MFA

Activate Multi-Factor Authentication (MFA) for Microsoft Office 365

For use by:	Students, Employees
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Activate Multi-Factor Authentication (MFA) for Microsoft Office 365

Before you begin

The following instruction is supported by the TU Delft and has been tested to be working. However, we offer this manual to you as an extra service. In case you have an authenticator app that supports TOTP, other than the Microsoft Authenticator app available for iOS and Android described here and you have problems setting up MFA, neither ICT nor a Servicepoint will be able to help you to set up MFA.

What is Multi-Factor Authentication

Multi-factor authentication (MFA) is a method that requires you to successfully complete two or more steps to gain access. The difference between multi-factor authentication and two-factor authentication is that 2FA uses only two of the available checks to verify the user's identity, while MFA can use more than two checks.

MFA is increasingly used at TU Delft to log in to.
Here, as the 2nd factor, an SMS code is sent, but there are more methods, such as the Authenticator app.
Using an Authenticator app is the most secure, reliable and fast form of MFA available and is therefore highly recommended.

**In this guide, we will use the Microsoft Authenticator app. It is available for iOS and Android. Other Authenticator apps that support TOTP can also be used, but are not supported.*

Why Multi-Factor Authentication

Users of Microsoft Office 365 for TU Delft employees and students have started using Multi-Factor Authentication (MFA) from October 2020. This reduces the chances of your TU Delft account being hacked by 99.9 percent.

This video shows well how the four different MFA options differ from each other:
https://www.youtube.com/watch?v=psP9w5xlXw0

MFA with sms code

Multi-factor authentication (MFA) is an addition to your username and password, further enhancing the security of your account. When you log in via MFA, you enter your username and password as usual, but also a one-time code that is only available to you. This makes the data in your Microsoft account extra secure.

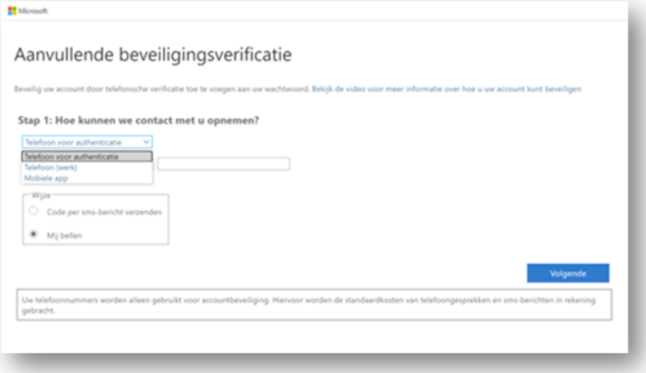
The first time you log into one of the applications of Microsoft Office 365, you will see a window where you can set up the MFA.

See next page for subsequent steps to follow

Step 1. Go to https://aka.ms/mfasetup

You will be prompted for your login.

Step 2. Set up at least one authentication method


Microsoft

Aanvullende beveiligingsverificatie

Beveilig uw account door telefonische verificatie toe te voegen aan uw wachtwoord. Bekijk de video voor meer informatie over hoe u uw account kunt beveiligen

Stap 1: Hoe kunnen we contact met u opnemen?

Telefoon voor authenticatie

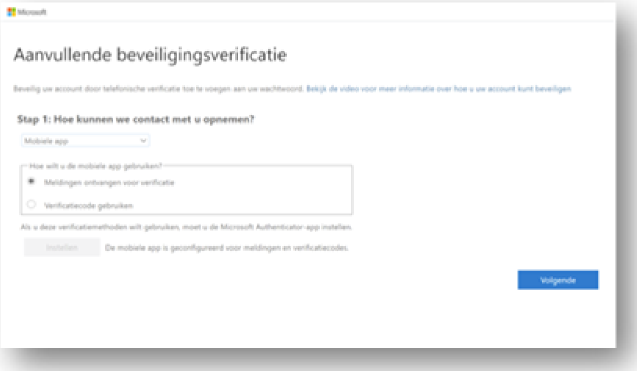
- Telefoon voor authenticatie
- Telefoon (werk)
- Mobiele app

Wijze

○ Code per sms-bericht verzenden

● Mij bellen

Uw telefoonnummers worden alleen gebruikt voor accountbeveiliging. Hiervoor worden de standaardkosten van telefoongesprekken en sms-berichten in rekening gebracht.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Stap 1: Hoe kunnen we contact met u opnemen?

Mobiele app

Hoe wilt u de mobiele app gebruiken?

● Meldingen ontvangen voor verificatie

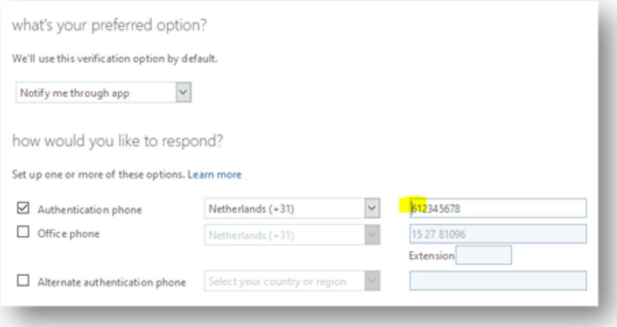
○ Verificatiecode gebruiken

Als u deze verificatiemethoden wilt gebruiken, moet u de Microsoft Authenticator-app instellen.

Instellen De mobiele app is geconfigureerd voor meldingen en verificatiecodes.

Step 3. Enter your (business) 06 phone number, enter this mobile phone number without the leading zero, i.e. starting with 6.

Note: If you do enter the phone number as "0612345678" you will not receive an SMS.


what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. Learn more

☑ Authentication phone Netherlands (+31) 612345678

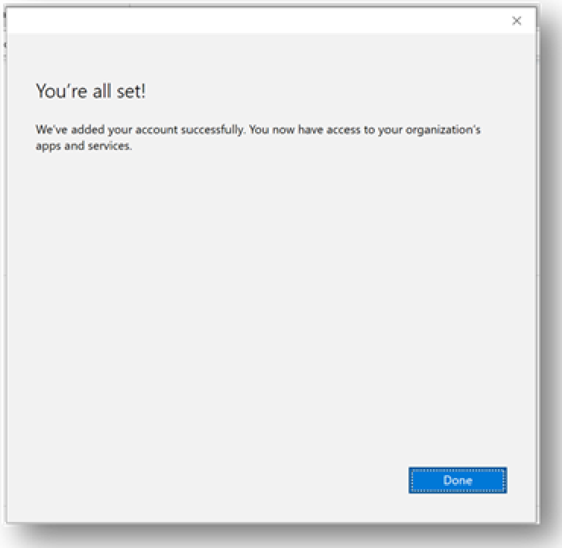
□ Office phone Netherlands (+31) 15 27 81096

Extension

□ Alternate authentication phone Select your country or region

Step 4. Enter the 6-digit login code that will be sent to the phone number you have entered.

MFA is now set!


You're all set!

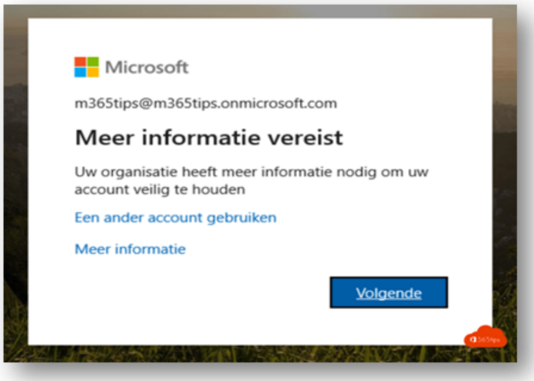
We've added your account successfully. You now have access to your organization's apps and services.

MFA with the App (highly recommended)

Step 1. Go to https://aka.ms/mfasetup and open the Microsoft Multi-Factor Authentication page

Step 2. Click next

Step 3. Login with: **netid**@tudelft.nl and use your netid password



Microsoft

m365tips@m365tips.onmicrosoft.com

Meer informatie vereist

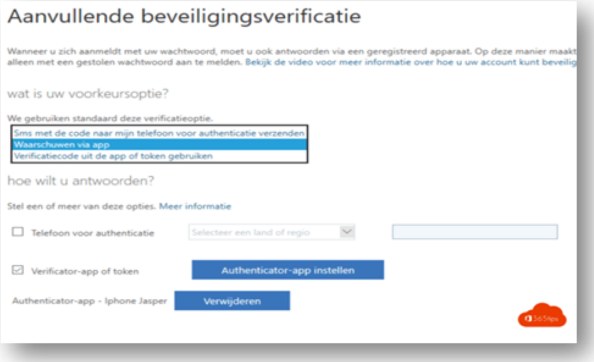
Uw organisatie heeft meer informatie nodig om uw account veilig te houden

Een ander account gebruiken

Meer informatie

Volgende

Step 4. Select 'Alert via app'



Aanvullende beveiligingsverificatie

Wanneer u zich aanmeldt met uw wachtwoord, moet u ook antwoorden via een geregistreerd apparaat. Op deze manier maakt alleen met een gestolen wachtwoord aan te melden. Bekijk de video voor meer informatie over hoe u uw account kunt beveilig

wat is uw voorkeursoptie?

We gebruiken standaard deze verificatieoptie.

Sms met de code naar mijn telefoon voor authenticatie verzenden
Waarschuwen via app
Verificatiecode uit de app of token gebruiken

hoe wilt u antwoorden?

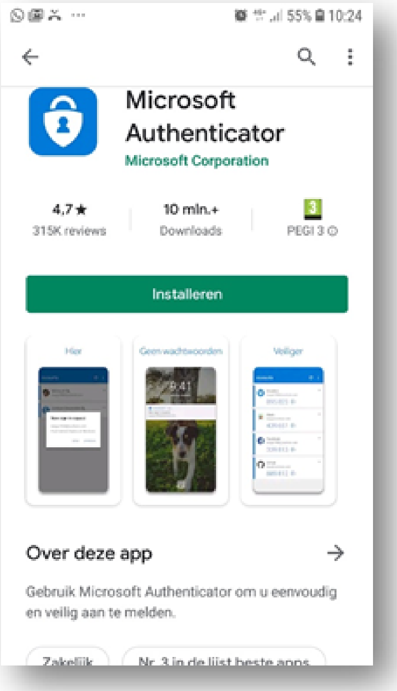
Stel een of meer van deze opties. Meer informatie

☐ Telefoon voor authenticatie | Selecteer een land of regio

☑ Verificator-app of token | Authenticator-app instellen

Authenticator-app - Iphone Jasper | Verwijderen

Step 5. Install the Microsoft Authenticator app on your iPhone or Android phone.



Microsoft Authenticator

Microsoft Corporation

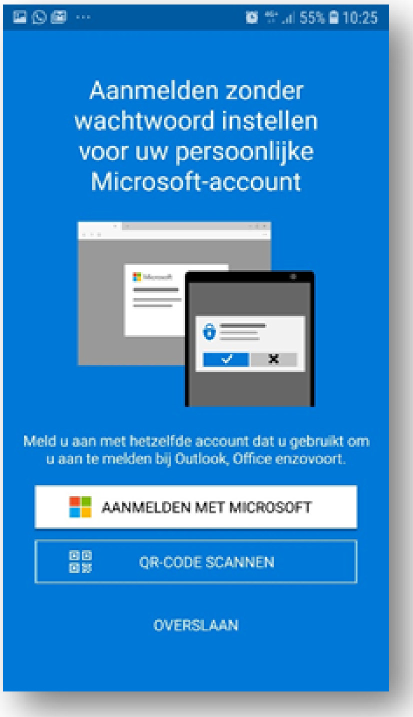
4,7★ 315K reviews | 10 mln.+ Downloads | PEGI 3

Installeren

Over deze app

Gebruik Microsoft Authenticator om u eenvoudig en veilig aan te melden.

Zakelijk | Nr. 3 in de lijst beste apps



Aanmelden zonder wachtwoord instellen voor uw persoonlijke Microsoft-account

Meld u aan met hetzelfde account dat u gebruikt om u aan te melden bij Outlook, Office enzovoort.

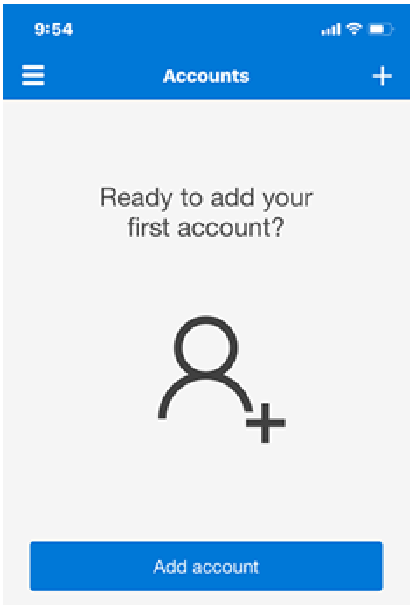
AANMELDEN MET MICROSOFT

QR-CODE SCANNEN

OVERSLAAN

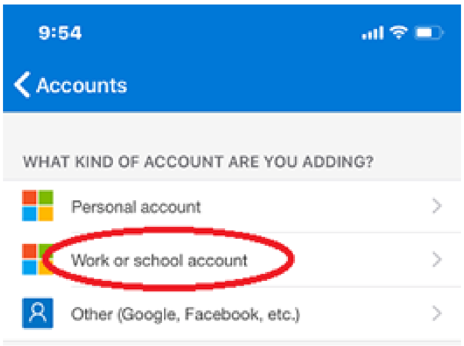
MFA with the App (highly recommended)

Step 6. Click '+' to add an account.



Ready to add your first account?

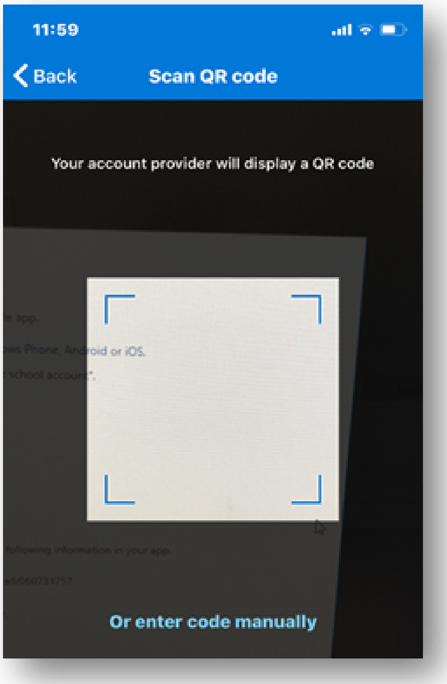
Step 7. Choose 'Work or school account'.



WHAT KIND OF ACCOUNT ARE YOU ADDING?

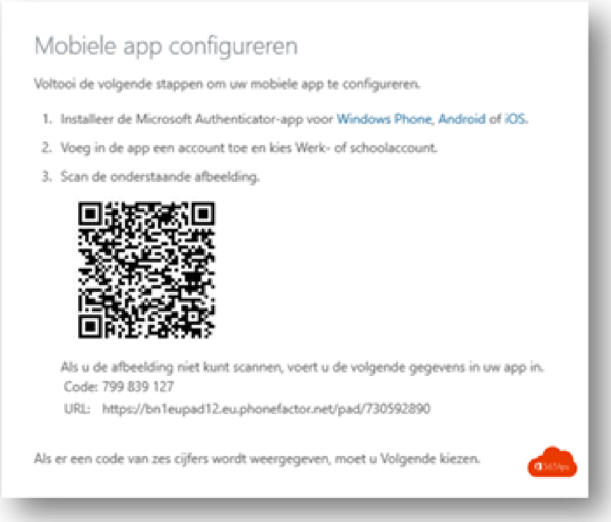
- Personal account
- Work or school account
- Other (Google, Facebook, etc.)

Step 8a. Scan the QR-code on the computer. (Note: iPhone users may need to enable the camera under Settings to scan.)



Your account provider will display a QR code

Step 8b. If you can't use your phone camera, enter the 9-digit code and URL listed below the QR code.



Mobiele app configureren

Voltooi de volgende stappen om uw mobiele app te configureren.

1. Installeer de Microsoft Authenticator-app voor Windows Phone, Android of iOS.
2. Voeg in de app een account toe en kies Werk- of schoolaccount.
3. Scan de onderstaande afbeelding.

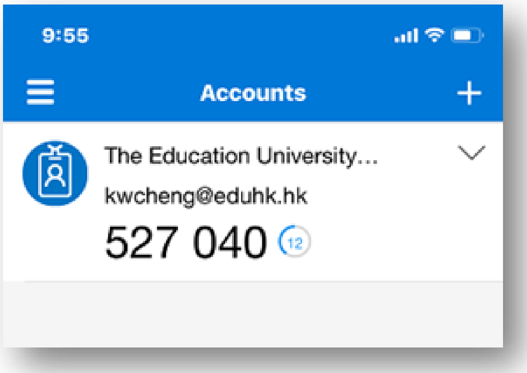
Als u de afbeelding niet kunt scannen, voert u de volgende gegevens in uw app in.
Code: 799 839 127
URL: https://bn1eupad12.eu.phonefactor.net/pad/730592890

Als er een code van zes cijfers wordt weergegeven, moet u Volgende kiezen.

Note that the above code is an example and should not be used to setup MFA.

MFA with the App (highly recommended)

Step 9. You will see a 6-digit code, enter it:



9:55

Accounts

The Education University...

kwcheng@eduhk.hk

527 040

Step 10. Click 'Next' and wait for the configuration to complete.

Step 11. Click 'Done'.

Step 12. Now wait for the text 'Checking activation status' to complete the configuration of your phone.

As of now, your mobile device is known as 2nd factor. You are ready to use MFA

Set Authenticator app as preferred MFA

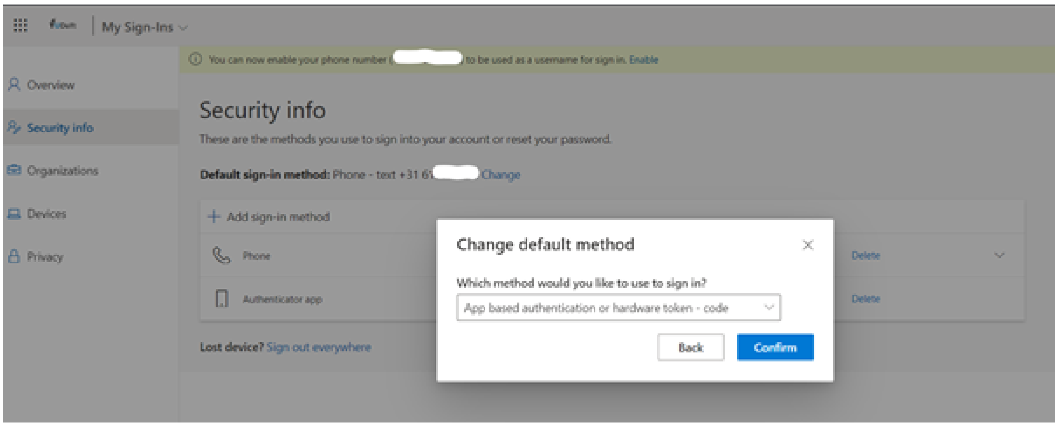
Step 1. Go to https://aka.ms/mfasetup and log in with your username **netid**@tudelft.nl and your password

Step 2. Check which 'Default sign-in method' is selected.

Step 3. Next to the 'Default sign-in method', click 'Change' and choose 'App based authentication or hardware token - code'.

Step 4. Click on 'Confirm'.

The Microsoft Authenticator app is now set as the MFA method for logging into Microsoft applications.



You can now enable your phone number ([redacted]) to be used as a username for sign in. Enable

Security info

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

Default sign-in method: Phone - text +31 6[redacted] Change

Lost device? Sign out everywhere

Change default method

Which method would you like to use to sign in?

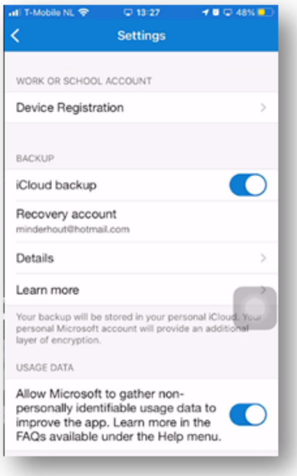
App based authentication or hardware token - code

Lost mobile, now what?

I lost my cell phone and now I can't log in.

Please contact the Service Point to see if there is another authentication method you can use, such as your business phone number or email address, until your cell phone is replaced.

Note: Don't forget to enable the "iCloud backup" feature in the Microsoft Authenticator app. Should you lose your cell phone or app, you can still recover the passcodes by signing in with the linked Microsoft "recovery account" in the Microsoft Authenticator app.



WORK OR SCHOOL ACCOUNT

Device Registration

BACKUP

iCloud backup

Recovery account
minderhout@hotmail.com

Details

Learn more

Your backup will be stored in your personal iCloud. Your personal Microsoft account will provide an additional layer of encryption.

USAGE DATA

Allow Microsoft to gather non-personally identifiable usage data to improve the app. Learn more in the FAQs available under the Help menu.

Click here for the extensive manual to enable backup capabilities and restore them in the Microsoft Authenticator app.

Click here for the common questions about the Microsoft Authenticator app.

Lots of MFA fun!