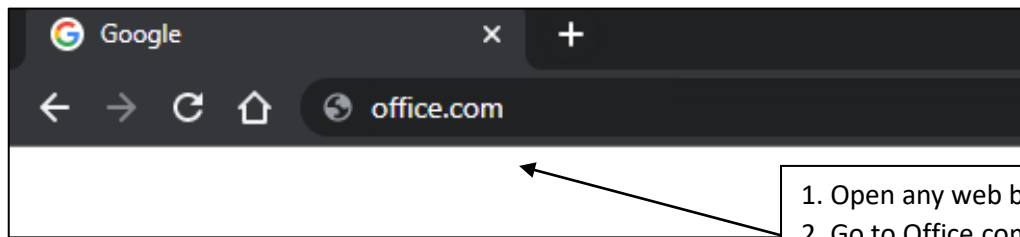


Multifactor Authentication (MFA) Setup Guide

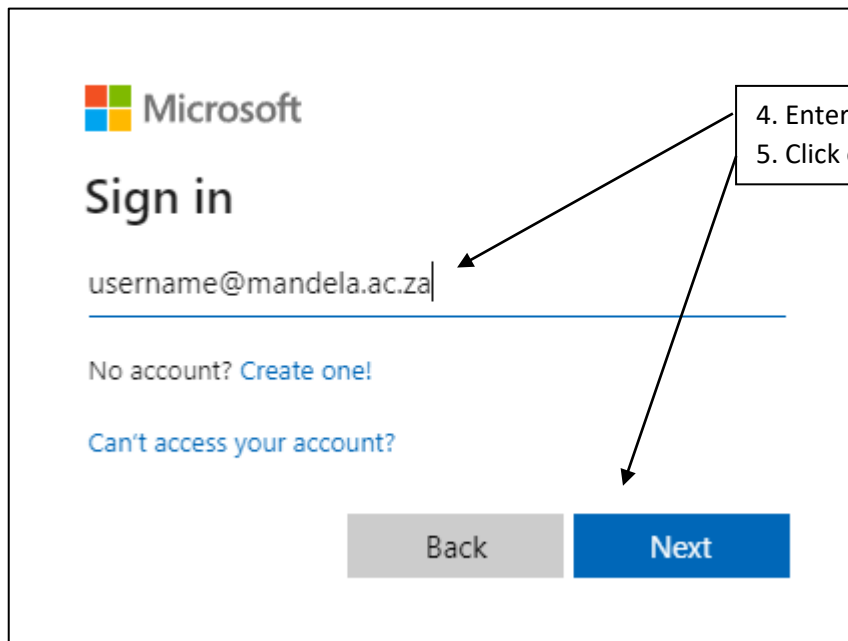
NB: Ensure all Microsoft products are closed before proceeding.



1. Open any web browser
2. Go to Office.com



3. Click on **Sign in**



4. Enter your username@mandela.ac.za
5. Click on **Next**

Nelson Mandela University Office 365

Sign in with your organizational account

username@mandela.ac.za

Password

Sign in

6. Enter your password

7. Click on **Sign in**



██████████@mandela.ac.za

More information required

Your organization needs more information to keep
your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

8. Click on **Next**

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?

Authentication phone

South Africa (+27)

Method

☐ Send me a code by text message

☒ Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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9. Enter your cellphone number

10. Select **Send me a code by text message**

or

11. Select **Call me**

12. Click on **Next**

Additional security verification

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

Step 2: We've sent a text message to your phone at +27 [REDACTED]

When you receive the verification code, enter it here

Cancel

Verify

©2022 Microsoft Legal | Privacy

13. Enter verification code if step 10 was selected.

14. Click **Verify**

Additional security verification

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

Step 2: We've sent a text message to your phone at +27 8 233 1234

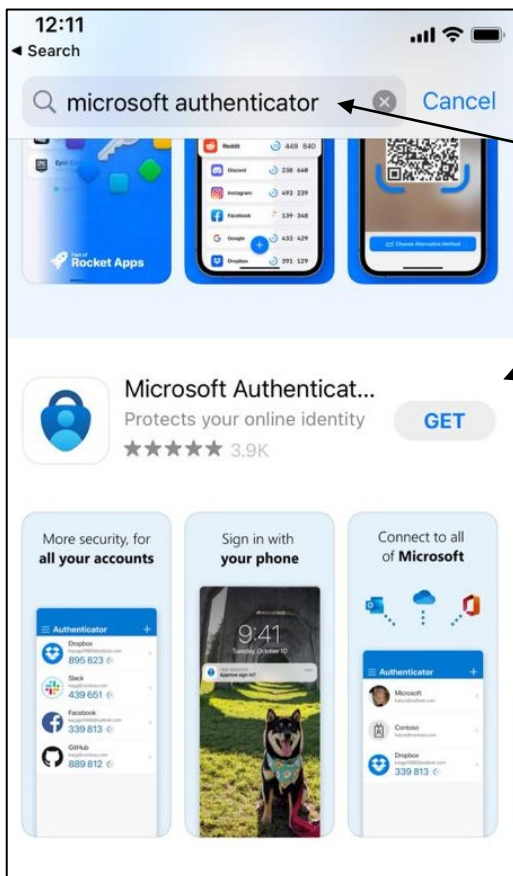
Verification successful

15. Click **Done**

Multifactor authentication is successfully configured.

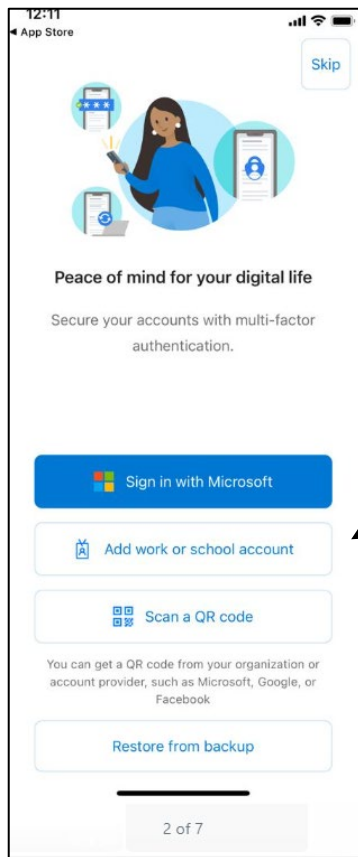
Done

Setup Authenticator App

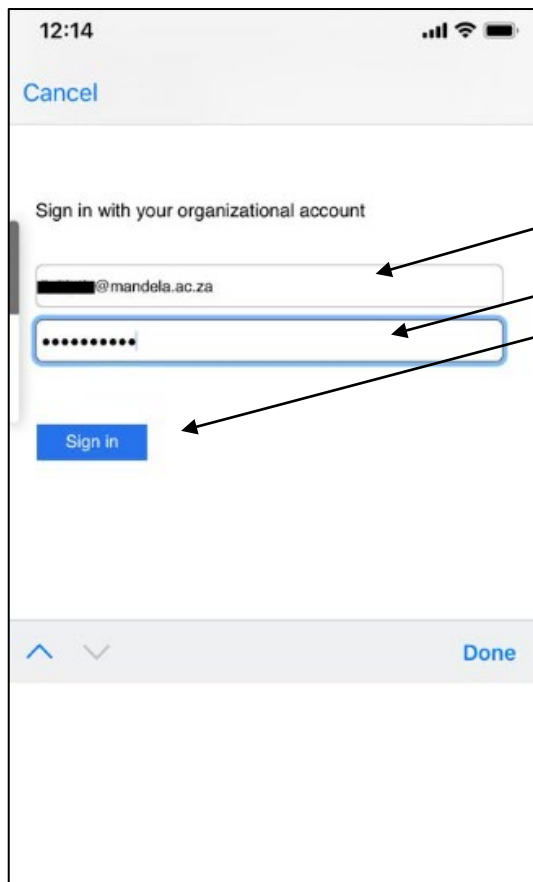


Authenticator app is highly recommended as it provides more options.

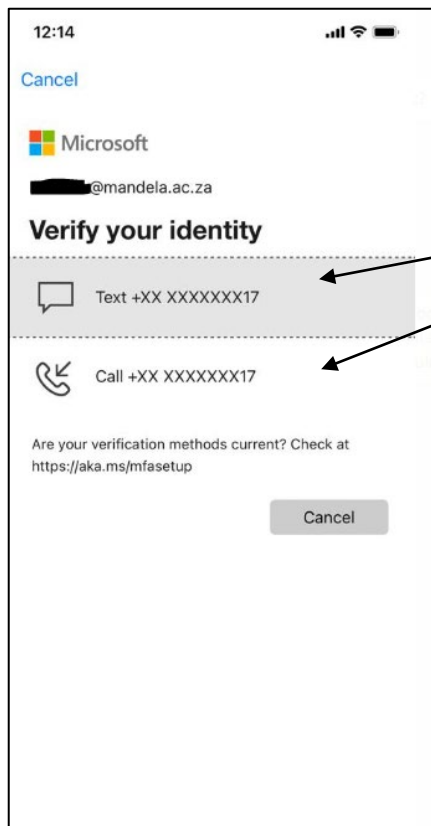
1. Open phone app store
2. Search for Microsoft Authenticator
3. Select **GET**



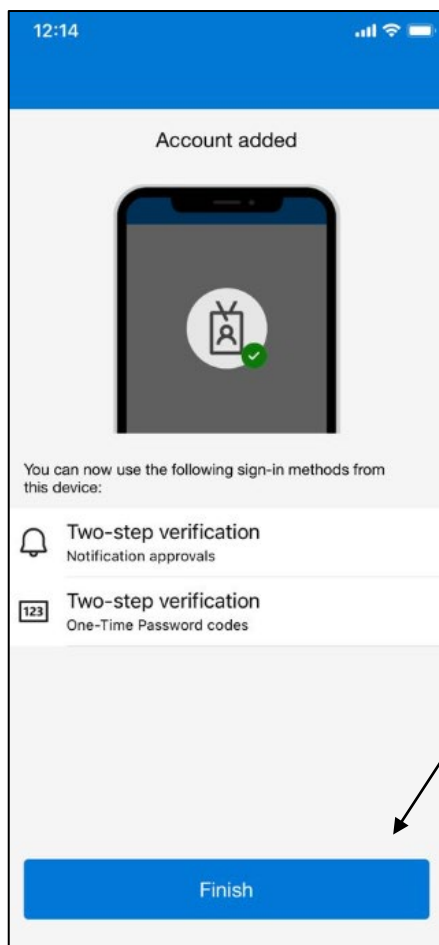
4. Open Microsoft Authenticator after installation
5. Select Add work or school account




6. Enter your username@mandela.ac.za
7. Enter your password
8. Select **Sign in**




9. Select preferred option




10. Select **Finish**


 Microsoft

@mandela.ac.za


Verify your identity



Approve a request on my Microsoft Authenticator app



Text +XX XXXXXXXX17



Call +XX XXXXXXXX17

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

11. When requested to authenticate any Microsoft sign in, Authenticator app will now be an option.