

Setup 2FA (2 Factor Authentication)

by UTL Support

Why 2FA and what are the benefits.

- *Ever got an email with a link in it ?*
- *Did you click it because it looked important or from a trusted source?*
- *Did it open to a familiar logon page that you do use to open email ?*
- *Did you put your username and password in it .. But it didn't work !*
- This is called a phishing attack.. The site wasn't what you thought it was and now your username and password has been captured by hackers.. Now they can logon to your email and also access all of your work documents !!!!!!!
- Step in 2FA (2 Factor Authentication)...

So what is 2FA ?


- 2FA is an extra layer of security used to make sure that people trying to gain access to an online account are who they say they are.
- First, a user will enter their username and a password. Then, instead of immediately gaining access, you will be required to either approve the request on the Microsoft Authenticator App or enter a code from an alternative authenticator app.


The app and the codes are personal to you. Only you have a access to the codes and only you can approve the request. eStar have no access to the app and don't have a preference to the app that you wish to use.


If you change your phone you may need the 2FA resetting from the ITDept so that you an setup your new phone on the app.


Here's how to setup 2FA....





 3CX Web Client
(Telephone Manuals, etc...)


 Office365 Webmail


 Setup my 2FA

 Change My Password

 Request Help From IT

 Earn £50 for a Referral

 Working From Home (New)

 Setup Guides

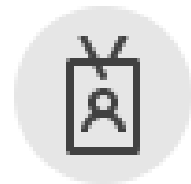
My Links
[Login to WebApps](#)

On the intranet page click on :
"Setup my 2FA"

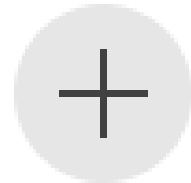


You will need to logon with
your work email and password

Pick an account



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Use another account


My Sign-ins

-  Overview
-  **Security info**
-  Organisations
-  Devices
-  Privacy

You will be taken to the "Security Info" page. Press "Add Method"

Security info

These are the methods you use to sign in to your account or reset your password.

 Add method

No items to display.

Lost device? [Sign out everywhere](#)

Add a method



Which method would you like to add?

Now select :
"Authenticator App"

Choose a method



Authenticator app

Phone

Alternative phone

Email

Office phone

Add a method



Which method would you like to add?

Click Add

Authenticator app



Cancel

Add

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

Once you've installed the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Do you already use or want to use an alternative Authentication App to "Microsoft Authenticator App" ?
Such as PingID or Duo ? No problem Click above.

Do you have the
"Microsoft Authenticator App"
installed on your phone ?

YES : Click Next

NO : Please download it from App Store / PlayStore

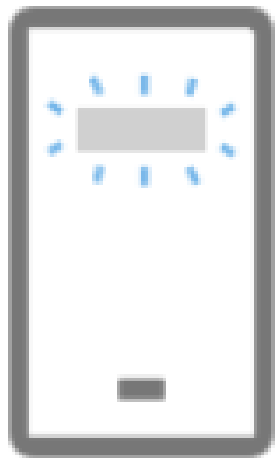
Cancel

Next

Microsoft Authenticator



Open the "Microsoft Authenticator App"
on your phone and click Next



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app to your account.

Once you've scanned the QR code, choose "Next".



Can't scan image?

In the "Microsoft Authenticator App"
on your phone and click + (Top Right) :

Select "Work or school account"
Select "Scan QR code"

(If asked to give permission for camera access say yes)

Point your phone's camera at the QR Code (shown on the left)
Once the screen changes on your phone click Next...

Back

Next

Microsoft Authenticator



 Notification approved

On the “Microsoft Authenticator App”
You will get a prompt asking you to Approve ...
Click Approve and you will see this “Notification approved” screen.
Click Next.....
(If this doesn't work then please start again)

Back

Next

Security info

Click the "Set default sign-in method" and select ...

These are the methods you use to sign in to your account or reset your password.

[Set default sign-in method](#)

+ Add method



Microsoft Authenticator

Delete

Lost device? [Sign out everywhere](#)

Change default method



“Microsoft Authenticator - notification”
and click Confirm

Which method would you like to use to sign in?

Microsoft Authenticator – notification



Back


Confirm



Now every time you are asked to “Approve” your sign-in request you will be prompted on your phone to “Approve” it.
This is known as 2FA (2 Factor Authentication)

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Approve sign-in request

-  Open your Microsoft Authenticator app and approve the request to sign in.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)