E.g., My BIU portal, Lamda, M365, and the libraries and information systems) by requiring multiple forms of verification. This guide will walk you through setting up MFA for your Microsoft 365 account.

Step 1: Log in to your Microsoft 365 Account

Visit the university's [My BIU portal](#) and log in using your credentials (username and password).

Step 2: Access Security Settings

In the pop-up window, click Next.



Impacting
Tomorrow,
Today.

Step 4: Choose MFA Method

Select your preferred authentication method: text message, phone call, or mobile app authentication. Follow the on-screen instructions to set up your chosen method. If opting for the text or phone call option, select "I want to set up a different method." For the Authenticator app, click "Next" and follow the provided instructions.



Step 5: Set Up Text Message Verification

If you choose text message verification, enter your mobile number and follow the prompts to verify your identity.

Step 6: Complete the Setup

Follow the on-screen instructions to complete the setup process. This may involve entering a code sent to your phone or confirming your identity through another method.

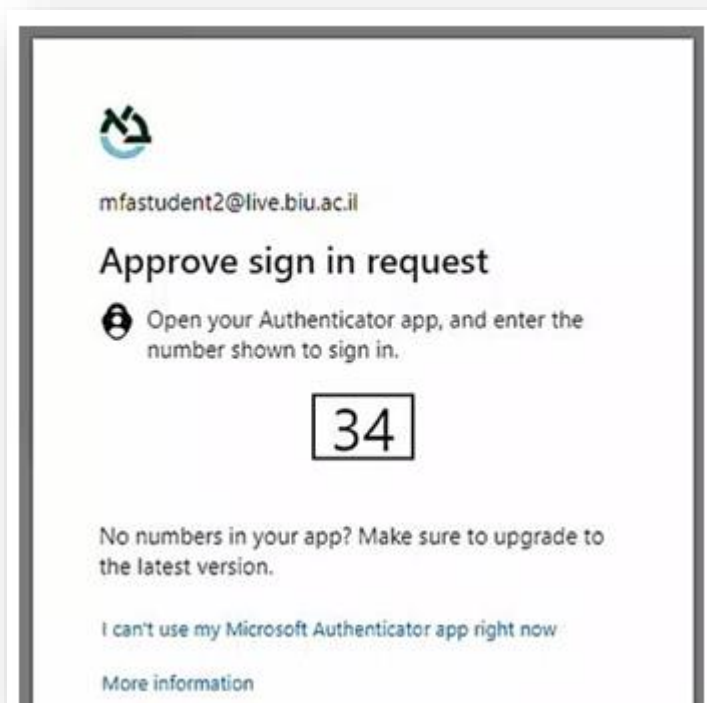


Impacting
Tomorrow,
Today.

Step 7: Test Your MFA

Once set up, log out of your account and log back in to test your MFA. You may be prompted to enter a code sent to your phone or perform another verification step.

Congratulations! Your Microsoft 365 account is now secured with Multi-Factor Authentication. From now on, you'll need to use your chosen MFA method whenever accessing your Microsoft 365 account.



Impacting
Tomorrow,
Today.