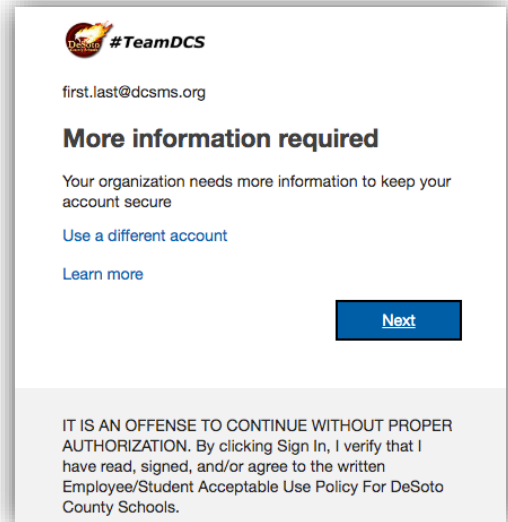
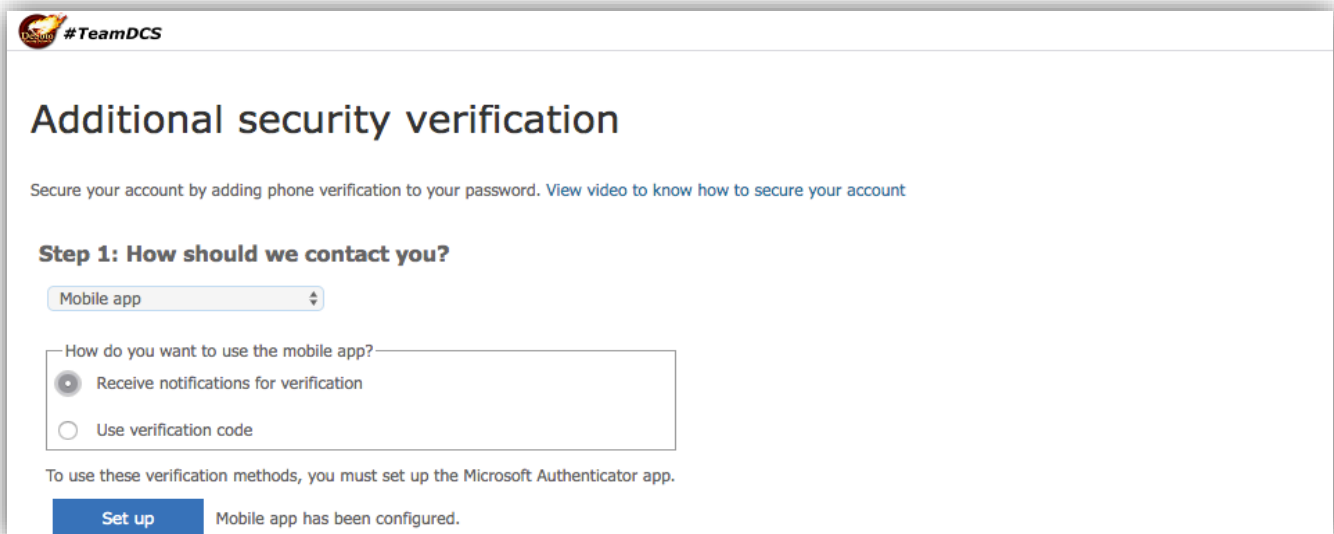


Setting up Multi-Factor Authentication (MFA) App

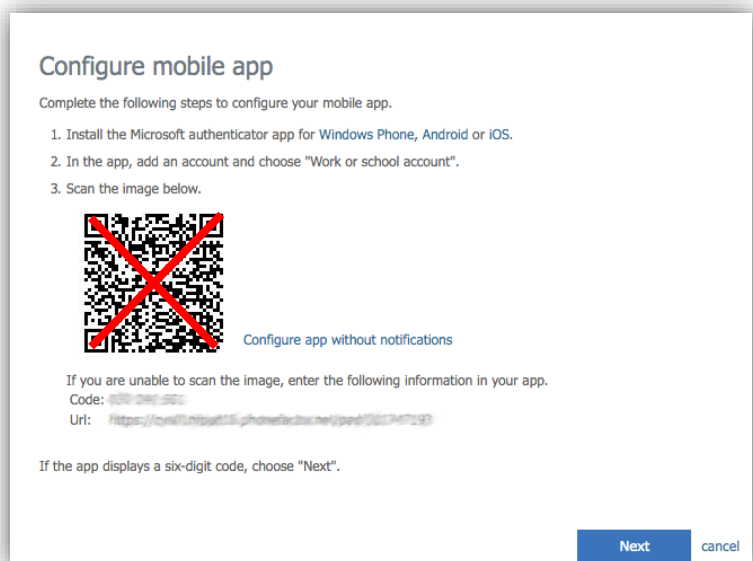
When you type in your username and password, the next screen looks like this.... Click Next.



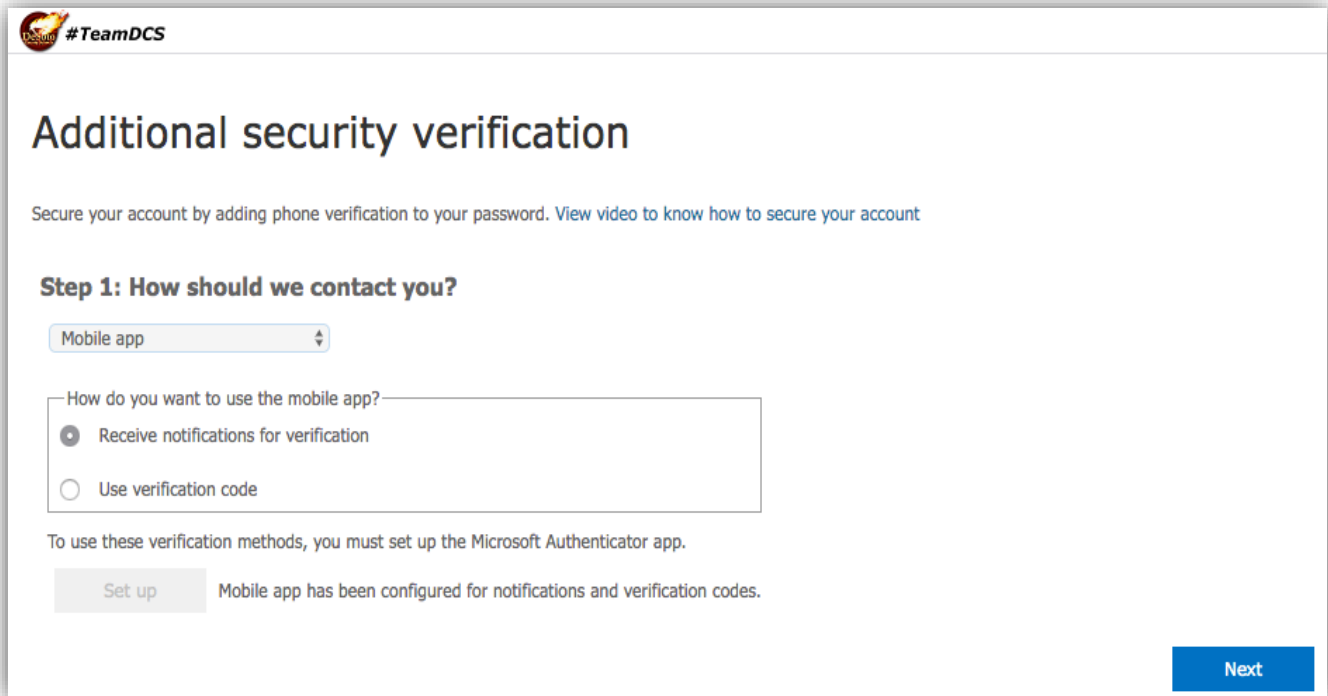
Click the drop-down box and select **Mobile app**, click the radio button for **Receive notifications for verification**, and click **Set up**.



Follow the step-by-step instructions on the screen. If you can not scan the image, the screen will display a Code & Url unique to your account. When the app displays the 6-digit code, click **Next**.



The system will “Check activation status...” and then state the mobile app has been configured for notifications & verification codes. Click **Next**.



#TeamDCS

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured for notifications and verification codes.

Next

The mobile app will pop-up a notification asking if you want to **Allow/Approve** or **Deny** the request to log-in.

On the next screen, you are prompted to enter your mobile phone number as a backup form of contact if you lose access to the mobile app.

If you want to watch a video of these steps. Please view the following video from Microsoft.

<https://youtu.be/uWbkLu14g30>

If you receive an app request that you DID NOT initiate, then **Deny** the request and **Report** it as fraud in the app pop-up box.



Outlook Mobile App

You will need to download the Outlook Mobile App from the [Apple App Store](#) or [Google Play Store](#) to access your work email from this point forward.

The native Mail app on your phone/tablet will no longer support your work email account. You can continue to use the native Mail app for your personal email accounts.