



BOLTON SICT OFFICE 365 MFA SETUP FACTOR GUIDE



Office 365 – MFA Setup Guide

⚠ Important ⚠

For security reasons, MFA setup must be completed while you are in school with a device connected to the network.

1. Open Security Info

Open in a web browser

<https://mysignins.microsoft.com/security-info>

Sign in with your **school email address and password**. The password page will have the Bolton SICT branding, if this is not present on the password page please do not continue.

If already registered for 2 factor you will be prompted to enter at this point.

Or:

If already logged into Office 365 in a web browser → click your **profile/avatar** → **View Account** → **Security Info**.

Security info

These are the methods you use to sign into your account or reset your password.

[+ Add sign-in method](#)

Password	Last updated: 25 days ago	Change
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Lost device? [Sign out everywhere](#)

2. Add Authenticator App

Click **Add sign-in method** and Select **Authenticator app**.

[+ Add sign-in method](#)

Add a method

Which method would you like to add?

Authenticator app

[Cancel](#) [Add](#)

On your mobile phone, download **Microsoft Authenticator** from the App Store or Google Play. See Section at bottom of guide for more details.

 Are you trying to sign in?

Bolton365Net
[REDACTED]@uk

Enter the number shown to sign in.

Enter number here

93

YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

6. Setup Complete

Microsoft Authenticator is now successfully configured.

Click **Next** to finish.



**This document contains AI Supported text and graphics.*

Installing Microsoft Authenticator

QR Code for Official Microsoft Download Page

<https://aka.ms/authapp>

Get the Authenticator mobile app



Install from Google Play Store or Apple App Store

Tap the search and search for Microsoft Authenticator.

Select Microsoft Authenticator (published by Microsoft Corporation).

Tap Install or Get.

If prompted, use Face ID, Touch ID, or your Apple ID password to confirm.

Wait for the installation to complete.

Tap Open to launch the app.