

Manual

Setting up MFA for signing in to Microsoft applications

Version July 2022

Setting up MFA for Microsoft applications

Multifactor Authentication (MFA) is an effective way to provide additional security for applications. With MFA you'll need a security code in addition to your username and password to log in.

Authenticator app

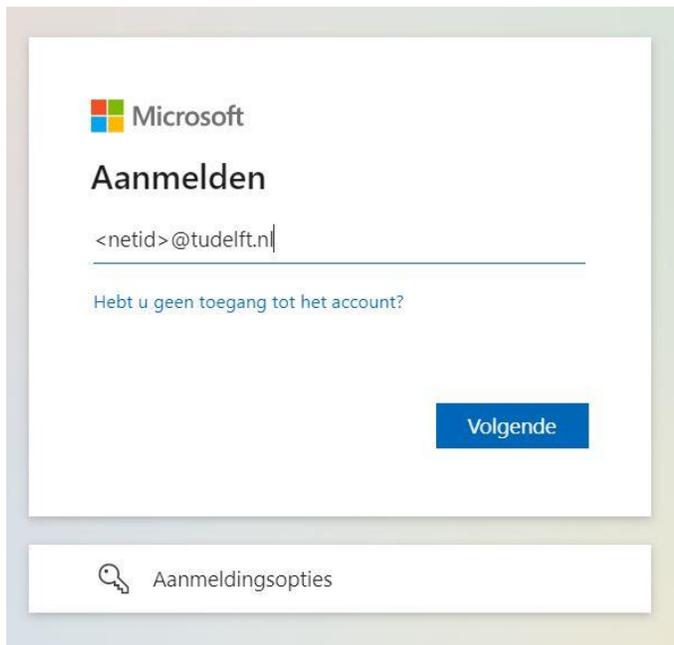
Using an Authenticator app is the most secure, reliable and fast form of MFA available and is therefore highly recommended. Therefore, this guide focuses on setting up an Authenticator app as a method for MFA. In this manual you will read:

- How to set up MFA to log in to Microsoft applications such as Teams and Outlook.
- How to set up an Authenticator app, if you currently have SMS set up as MFA and want to switch to, for example, Microsoft Authenticator* for logging in to Microsoft applications such as Teams and Outlook.

** In this manual we use the Microsoft Authenticator app. It is available for iOS and Android. Other Authenticator apps that support TOTP can also be used, but are not supported.*

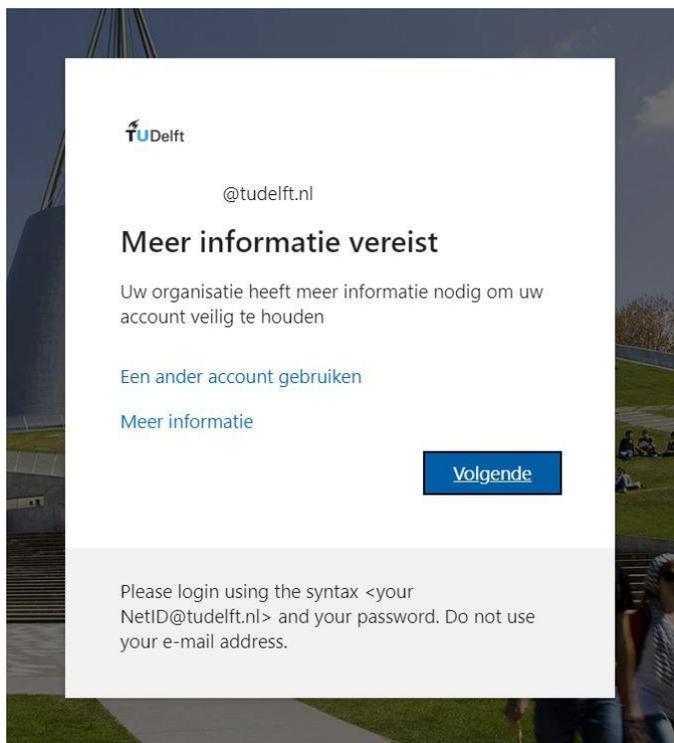
Setting up MFA for Microsoft applications

Step 1. If you want to log in to a Microsoft application that requires MFA (such as Teams or Outlook), the screen below will appear when you log in for the first time. Log in here with your username <netid>@tudelft.nl and enter your password.



The image shows a Microsoft login interface. At the top left is the Microsoft logo. Below it, the word "Aanmelden" is displayed in a large, bold font. Underneath, the email address "<netid>@tudelft.nl" is entered into a text field. Below the text field is a link that says "Hebt u geen toegang tot het account?". At the bottom right of the main white box is a blue button labeled "Volgende". Below the main white box is a separate white box containing a key icon and the text "Aanmeldingsopties".

Step 2. To set up MFA, click on 'Next'



The image shows a TU Delft login interface. At the top left is the TU Delft logo. Below it, the email address "@tudelft.nl" is displayed. The main heading is "Meer informatie vereist". Below this, the text reads "Uw organisatie heeft meer informatie nodig om uw account veilig te houden". There are two links: "Een ander account gebruiken" and "Meer informatie". At the bottom right of the main white box is a blue button labeled "Volgende". Below the main white box is a separate white box containing the text: "Please login using the syntax <your NetID@tudelft.nl> and your password. Do not use your e-mail address."

Step 3. Choose 'Authenticator app' as the verification method. There are two options to use the mobile authentication app:

- Receive notifications for verification.
With this option you will receive a notification on your smartphone asking you to approve the login. After entering your PIN code on your smartphone, the login is approved.
- Use verification code.
This option requires you to enter a verification code. After opening the Authenticator app on your smartphone, select your TU Delft Microsoft Account and type in the web browser the code that is displayed in the Authenticator app on your smartphone and the registration has been approved.

Click on 'Add' to configure the mobile app.



Aanvullende beveiligingsverificatie

Beveilig uw account door telefonische verificatie toe te voegen aan uw wachtwoord. [Bekijk de video voor meer informatie over hoe u uw account kunt beveiligen](#)

Stap 1: Hoe kunnen we contact met u opnemen?

Mobiele app

Hoe wilt u de mobiele app gebruiken?

- Meldingen ontvangen voor verificatie
- Verificatiecode gebruiken

Als u deze verificatiemethoden wilt gebruiken, moet u de Microsoft Authenticator-app instellen.

Instellen

Configureer de mobiele app.

Volgende

Step 4. Follow the steps that appear on the computer screen to download and configure the Microsoft Authenticator app on your smartphone. After successfully completing these steps, your account has been added in the Microsoft Authenticator app on your phone. Then click on 'Next' on the computer screen.

Mobiele app configureren

Voltooi de volgende stappen om uw mobiele app te configureren.

1. Installeer de Microsoft Authenticator-app voor Windows Phone, Android of iOS.
2. Voeg in de app een account toe en kies Werk- of schoolaccount.
3. Scan de onderstaande afbeelding.



Als u de afbeelding niet kunt scannen, voert u de volgende gegevens in uw app in.

Code:

URL: <https://mobileappcommunicator.auth.microsoft.com/activate/>

Als er een code van zes cijfers wordt weergegeven, moet u Volgende kiezen.

Volgende

annuleren

Step 5. In your browser you will return to the screen where the verification method is now set. Click on 'Next' to continue.



Aanvullende beveiligingsverificatie

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Instellen

De mobiele app is geconfigureerd voor meldingen en verificatiecodes.

Volgende

Step 6. On your smartphone, you will now receive the popup “Approve registration? Delft University of Technology <netid>@tudelft.nl”. Select 'Approve'.



Step 7. Now add phone verification as a backup method. Just in case you no longer have access to the Authenticator app. Enter the phone number where you can be reached as additional security verification and click 'Done'.



Aanvullende beveiligingsverificatie

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Stap 3: Wanneer u geen toegang meer hebt tot de mobiele app

Nederland (+31)

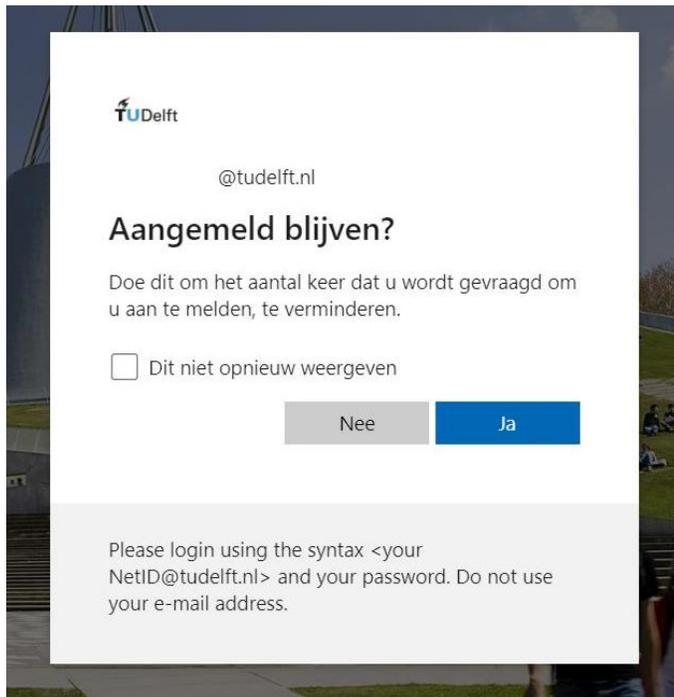
Gereed

Uw telefoonnummers worden alleen gebruikt voor accountbeveiliging. Hiervoor worden de standaardkosten van telefoongesprekken en sms-berichten in rekening gebracht.

Step 8. You will receive another notification on your smartphone with the message “Approve registration? Delft University of Technology <netid>@tudelft.nl”. Select 'Approve'.



Step 9. On your computer, the screen below will appear in your web browser. If you are the sole user of the computer, you can select 'Yes'. If other people are making use of the computer, we strongly recommend you to select 'No'.



The Microsoft Authenticator app is now set up as an MFA method for logging in to Microsoft applications such as Teams and Outlook.

Setting up the Authenticator app as preferred MFA method

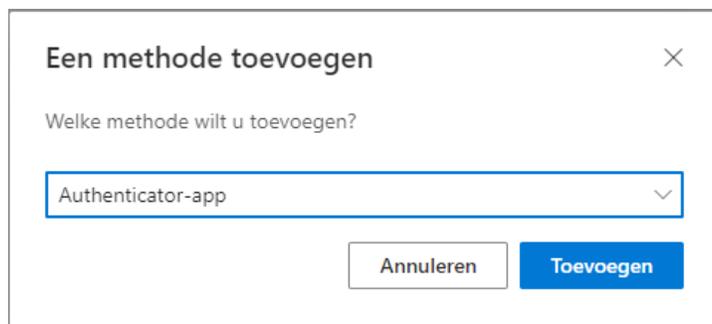
Follow the next instructions if you currently have SMS set up as MFA and want to switch to, for example, Microsoft Authenticator* for logging in to Microsoft applications such as Teams and Outlook.

Step 1. Go to <https://mysignins.microsoft.com/security-info> and log in with your username <netid>@tudelft.nl and your password.

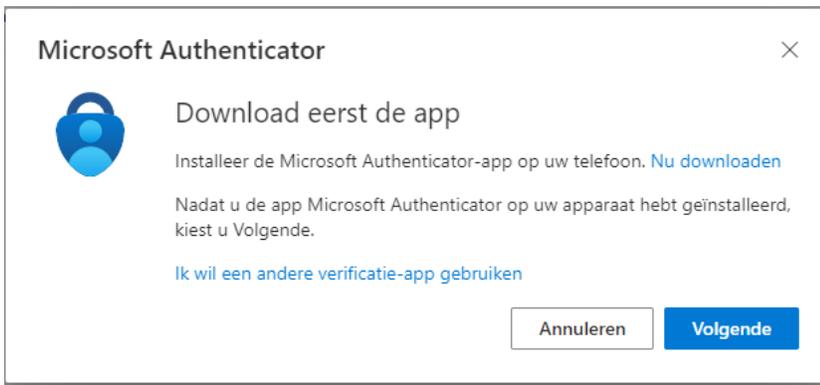
Step 2. Click on 'Add sign-in method'.



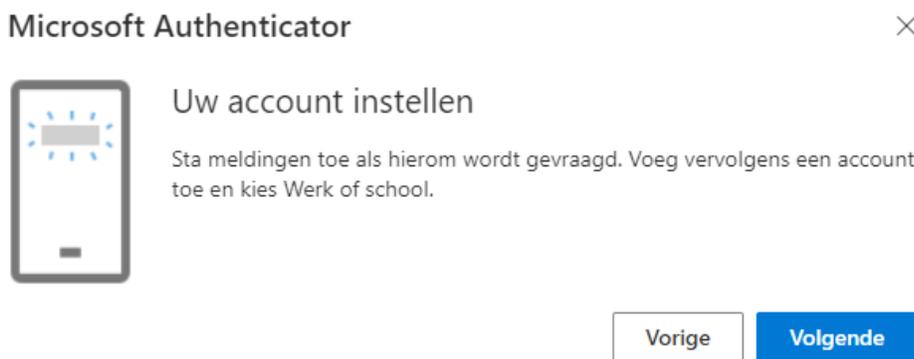
Step 3. Select 'Authenticator-app'.



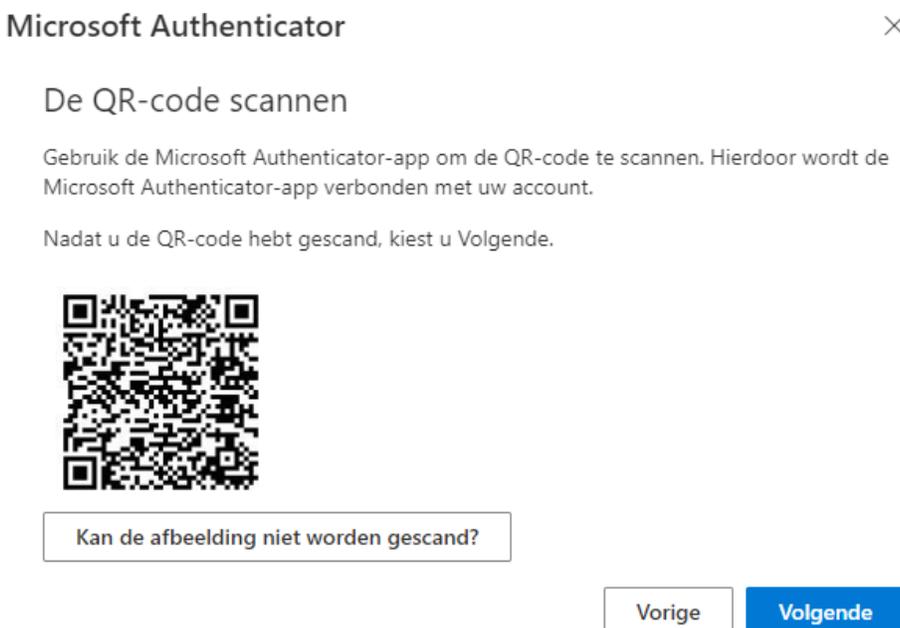
Step 4. Download the Microsoft Authenticator app on your smartphone and click 'Add'.



Step 5. Follow the instructions to add your account to the Microsoft Authenticator app on your smartphone. Click 'Next.'



Step 6. In the Authenticator app, choose 'Scan a QR code' and scan the QR code on the screen in the web browser with your smartphone. Your account has now been added in the Microsoft Authenticator app on your phone. Click on 'Next' in the web browser.



Step 7. You will now receive the message “Approve registration? Delft University of Technology <netid>@tudelft.nl”. Select 'Approve'.



Step 8. The screen below will appear in your web browser. Click on 'Next'. The Microsoft Authenticator app is now set up as an MFA method for logging in to Microsoft applications such as Teams and Outlook.

Microsoft Authenticator

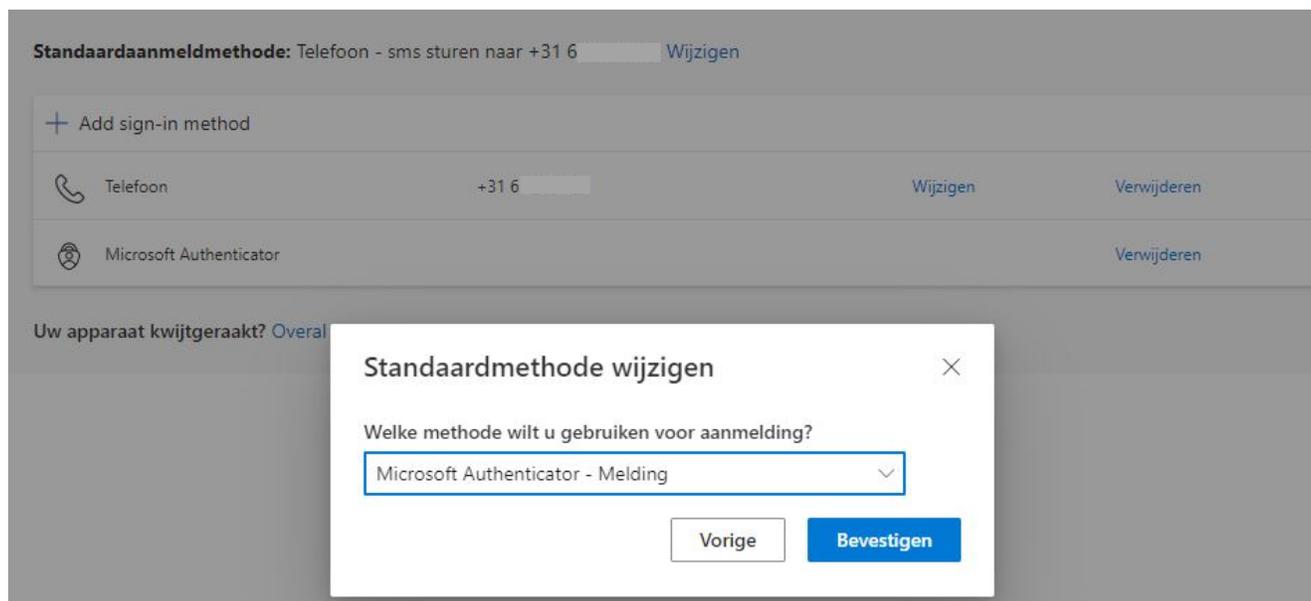


 Melding goedgekeurd

Vorige

Volgende

Step 9. Check which default login method is selected. Click on 'Change' behind the default login method and choose Microsoft Authenticator - Notification'. Click on 'Confirm'.



The Microsoft Authenticator app is now set as the MFA method for logging in to Microsoft applications such as Teams and Outlook.