Microsoft Two Factor Authenticator Setup

What is Two Factor?

Two-factor authentication is used to control access to sensitive systems, confidential data and to protect users' credentials from being used by hackers who have stolen passwords or used phishing campaign to obtain user account passwords.

Two-factor authentication adds an additional layer of security to the authentication process by making it harder for attackers to gain access to a person's device or account.

Beginning **July 12th, 2021**, two factor authentication will be required for all **Windows PC users** who will connect to the Capital VPN.

This guide will walk you through setting up the **Microsoft Authenticator App** on your smartphone. Please note that you will need your **smartphone** and your **Capital University Windows PC** to proceed.

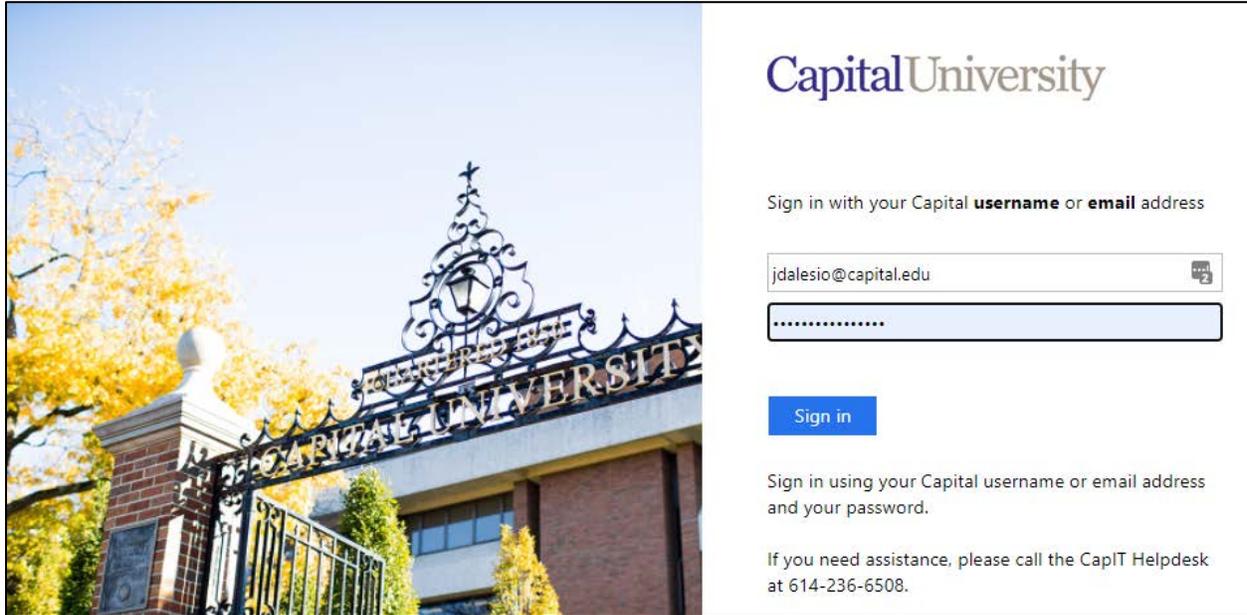Prefer to watch a video? Get to step 7 then visit this link.

Let's Begin the Setup

1. Go to your smartphone's App Store, and search for "**Microsoft Authenticator**" and download it.

2. Once downloaded, open the app, and tap **"next"** through all introduction screens. Tap **"skip"** once you see this screen.
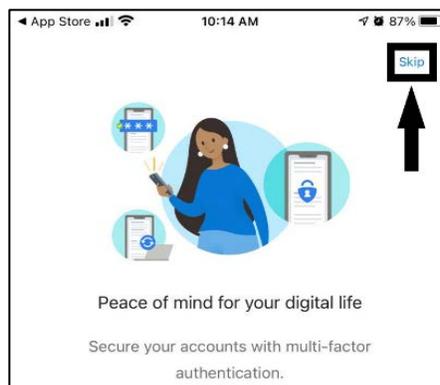
3. You will see the **"Ready to add your first account?"** screen, please keep this screen open for now.
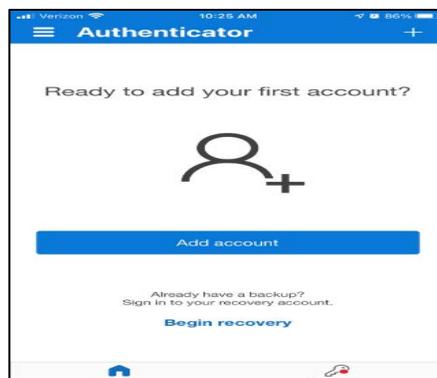
4. Open your web browser on your Windows PC and go to this link: https://aka.ms/mfasetup

5. You will be prompted to sign into **Office 365.** Sign in with your Capital email address. Office 365 will re-direct you to the **"Capital Gate"** sign in page where you would enter your Capital email address or username and password. Click **Sign in**.

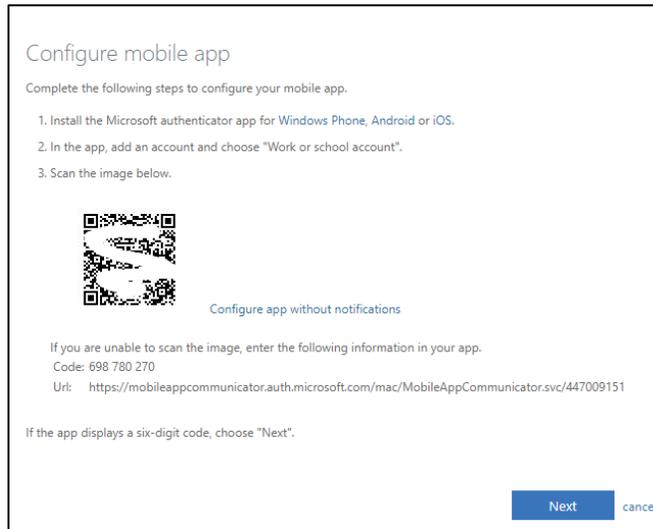Prefer to watch a video? Visit this link.

6. Once you get to this page, select **Mobile App**, then **Receive notifications for verification**, and finally **Set up**.
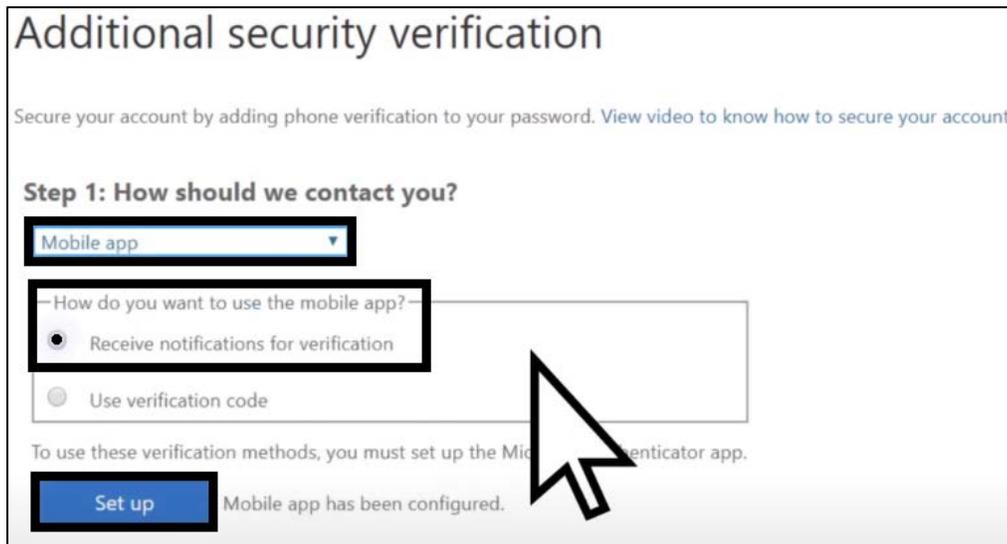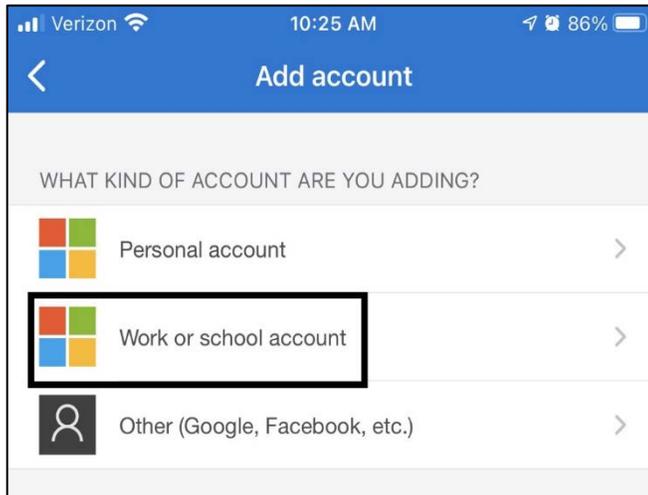
7. You will see a new window with **your** own QR code.

   a. Below is an example of what you will see, **do not scan the QR code in this document – it will not work for you**. The codes are personalized to each user.


8. Go back and open your **Microsoft Authenticator App** and select **Add account.**
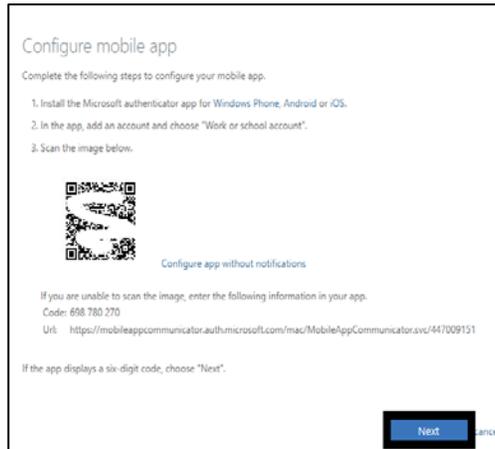
9. Select **Work or School** account

10. Choose **Scan QR Code** when the popup appears by aiming your smartphone's camera over the QR code that is on your PC screen.

    a. You MUST use the app's built-in QR code scanner
    b. Accept/Allow any camera permission requests you see.

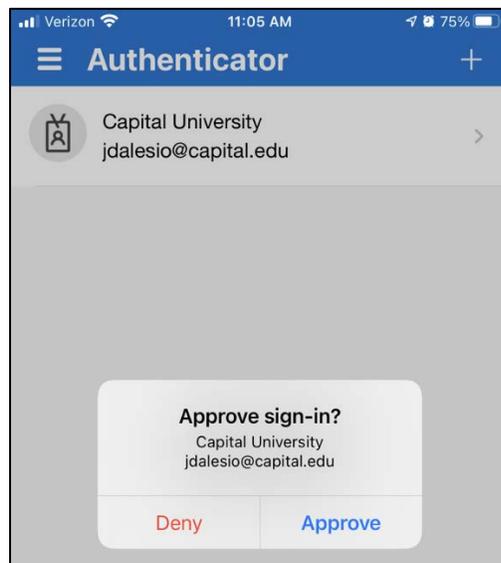11. The account is now added when you see this screen.
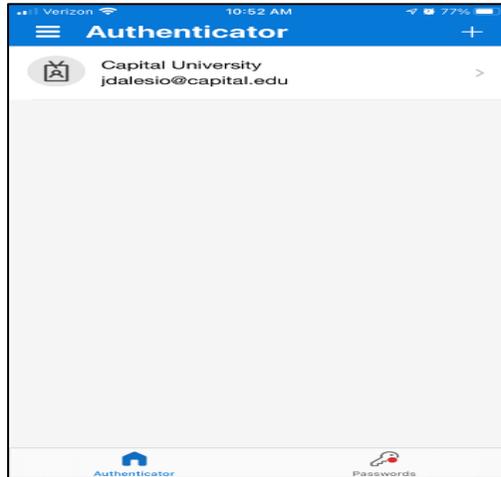
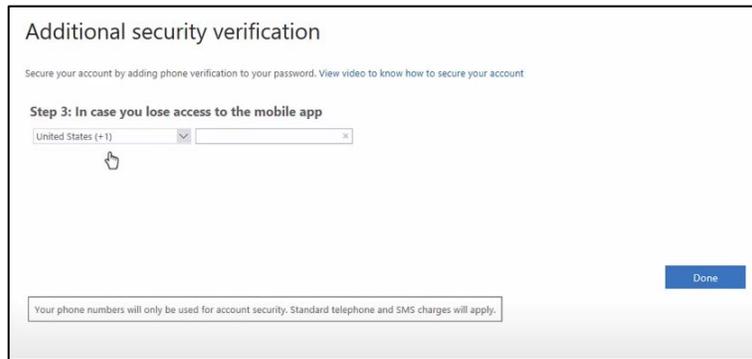12. Back to the QR code window on your PC, click **Next**

13. After the activation completes, click **Next**.
14. This will trigger a notification from the app asking you to approve the sign in, tap **Approve.**

15. Lastly, you will need to enter a phone number just in case you lose access to this app, then click **Done.**

At this point you are done, when you go to connect to the Capital VPN on your Windows PC, you will now receive a notification to approve your sign in each time you connect.