Multi-Factor Authentication Setup User Guide

1. Use the following link for Office 365: https://www.office.com/

2. Enter your Ranken email address on the screen prompt and click on the <Next> button.
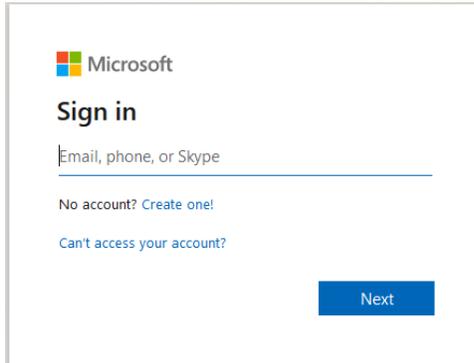
3. On the next prompt, enter the same password used for Inside Ranken.
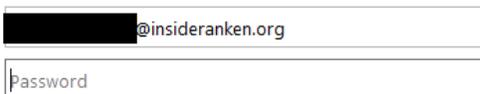
4. Click on the <Next> button and an "Additional Security Verification" window will appear.

5. Choose your authentication method
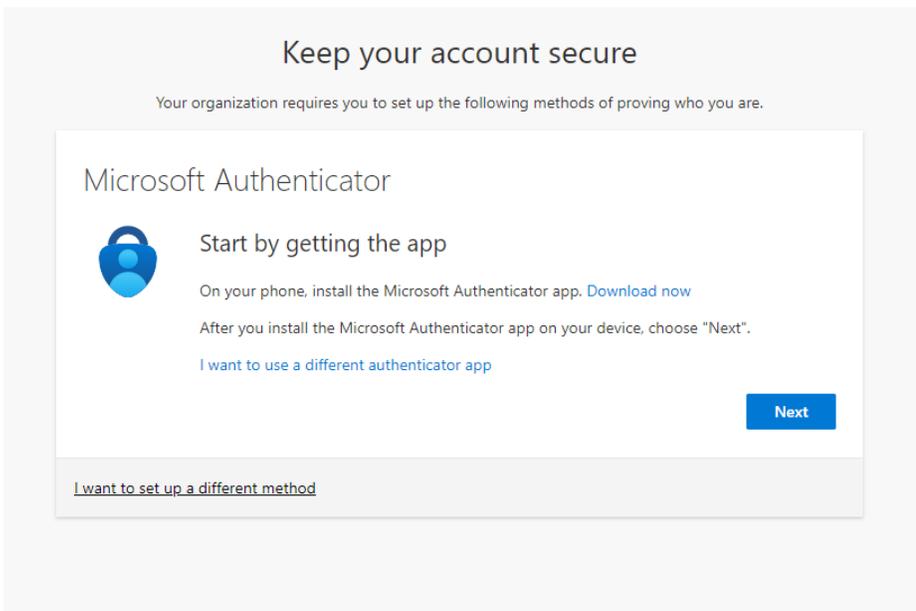
1. <u>Microsoft Authenticator Mobile App</u> –
   A. Download and use an authenticator app to get either an approval notification or a randomly generated approval code for two-step verification. Select Set "Download now" to get the app downloaded to your phone. Or use the link below

GET IT ON Google Play		https://play.google.com/store/apps/details?id=com.azure.authenticator
Download on the App Store		https://apps.apple.com/us/app/microsoft-authenticator/id983156458

B. Once the app is downloaded on your phone, select Next on the below screen.
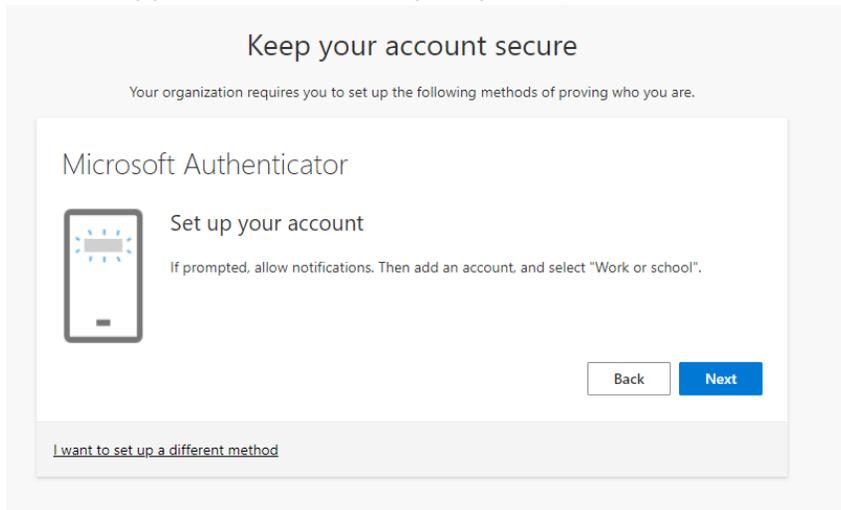
C. Open the Authenticator app and scan the QR Code on the screen.
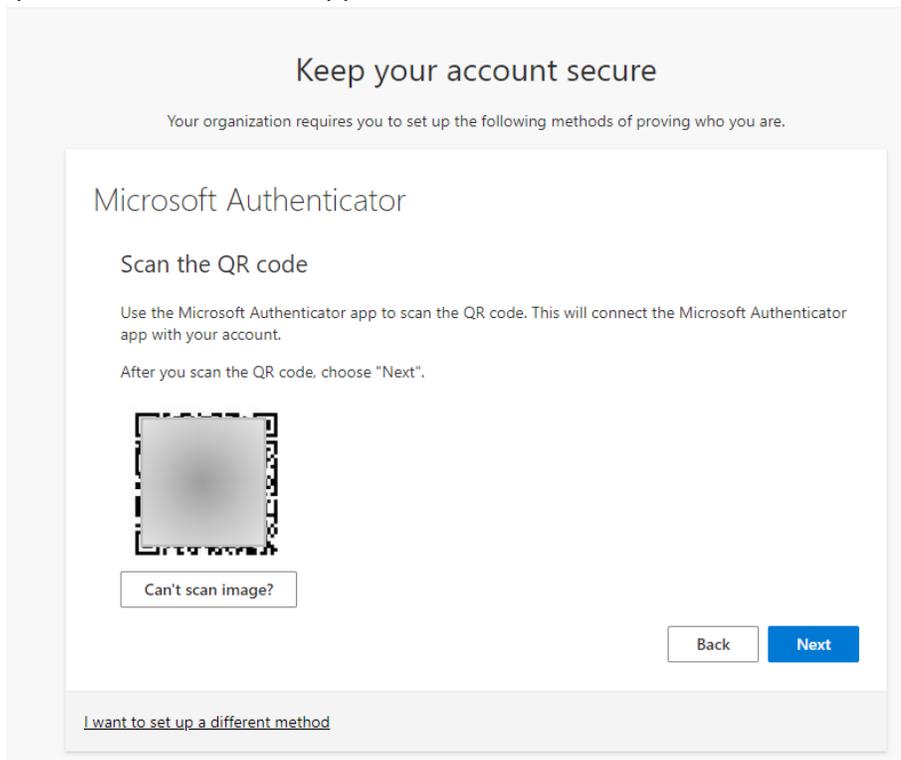
2. <u>Authentication by Phone</u> –
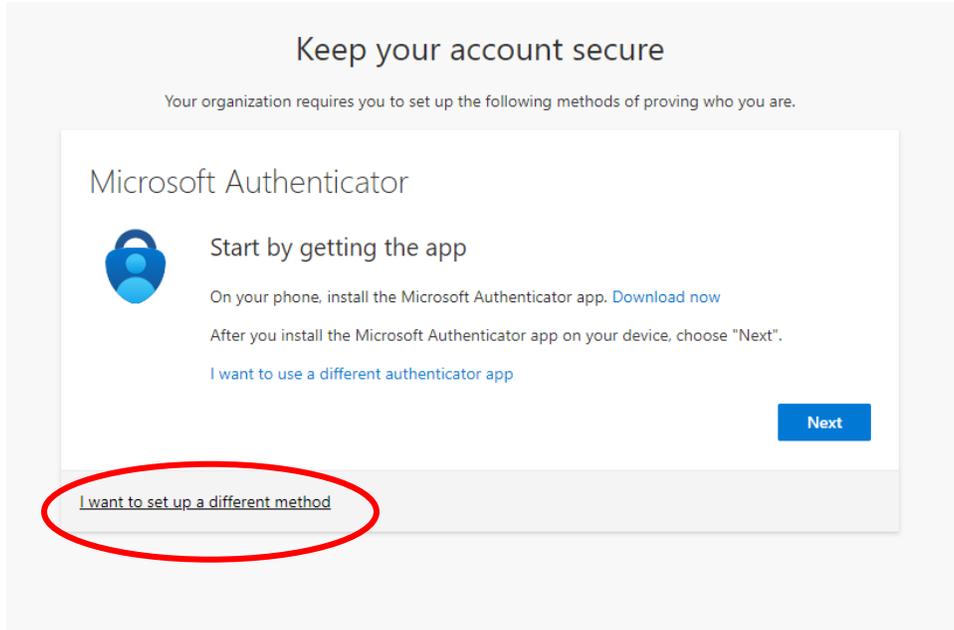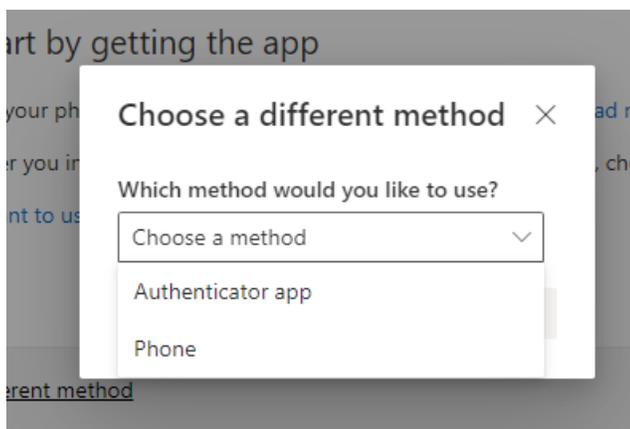   A. Select "I want to set up a different method" at the bottom of this screen.

   B. Select "Phone" from the drop-down menu.

   C. Enter your contact telephone number including area code. Note: you can change the mobile number by backspacing over the telephone number and typing in a new telephone number.
   Click on the drop-down arrow to select one of the two **Methods** available
   D. <u>Method: Send a code by text message</u> – by clicking on this option, it allows the user to receive a 6- digit code via SMS to be keyed into verification screen. (Note: data rates will apply.)
   E. <u>Method: Call me</u> – by clicking on this option, Microsoft will call you at the phone number listed. The phone call will come from **Microsoft - 8553308653 (Do Not Block) – Add to contacts.** When Microsoft calls, the user needs to press the pound key "#" to be verified

6. Once you choose your method and enter the required information, click Next to Verify your account.