

## Two-Factor Verification

**Introduction:** Two-step verification is an additional security step that helps protect your account by making it harder for other people to break in. Two-factor means that you know something (your password) and you have something (your phone). Directions below are for using your smartphone.

**Steps should be started after your 2 factor has been enabled by IT (see email with date & time).**

**USING THE APP:** (If you don't want to use the app, [click here](#))

**Step 1:** Install the app and go to [apps.associated.org](https://apps.associated.org) (recommended- see below for other options)

The Microsoft Authenticator app is available for [Android](#), [iOS](#), and [Windows Phone](#).

**Step 2:** Set up your security:



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Mobile app 

How do you want to use the mobile app?

☒ Receive notifications for verification

☐ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#)

Please configure the mobile app.

[Next](#)

1. Go to [apps.associated.org](https://apps.associated.org) or Outlook Web Access (if necessary)
2. You should be prompted to set up your security
  1. Select Mobile App
  2. Select received notifications for verification
  3. Click Set UP
3. Select your preference option (**recommended: notify me through the app**)
4. Check the box next to authentication phone. Add your mobile phone number next to Authentication phone.
5. Check the box next to Additional Authentication phone (enter your office phone- in the event you forget your cell phone at work one day)
6. Check the box next to Authenticator app
7. Click Configure

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## Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account](#)

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

☐ Office phone

☐ Alternate authentication phone

☒ **Authenticator app** **Configure** Mobile app has been configured.


Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

8. This screen has a QR code that you need to take a picture of in the Authenticator App on your phone.

**Configure mobile app**

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

 [Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.  
Code: 857 634 999  
Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

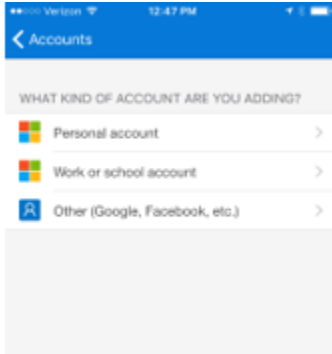
If the app displays a six-digit code, you are done!

**Step 3:** Take a picture of the QR code with your phone.

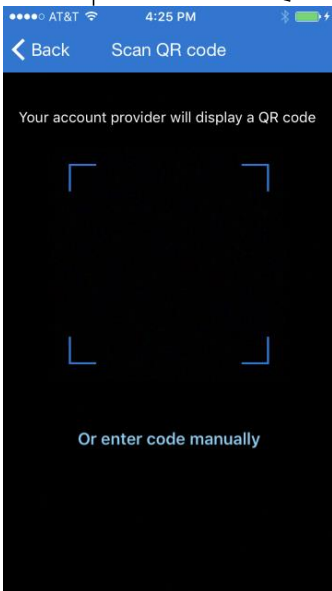
9. Go to your smartphone and open the Authenticator App  
10. Click + sign to add an account



11. Select work or school account



12. Take a picture of the QR code or enter manual code



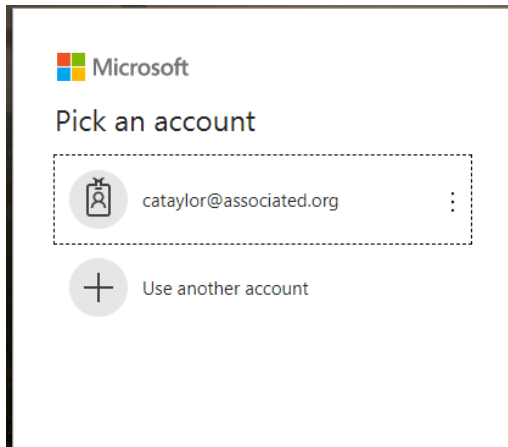
13. Click next

14. The system will do a test authentication for you, please allow this to happen.

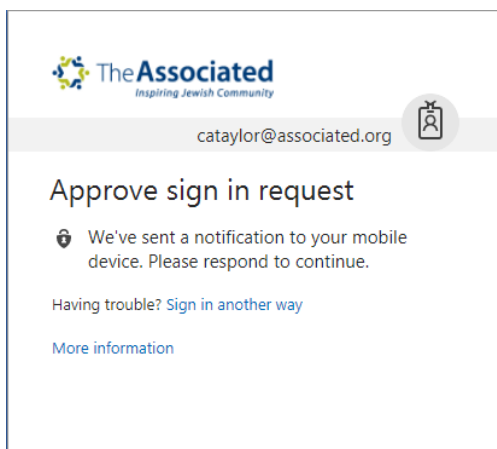
**Step 4:** You are now required to use two-factor when logging into to Outlook Web Mail, Office 365, and when you log in to your computer.

Example: Logging into [apps.associated.org](https://apps.associated.org) from your computer.

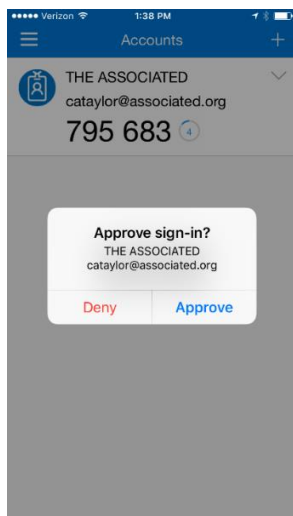
1. Log in as usual



2. A sign in request is sent to your device



3. You will see this message pop up on your phone:

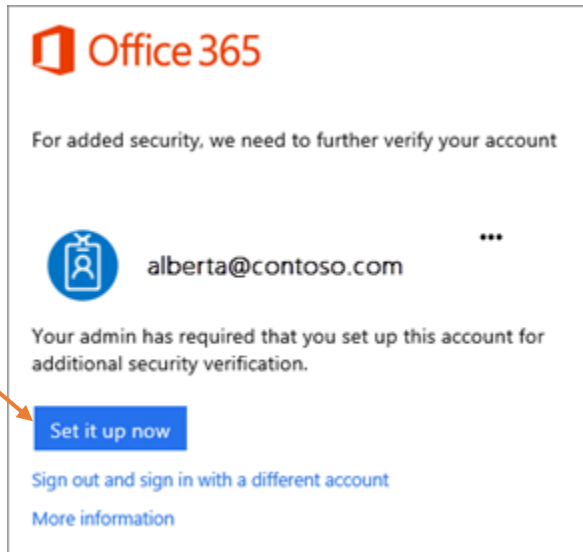


4. Click approve.
5. If you miss the approval, click sign in a different way and then you can either send the notification again, or select another option.

*(You may also authenticate by entering the code that changes every 8 seconds on the app, by receiving a text message or by having the system call your cell phone number. To access these options, click Having Trouble? Sign in a different way.)*

### **If you do not want to use the APP:**

**Once 2 factor is enabled, you should receive a notification similar to below- or go to [apps.associated.org](https://apps.associated.org).**



The system will ask you the default way you want to be contacted:

1. **Notify me through the App** (Recommended): this method requires installing an app on your smart phone. This option pushes a notification to the app and if it's legitimate, you click approve.
2. **Text code to authentication phone** (mobile phone)- you will receive a text message with a 6 digit code to enter to authenticate
3. **Call my office phone:** This is best if you only check email in the office- please enter an alternate authentication phone number (home or cell) in case you ever need to check email at home. You answer the call and press #
4. **Call my authentication phone:** (mobile) places an automated call and you press #.

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## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

United States (+1) 2063219483

Method

☒ Send me a code by text message

☐ Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Choose type of phone (authentication, cell, office) and select your method (text a code, call me). Click Next.

Alternate Phone- It's important to add a backup phone number- in case you leave your cell at home or you are at home and need to access email.

Office 365 will send you a test verification, please follow the steps to verify the method and number you enters.

## Receiving email on smartphone or iPad

If you have a smartphone, you need to do a one time process to enter a new password in your settings called an APP password. During setup process, the APP password step should automatically be generated.

**During setup-** copy this app password and save it (or email it to a personal account on your phone). Please wait 10 minutes and go to [step 6 below](#)



## Additional security verification

Secure your account by adding phone verification to your password. [View video to](#)

**Step 3: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone password to use in place of your work or school account password. [Learn more](#)

**Get started with this app password:**

yqkmpvmtmsfqyb  

**If you have completed setup and need to get an APP password:**

1. Go to [2f.associated.org](https://2f.associated.org)
2. Click App Passwords at the top of the screen
3. Click Create

## additional security verification app passwords

To sign into Outlook, Lync or other apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

You can use the same app password with multiple apps or create a new app password for each app. [How do I get my apps working with app passwords?](#)

Note: If you are an admin of a Microsoft service, we recommend not using app passwords.

[Bookmark this page](#)

create

| NAME                               | DATE CREATED |                        |
|------------------------------------|--------------|------------------------|
| Initial app password20171110194234 | 11/10/2017   | <a href="#">Delete</a> |
| Iphone                             | 11/12/2017   | <a href="#">Delete</a> |
| Phone                              | 11/10/2017   | <a href="#">Delete</a> |

4. Give the App Password a name



### Create app password

Enter a name to help you remember where you use this password.

Name:

5. Save password (helpful to email yourself) or leave it up on the screen to manually enter it on your smartphone or ipad.



### Your app password

Name: Iphone test

Password: rflgpdcbndrfvdxm

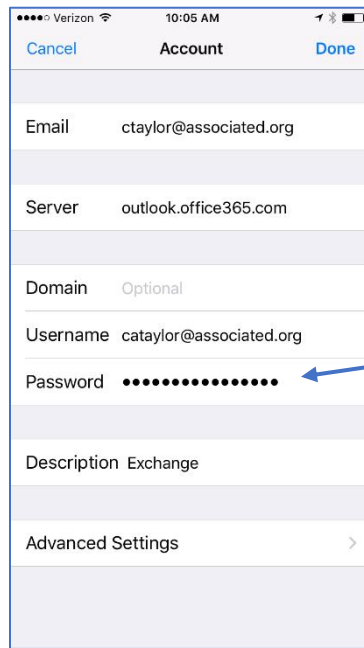
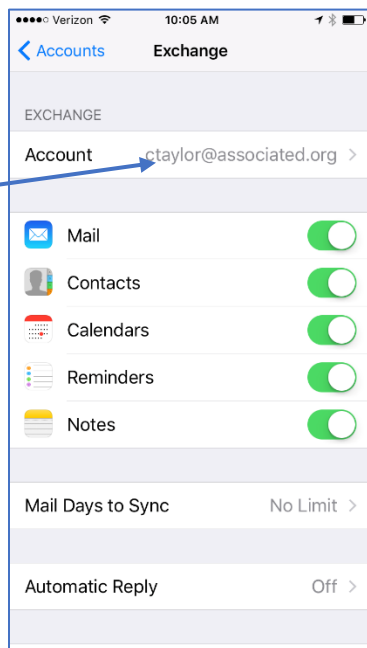
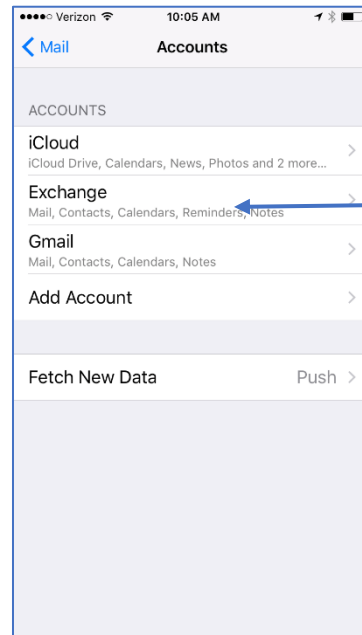
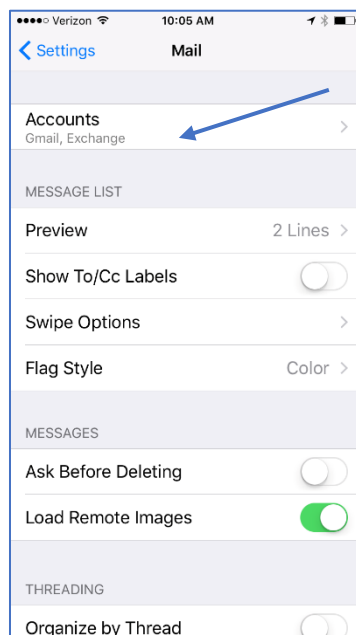
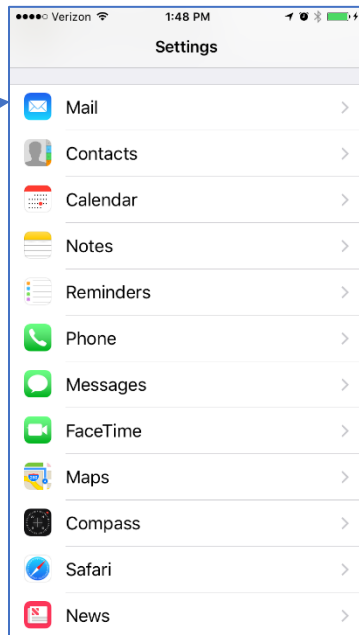
Note: This password will not be displayed again.

copy password to clipboard

6. Delete your existing password in your phone settings and replace with App Password.



7. Go to Settings, Mail, Accounts, Exchange, Click on your email address, change the password.



Enter App Password here and click Done!  
You are now Done!