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MFA

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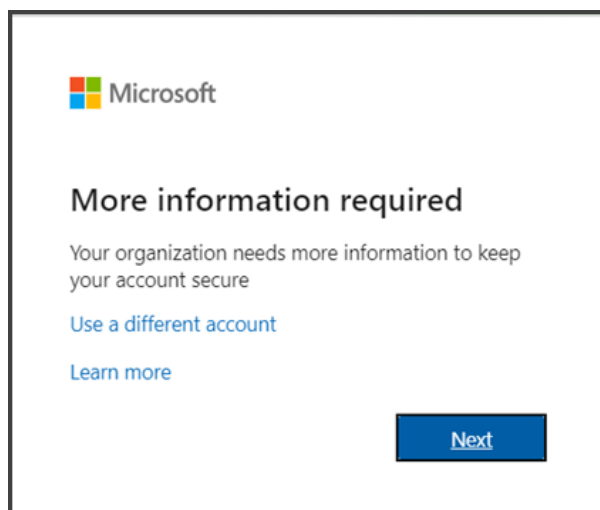
In an effort to continue to increase the security of user logins, OE is going to fully implement Multifactor Authentication (MFA) on all accounts. With MFA, users are required to acknowledge a phone call, text message, or an app notification on their smartphone after correctly entering their password. This is similar to when you log into UltiPro, or most likely your bank account or credit card site.

Many employee accounts already have this enabled, and you will see no change. For the accounts that have not yet been enrolled, beginning on Monday, 5/24/21 when you first log in you will be prompted for more information. Please see below for a step-by-step:

<https://support.microsoft.com/en-us/topic/set-up-your-microsoft-365-sign-in-for-multi-factor-authentication-ace1d096-61e5-449b-a875-58eb3d74de14>

Please reach out to Phil Hathaway in IT if you have any questions. 219-464-9621 ext 225

1. Sign in to Microsoft 365 with your work account with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.



2. Choose **Next**.

3. The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it

installed there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select **I want to set up a different method.** Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.

Tip: For a faster, and more secure, experience we recommend using an authenticator app rather than SMS verification.

4. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

Note: Generally you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password.

NOTE: in setup if you are using a desktop app IE outlook make sure to copy the password in setup otherwise give me a call and I can walk you through getting the password.