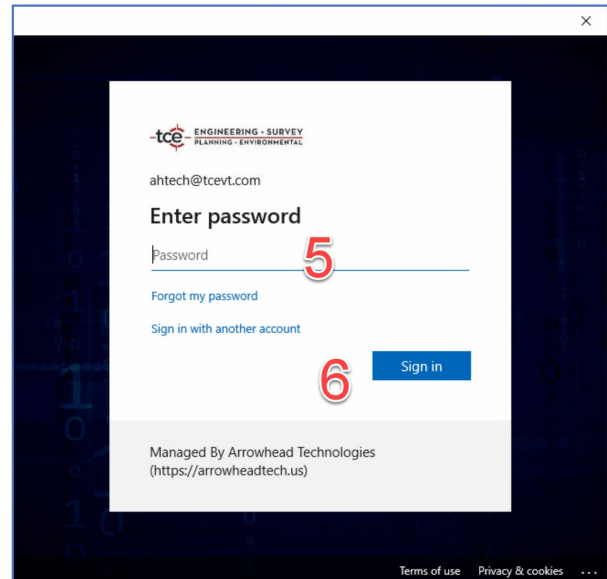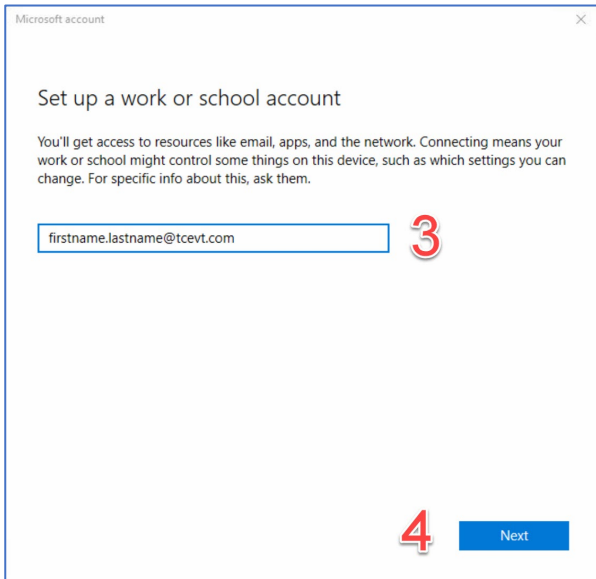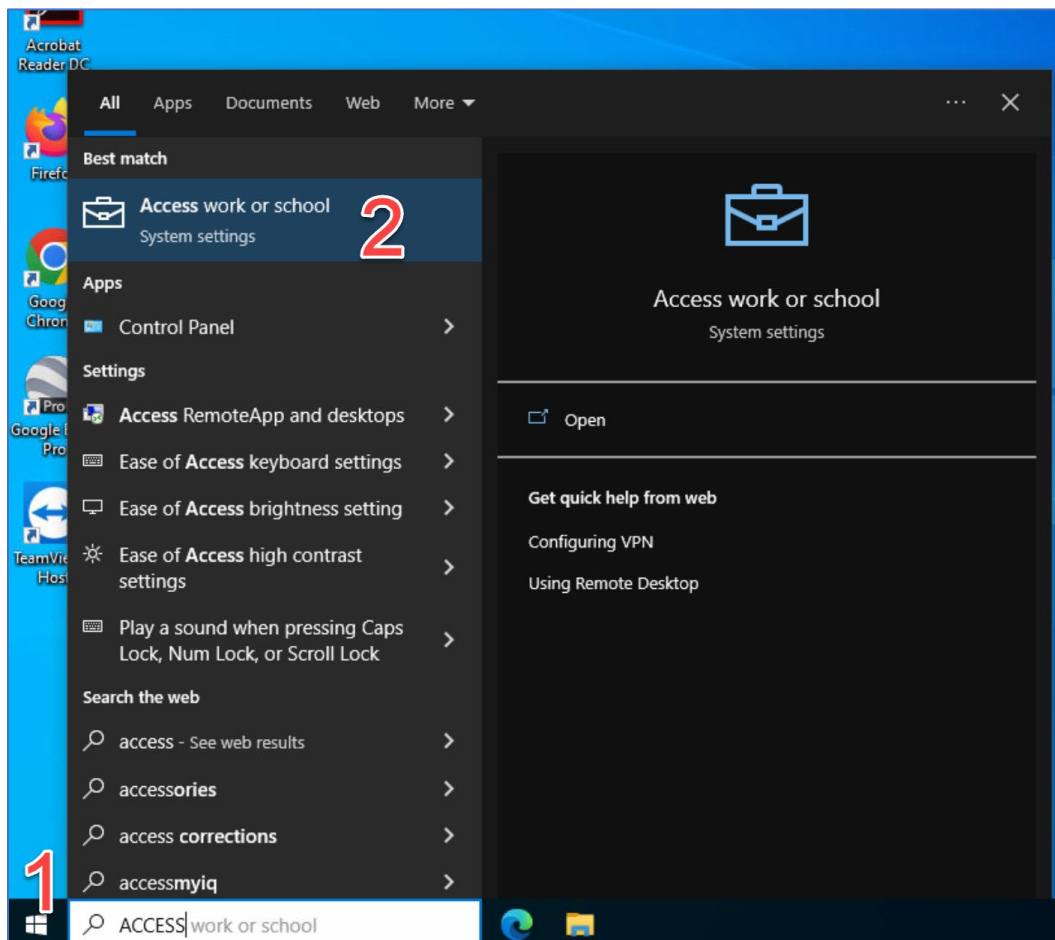# Guide: Connect to Microsoft 365 and Setup MFA

This step-by-step guide will walk you through connecting your computer to the new Microsoft 365 services being implemented and setting up Multi-Factor Authentication (MFA). We require MFA to be used moving forward to use cloud-based services like Email, Microsoft 365 Office apps, Teams, Keeper password manager, our ticketing portal and other apps linked in the future. MFA will be handled using the MS Authenticator App, which should be downloaded from the App Store or Google Play Store on your smartphone. Other methods are available if a smartphone app isn't available, but the app is recommended for ease of use and better security.

1. To start the process of connecting your computer to TCE's Microsoft 365 tenant hit the start button on your machine and start typing "Access Work or School" (1) and then click on the "Access Work or School" settings page (2). Once the settings page opens, click on the Connect Button.
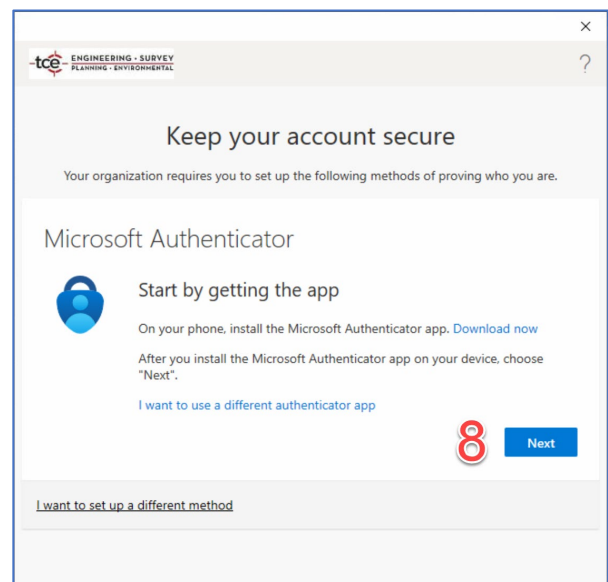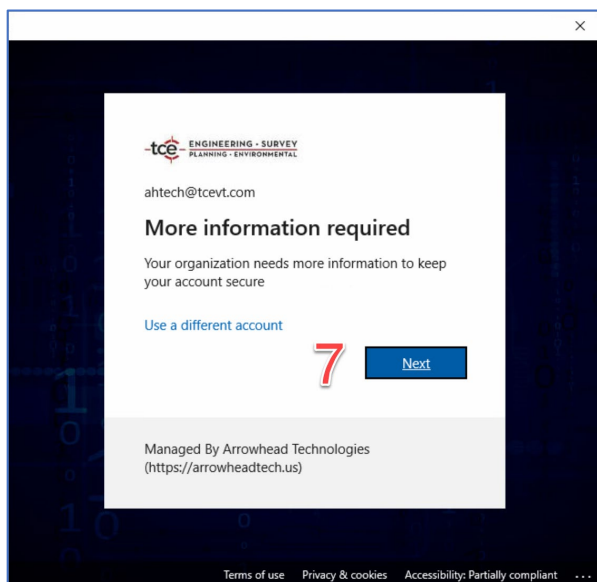
2. Once the "Set up a work or school account" page opens, type in your TCE email address (3) then hit Next (4). Enter your TCE Domain password (5) then hit Sign In (6).


IMPORTANT NOTE

Custom branding has been setup for TCE's M365 Tenant. After entering your email address in, you will notice the TCE logo, a dark blue background and a banner on the bottom that states "Managed By Arrowhead Technologies" with a link to our website. This will be the same across single sign-on apps and other places linked to your M365 account. If you get an email or get re-directed to a website asking for Microsoft credentials, make sure you see the same branding, otherwise is it likely a phishing attempt. If you aren't sure, reach out to Arrowhead Tech.

3. You will be notified that more information is required, which is the start of setting up MFA. Hit Next (7). ***Now is the time to install Microsoft Authenticator on your phone from the App Store.*** Once the Microsoft Authenticator App is installed on your phone, hit Next (8) then Next again to get to a QR Code.

4. Once the page displays with a QR code, go to the Microsoft Authenticator App on your phone, click on the plus icon in the top right to add an account (9), select "Work or school account" (10), then "Scan QR Code" (11). Hold your phone over the QR Code to add the account.
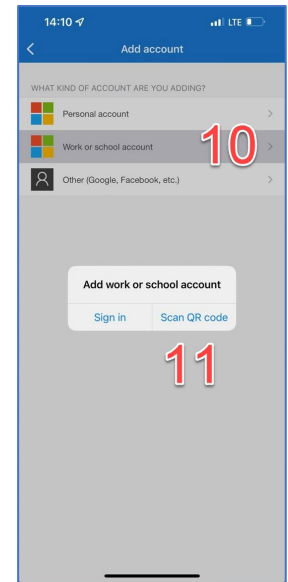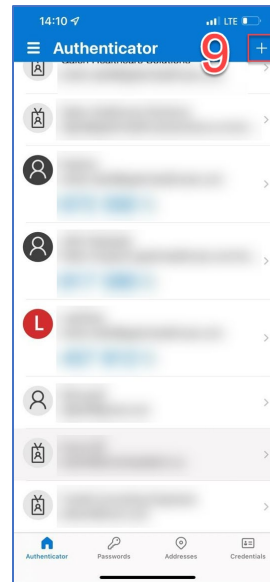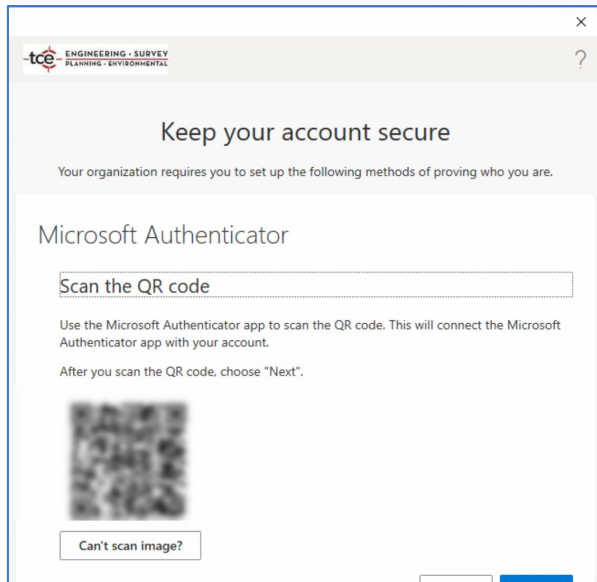

5. The page will switch from the QR code to showing a random number. You must enter the number shown on the computer in your MS Authenticator App on your phone. Once done, you will be alerted that the Notification was approved. Hit Next to continue (12), then Done on the next page to continue signing in.
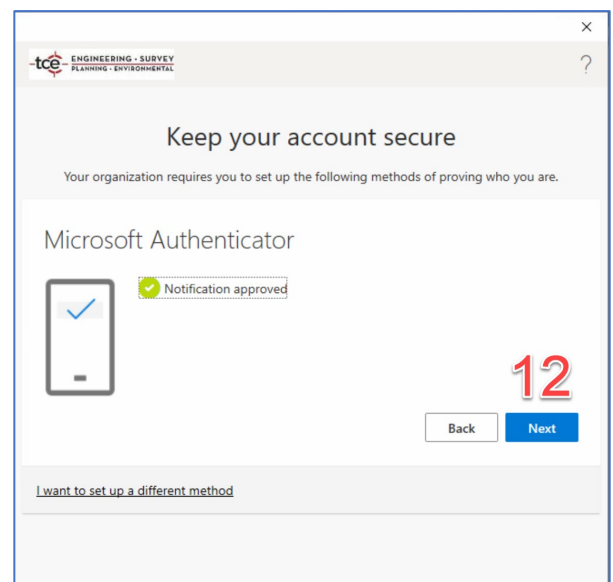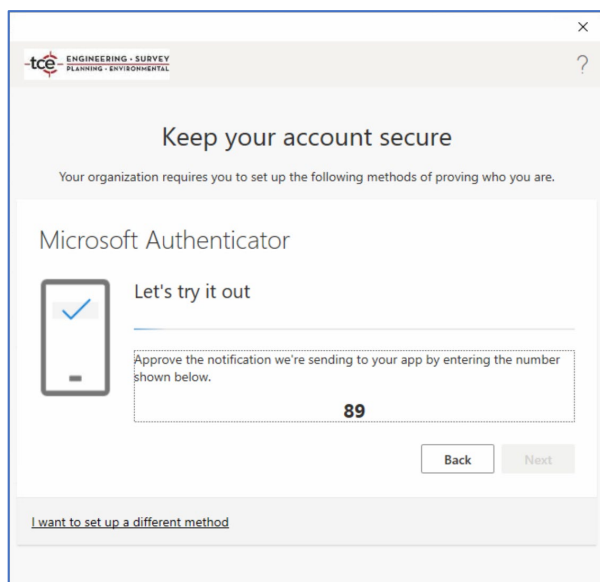
6. You will be notified that the computer is being registered with the company and that policies are being applied, which could take a few minutes. Once it has completed, hit Done (13). You will then see that your profile on that computer is now registered and connected to the Microsoft 365 Services (14).
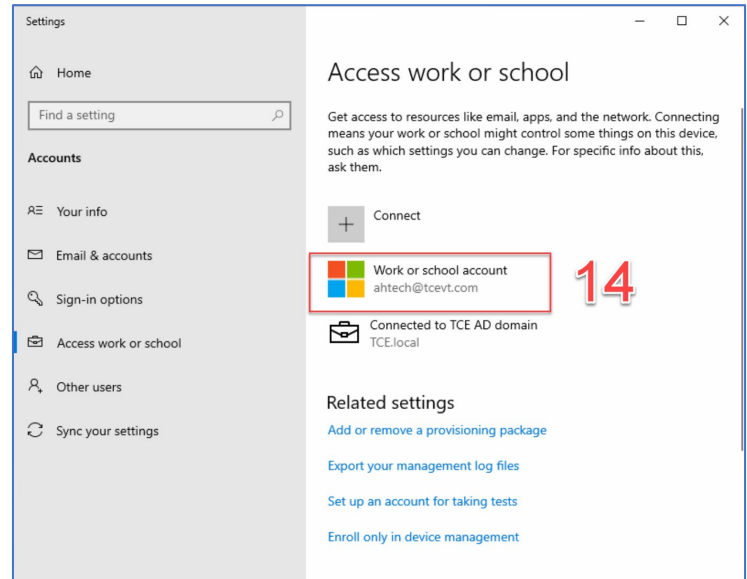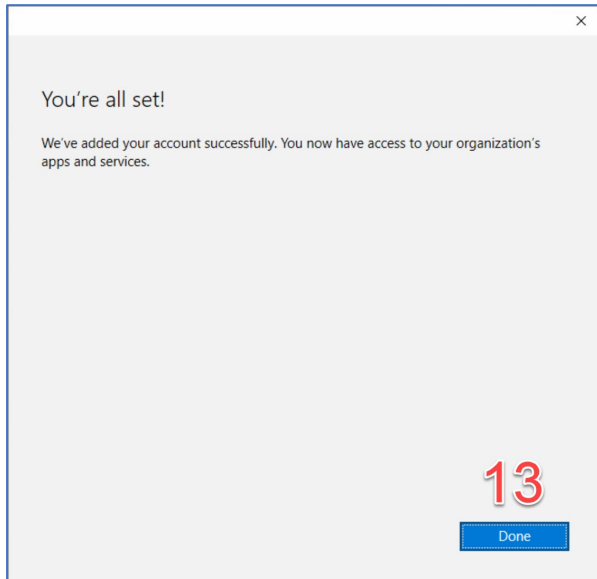
That completes all the steps needed to get your account setup for MFA and Microsoft 365. You're now ready for when new cloud services, integrations and Email are migrated to the cloud. If you have any problems or questions, please reach out to Arrowhead Tech.