Office 365 Multifactor Authentication Enrollment

Ministry of SaskBuilds and Procurement

This overview document below is for Multifactor Authentication Enrollment all Office 365 services.

Multifactor Authentication Enrollment and Management

- Multifactor Authentication (MFA) is required to access any Office 365 application from any device outside the Government of Saskatchewan network — such as the Exchange Online email service, the OneDrive individual working drive, or the SharePoint Online service.

- MFA is a security feature that confirms your identity to the system when you log in. In addition to logging in using your user ID (e.g. jsmith2@gov.sk.ca), you must choose from three additional identification options available to you outlined below.

- Multifactor Authentication will also be utilized with other Office 365 services as they are implemented.
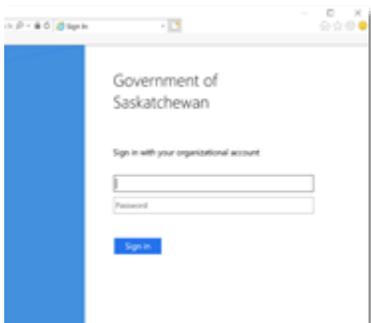
Enrolling in Multifactor Authentication

1. Open a new tab or window. Navigate to https://account.activedirectory.windowsazure.com/proofup.aspx. You should now be presented with a Microsoft "Sign in" page as below:
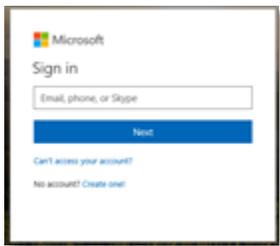
Please note that when prompted on the next screen, your Office 365 login ID follows this format: userid@gov.sk.ca, **NOT YOUR EMAIL ADDRESS**, (for example jsmith2@gov.sk.ca, **NOT** John.Smith@gov.sk.ca). Your password will be the same as your current Windows logon password. Enter your user ID and press "Next."

2. This will transfer you to a Government of Saskatchewan login screen.

Enter your Office 365 user ID as above (i.e. jsmith2@gov.sk.ca) and your Windows password and press "Sign in."

Saskatchewan

Office 365 Multifactor Authentication Enrollment

Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

Ministry of SaskBuilds and Procurement
This overview document below is for Multifactor Authentication Enrollment all Office 365 services.

3. You will now be required to set up one additional step of verification. Click on "Set it up now."
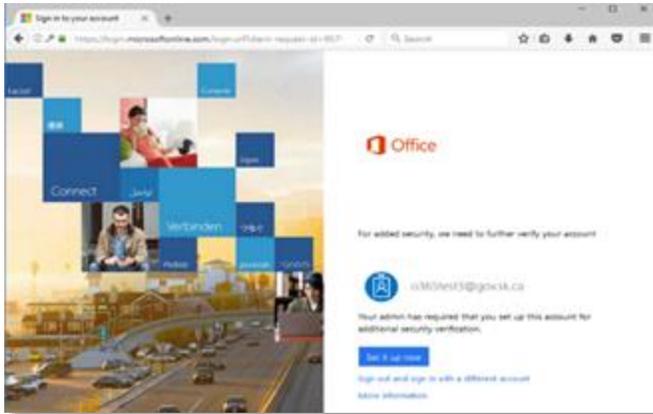
4. At this point you will be prompted to select a verification method. There are initially three options:

   a. **Authentication Phone (Recommended)**
   This method will generally be a cell phone number (Personal or Government of Saskatchewan). You will be required to select your country code (Canada) and enter your 10-digit mobile number without dashes (i.e. 3334445555). If you select "Authentication phone" you must also select a method.
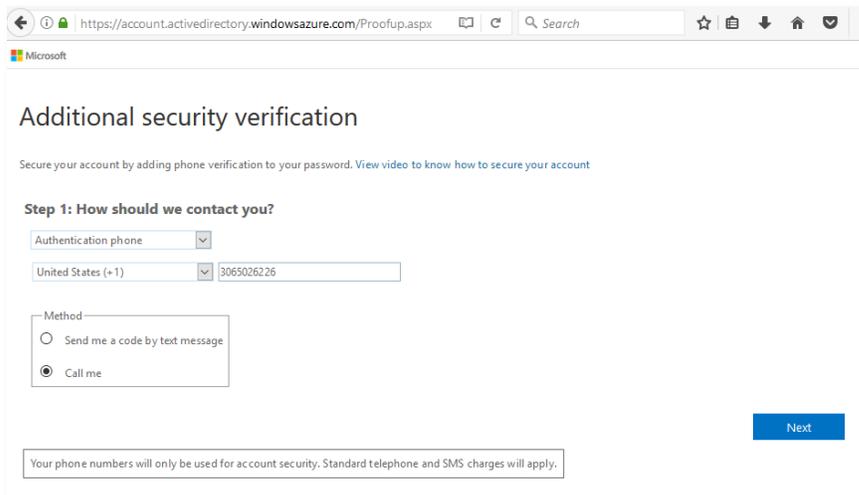
   i. "Send me a code by text message" — This method will send you a six-digit code as a text message.

   ii. "Call me"— This method will call your phone and ask you to press "#" to confirm authentication.

   b. **Office Phone**
   This method will send an authentication telephone call to your office phone number. This field is non-editable and will auto-populate with your office number. If you do not have an office number listed on your Government of Saskatchewan network account, you will not be able to use this option.

   If you require an office number added to your Government of Saskatchewan network account, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000.

Office 365 Multifactor Authentication Enrollment

Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

Ministry of SaskBuilds and Procurement

This overview document below is for Multifactor Authentication Enrollment all Office 365 services.

c. **Mobile app (Microsoft Authenticator)**
This is a mobile application that can be downloaded to your mobile device for either iOS or Android mobile devices. It also has two methods.

i. "Receive notifications for verification" — This method will send a six-digit authentication code through the Microsoft Authenticator App as a notification on your device.

ii. "Use verification code" — This method will provide a rolling six-digit authentication number from within the Microsoft Authenticator App itself.

Once you have selected your verification method and entered any applicable telephone numbers, click "Next," or if you have selected "Mobile app" as your initial method of authentication, press "Set up."

At this point, if you selected "Authentication phone" or "Office phone," you should receive either a telephone call or text message. If you selected "Call me," answer the call and press "#." If you selected "Send me a code by text message," enter the six-digit code sent via text message and this will complete your enrollment for Multifactor Authentication.

If you selected the "Mobile app" as your verification method, please proceed to the "**Microsoft Authenticator Set-Up**" instructions below to download and activate the Microsoft Authenticator App.

NOTE: It is recommended that users set up an additional method of verification as well, just in case your cell phone is lost or you will be away from your office phone. To set up an additional method of verification, refer to the section "**To set up an additional method of verification,**" listed below.

Office 365 Multifactor Authentication Enrollment

Ministry of SaskBuilds and Procurement

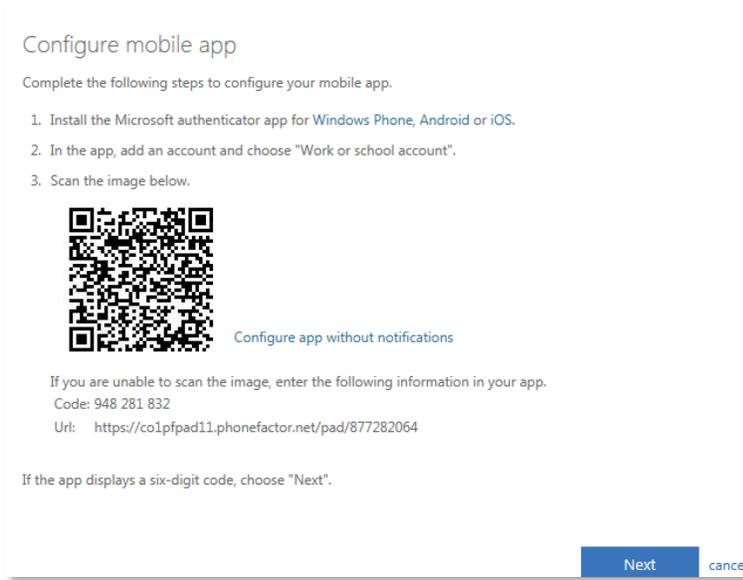*This overview document below is for Multifactor Authentication Enrollment all Office 365 services.*

Microsoft Authenticator Set-up

1. If you have selected "Mobile app" as your authentication method, when you hit "Set up," you will receive a screen as below. This screen contains a QR code, as well as a "Code" and URL address underneath. These will be required to verify the authentication method.

2. Once the above screen is displayed, you will be required to move to your mobile device and download the Microsoft Authenticator App from the Apple App Store or the Google Play store. Search "Microsoft Authenticator" and it should appear (see image below).
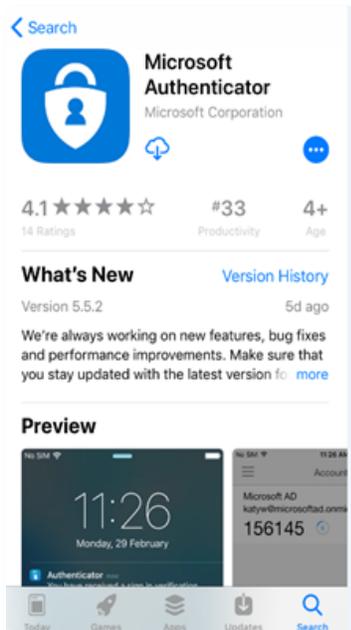
Saskatchewan

Office 365 Multifactor Authentication Enrollment

Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

Ministry of SaskBuilds and Procurement
This overview document below is for Multifactor Authentication Enrollment all Office 365 services.

3. Once the application has downloaded, launch it and you will be prompted to add an account, select "Work or school account."
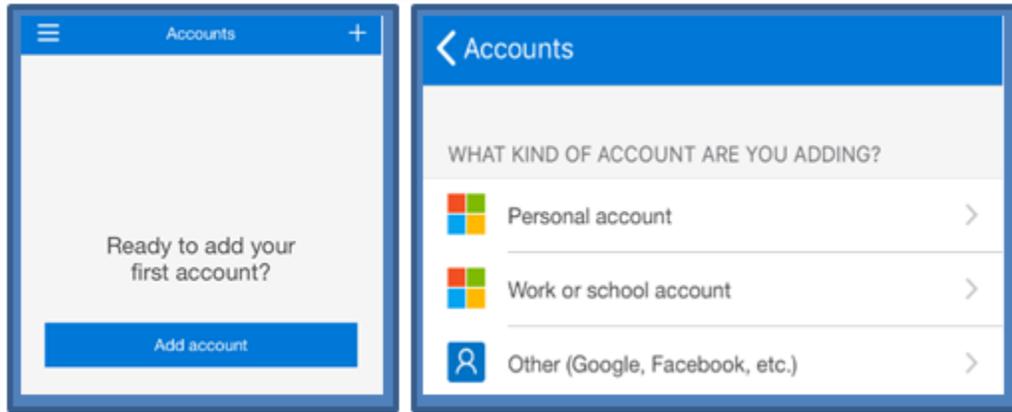
4. The application will then prompt for access to your camera to scan the QR code, or give you the option to skip the QR code and enter the information manually.

    a. If you allow your camera access, next, point your phone at the QR code displayed on your monitor and it should scan and then launch to a screen with a six-digit code.

    b. If you do not allow camera access, it will present you with a screen to enter the code and URL we saw in the "Configure mobile app" screen above. Once the code and URL are entered, the app will then launch to a new screen with a six-digit code. This code changes at 30-second intervals and can be used when you are prompted for verification by Office.com or the Outlook mobile app.
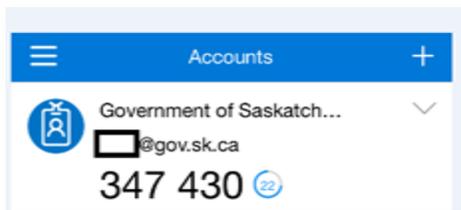
5. Finally, moving back to your "Configure mobile app" screen on your desktop, hit "Next" in the bottom right corner which should confirm enrollment.

Saskatchewan

Office 365 Multifactor Authentication Enrollment

Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

Ministry of SaskBuilds and Procurement

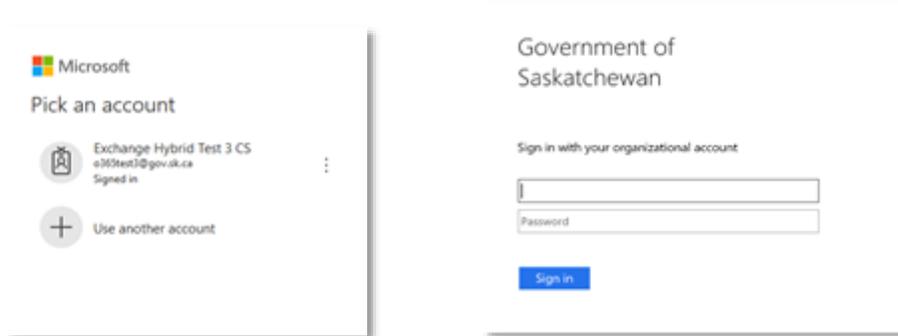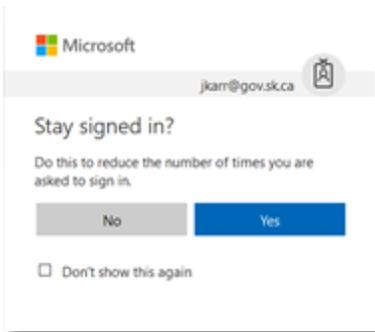*This overview document below is for Multifactor Authentication Enrollment all Office 365 services.*

Change your authentication method or add an additional method of authentication

1. Log in to www.office.com. It will initially request you "Pick an account" and then move to the Government of Saskatchewan sign in page.

Sign in using your Office 365 sign-in and Windows password. You will receive an additional screen asking if you would like to "Stay signed in." Select "Yes," and if you prefer, check off the box "Don't show this again."

2. Once signed in, click on your initials in the top right corner (see arrow below).
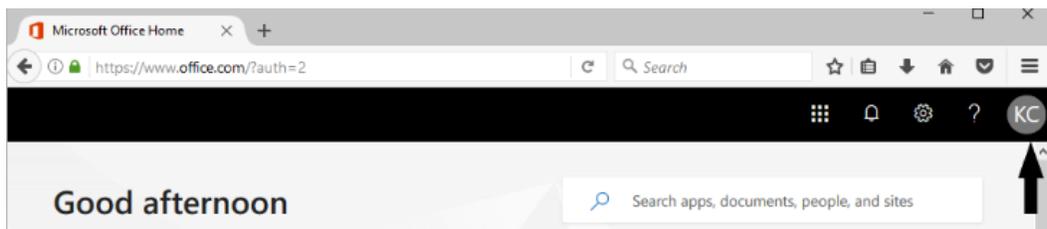
Office 365 Multifactor Authentication Enrollment

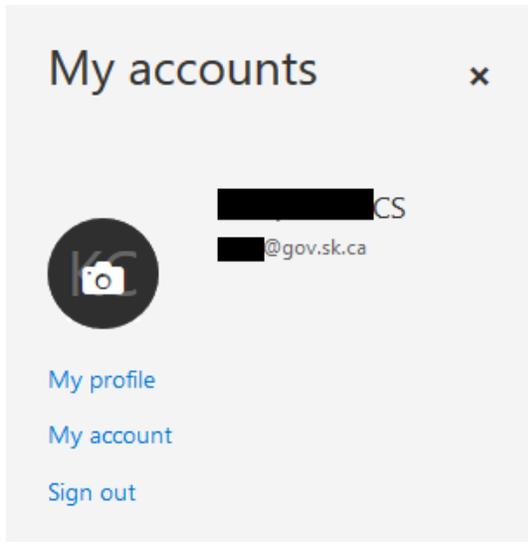Ministry of SaskBuilds and Procurement

This overview document below is for Multifactor Authentication Enrollment all Office 365 services.
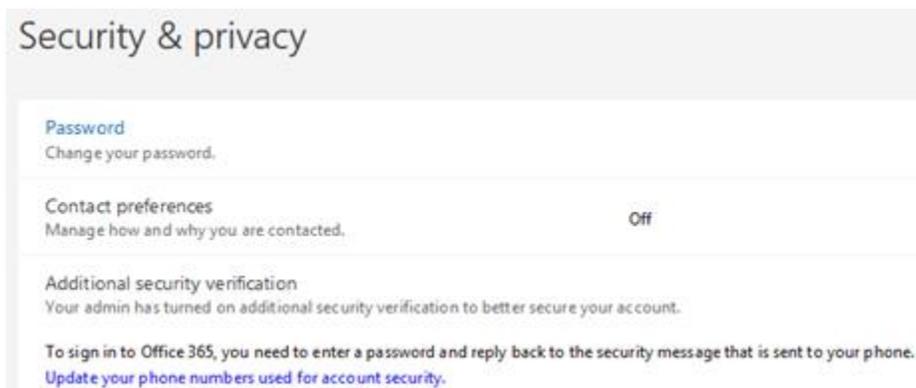
Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

This will open a pane on the right of the window. Select "My account."

3. Click on "Security & privacy" and then "Additional security verification."

This will present a link to "Update your phone numbers used for account security." Click the link.

Office 365 Multifactor Authentication Enrollment

Ministry of SaskBuilds and Procurement

This overview document below is for Multifactor Authentication Enrollment all Office 365 services.
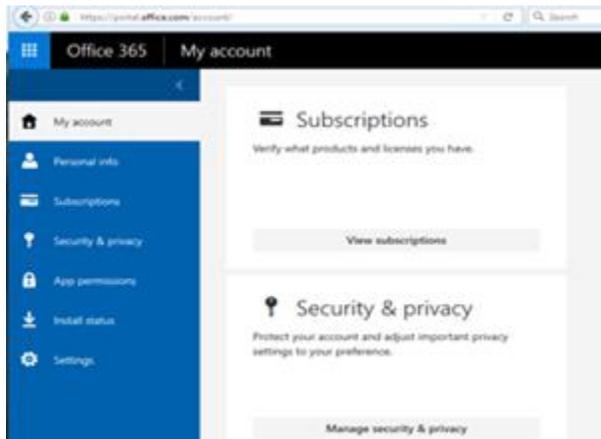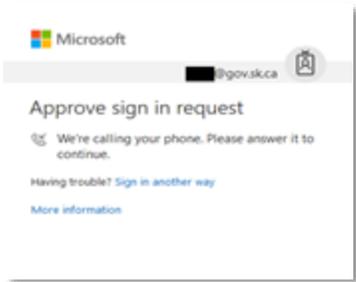
Last revised: January 2020
Last reviewed: January 2020
Next review: January 2021

4. You will be prompted to authenticate again.

Authenticate using the telephone call, text message or Microsoft authenticator code that you set up in your initial enrollment. This will sign you into the "Additional security verification" screen (below).

5. From this screen you can manage your preferred method of verification, set up an slternate authentication phone, or add in the Authenticator app. If this is your first time adding in the Microsoft Authenticator app, you will be prompted to configure the Authenticator app (See **Microsoft Authenticator Set-Up** above). Once you have made the desired changes, click on "Save" to save your changes.

6. **You have now completed Multifactor Authentication registration.**

   If at anytime you have questions or difficulties with enrolling or setting up Multifactor Authentication, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000.

Saskatchewan