SETTING UP MFA FOR MAC

More information on this additional security can be found here: www.drexel.edu/it/mfa

Microsoft also has a link with information:

https://support.office.com/en-us/article/use-microsoft-authenticator-with-office-365-1412611f-ad8d-43ab-807c-7965e5155411

CHANGES FOR MAC USERS

APPLE MAIL



If you use Apple Mail, you will need to be running **Mac OS High Sierra or above** to continue to use your Drexel mail with Apple Mail. You can check your Mac OS version by going to (Apple icon > About this Mac). If you have

Sierra or El Capitan you can <u>check</u> if your computer can be updated to Mojave. If so, it will be found in the App Store. If not, the App Store will present High Sierra as an available update.



After you update, or if you already have a supported OS, you may need to **REMOVE** your Drexel Account and re add it in order to continue to retrieve messages. To remove the account, go to System Preferences > Internet Accounts > select the Drexel account and hit the minus sign (-). Wait a few moments, click the plus (+) and select Exchange.

OUTLOOK 2016 FOR MAC

Outlook 2016 for Mac is the *only* Outlook version that supports Multi-Factor Authentication. To use Office 365 with MacOS, you must be running MacOS 10.10 (Yosemite) or later. See instructions above if you need to

update your OS. If you have a Drexel-owned machine you can install Outlook by going to <u>Self Service for Mac</u>. For personally owned devices, install the latest Office version (for free) by going to <u>https://portal.office.com</u> and selecting "Install Office".

After opening Outlook, these are some of the prompts you will get to setup MFA:

Microsoft		Drexel
Bign in	qqq84@drexel.edu	qqq84@drexel.edu
qq84@drexel.edu	Enter password	More information required
Can't access your account?	Password	Your organization needs more information to keep your account secure
	Forgot my password	Use a different account
Back Next	Sign in with another account	Next
	If you have trouble with this service, send an email to the Dreval IT Accounts Office at accounts@dreval.edu or call us at 215.865.2020. For specific help with Office 365, go to drevet.edu/tt/office365.	If you have trouble with this service, send an email to the Drevell fractionum Softica at accounts/biddemet.edu or call tus at 215.895.2020. For specific help with Office 365, go to drexel.edu/it/office365.
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From here, you can setup the Microsoft Authenticator App AND Phone number.



AUTHENTICATOR APP

ON YOUR COMPUTER

Drexel		
Keep your account secure	Cell Life app On your mobile device, install the Microsoft Astrenticator app. Learn more	Use the app to scan the QR LODGE
the security info below so you can prove who you are.		
Authenticator app Set up your mobile app and approve a notification Set up	Concel Non Location and Provide Automaticator and	
Choose security info		0
Gethelp		Cancel Next
Greet		Centraam the QK code?
Privacy & cookes i lemms of use. Help - readback: \$2208 Microsoft		

If the Authenticator app is not the default, you can select it from the "Choose security info" link on the first page. Find the "Microsoft Authenticator" App in your phone's app store to install for the next step.

ON YOUR MOBILE DEVICE

Click the + to add your Drexel Account. Select the Work or School account.



Use your phone to **SCAN** the QR square that is on your computer screen. Note: If you can't use your phone camera, you'll have to manually enter the 9-digit code and the URL. A test approval popup will appear on your phone. Select **Approve**. You can use this randomly generated code whenever you are prompted for multi-factor authentication.







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When you have successfully setup the Authenicator app, your Outlook window will display the image to the left.

PHONE AUTHENTICATION

We recommend that you also setup phone verification. To return to the MFA setup screen, go to <u>https://aka.ms/mfasetup</u> and click "Phone" from "Add Security Info".

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	Choose security info	Set up your phone
Keep your account secure	К МЕТНОР	What phone number do you want to use?
	Phone	United Street 7x 0
Sometimes your organization needs more info to make sure it's you. Set up the security info below so you can prove who you are.	So	Onited States (FI)
	th	2155551212
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We'll call or text you to verify your phone number		Contraction Contraction Contraction
Set up	Close	
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You can also select **Call Me from a mobile or landline and Microsoft will call you – then press # to authorize.