How To Set-Up Multi-Factor Authentication for Your Salve Account

Salve Regina University Information Technology
Revised 4/27/2021

The Office of Information Technology will be enabling multi-factor authentication. When multi-factor authentication is enabled on your Salve Regina Office 365 account, you will be requested to setup a second method for authentication the next time you attempt to access an Office 365 service, such as email. After setting up multi-factor authentication, you will be asked to confirm your identity on all of the devices you use to access your Salve Regina account in Office 365. For more information on multi-factor authentication, please review the following link.

1. Go to Campus@Salve and login:
   a. Salve username: firstname.lastname (all lowercase)
2. Once in Campus@Salve, click on the "Office 365" icon located under "Quick Start" in the left hand column.
3. Sign into your Salve email.
   a. Enter Username: firstname.lastname@salve.edu
   b. Press "Next"
   c. Enter Password
   d. Press "Sign in"

Office 365

Sign in
to continue to Outlook

username@salve.edu

Can't access your account?

Back   Next

Please sign in with your Salve Regina University e-mail address (username@salve.edu). Please contact the IT Help Desk for assistance by phone at (401) 341-7777 Option 2, or by e-mail at helpdesk@salve.edu.

Enter password

Password

Forgot my password

Sign in

Please sign in with your Salve Regina University e-mail address (username@salve.edu). Please contact the IT Help Desk for assistance by phone at (401) 341-7777 Option 2, or by e-mail at helpdesk@salve.edu.

4. You will be brought to the following screen
a. Press *Next*

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

Please sign in with your Salve Regina University e-mail address (username@salve.edu). Please contact the IT Help Desk for assistance by phone at (401) 341-7777 Option 2, or by e-mail at helpdesk@salve.edu.

Office 365
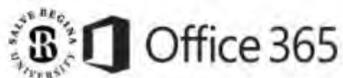
Keep your account secure

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

5. Select *Choose Security Info* to set up text message alerts instead of using an app.

Now, you will be brought to this screen.
We highly recommend you use your cell phone text message
as your two-factor authentication method.
**International students: we recommend you use the
authenticator app until you receive a US phone number.
Download the app to finish set up.

Choose security info

METHOD

Authenticator app
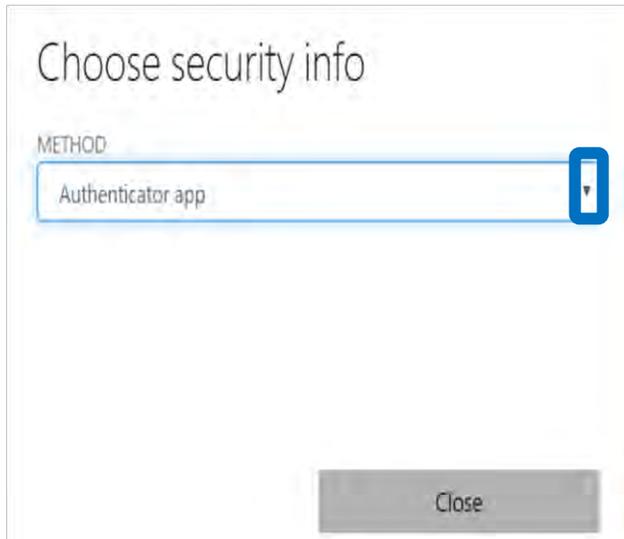
Close

6. **Click on the drop down menu using the arrow.**

7. From the drop down menu, **select _Phone_.** Then, press _Close_.
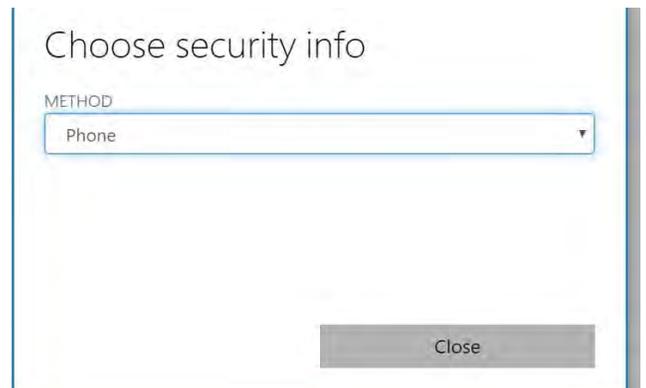
Choose security info

METHOD

Phone

Close

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.

∧   Phone
    We'll call or text you to verify your phone number

    Set up

8. Click _Set Up_

Choose security info

Get help

Cancel

Set up your phone

What phone number do you want to use?

1. United States (+1)

2. 401▮▮▮▮▮▮▮

3. ○ Call me
   ◉ Text me a code

[Cancel] [Next]

9. Add your cellphone information

Select *Text me a code*

Verify your phone

Enter the code we sent to +1 401▮▮▮▮▮

1. Enter code

Resend code

[Back] [Done]

10. Type in the verification code that was sent to your cell phone and click *Done*.

Verify your phone

We're calling your phone. Please answer it to continue.

[Back]

11. After entering the texted code, you will see this screen. Press *Done*.

Verify your phone

✔ Call answered

[Done]

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.

∨ Phone +1 401-341-2292 ✓

Done

12 You should now be brought to your email inbox and should be able to access your email. Sometimes, one additional step will prompt you to enter in your Time Zone. If this occurs, enter your time zone. Here at Salve, it will be "Eastern Standard Time (US and Canada)."

**When completing Multi-Factor Authentication, you may see a box that states "Do not ask me again for 60 days." If this appears, please check off this box so that you will not be prompted to complete these steps again for another 60 days. You are now able to access your Salve Regina University email.

Salve Regina University highly recommends both a home phone number or mobile phone number be setup, and the authenticator app be installed, so that if one of these trusted points of contact is lost, traded-in, changed, etc, there is a backup available, so you can continue to access your online Salve services. The set-up of the authenticator app is detailed below.

Add Additional Verification Options:

Microsoft gives you the ability to configure multiple verification options on your account. You do not need to configure all of them. However, it is recommended to setup at least two options. To add another form of verification, click on "**Add security info**" on the bottom of the page. You may need to log back into https://aka.ms/setupsecurityinfo. Once logged in, click on "**Add security info**" from the bottom of the page. A dialog box will appear with following verification options:

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Adding an Alternate Phone:

To add an additional phone, select "**Alternate phone**" from the list of security options. This will now bring up another dialog box to fill out.

A To setup your phone, you will need to select your Country/region and specify your phone number. Once done, select the radio button to either have Microsoft call you and verify by selecting the # key(cell phone or Land line) or text you(cell phone) the verification code. When you are done, click "**Next**" **See Item 9 for more detailed instructions** .

Adding the Microsoft Authenticator as an Additional Verification Option

The following link to instructions is helpful to those who have already authenticated and are able to access their email, and who want to add another form of authentication.

How To Set-Up MFA With the Microsoft Authenticator App
https://portal.salve.edu/mysalveinfo/officeservices/informationtechnology/help_desk/
Documents/How%20to%20Set-up%20Multi-Factor%20Authentication%20for%20for%20your
%20Salve%20Account%205.pdf?Web=1
You may need to log back into https://aka.ms/setupsecurityinfo. Once logged in, click on "**Add security info**" from the bottom of the page. Select "**Authenticator app**" from the list.