



MULTI-FACTOR AUTHENTICATION (MFA)

What is MFA and when do I use it?

MFA is used for extra security in addition to your university password. All staff and students must set up their MFA before they can use any Microsoft 365 services like Email and SharePoint.

How do I set up MFA?

Follow the steps below:

Part 1 – Install Microsoft Authenticator App on your mobile device
Download and install the 'Microsoft Authenticator App' from the Google Play Store (Android) or the Apple App Store (iOS) on your mobile device.

Microsoft Authenticator

Microsoft Corporation

No more passwords, easier sign-in, and greater protection for your accounts.



4.7 ★

1.23M reviews

50M+

Downloads

3+

Rated for 3+ ⓘ

Launch the app on your mobile device.

Configure MFA

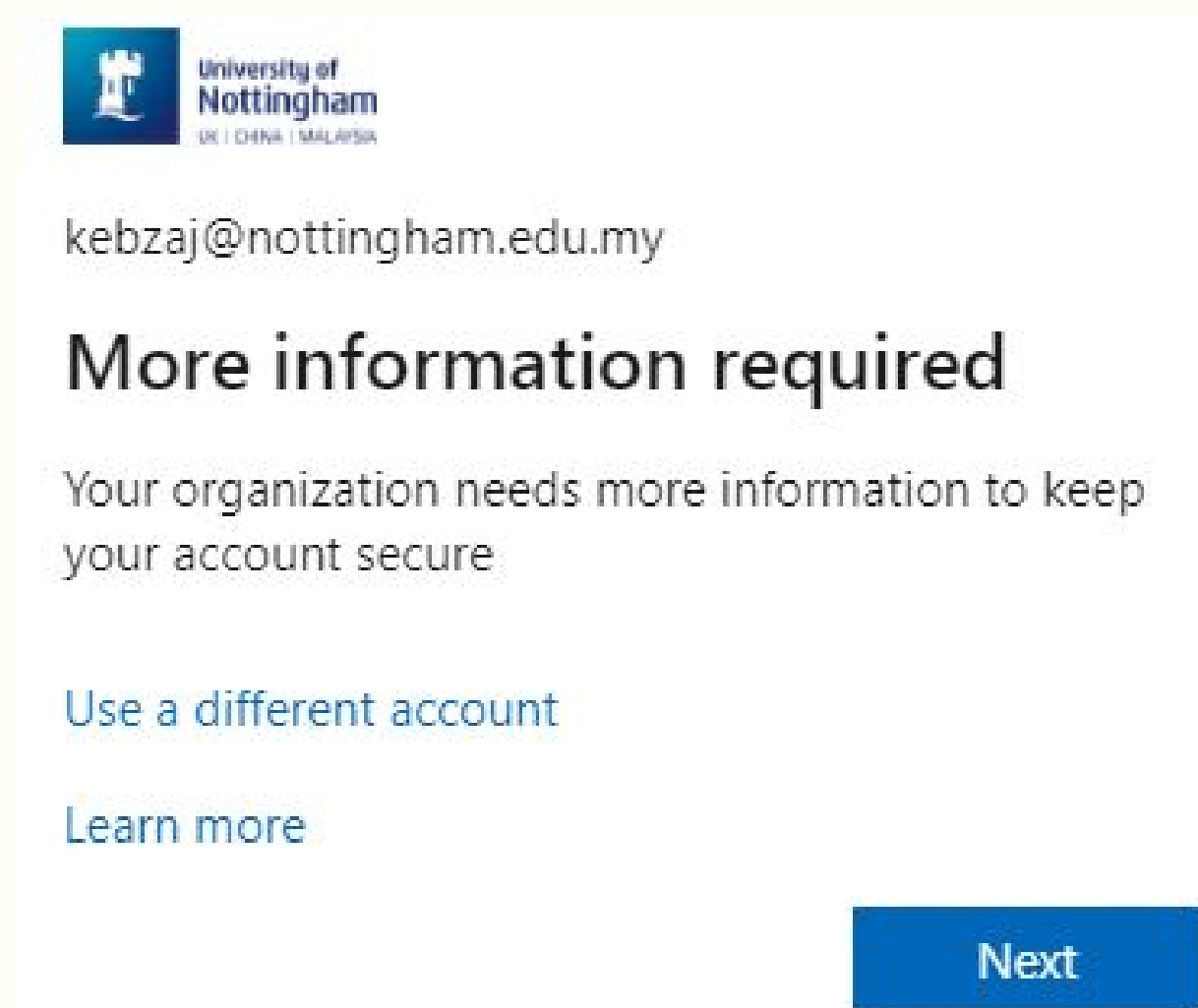
Open a web browser on a separate mobile device/PC/laptop and go to <https://email.nottingham.edu.my>

Login with your username (username@nottingham.edu.my) and your password.



MULTI-FACTOR AUTHENTICATION (MFA)

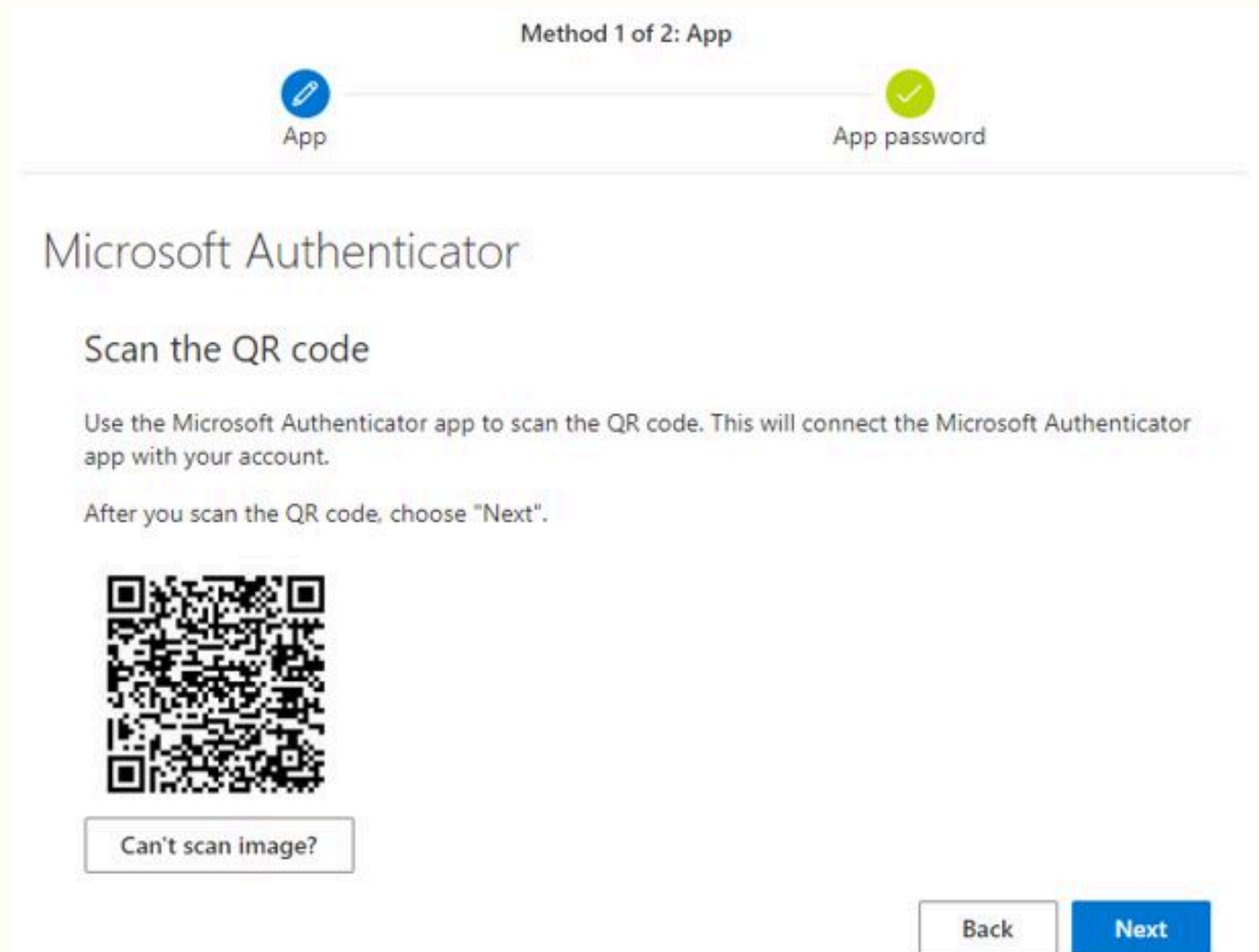
When you see the "More information required" screen (below) click on **"Next"** until you see a **QR CODE**



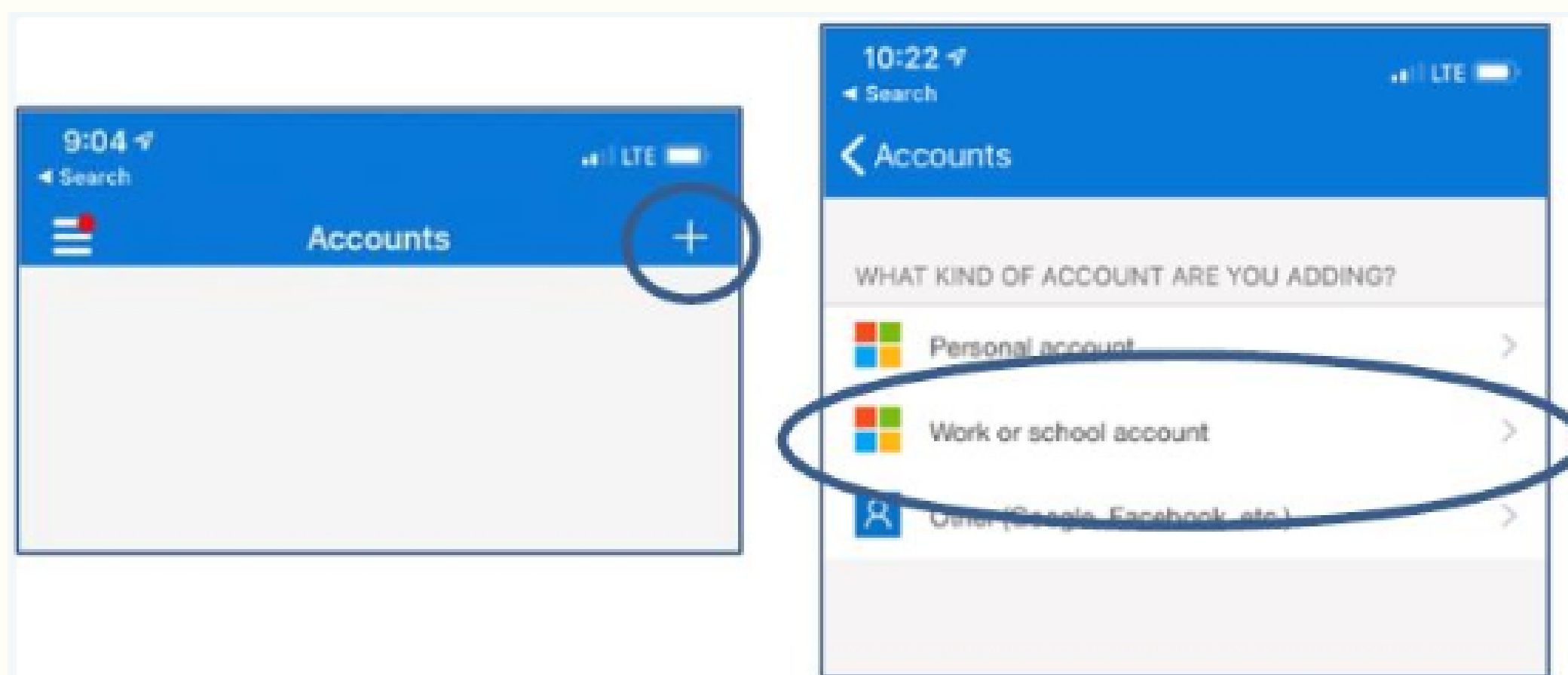


MULTI-FACTOR AUTHENTICATION (MFA)

You will now see a **QR** code being displayed. You **must scan** the QR code using the **Microsoft Authenticator app** before clicking **Next**.



Open the **MFA** app on your mobile device, click on the **+ icon** on the Accounts screen and then select **Work or school** account.



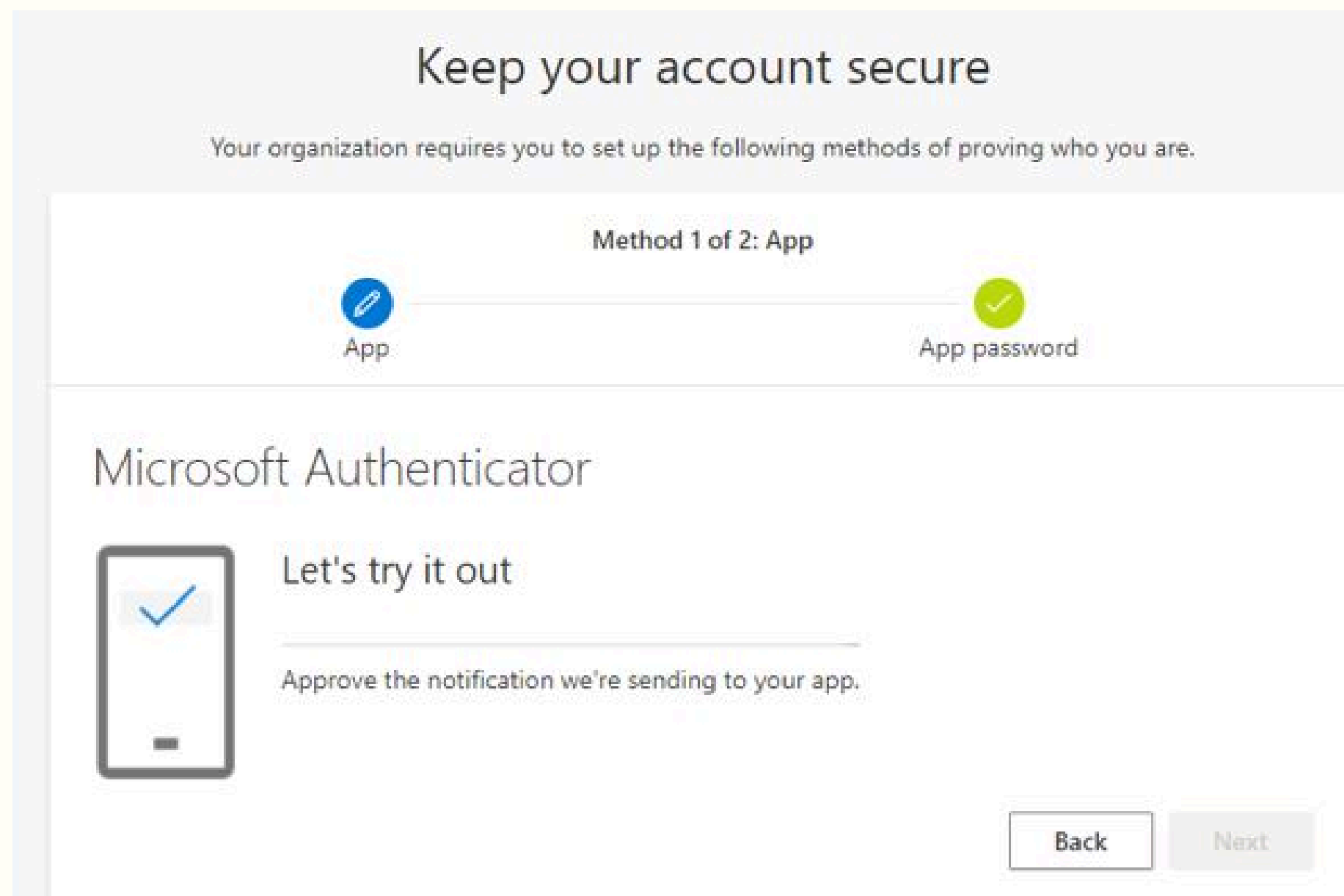
Use your mobile device's camera to scan the QR code from the previous step.

NOTE: If your camera isn't working properly, you can enter the QR code and URL manually.



MULTI-FACTOR AUTHENTICATION (MFA)

You will now perform a test to ensure the MFA has been set up correctly. Click on **Next**.



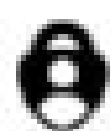
You will be prompted on your 'MFA' app to verify your login. Follow the onscreen instructions to approve it.

Once approved, you will see the **'Notification approved'** message with a green check mark. Click on **Next** until you are **DONE**.

Congratulations! You've successfully set up your MFA. Your account should now appear on the 'Microsoft Authenticator' app screen.

Now that MFA is setup, you should have no issues logging into any **Microsoft 365 services** (Email, SharePoint and OneDrive). You will occasionally be asked to verify your identity by keying in a security number into your 'Microsoft Authenticator' app.

Approve sign in



Open your Authenticator app, and enter the number shown to sign in.