MFA is required when accessing Office 365 from an external Internet connection, outside of WSDOT’s internal network. For example, MFA is needed when accessing an O365 service on a smartphone using cell service, or from a home Internet connection.

Note, MFA is still required when using the Outlook application on smartphones, and will re-prompt for verification once every 12 hours. This is in addition to Intune, which re-prompts for verification after ½ hour of inactivity.

**Using MFA**

Enter your Microsoft account (UPN). The same format is used for WSDOT staff and consultants. `<WSDOT Account>@wsdot.wa.gov`

Then, click on Next.

Enter your WSDOT Password.

Then, click on Sign in.
Note, this example uses a text message for MFA.
Enter the 6 digit number texted to your smartphone. Then, click on Verify.
MFA - Initial Set Up

There are three options for setting up MFA – Mobile app, Authentication phone and Office phone.

Setting up MFA using the Authentication phone option using a text message

Choose the Authentication phone option.

Enter the phone number.

Check, Send me a code by text message.

Then, click on Next.

MFA – Setting Up, or Modifying Options

There are three options for setting up MFA – Mobile app, Authentication phone and Office phone.

Go to, https://MyProfile.microsoft.com/

If needed, logon with your WSDOT account, <WSDOT Account>@wsdot.wa.gov
Then, provide your WSDOT account password.

On the main dashboard screen,

Click on Additional Security Verification
Next, select an option to set up or modify.

Additional security verification

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 on how to secure your account.

what’s your preferred option?
We’ll use this verification option by default:

- Text code to authentication phone

how would you like to respond?
Set up one or more of these options. Learn more

- Authentication phone
  - United States (+1)
  - 360-123-4567

- Office phone
  - United States (+1)
  - 360-705-7674
  - Extension

- Alternate authentication phone
  - United States (+1)

- Authenticator app or Token
  - Set up Authenticator app

Can select the **Authentication Phone** option. Would typically specify a smartphone for SMS text message option.

Can select the **Office Phone** or **Alternate Authentication Phone** options.

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.

On your smartphone, may need go to the Play store, and install the **Authenticator Application**.

Then, configure the **Authenticator Application** using these options.