How to Set-up Multi Factor Authentication (MFA)

The first time you log into Office 365 (office.com) you will be asked to provide your phone number and to create three security questions. If you have already used Webmail, this step has already been completed.

Once enabled, MFA you will have to set up your preferred verification method.

1. After you Sign into Office 365 using your NYCC username and password. You'll be prompted for more information.

2. Choose Next.

3. The Additional security verification process will start by asking: How should we contact you? Using the down arrow, you can select authentication phone, office phone or mobile app. Make the selection you prefer, fill in the needed information and select Next.

4. Once you have completed the selection process, you will have to sign into Microsoft 365 again, using the method just selected.

5. The additional verification will be needed every 14 days (if box is checked) or if you sign into a new app or device, or after you've changed your password. It will be with every login if you are an admin.
How to Change Your Verification Method

1. Sign into Office 365
2. Click on Settings in upper right corner.

3. Under Contact preferences, **Click Update Contact Preferences**.
4. **Click Security Info**
5. Here you can change your sign-in method. Change or delete a phone number, delete security questions or **Add** a new method for account verification by selecting +Add Method.