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Email on phone with Multi-Factor Authentication (MFA)

Overview

The purpose of MFA is to create a layered defense requiring more than just a username and password to access protected resources. This is accomplished using a secondary, single-use authentication method established on your account.

Instructions

1. Open the mail application you utilize on your phone. Owen IT recommends using the Microsoft Outlook mobile app, but the same prompts and requirements will also be enforced for the built-in Mail, Contact, or Calendar applications.
2. Enter your username and password and click "Sign in".

Microsoft

← dcimino@owenind.com

Enter password

Password

Forgot my password

Sign in

At this point how you proceed will be based on the option you chose when enrolling your account in MFA. Please follow the instructions based on your enrollment choice.

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Authenticator App

1. If you chose the Authenticator App as your MFA then you should see the following on within the Teams app.

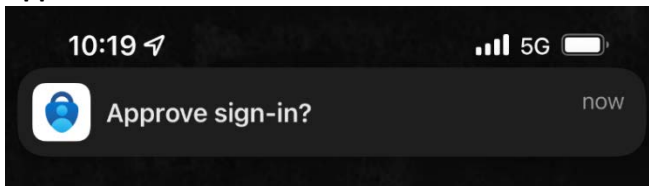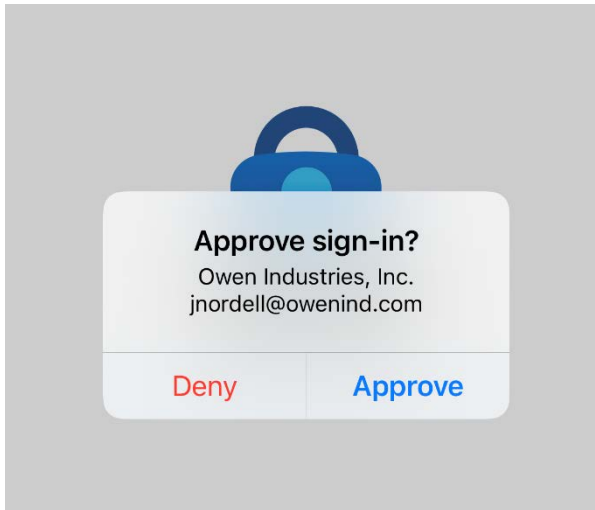2. You should also receive a pop-up on your phone.

    Apple

    Android
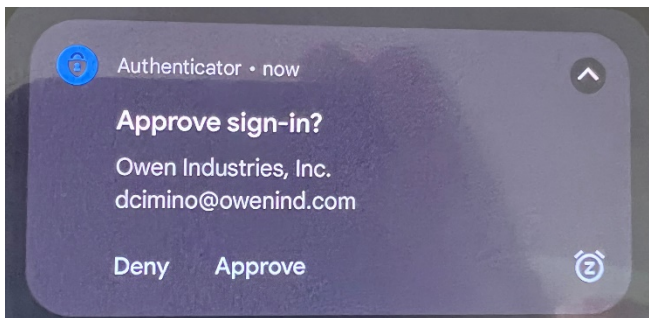
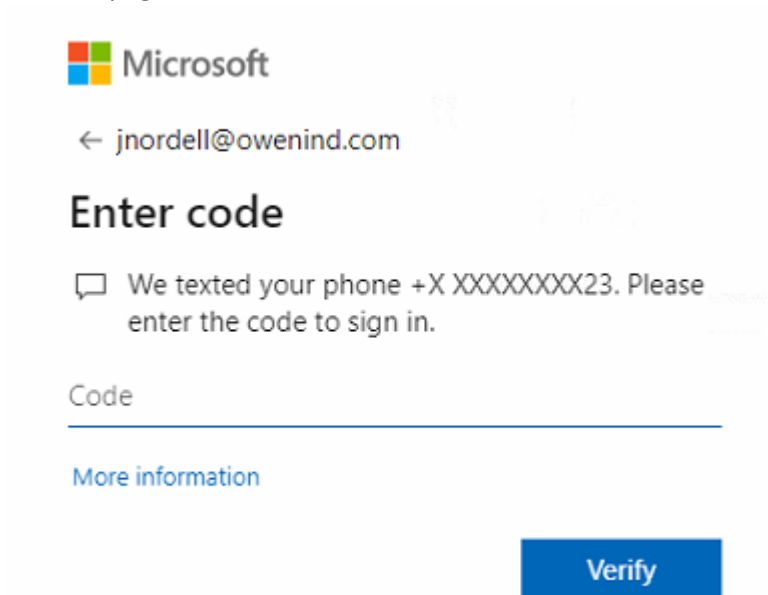# Email on phone with Multi-Factor Authentication (MFA)

3. Select the pop-up which will open the Authenticator App and offer the option to Approve or Deny your request.

4. Click Approve and you will be signed into Teams.

Phone Authentication

1. If you chose Phone as the authentication option for MFA then you will see the following within the web page.

2. *On your cell phone you should receive a text message stating:*
   "Use verification code 123456 for Microsoft authentication."
3. Enter the numeric code provided in the pop-up window identified in step 1 and click "Verify".