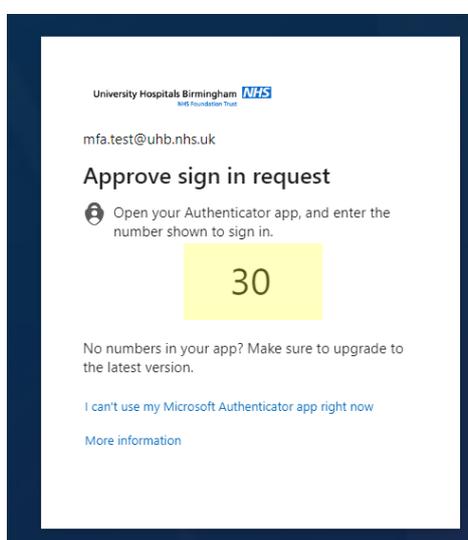


How to use multi-factor authentication (MFA) to access Office 365 and Outlook

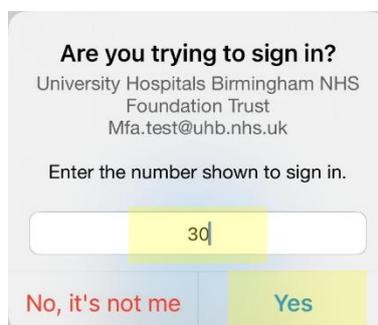
- **Prerequisites** – You will need to ensure you have registered.
- If you are working from a UHB location, you will not be prompted to use MFA. (If you are prompted, please see guide “**suspicious sign-in attempt**” guide).

Post enforcement you will be requested to authenticate every 30 days when off the Trust site.

1. You will be prompted with an “**Approve sign-in request**” window, where you are presented with a number.



2. Enter the same number into your Microsoft Authenticator app (on your smartphone) and click “Yes”.



You are now able to access Microsoft 365