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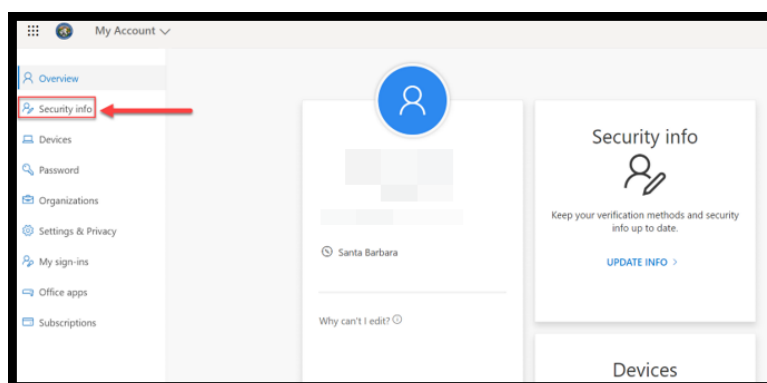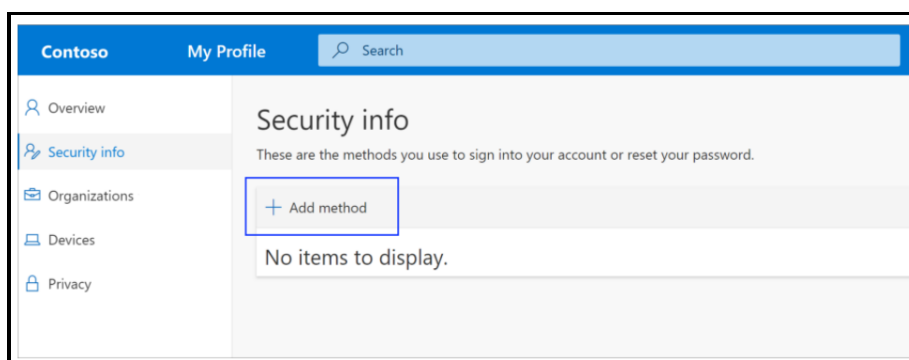M365 Learning Hub
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Multi-Factor Authentication for iOS Mobile App

The County of Santa Barbara has enabled Multi-Factor Authentication (MFA) for your Office 365 account. MFA is an authentication method that requires more than one verification method for users when signing into the Office Portal. When you log into your County Office Portal (i.e., Office 365 account) from outside the County network you will be required to enter your County username and password, as well as a verification code. To receive the verification code, a one-time setup of the MFA verification method is required.
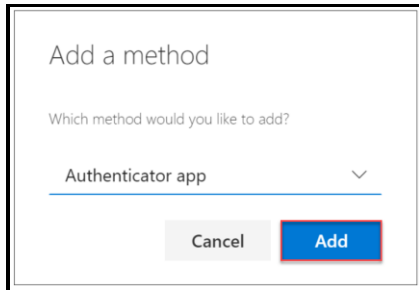
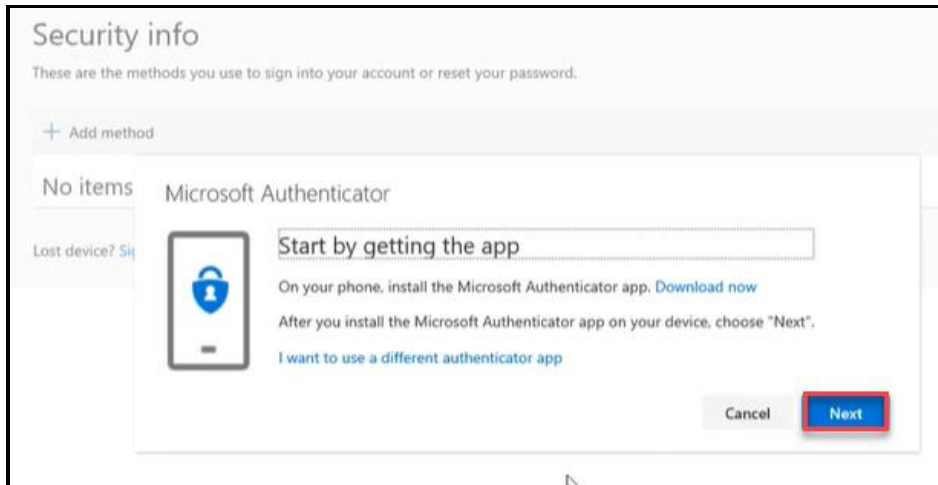1. Sign out of your OWA email on personal desktop and close browser
2. Navigate to http://myaccount.microsoft.com
3. Click on **Security info**

4. Select **Add method** in the **Security info** pane

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5. Select **Authenticator app** from the drop-down list, and then select **Add**

Add a method

Which method would you like to add?

Authenticator app

Cancel   **Add**

*After the Microsoft Authenticator App is downloaded and installed on your mobile device, click **Next***

Security info

These are the methods you use to sign into your account or reset your password.

+ Add method

No items   Microsoft Authenticator

Lost device? Si

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Cancel   **Next**

*After you click Next from above, click **Next** from the below screenshot*

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   **Next**

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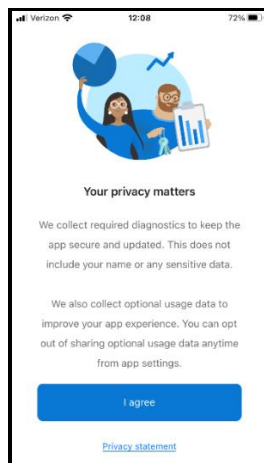M365 Learning Hub
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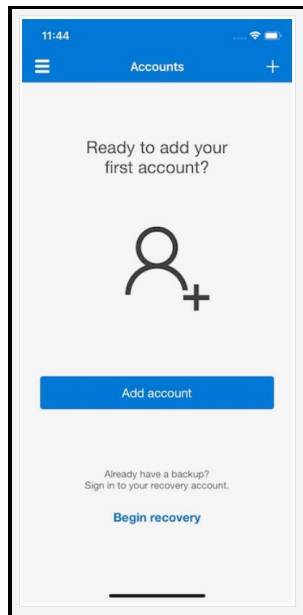6. Download & Install *Microsoft Authenticator App* from Apple store on iOS and/or iPad

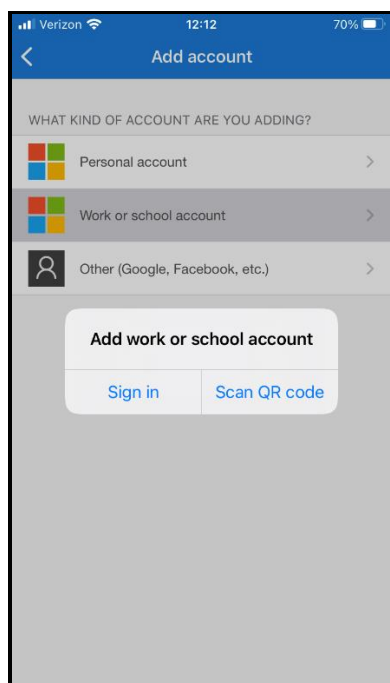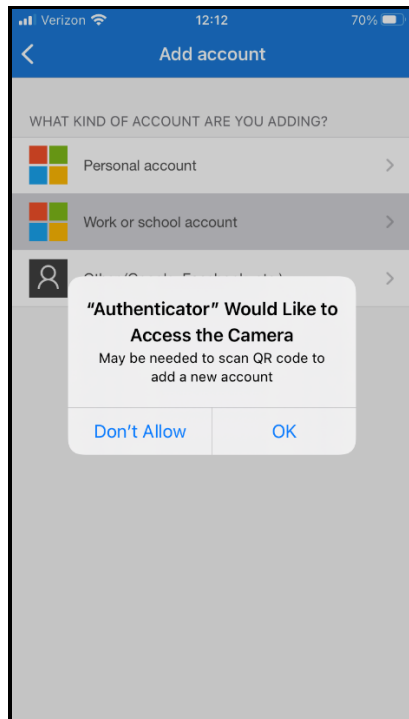7. Open Microsoft Authenticator App on your mobile once installed

8. Click *I agree*

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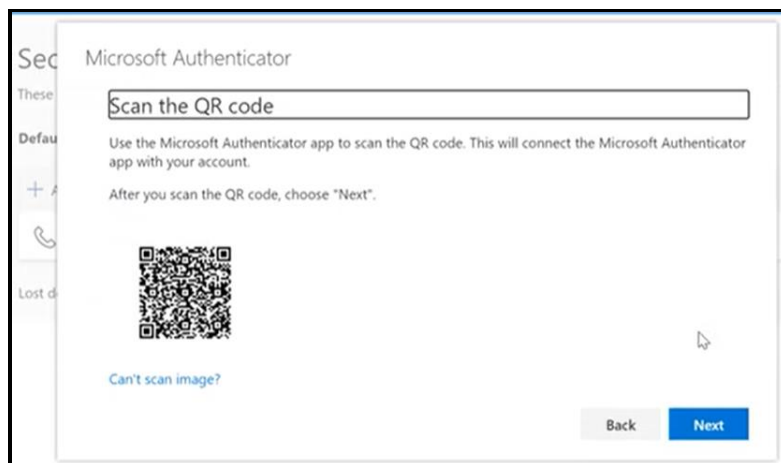We are One County With One Future

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9. Select *Add account*

10. Click *Work or school account* and click *Scan QR code*

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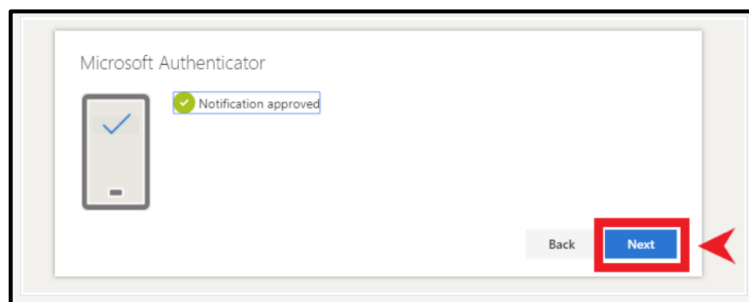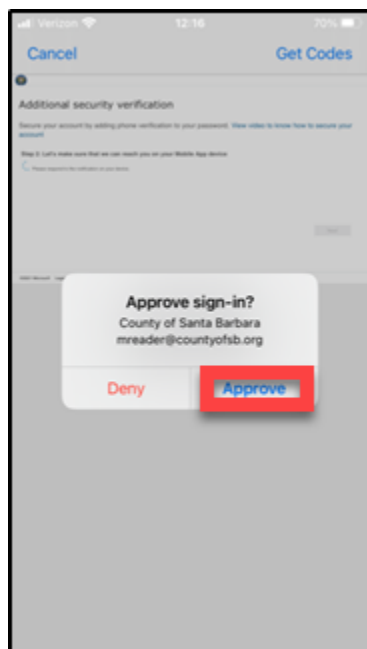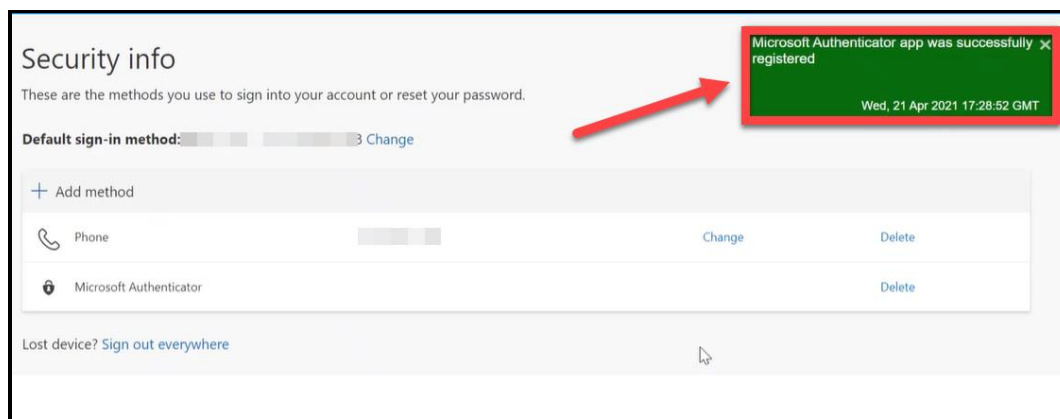We are One County With One Future

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11. Click OK

12. Scan the *QR Code* and click Next

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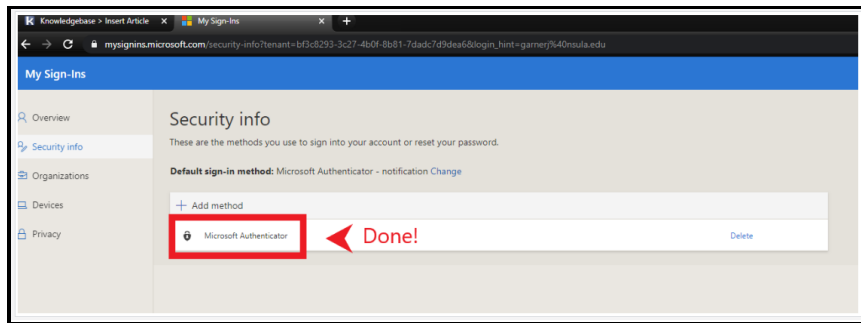+1 805 692 1700
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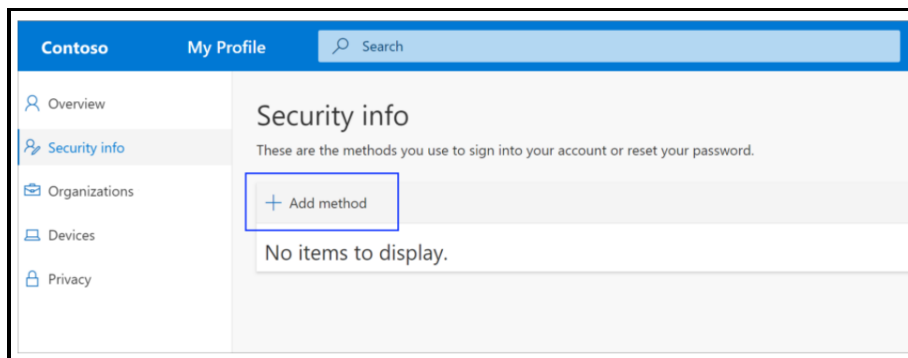13. **Approve** the Notification on your mobile and click **Next**

14. Confirmation that the Microsoft Authenticator App was successfully installed will appear
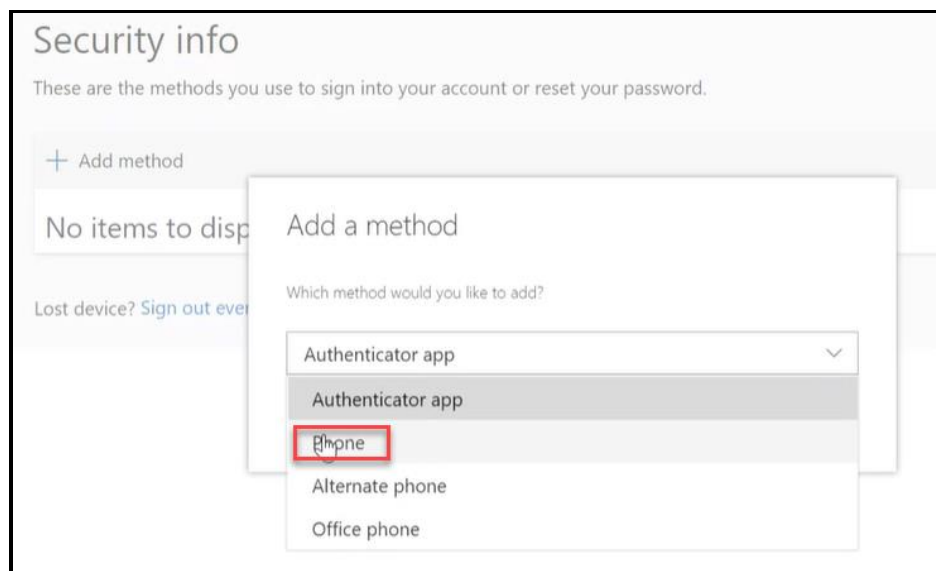

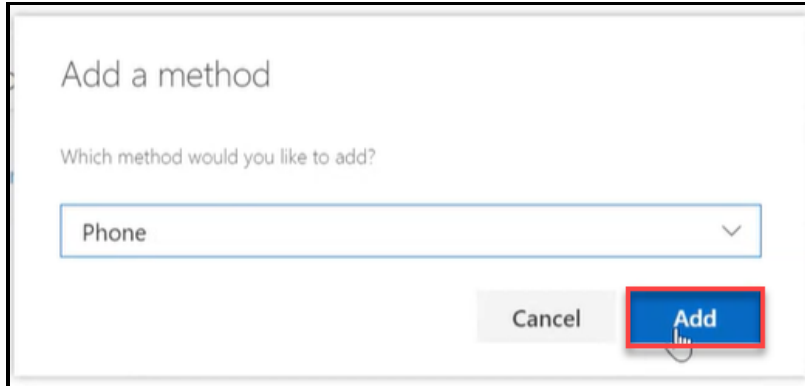Make sure "Microsoft Authenticator" is shown as a sign-in method

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15. Select **Add method** in the **Security info** pane

16. Select **Phone** from the drop-down list

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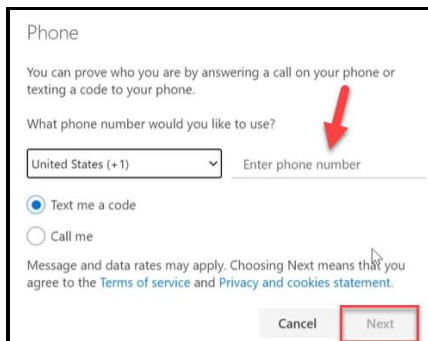one FUTURE

17. Click **Add**

18. Enter in your mobile number and click **Next**

19. Enter the code you received on your mobile device and click **Next**

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20. Click **Done**

Once you complete the instructions to specify your additional verification method, the next time you sign into Microsoft 365, you will be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.