



MULTI-FACTOR AUTHENTICATION REGISTRATION

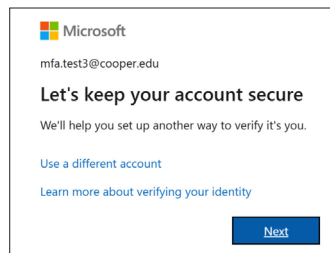
Welcome to The Cooper Union!

To access your Office 365 (O365) online cloud services, you are required to set up **multi-factor authentication** by downloading and installing the Microsoft Authenticator app to your mobile device.

Multi-factor authentication (MFA) is a method to better secure your email account and access to your O365 account by adding verification steps to prove your identity. This additional security comes from having to APPROVE the sign-ins to your accounts using a mobile device. This way, if a hacker has somehow managed to get your password, they will not be able to access your email or O365 account, since they will not have your mobile device to approve the sign-in.

How to complete the MFA registration process:

1. From a desktop browser, sign in to <https://portal.office.com> with your Cooper email and password which has been provided to you through the [applicant portal](#).
2. On the following screen click Next and follow the prompts to set up MFA:



- To ensure a smooth registration process, make sure you've downloaded the Microsoft Authenticator app to your mobile device (this is the only authenticator app that will work with your Cooper Union account).
- Within the Microsoft authenticator app ensure you select 'add Work or School account', then select 'Scan QR code'.
- The authenticator app will open the built-in QR code scan feature. Hold your phone up to the QR code on your browser screen to complete the registration.

After you complete the registration process you will be able to access Outlook web email and Office online applications.

- [Outlook Email Web version](#)
- [Change your Microsoft account password | Microsoft Support](#)
- [OneDrive Cloud Storage](#)

Going forward, please ensure you keep your mobile phone charged and accessible so that you can access these services when needed.

If you do not have a mobile device or are unable to set up the authentication application, please reach out to itsupport@cooper.edu.