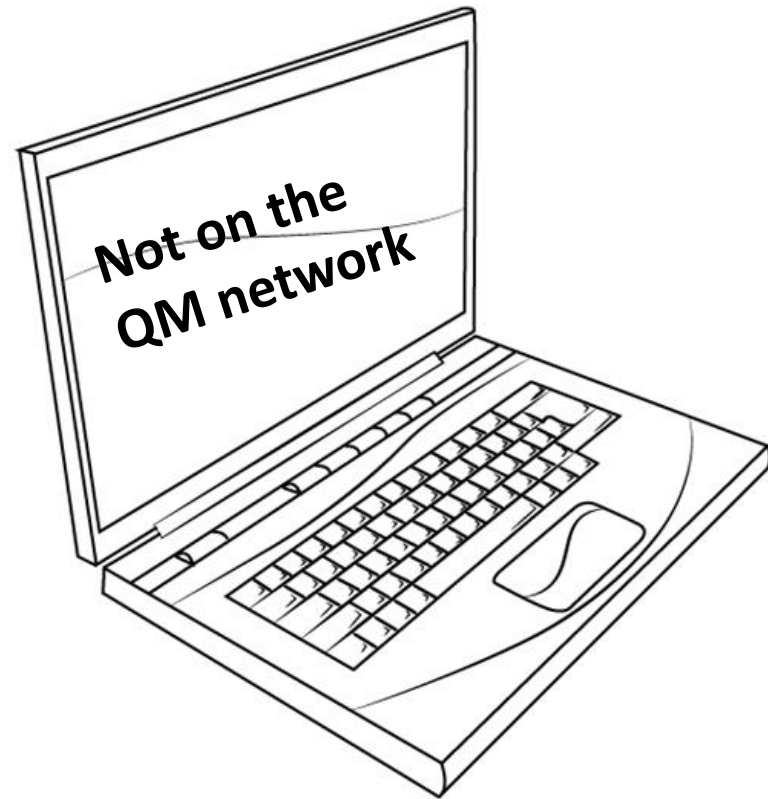
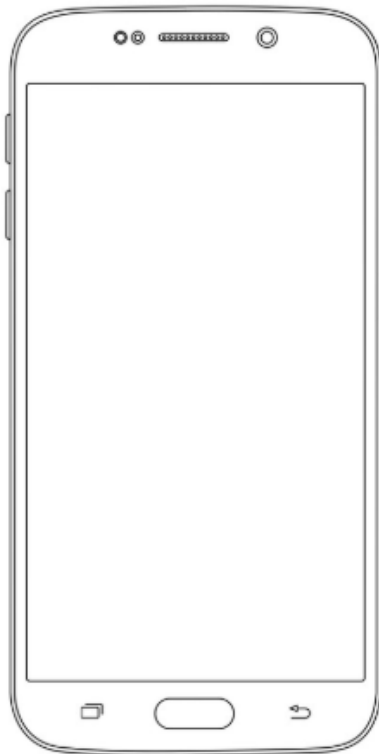


Multi-factor Authentication (MFA)

Multi-factor authentication (MFA), also referred to as two factor authentication (2FA) adds an extra layer of security when accessing some online services. You may already use a form of MFA for online banking or to access your personal email account. At Queen Mary, authentication requires a username and password. As a second factor, for some applications when outside the Queen Mary network, you will use an authenticator app on your mobile or tablet which will generate a one-time code.

To setup Multi Factor Authentication you will need a mobile or tablet and a computer away from the Queen Mary network



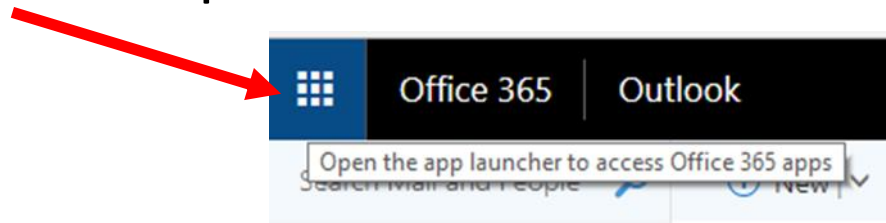
How to enrol for Office 365 multi-factor authentication


- **On a mobile or tablet:**
- Download the **Microsoft Authenticator** app from Google Play store or Apple App Store



How to enrol for Office 365 multi-factor authentication

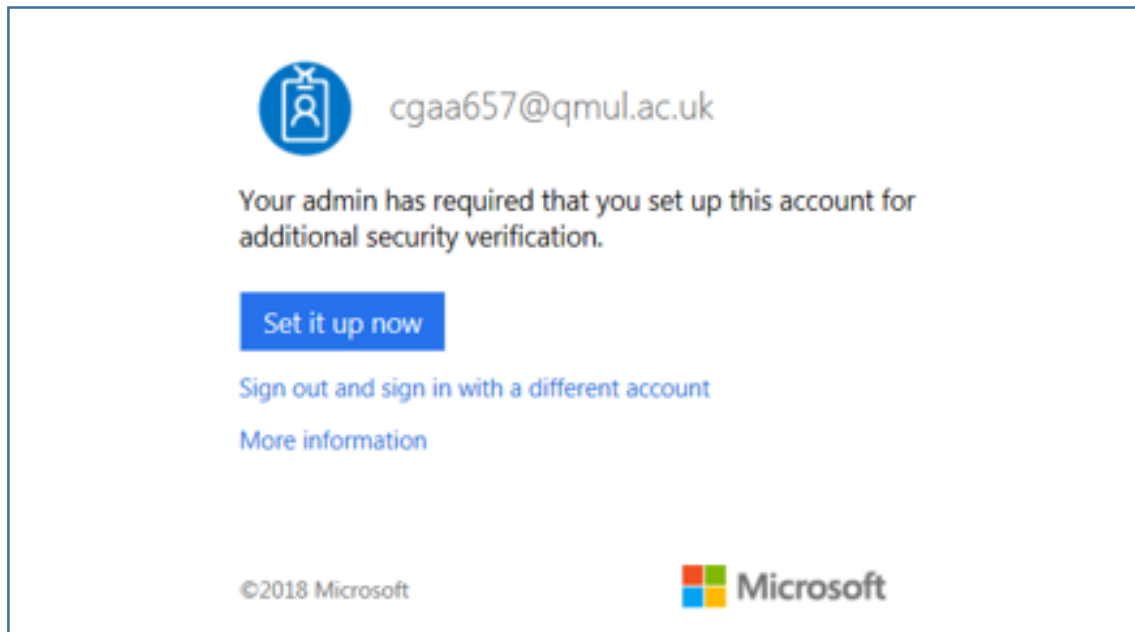
- On your desktop/laptop computer away from the Queen Mary network:
- Open a web browser
- Go to <https://mail.qmul.ac.uk>
- Click here to open 'Launcher'



- Click [All apps](#) → and scroll down
- Click  MyHR
- You will be redirected to the MFA setup page

How to enrol for Office 365 multi-factor authentication

- If presented with the option click 'Set it up now'



- Choose for your second factor of authentication:
The mobile Authenticator app with push notifications
- Choose the option shown in the following screenshot

How to enrol for Office 365 multi-factor authentication

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how 1](#)

Step 1: How should we contact you?

Mobile app ▼

How do you want to use the mobile app?

Receive notifications for verification

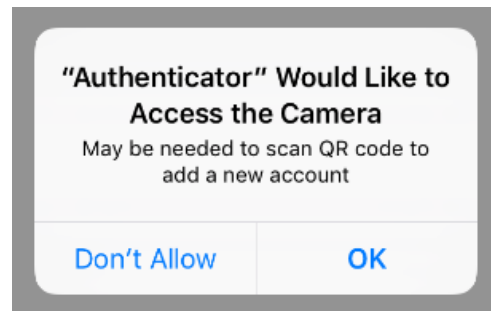
Use verification code

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

[Set up](#) Please configure the mobile app.

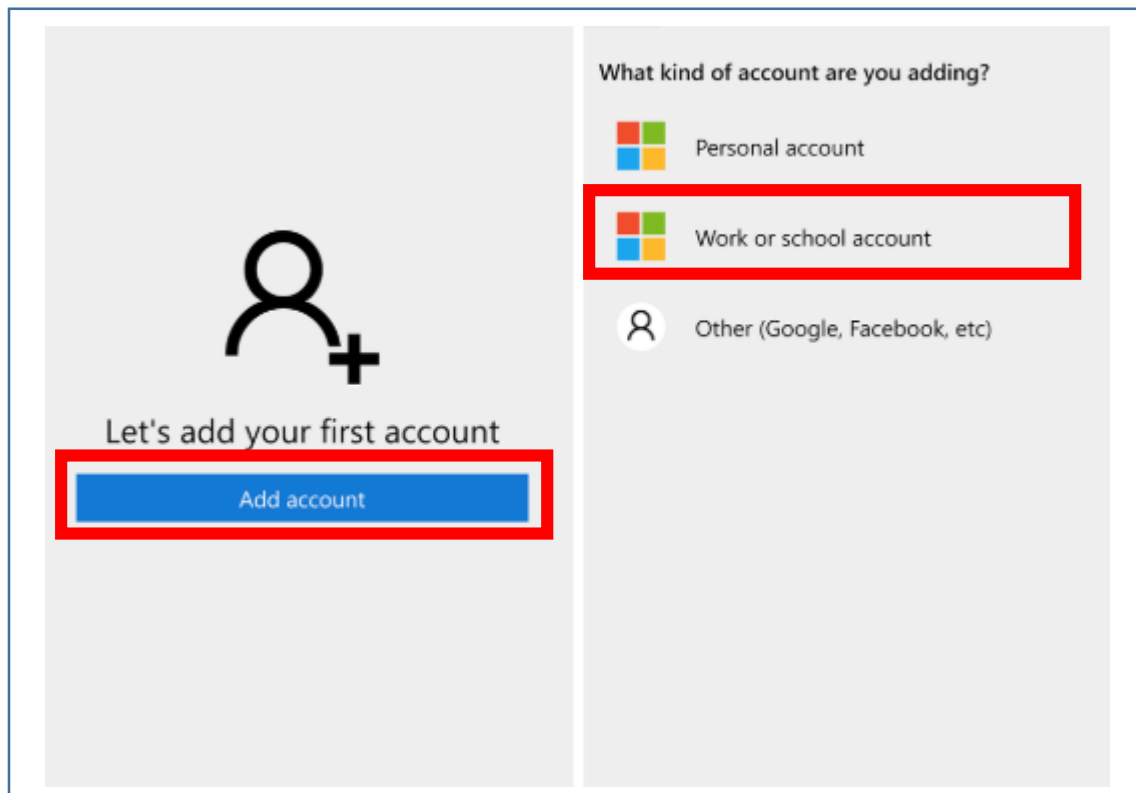
How to enrol for Office 365 multi-factor authentication

- **Back to your mobile or tablet:**
- Open the Authenticator app
- Depending on your device you may be asked to allow access to your mobile's camera, accept by clicking 'OK'



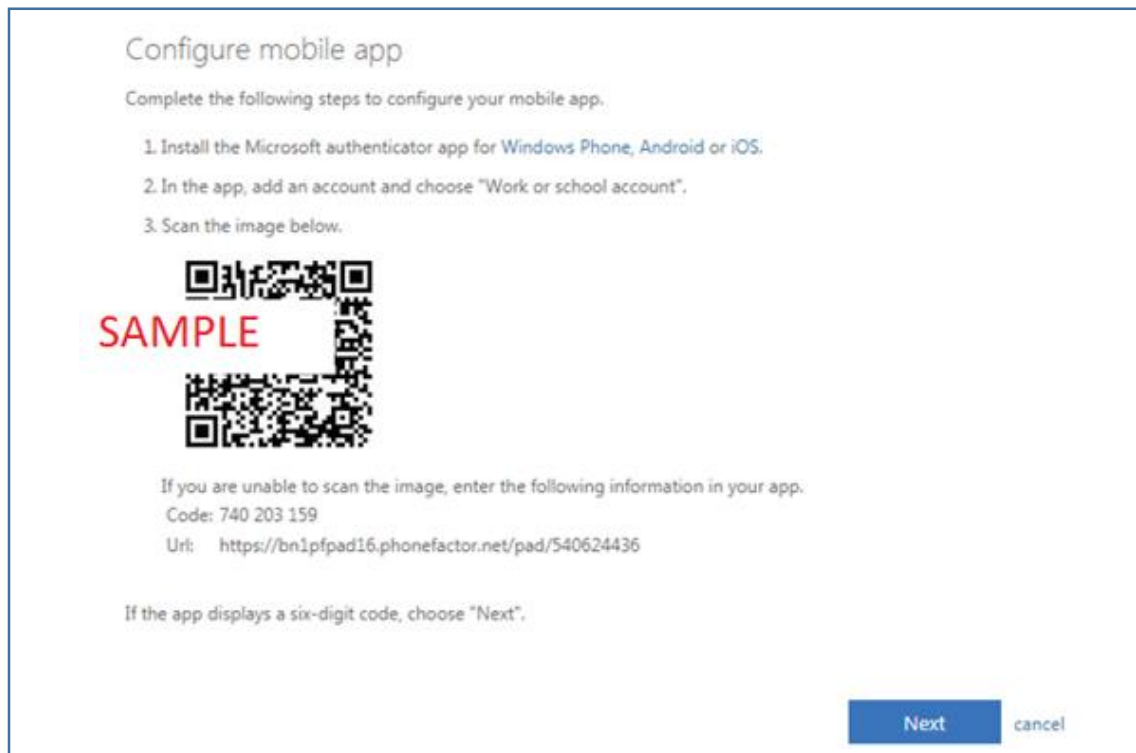
How to enrol for Office 365 multi-factor authentication

- If prompted select 'Add account'
- Next select 'Work or school account'



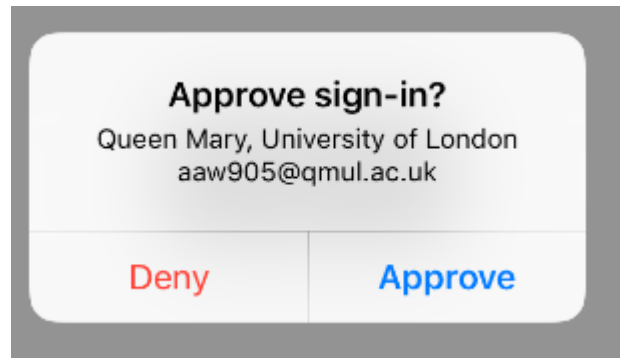
How to enrol for Office 365 multi-factor authentication

- The app will switch to the QR code scanning mode, please scan the code displayed in your browser.

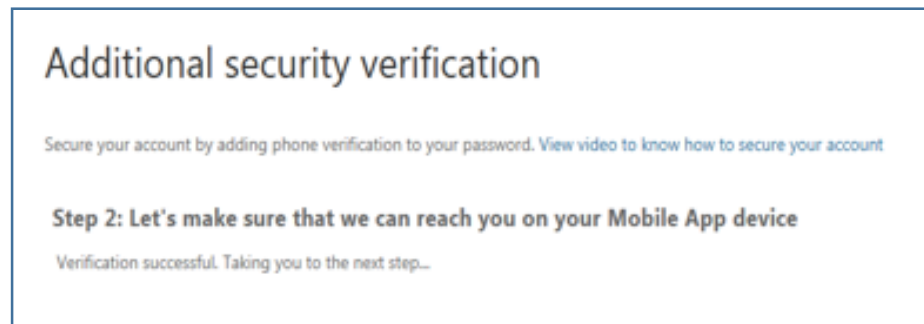


How to enrol for Office 365 multi-factor authentication

- Once the basic set up has finished you will be asked to verify it by accepting the first notification in the app. Click 'Approve'

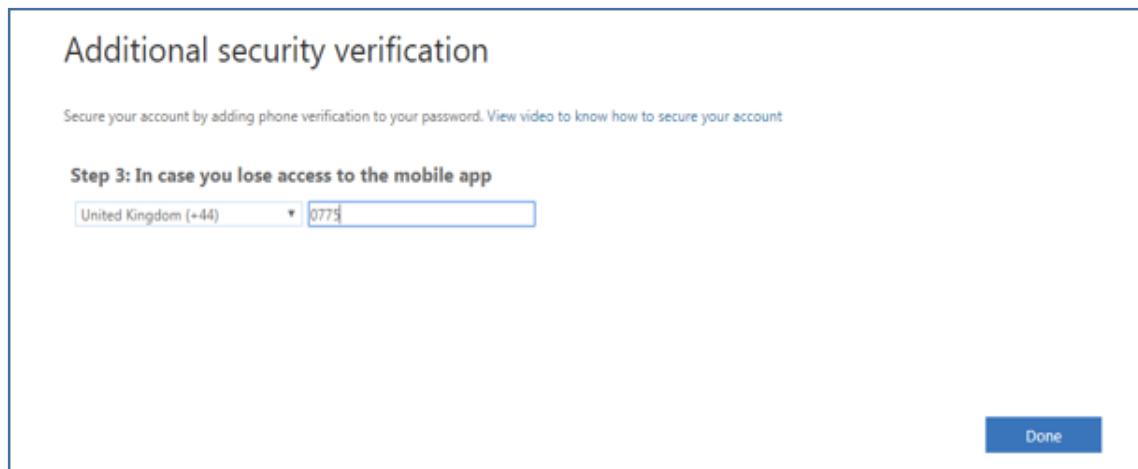


- The following screen will appear



How to enrol for Office 365 multi-factor authentication

- In addition you will be asked to provide an alternative phone number for verification in case you lose access to the app (lose/wipe your mobile device, etc.)
Microsoft promises to only use your phone for verification and not for any marketing purposes.



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 3: In case you lose access to the mobile app

United Kingdom (+44)

Done

The app is now configured. You have secure access to MyHR

How to enrol for Office 365 multi-factor authentication

- This second factor authentication token is stored throughout your session, you should only be prompted for it again if you:
 - Sign out
 - Re-launch your browser
 - Re-launch MyHR
 - Completely close / stop the mobile app, and re-open it

Enrolment is complete!

The next time you login to a Queen Mary service using MFA, your device will be remembered and access given with one tap

Now MFA has been setup - MyHR can be accessed via a web browser on any device (phone/tablet/pc etc.)