



Setting Up & Using Multi-Factor Authentication

What is Multi-Factor Authentication?

Multi-Factor Authentication (otherwise known as MFA or 'two-step verification') is a security feature included with Office 365 that protects your Office 365 account. MFA effectively makes it more difficult for hackers to access your account, thus providing a further layer of protection for your data. MFA differs from using only a traditional username and password in that it also requires confirmation of the device that you are accessing your account from.

The two methods that are commonly used to prove your identity, these are your username and password along with a second step which is a unique item that you have (e.g. Mobile Phone).

Let's say you're going to sign into your GAA account, and you enter your username and password. If that's all you need then anybody who knows your username and password can sign in as you from anywhere in the world! When logging in with MFA, you must supply your username/password AND additionally prove that you are in possession of a trusted device (i.e. Mobile Phone.)

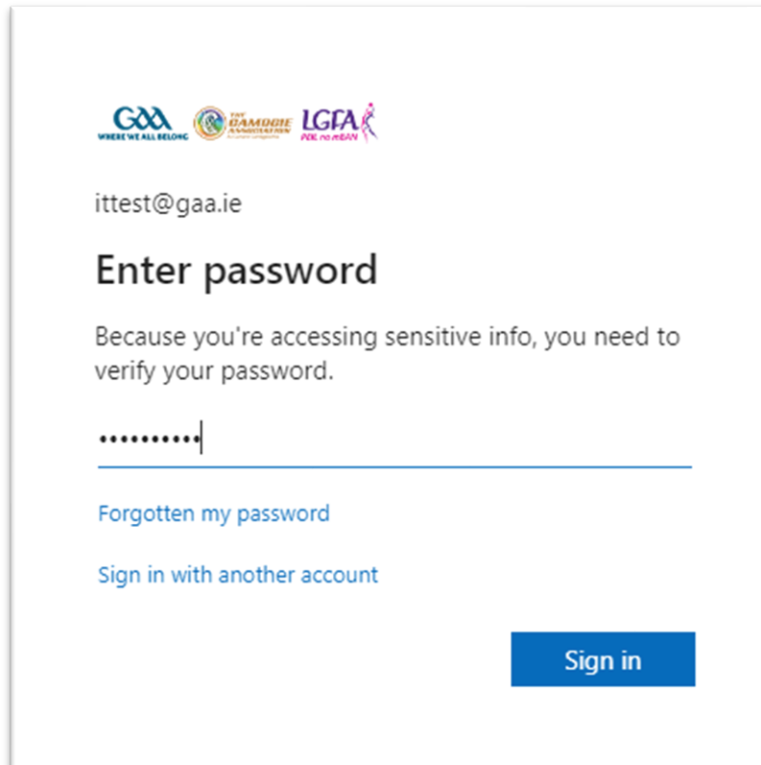
Due to the ongoing threat of internet-based data breaches, it is now a requirement that MFA is enabled when accessing Office 365. This means that you will be required to set up MFA if you are accessing Office 365 emails accounts or applications.

In the below sections the IT Department have set out simple steps to follow when setting up and using the authenticator app on your trusted device. The authenticator app is used as the second factor for accessing your account. It is recommended that the app be downloaded onto a mobile

Setting up the Authenticator app:

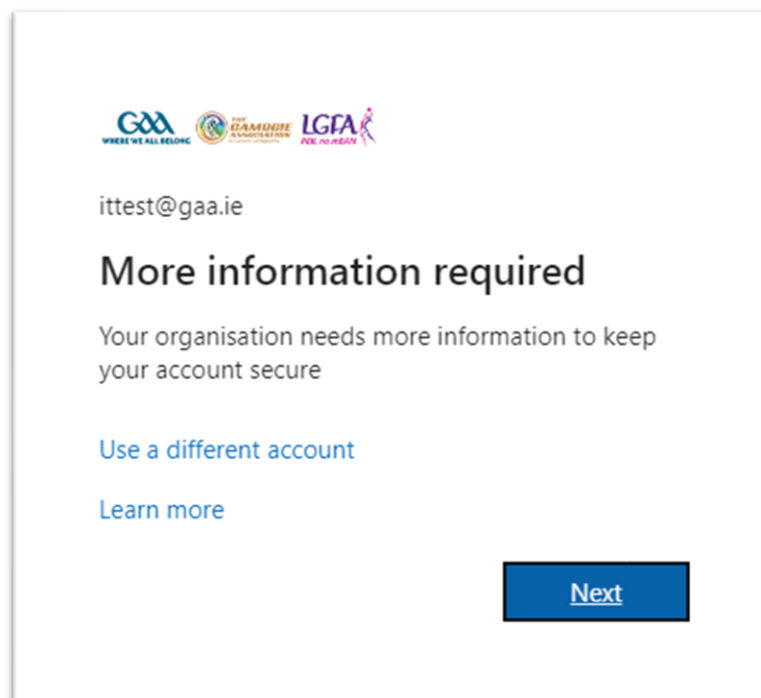
Note it's advised to go through these steps when using your mobile device as it simplifies the process.

Step 1: Sign into [Office 365](#) using your email address and password as normal.



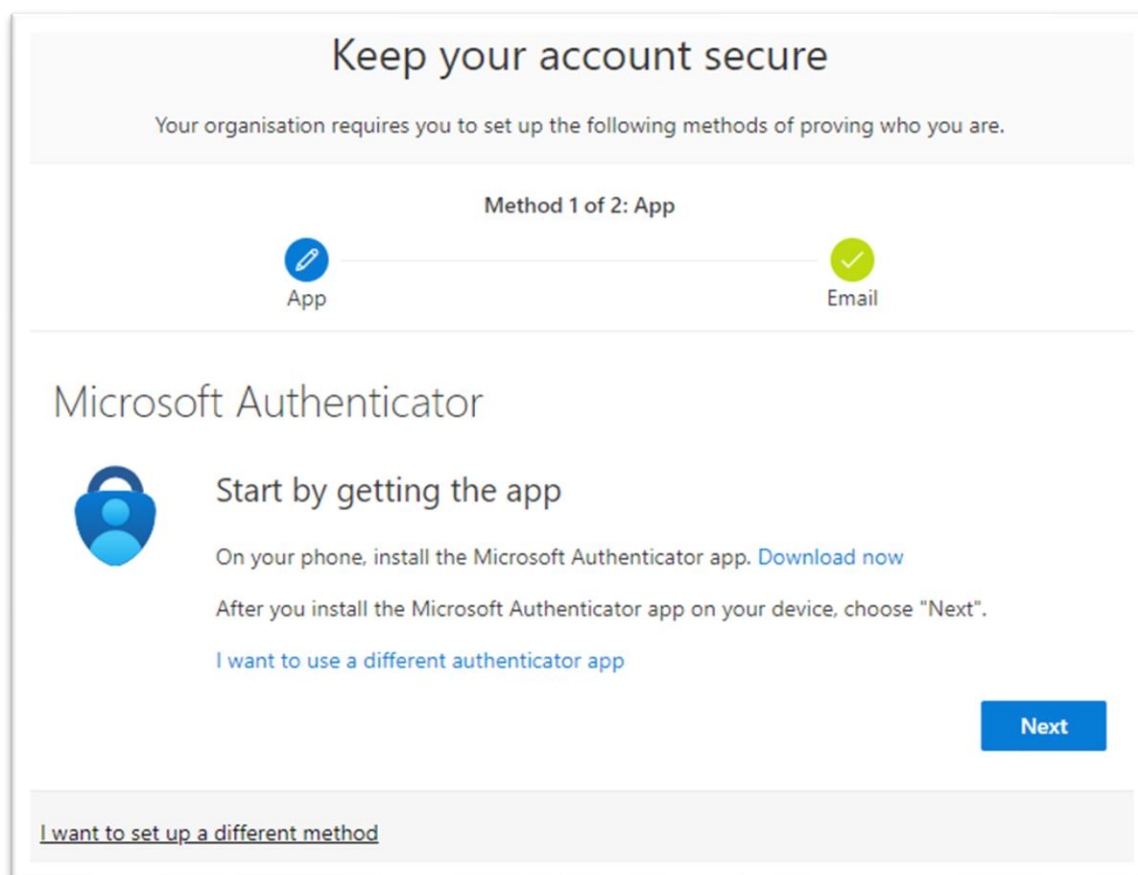
The screenshot shows the Office 365 sign-in interface. At the top, there are logos for GAA (WHERE WE ALL BELONG), THE DAMMIE ASSOCIATION (PEIL na mBAN), and LGFA (PEIL na mBAN). Below the logos, the email address 'ittest@gaa.ie' is displayed. The main heading is 'Enter password'. A message states: 'Because you're accessing sensitive info, you need to verify your password.' There is a password input field with a masked password '.....|'. Below the input field are two links: 'Forgotten my password' and 'Sign in with another account'. A blue 'Sign in' button is located at the bottom right.

Step 2: Once your correct details have been entered you will be prompted to provide more information, click next.



The screenshot shows the 'More information required' page. At the top, there are logos for GAA (WHERE WE ALL BELONG), THE DAMMIE ASSOCIATION (PEIL na mBAN), and LGFA (PEIL na mBAN). Below the logos, the email address 'ittest@gaa.ie' is displayed. The main heading is 'More information required'. A message states: 'Your organisation needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is located at the bottom right.

Step 3: You are then promoted to download the Microsoft Authenticator app.
(When using the phone you are taken straight to this screen. When the user clicks “Download Now”



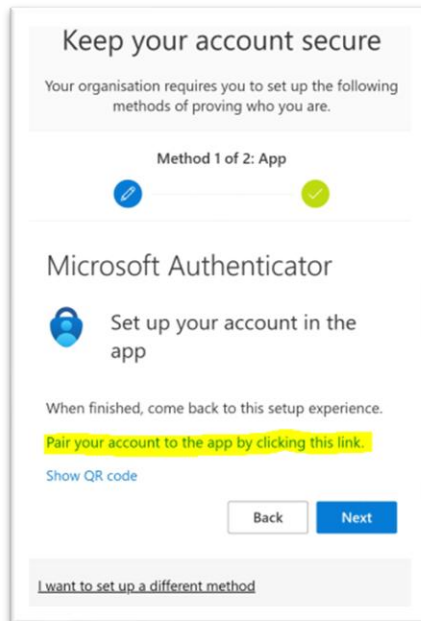
Step 4: Select the “Download Now” option to be brought directly to the download page.
Alternatively, you can use the points below to navigate to the download.

- Google Android. On your Android device, go to Google Play and search for “Microsoft Authenticator App” to download and install the Authenticator app.
- Apple iOS. On your Apple iOS device, go to the App Store and search for “Microsoft Authenticator App” to download and install the Authenticator app.

Step 5: Once you have downloaded and installed the app click next on the prompt from Step 3. *Note: on your phone you may be prompted to allow notifications. Click yes/ allow.*

Step 6: After you install the Authenticator app, follow the steps below to add your account within the app:

1. Open the Authenticator app
2. Select (+) in the upper right corner.
3. Select Work or school account.
4. Sign-in with your username and password
5. Click “Open browser”
6. Again sign-in using your email address and password
7. Select the “Pair your account to the app by clicking this link.”



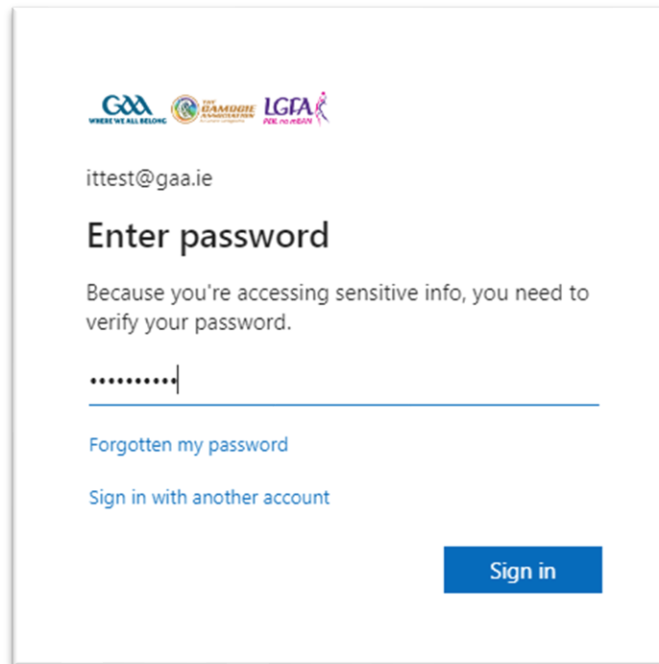
8. Once the “Pair your account to the app by clicking this link” option has been selected your account will automatically sync with the app. *Note: you will now need this device whenever you need to access your account.*

(Terms and conditions appear need to accept these) (Applock is then enabled on the authenticator app)

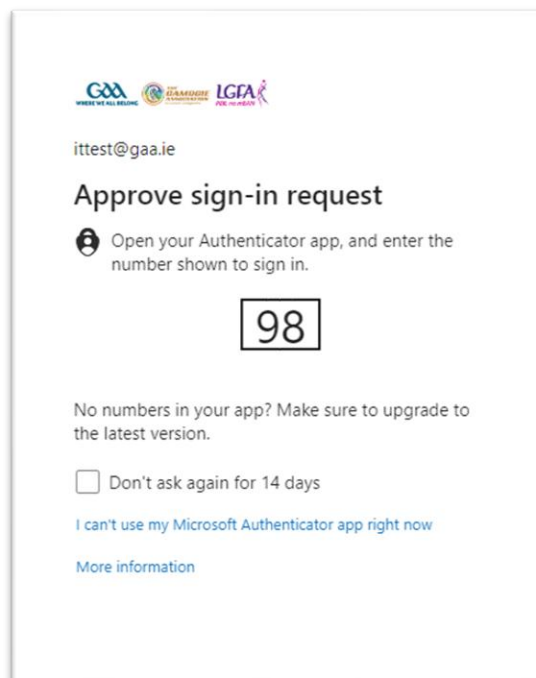
Signing into your account using MFA:

After you have setup the authenticator app you can now use it for signing into your account. Use the below steps to help guide you in the process for accessing your account with MFA.

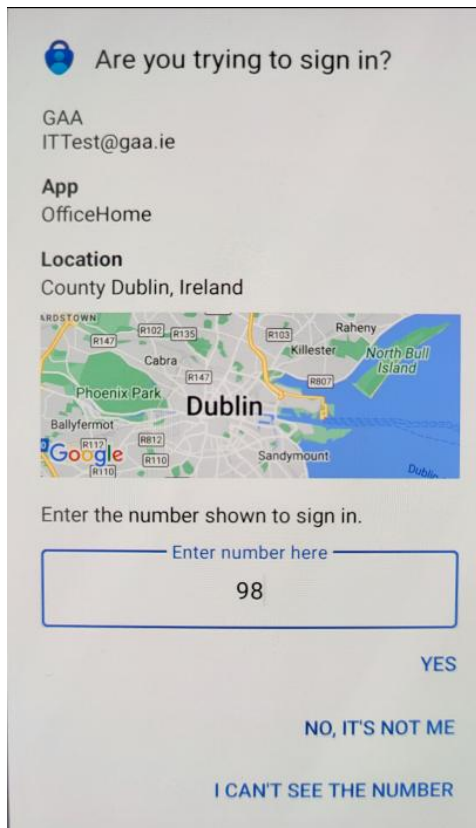
Step 1: Sign into [Office 365](#) using your email address and password as normal.



Step 2: Once you have provided the correct email and password you will then be asked to approve your sign in on your Authenticator app just like below example. Take note to the two-digit code that appear on your notification.



Step 3: On your mobile device you should have received a notification on your authenticator app. The notification should look similar to the below. Enter the two-digit code you would have received from Step 2.



Step 4: Once the correct code has been provided click yes and you will then be automatically granted access to your Office 365 account.

Note: On the app notification it provides you with the Geo-location of the sign-in attempt. Make sure that you are approving a sign-in from a location that you currently are in. If the sign-in is from a different location or you have not been trying to access your account at the time select "NO, IT'S NOT ME".

FAQ:

The link provided below contain some helpful information about the authenticator app and how to use it. Alternatively, please contact itsupport@gaa.ie if you require assistance with installing or using the app.

FAQ Link: [Microsoft MFA FAQ](#)