

SETTING UP MULTI-FACTOR AUTHENTICATION AT YOUR BUSINESS

1



IT administrator (*in-house or IT Provider*) enables the **Multi-Factor Authentication** Policy for Microsoft 365.

2



Decision Makers at business communicate expectations to all users and make them aware that they will be prompted for set up.

3

Employees will need to register a second form of authentication:

1. Authenticator App
2. Text code to their phone
3. Call to their phone
4. USB Key



4



User will be prompted every time they log on to a **NEW DEVICE**, but their primary device will remember them.



OTHER CONSIDERATIONS:

1. With certain M365 licenses, you can set up MFA so that it isn't required if the user is at a trusted IP.
2. You can enable Self Service Password Reset, but this will require the user to add an additional form of authentication (*example: Authenticator app + cell phone in case they need to reset their own password*)



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