

Setting up Multi-Factor Authentication (MFA) for Students

This presentation can be used during the onboarding of a group of new students and displayed on a large screen.

Last updated: Date: Jan 2024
contact m365adoption@mater.org.au

Setting up Multi-Factor Authentication (MFA)



MFA helps to safeguard access to Mater's data, applications, and information.

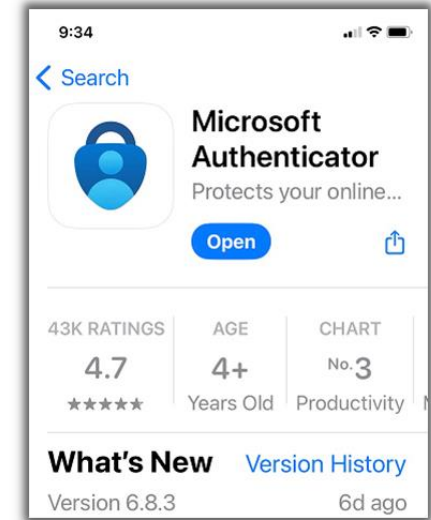
This is achieved by requesting additional information when you sign into Microsoft 365 and other systems outside of Mater's corporate network.

To access Mater data, your mobile device software requires the minimum software versions.

- iOS version 12 or above for Apple devices.
- Android version 9 or above for Android devices.

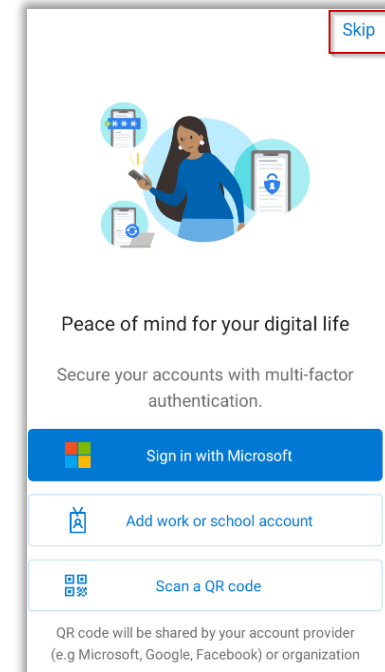
Step 1

Install the **Microsoft Authenticator app** on your mobile device from the appropriate Apps Store.



Step 2

Open the Authenticator app. **Do not login** Instead press **Skip** on the top right of the window, then return to the Edge browser.



Setting up Multi-Factor Authentication (MFA)

Step 3

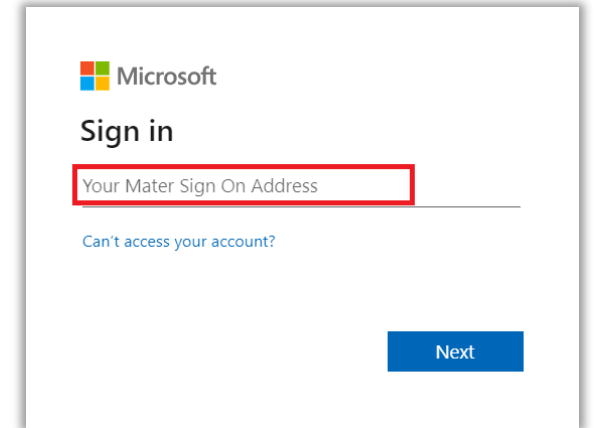
Open a browser on your mobile device and access this link **<https://aka.ms/mfasetup>**.

Step 4

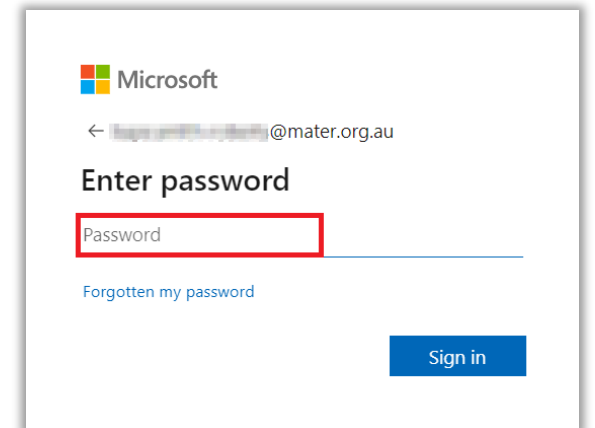
Login using your Mater email address.

studentID@mater.org.au

Enter your Mater network password and **select Sign In**.



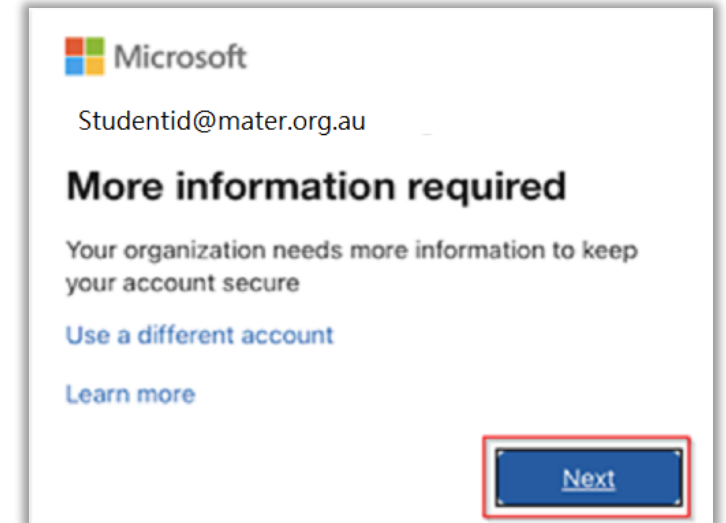
Microsoft
Sign in
Your Mater Sign On Address
Can't access your account?
Next



Microsoft
← [redacted]@mater.org.au
Enter password
Password
Forgotten my password
Sign in

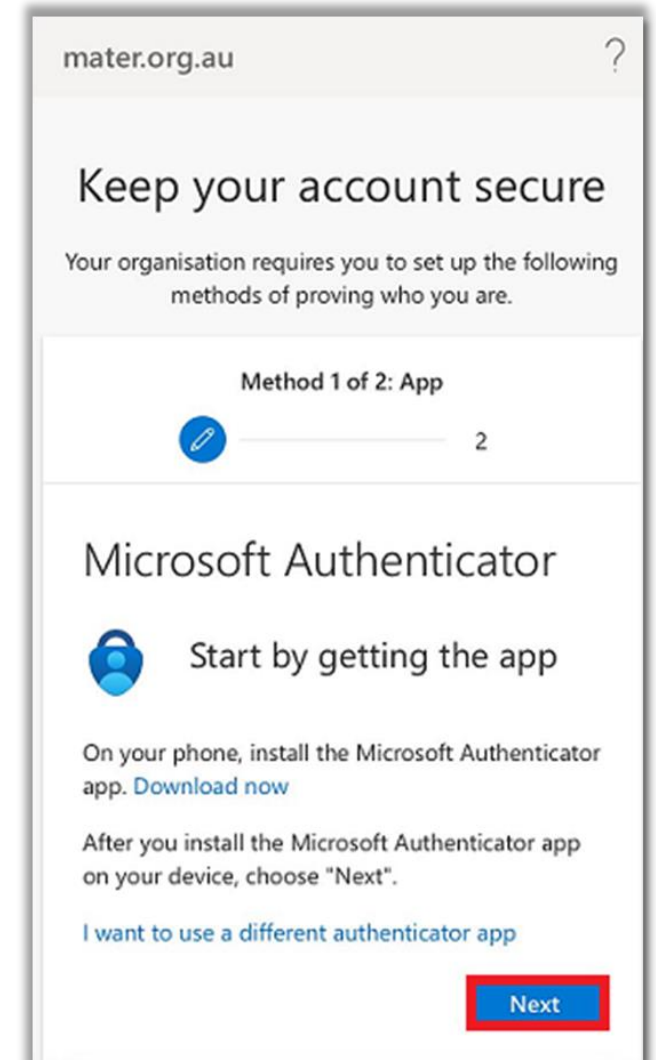
Step 5

You will be prompted for more information.
Press **Next** to start the MFA process.



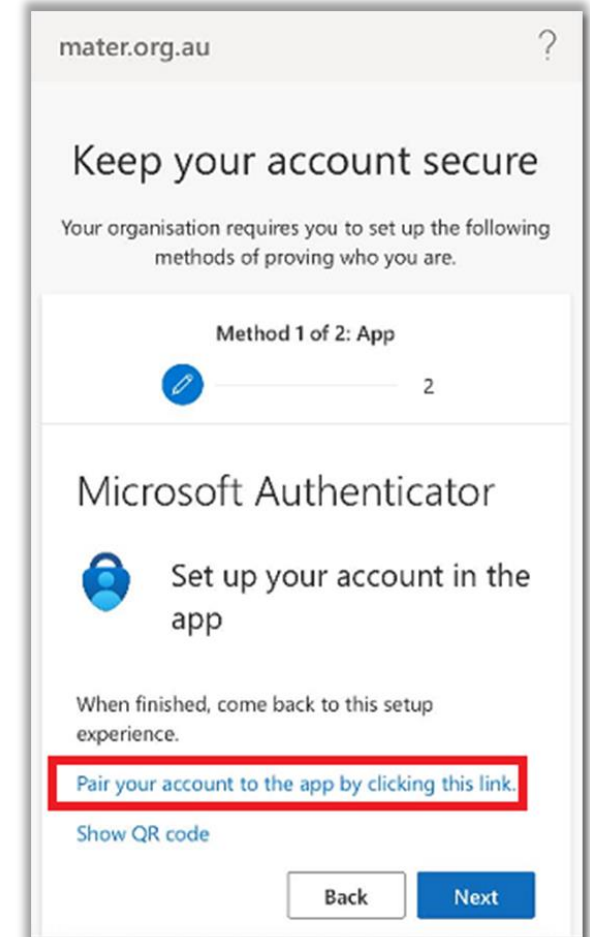
Step 6

Confirm you already have the app installed on your mobile device then press **Next**.



Step 7

To automatically link your Microsoft account to the Authenticator app, tap to select **Pair your account to the app by clicking this link**, then choose to open the external app



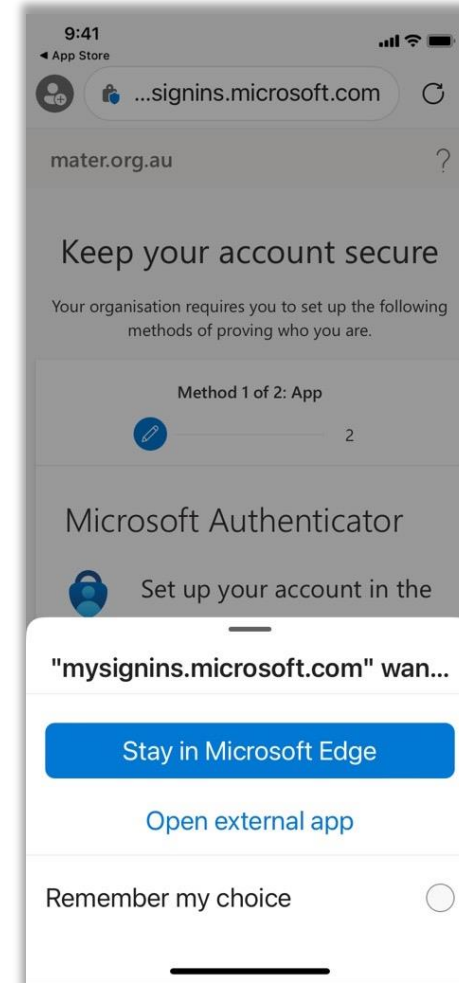
Setting up Multi-Factor Authentication (MFA)

Step 8

The **Microsoft Authenticator app** then opens (or you will be prompted to open).

Your username will appear as an account in the app, showing your student id@mater.org.au.

If prompted allow all notifications.



Step 9

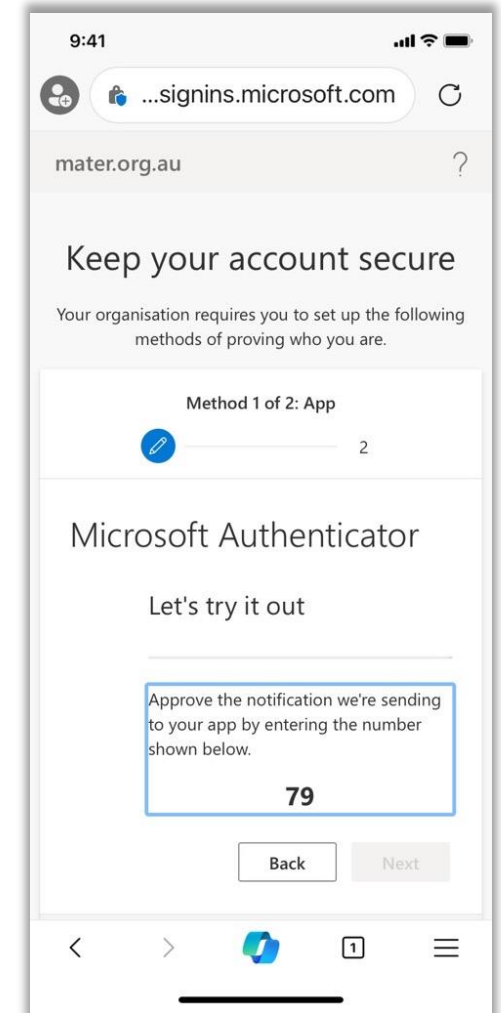
Return to your browser and select **Next**.

Let's try it out

Approve the notification we're sending to your app by entering the number shown below

Take note of the number provided

Switch to **Microsoft Authenticator app** to approve the signin



Setting up Multi-Factor Authentication (MFA)

Step 10

Switch to **Microsoft Authenticator app** and enter the number provided in the previous step then press **Yes**.

If you didn't initiate the sign-in, you should select the **No, it's not me** option.

Press **Yes**.

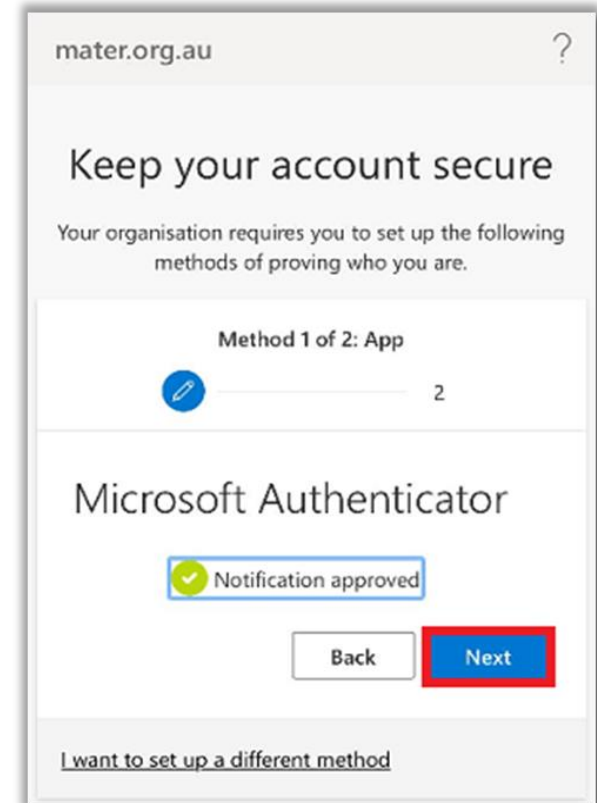


Step 11

After approving in the Authenticator app, **switch back to your browser.**

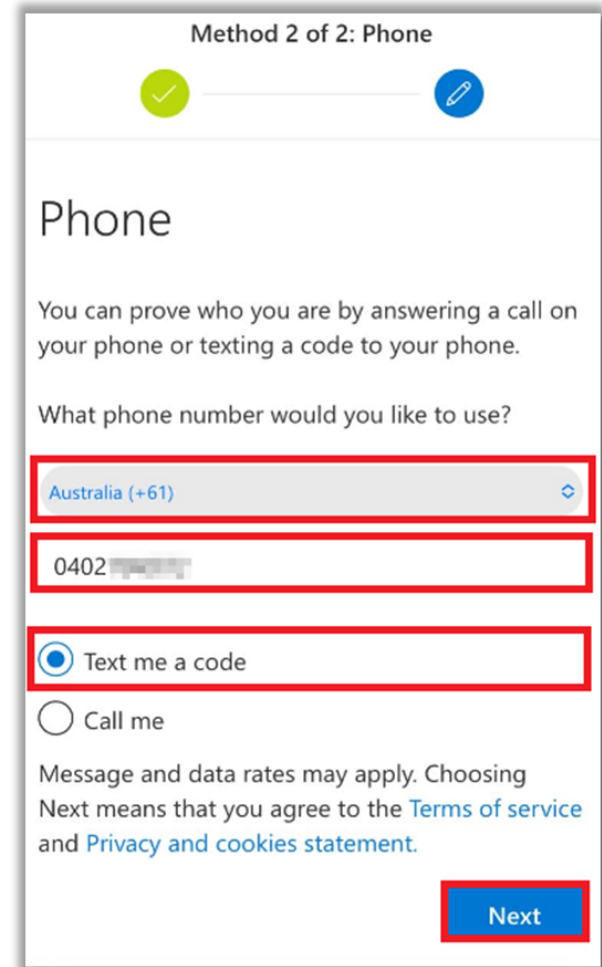
This completes the first step. Mater requires a second form of authentication, to continue.

Press **Next**.



Step 12

- Change the country code to **Australia (+61)**.
- Enter your **mobile phone number** .
- Select **Text me a code**.
- Press **Next**.



Method 2 of 2: Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Australia (+61)

0402

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

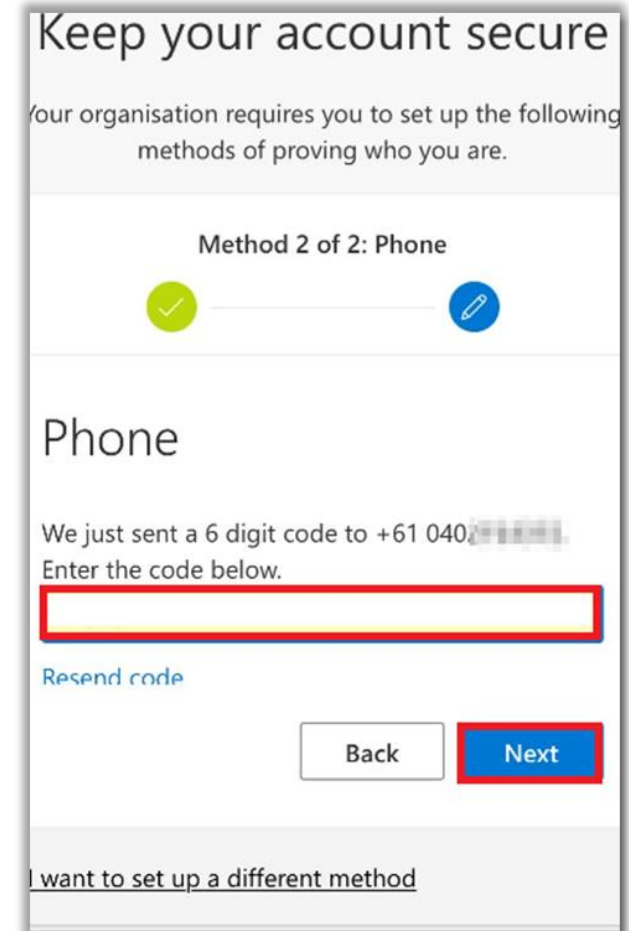
Next

Step 13

The code will arrive in a text (SMS) message from Microsoft.

Enter the 6-digit code in the field supplied.

Press **Next**.



Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

Phone

We just sent a 6 digit code to +61 040 [redacted].
Enter the code below.

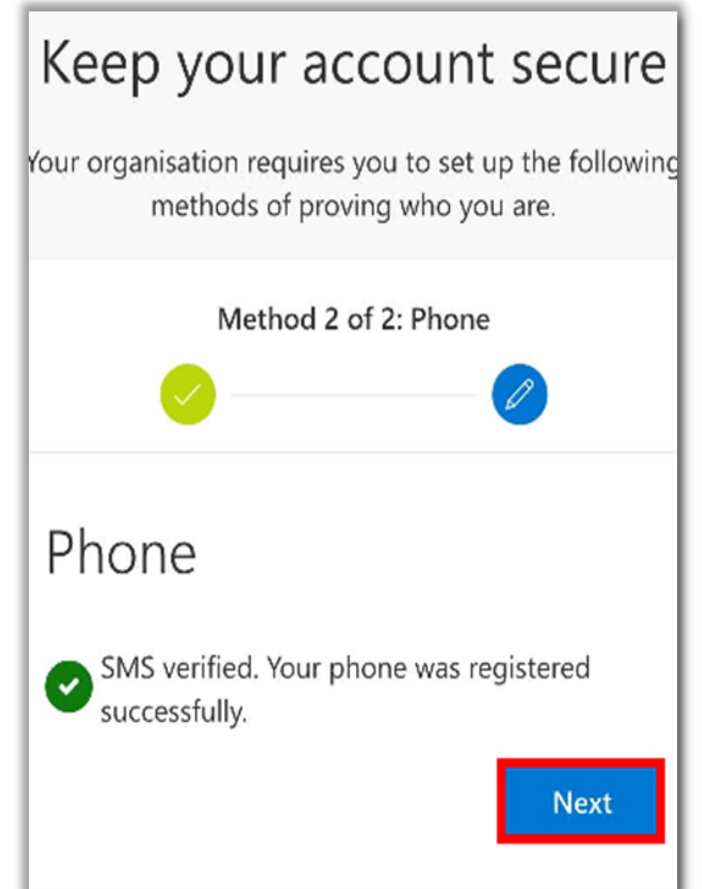
[Resend code](#)

[I want to set up a different method](#)

Step 14

Your second method of authentication is now set up.

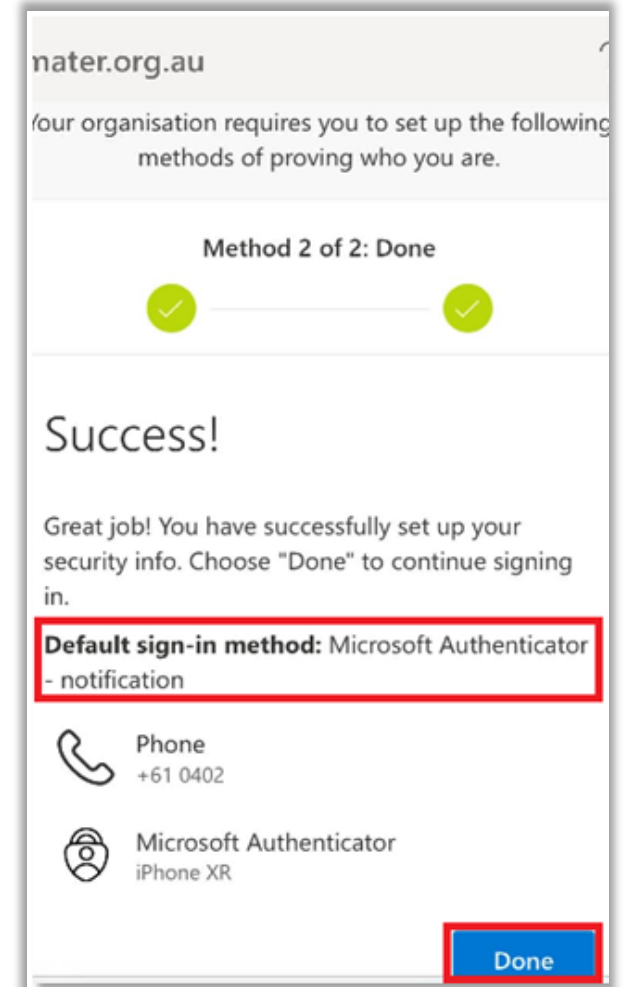
Press **Next**.



Your MFA setup is now complete

You have successfully set up MFA and your default method of authentication is Microsoft Authenticator.

Press **Done** and close your Edge browser.



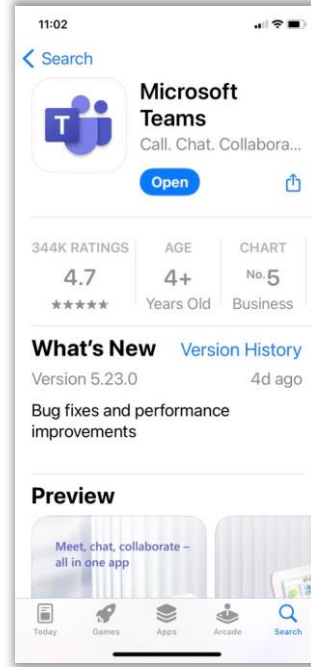
Setting up Microsoft Teams on your mobile device

Microsoft Teams is used at Mater as a communication and collaboration platform

Setting up Microsoft Teams on your mobile device

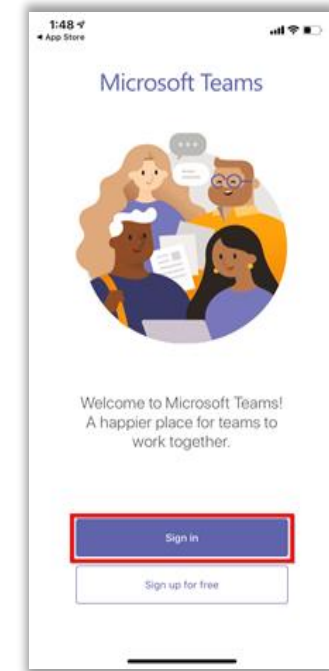
Step 1

Install the **Microsoft Teams** app from your device's Apps Store.



Step 2

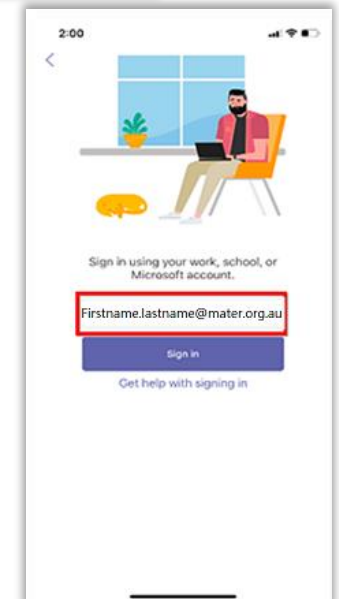
Press **Sign in**.



Step 3

Enter your Mater email address (Studentid@mater.org.au) and press **Sign in**.

When prompted for a password, it is your Mater network password.



Android devices –Intune Company Portal

At this point Android devices will be prompted to install an additional app – The Intune Company Portal.

The following message will appear:

‘To use your work or school account with this app, you must install the Microsoft Intune Company Portal app. Tap ‘Go to store’ to continue’.

Press Go to store and install the app

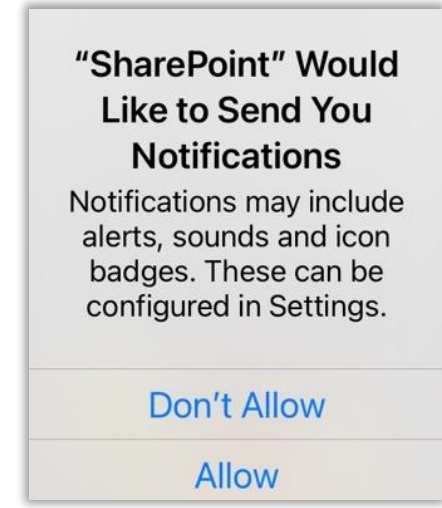
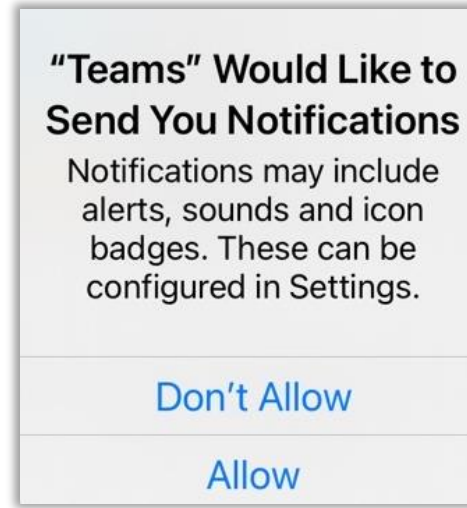
You will be directed back to the Teams app once the Intune Company portal is installed.



Setting up Microsoft Teams app on your mobile device

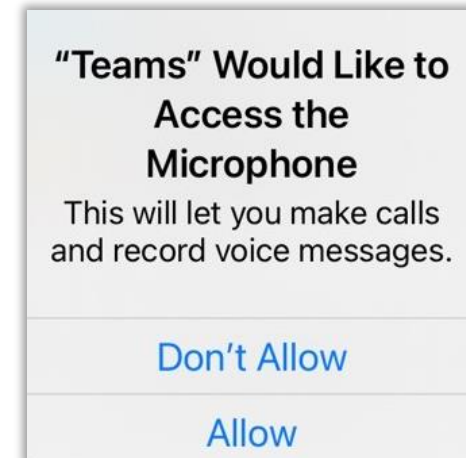
Step 4

Choose whether to allow Teams and SharePoint to send notifications.



Step 5

Choose whether to allow Teams to access your microphone (noting this is required for Teams calling and meetings).



Setting up Microsoft app on your mobile device

Step 6

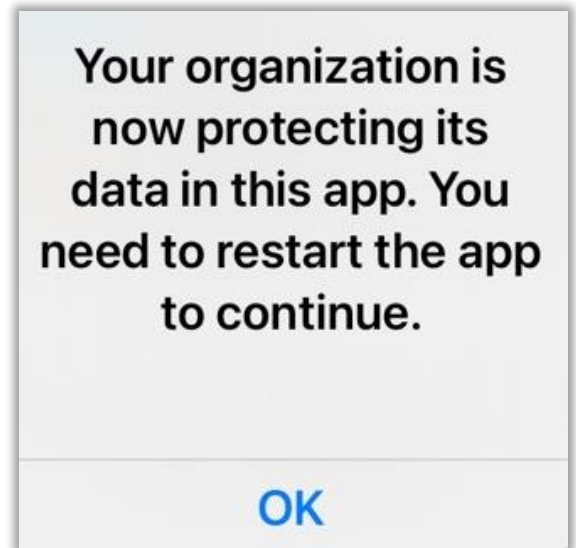
In Teams the following message will appear:

'Your organisation is now protecting its data in this App. You need to restart the app to continue'.

Press OK.

Teams will automatically close.

Open Teams again, Teams' installation is complete.



Setting up Microsoft Teams app on your mobile device

In Teams

- Notifications are found under the **Activity** icon.
- Chat or Teams calling is available through the **Chat** icon.
- **Calendar** syncs with your Outlook.
- Any team sites you belong to will appear under the icon **Teams**.
- Training material on all Microsoft 365 is available in the **Learn M365 site** icon.

For more information on Teams, please refer to Learn M365

[Learn M365 at Mater](#)

You can access **Learn M365 at Mater** in your MS Teams activity bar (left hand side) and on your mobile device if you have Teams set up.



The screenshot displays the 'Learn Microsoft 365 at Mater' website. At the top, a dark blue header contains the title 'Welcome to Learn Microsoft 365 at Mater.' and a search prompt. Below this, a grid of eight white boxes with blue icons provides quick access to various guides, such as 'Transition to OneDrive, Teams and SharePoint guide' and 'Which Microsoft 365 tool to use when'. A 'Get started' section features large, colorful illustrations for 'Microsoft 365 Basics', 'How to set up MS Teams and Channels', 'Microsoft Outlook', and 'OneDrive'. A 'Ways of working' section includes four smaller images with captions: 'Run effective Teams meetings at Mater using Microsoft 365', 'Managing your documents', 'Task management using M365', and 'Collaboration in M365'. On the right side, an 'M365 News section' lists links to monthly news digests and latest news items, accompanied by small thumbnail images.

Thank you