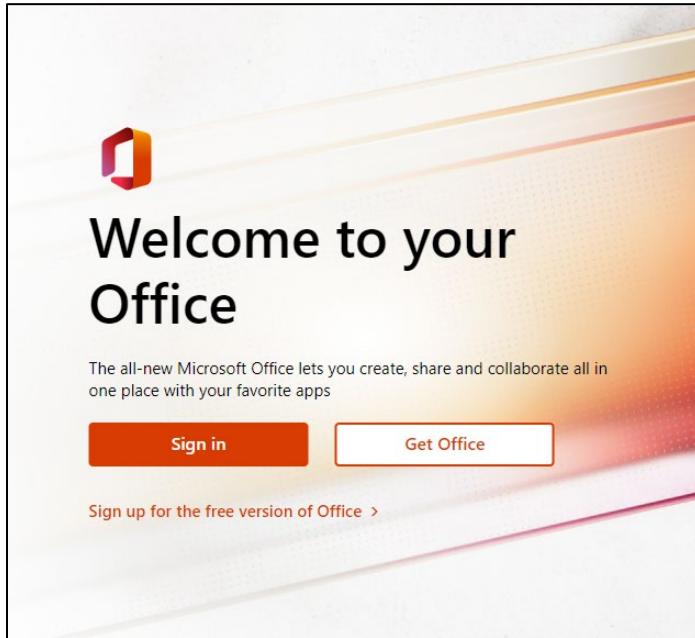
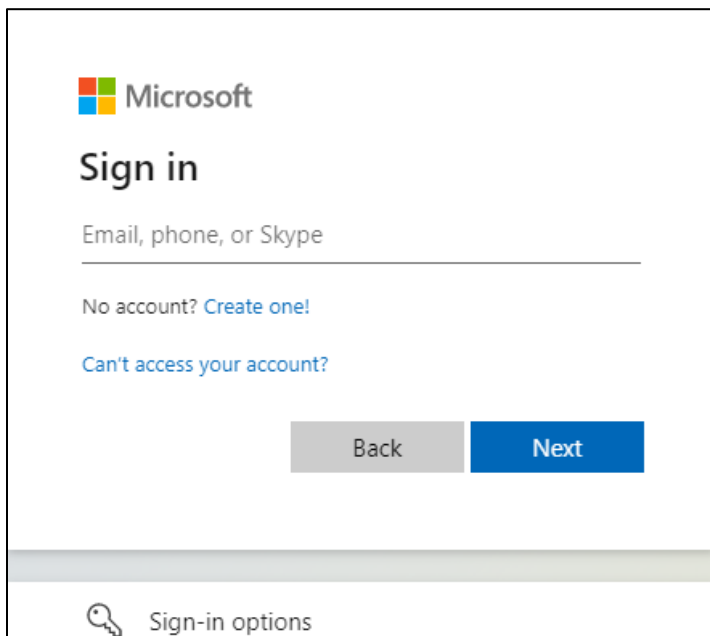


User Instructions for Setting Up Multi-Factor Authentication for Office 365

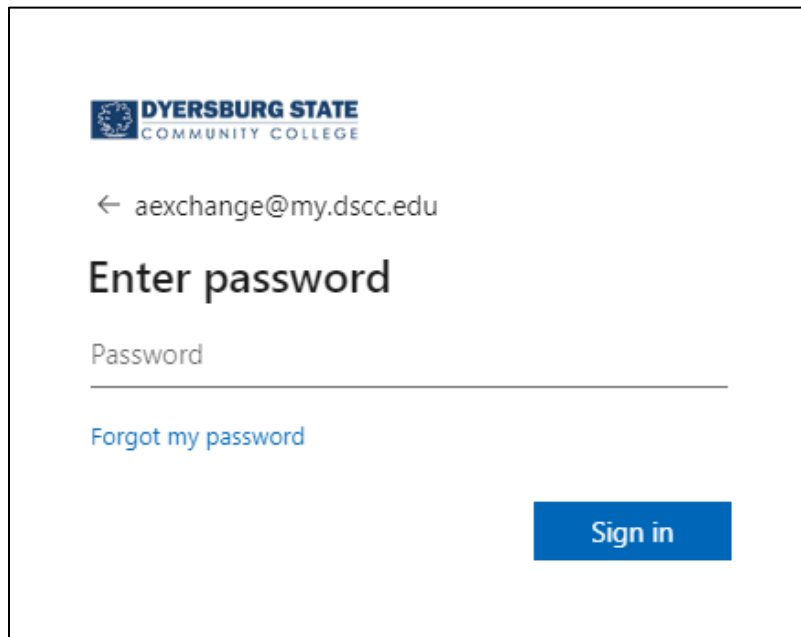
1. In a browser go to the URL <https://www.office.com> and press “Sign in”.



2. Sign in with your Dyersburg State email address. Enter your email address and press “Next”. (Note: student email address end with @my.dsc.edu and faculty, staff, and adjunct faculty email addresses end with @dsc.edu).

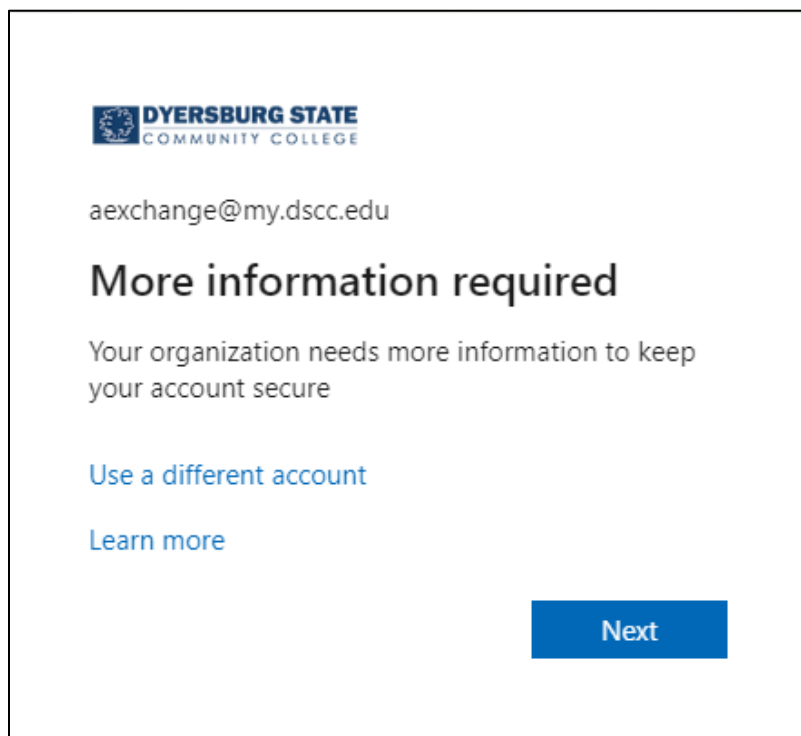


3. Enter the password for your DSCC account.



The screenshot shows the login interface for Dyersburg State Community College. At the top left is the college's logo, which consists of a blue square with a white circular emblem containing a stylized 'D' and 'S', followed by the text 'DYERSBURG STATE' in bold and 'COMMUNITY COLLEGE' in a smaller font below it. Below the logo is a back arrow icon and the email address 'aexchange@my.dsc.edu'. The main heading is 'Enter password' in a large, bold, black font. Underneath is a text input field with the placeholder text 'Password'. Below the input field is a blue link that says 'Forgot my password'. At the bottom right is a blue rectangular button with the white text 'Sign in'.

4. Press "Next" on the "More information required" box.



The screenshot shows a message box from Dyersburg State Community College. At the top left is the college's logo, identical to the one in the previous screenshot. Below the logo is the email address 'aexchange@my.dsc.edu'. The main heading is 'More information required' in a large, bold, black font. Below the heading is a paragraph of text: 'Your organization needs more information to keep your account secure'. Underneath this text are two blue links: 'Use a different account' and 'Learn more'. At the bottom right is a blue rectangular button with the white text 'Next'.

5. On the “Additional security verification” page, there are several methods for verification. The drop-down box will allow you to choose how to be contacted: Authentication phone, Office phone, or Mobile app. We suggest setting up several methods in case your primary verification method is not available.

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
Authentication phone
Office phone
Mobile app

7318821234

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.

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6. For the “Authentication phone” method, enter your mobile phone number and select “Send me a code by text message” or “Call me”. In either case you will be given a security code to enter for verification once you press the “Next” button.

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)

7318821234

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.

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7. For the “Office phone” method, enter your office phone number and press the “Next” button. You will be given a security code to enter for verification.

The screenshot shows a web page titled "Additional security verification" for Dyersburg State Community College. Below the title is a sub-header "Step 1: How should we contact you?". A dropdown menu is set to "Office phone". Below it are two input fields: "Select your country or region" and "Extension". A blue "Next" button is positioned to the right. At the bottom, a text box states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." The footer includes "©2022 Microsoft | Legal | Privacy".

8. For the “Mobile app” method, choose either “Receive notification for verification” or “Use verification code” and press the “Set up” button.


The screenshot shows a web page titled "Additional security verification" for Dyersburg State Community College. Below the title is a sub-header "Step 1: How should we contact you?". A dropdown menu is set to "Mobile app". Below it is a section titled "How do you want to use the mobile app?" with two radio button options: "Receive notifications for verification" and "Use verification code". Below this is a text box that says "To use these verification methods, you must set up the Microsoft Authenticator app." A blue "Set up" button is followed by the text "Please configure the mobile app." A grey "Next" button is positioned to the right. The footer includes "©2022 Microsoft | Legal | Privacy".

9. Follow the instructions on the “Configure mobile app” screen. Install the Microsoft Authenticator app from the Google Play Store for Android devices or the App Store for Apple devices. Follow the rest of the instructions to add your account.

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.



If you are unable to scan the image, enter the following information in your app.
Code: 618 464 449
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/513167267/EUS>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

10. This method takes a little while to verify and there will be a “Checking activation status” with a spinning circle during this time.

DYERSBURG STATE
COMMUNITY COLLEGE

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](#) ••• Checking activation status..

[Next](#)

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11. Once verified, press the “Next” button to continue.

DYERSBURG STATE
COMMUNITY COLLEGE

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 Mobile app has been configured for notifications and verification codes.

Next

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12. When the “Mobile app” method is chosen, Microsoft will ask you to enter a phone number for a backup method of verification. Enter a phone number and press the “Next” button.

DYERSBURG STATE
COMMUNITY COLLEGE

Additional security verification

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

Step 3: In case you lose access to the mobile app

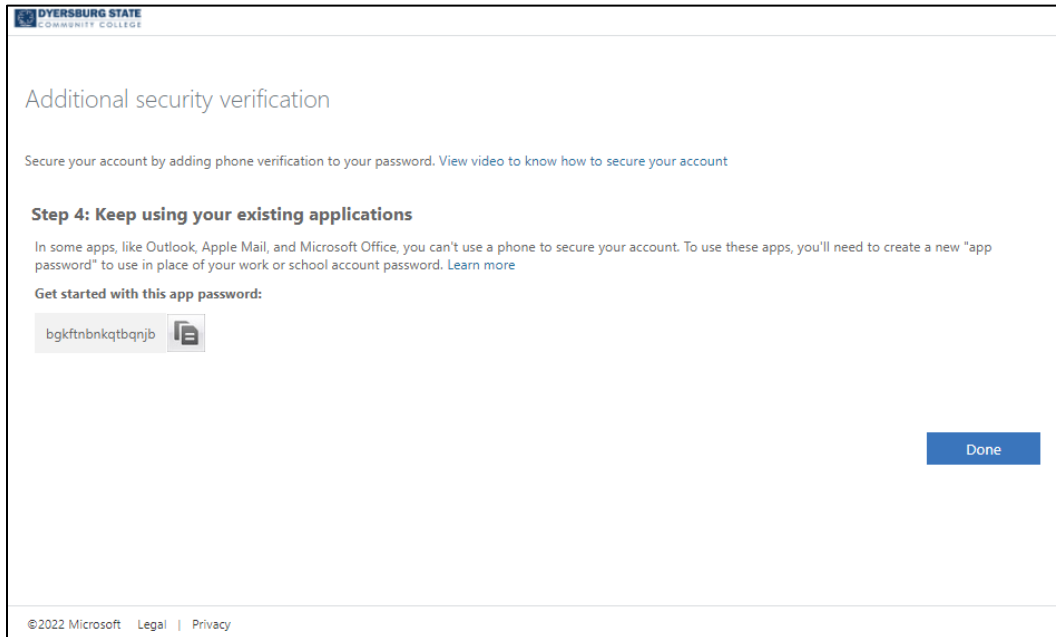
United States (+1) 7318821234

Next

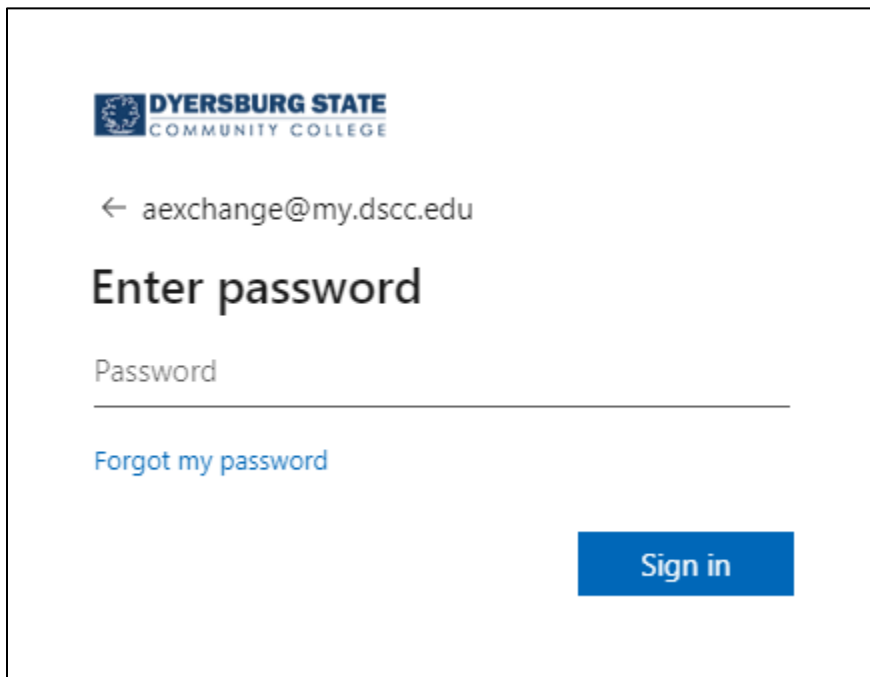
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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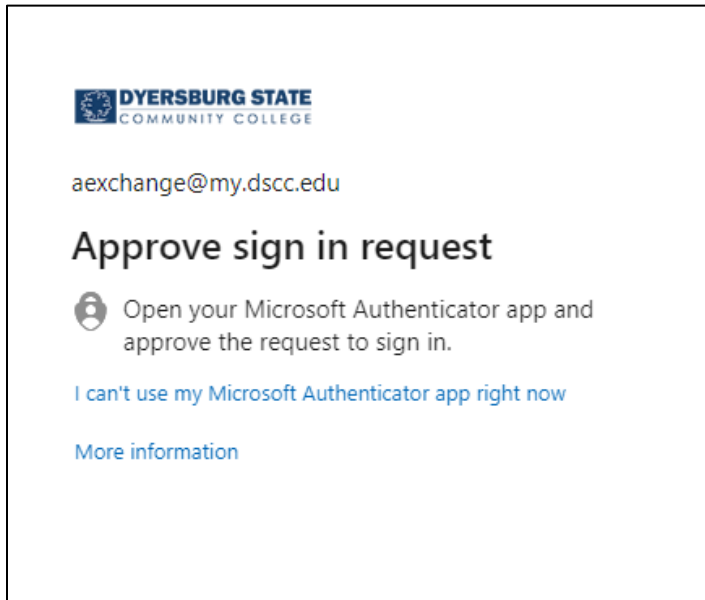
13. On the screen for “Step 4: Keep using your existing applications”, press the “Done” button.



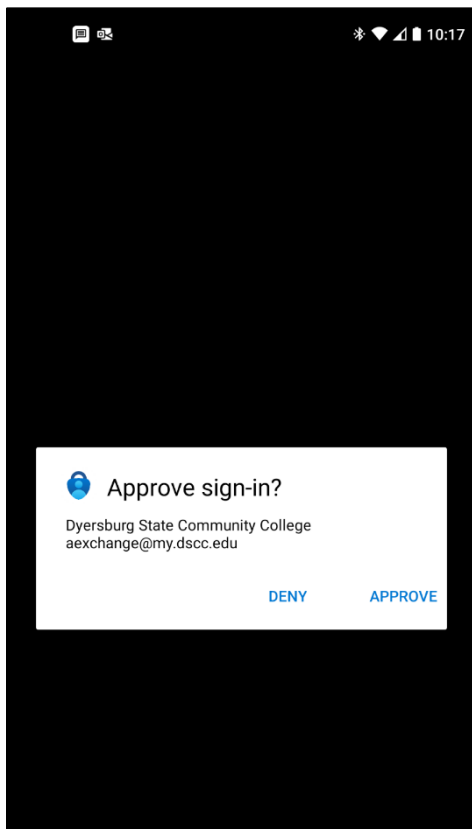
14. Once complete, you will be asked to sign in to your account. Enter your DSCC password as requested.



15. If the “Microsoft Authenticator app” was setup, an approval request will be sent to your device.



16. Press “Approve” to continue with signing in to your account.

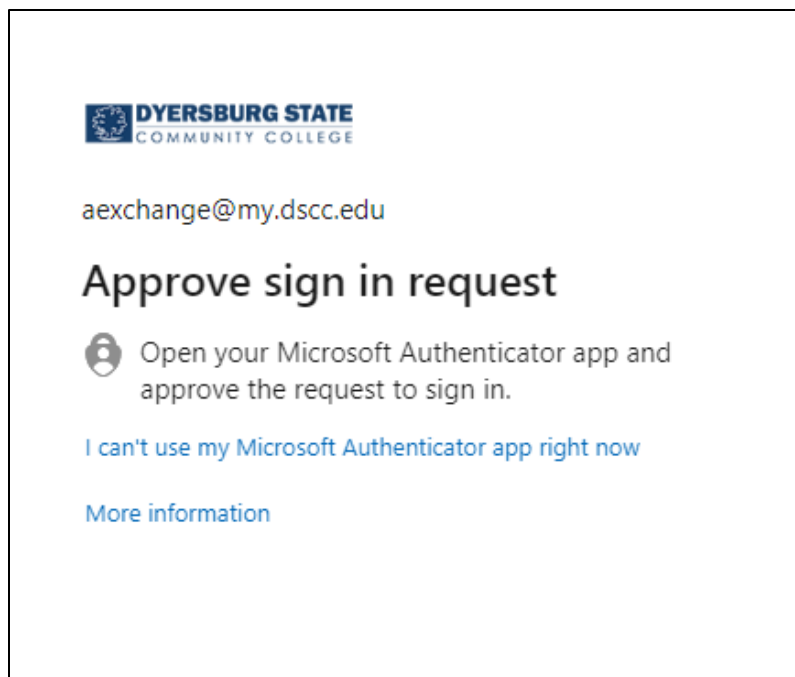


17. You will be asked to “Stay signed in?” We recommend choosing “No”. If you choose “Yes”, only do so on a trusted device, such as your work computer or personal device.




The screenshot shows a login prompt for Dyersburg State Community College. At the top left is the college's logo, which consists of a circular emblem with a building and trees, followed by the text "DYERSBURG STATE" in bold and "COMMUNITY COLLEGE" below it. Below the logo is the email address "aexchange@my.dsc.edu". The main heading is "Stay signed in?". Underneath, it says "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again". At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button.

18. On the “Approve sign in request” screen, choose “I can’t use my Microsoft Authenticator app right now” If you do not have access to the device running the app.







The screenshot shows an "Approve sign in request" screen for Dyersburg State Community College. It features the same logo and email address as the previous screen. The heading is "Approve sign in request". Below the heading is an icon of a person with a checkmark, followed by the text "Open your Microsoft Authenticator app and approve the request to sign in." There is a blue link that says "I can't use my Microsoft Authenticator app right now" and another blue link below it that says "More information".

19. Additional authentication methods you have setup for your account will be made available. Choose a backup method to verify and sign in to your DSCC Microsoft 365 account.



aexchange@my.dsc.edu

Verify your identity

-  Approve a request on my Microsoft Authenticator app
-  Use a verification code
-  Text +X XXXXXXXX07
-  Call +X XXXXXXXX07

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel