Multi-Factor Authentication (MFA) Set-Up

Use the Microsoft Authenticator app to receive notifications on your smartphone or tablet to verify your identity when prompted for Multifactor Authentication.

**Step 1: Download and install the Microsoft Authenticator app to your device**
This app will need to be installed on your phone/device. You can get the App by opening this website on your computer [https://aka.ms/authapp](https://aka.ms/authapp) and then scroll down the page to find the appropriate QR code to scan and install the app on your phone.

**Step 2: Using the same computer, open a web browser and navigate to the following website:** [https://aka.ms/MFAsetup](https://aka.ms/MFAsetup)

**Step 3:** Sign in with your RSS email and then your password at the ADFS screen. **If you see anything different, please make sure that you are not already logged into O365 and/or clear any cached data/history from your browser.**
Step 4: Click Next at this screen.

![Image of More information required screen]

Step 5: Under the Step 1 screen select the drop down and choose the Mobile App as the contact method. Then choose “Receive notifications for verification”. Then click Set Up.

![Image of Step 1: How should we contact you? screen]

You should now see the following screen with your QR code. Leave this screen up/open on your computer and move on to Step 6. DO NOT CLICK Next yet.

![Image of Configure mobile app screen]
**Step 6:** Open the Microsoft Authenticator app on your device tap the + in the top right corner. This will open the “Add account” window. You will select “Work or School Account”

![Microsoft Authenticator app window](image)

**Step 7:** You will then prompted choose “Scan QR Code” and using the camera on your mobile device, scan the QR code displayed on your computer screen. This should create a profile on your phone in the Authenticator App called “RSSED” with your RSS email address. You can now click Next to complete the QR verification.

![Configure mobile app](image)
Step 8: You will then be returned to the Step 1 screen where you should click “Next” to start the Security Verification to your device.

Step 9: You should now receive a pop-up notice on your mobile device, select Approve.
**Step 10:** Enter your country code and your devices phone number in case you lose access to the mobile app. This is a backup method for verification for access to your account as it will send you an SMS text.

![Additional security verification](image)

**Step 11:** You may (or may not) receive another pop-up notice on your mobile device to verify the number you just entered. You should select **Approve** if received. It is also possible that you will this second pop-up as a simple text message to acknowledge. Please acknowledge whichever notice you receive. Depending on the iOS and app version it is also possible that you will not receive any code.

![Approve sign-in?](image)
**Final Checks:** You should then receive one of the following windows. It is at this point that the enrollment process for MFA has been completed. Again, depending on your devices OS, iOS version and App version dictates which screen you will receive.

Any of these windows are acceptable and (except for the one below, next page) you can close these windows as enrollment has completed. Your account profile will enroll to RSS Microsoft server with the next sync (Normally around 20-30 minutes). You will know this by the **Approve Sign-In** pop-up’s that will start appearing on your mobile device.
If you happen to receive this window, please make sure the information listed is correct to you. The **Authentication phone** should be the same number you listed earlier in the setup process. The name listed beside the **Authenticator App** section should be the name of your mobile device. If all the information is accurate, then please close the window and you are done.

If it’s not correct, then adjust to the settings to reflect the image below (using your mobile device number not the one shown in this example) You should only have a single Authenticator App/Device listed. If you have more than one listed, it’s probably an older phone that MFA had been setup with, and that one can be removed. After all adjustments have been made (if needed) then click “**Save**”. Your account profile will enroll to RSS Microsoft server with the next sync. (Normally around 20 minutes). You will know this by the **Approve Sign-In** pop-up’s that will start appearing on your mobile device.

![Additional security verification](image)