

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 [check](#) 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.

IMPORTANT ****For Drexel-Owned Mac****



If you have a Drexel-owned machine with Sophos Safeguard, you will need to update to Sophos SafeGuard 8.10.1.36 **BEFORE** upgrading to Mojave. This can be done by going to [Self Service for Mac](#).

Failing to complete the SafeGuard update may result in irrevocable data loss.

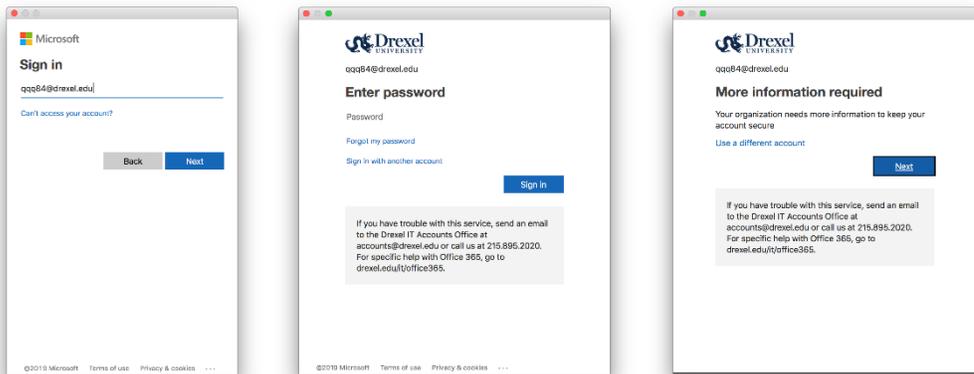
After you update, or if you already have a supported OS, you may need to **REMOVE** your Drexel Account and re add it in order to continue to retrieve messages. To remove the account, go to System Preferences > Internet Accounts > select the Drexel account and hit the minus sign (-). Wait a few moments, 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 [Self Service for Mac](#). For personally owned devices, install the latest Office version (for free) by going to <https://portal.office.com> and selecting “Install Office”.

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



From here, you can setup the **Microsoft Authenticator App AND Phone number**.



Keep your account secure

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.

^ Authenticator app
Set up your mobile app and approve a notification

[Set up](#)

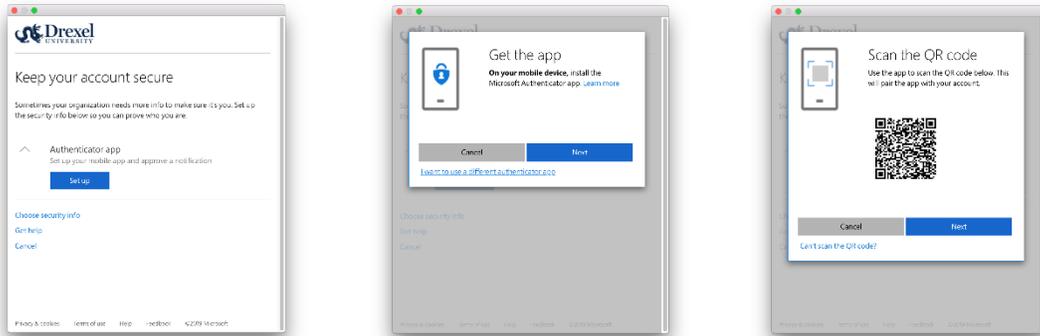
[Choose security info](#)

[Get help](#)

[Cancel](#)

AUTHENTICATOR APP

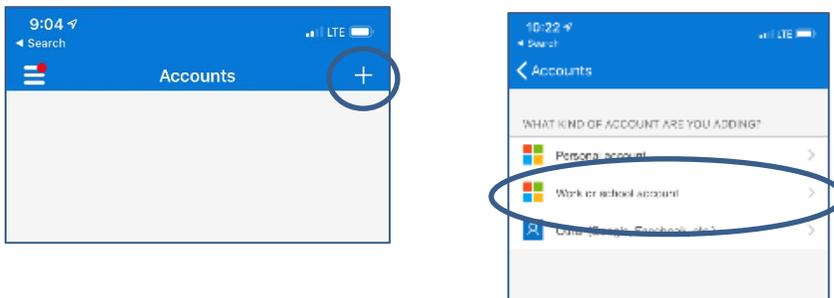
ON YOUR COMPUTER



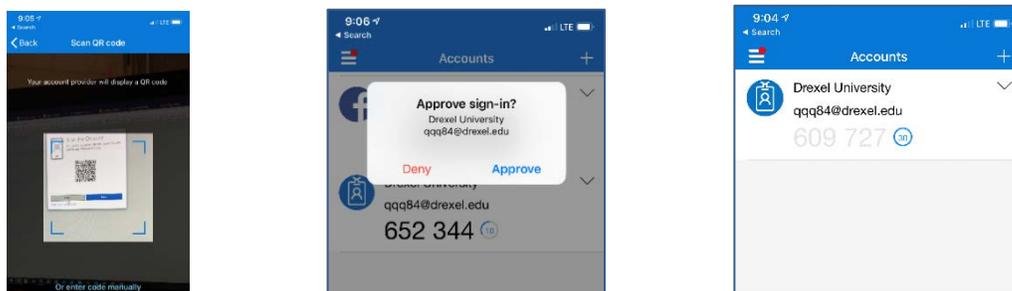
If the Authenticator app is not the default, you can select it from the “Choose security info” link on the first page. Find the “Microsoft Authenticator” App in your phone’s app store to install for the next step.

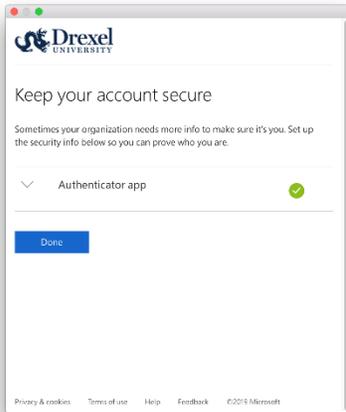
ON YOUR MOBILE DEVICE

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.

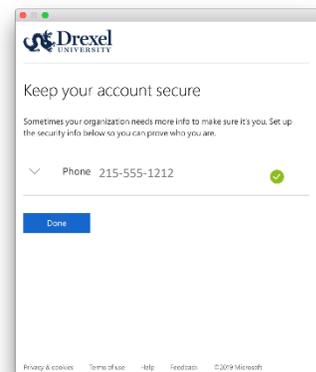
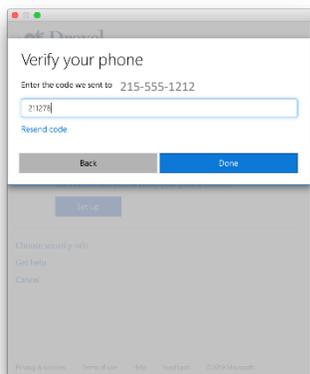
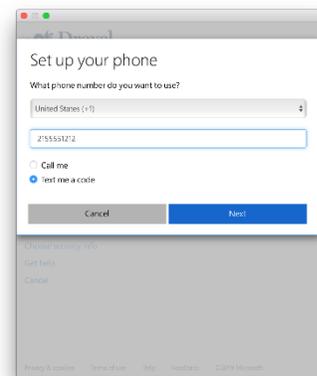
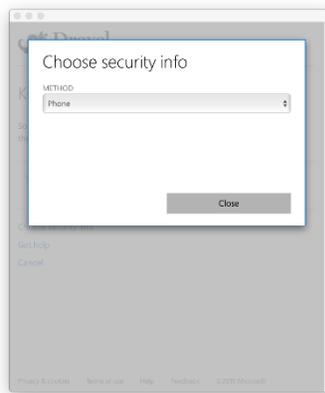
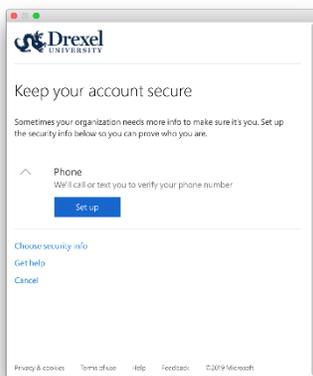




When you have successfully setup the Authenticator app, your Outlook window will display the image to the left.

PHONE AUTHENTICATION

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



You can also select **Call Me from a mobile or landline and Microsoft will call you – then press # to authorize.