How to Set up Multi-Factor Authentication (MFA) Without an App

Two-factor authentication means you will be required to prove your identity to Office 365 using two factors. The two factors are something you know (your password) and a way to verify your identity via a spontaneous code.

If you are using an Exchange email account for Otterbein email, please delete that account and download the Outlook app instead for your email to be functional after MFA is set up.
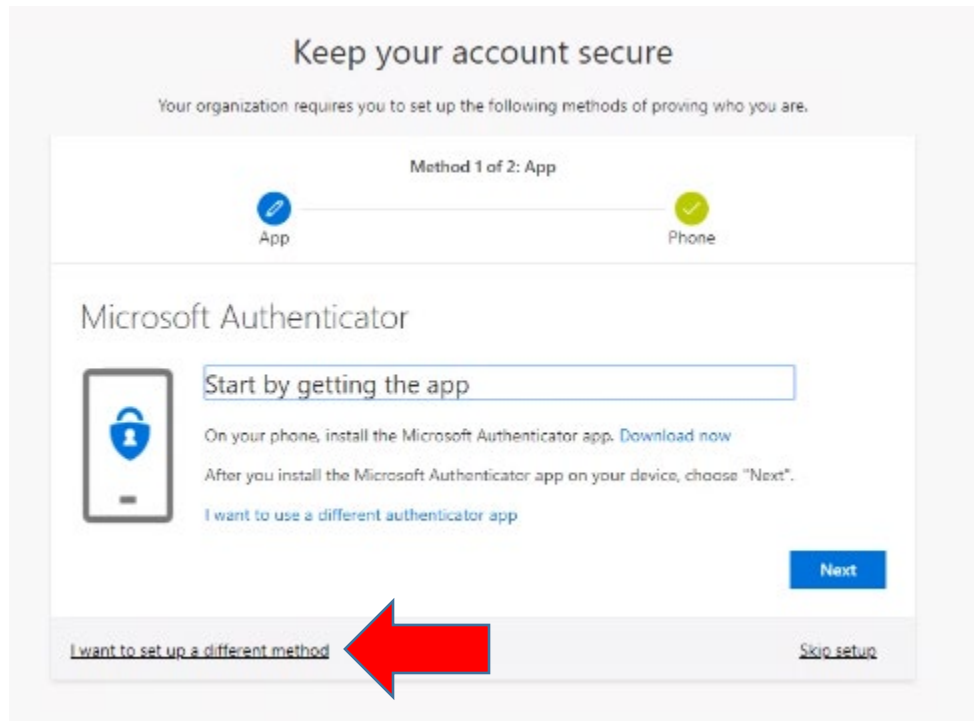
To set up two-factor authentication, you will need:

- **Personal email account**
- **Computer**
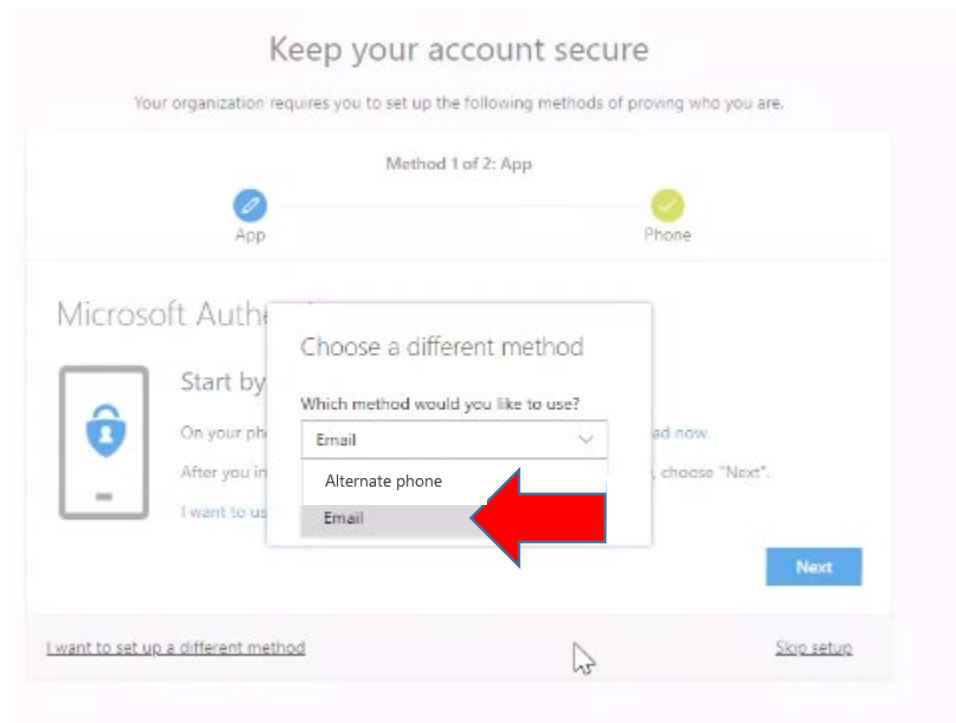- **Phone to receive a call or text**

1. After you log into your Office 365 account at ***office.otterbein.edu***, you will see the following prompt. Select **Next.**
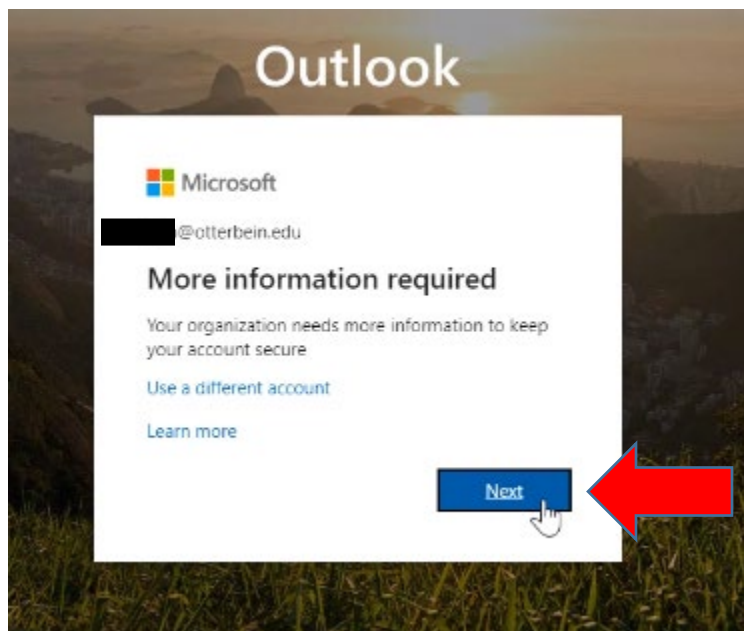
2. On the next screen, select **I want to set up a different method.** Then, select **Next.**

3. Under Choose a different method, select **Email or Alternate Phone.** (For demonstration purposes we are adding email.) Then, select **Next.**

4. Do not use your Otterbein email for this next step or you will receive an error. Instead, type in the address of your *personal* **email** account. Then select. **Next.**

5. Now log into your personal email account to receive your code that will come from **msonlineservicesteam@microsoftonline.com.** Enter the code. Then select **Next.**

6. After entering your code, you will receive notification that your email was successfully registered. Select **Done.**
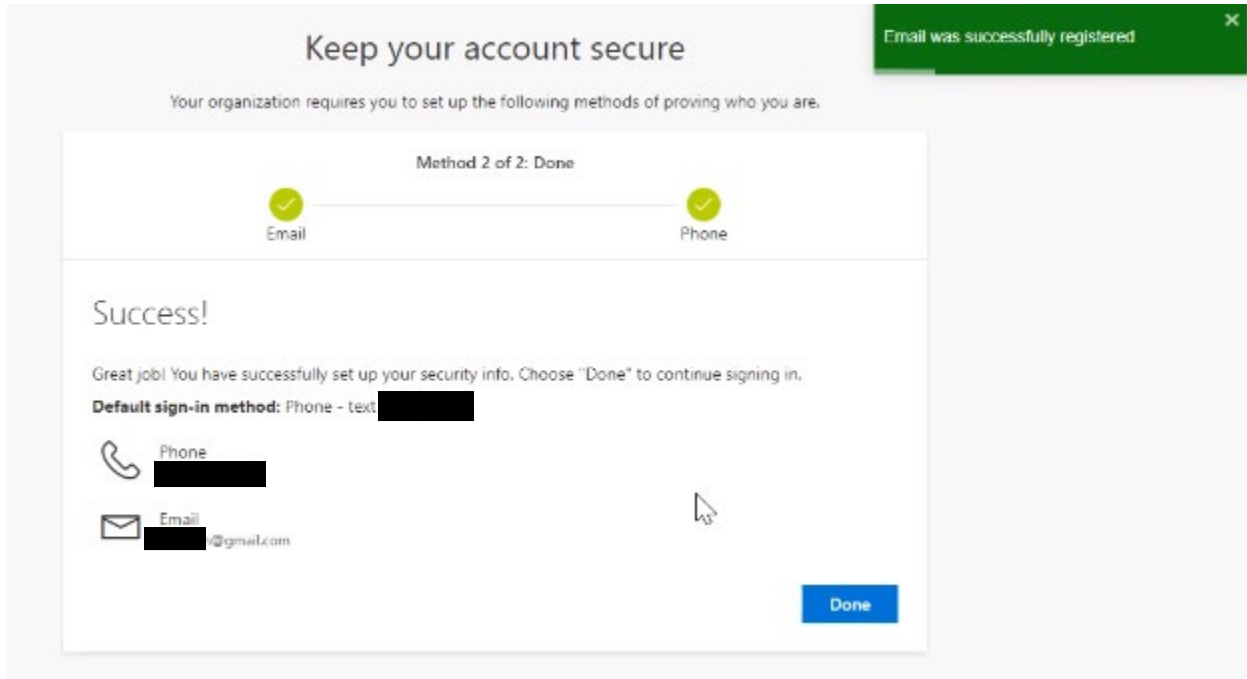
For assistance with setting up multi-factor authentication, please contact the ITS Help Desk at helpdesk@otterbein.edu.