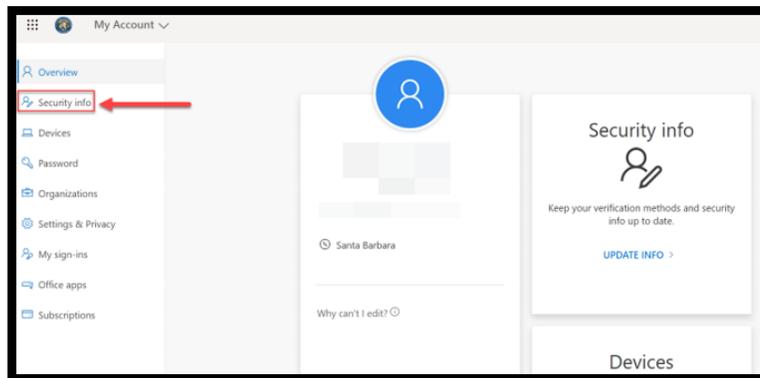


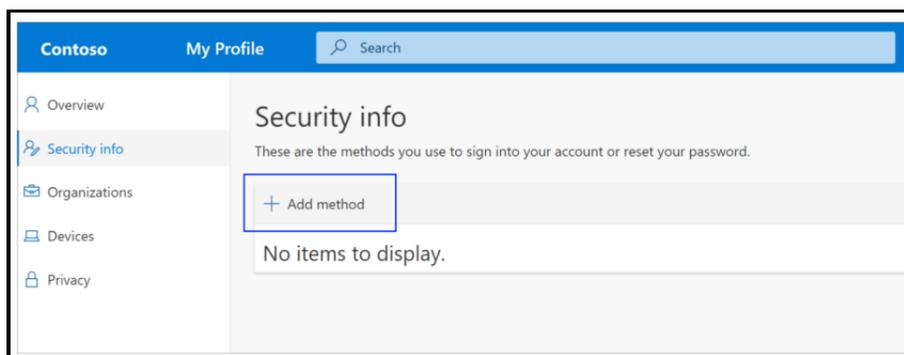
## Multi-Factor Authentication for iOS Mobile App

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.

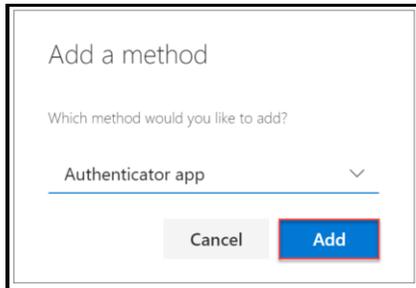
1. Sign out of your OWA email on personal desktop and close browser
2. Navigate to <http://myaccount.microsoft.com>
3. Click on **Security info**



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



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



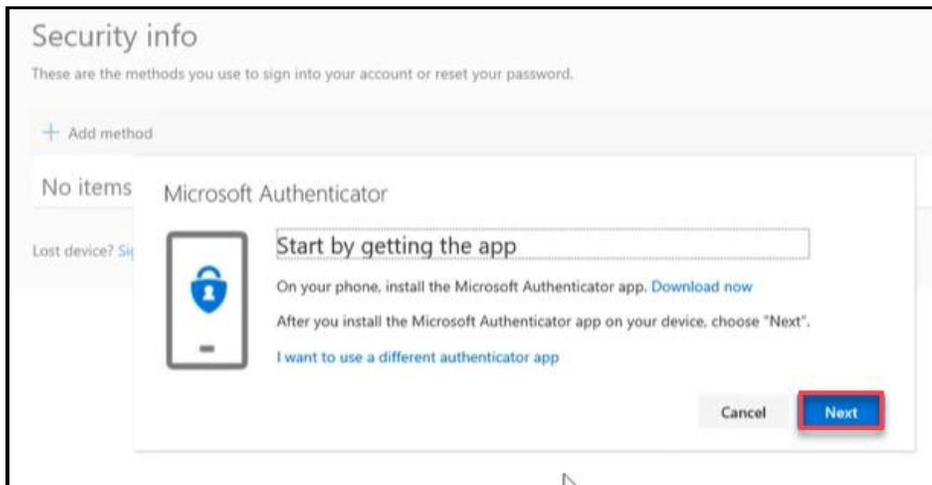
Add a method

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

Start by getting the app

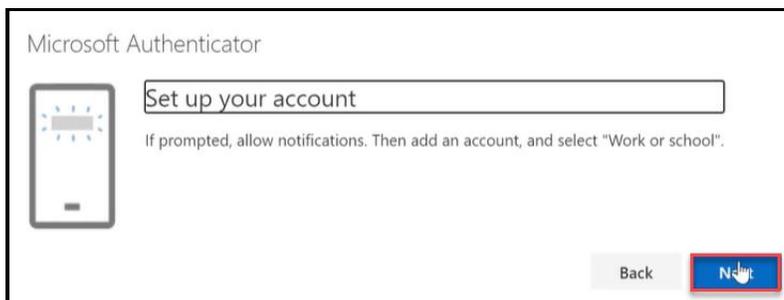
On your phone, install the Microsoft Authenticator app. [Download now](#)

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



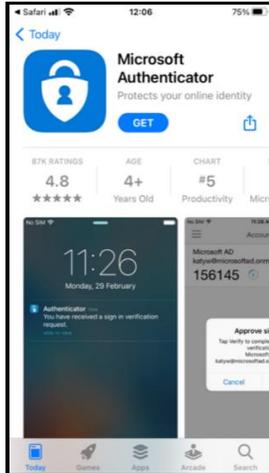
Microsoft Authenticator

Set up your account

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

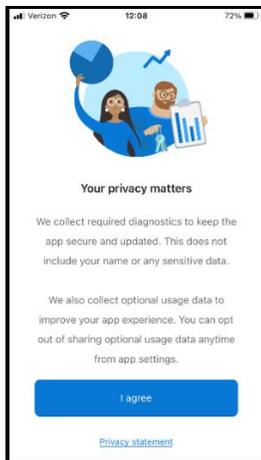
Back Next

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

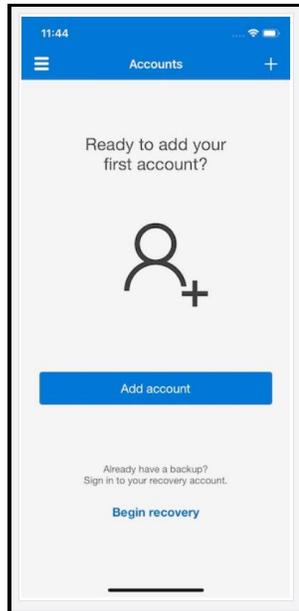


7. Open Microsoft Authenticator App on your mobile once installed

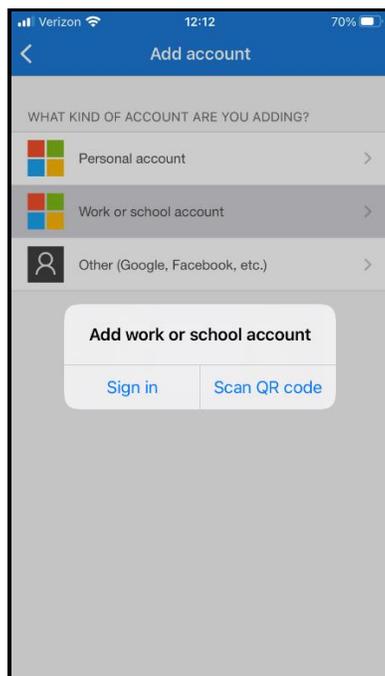
8. Click *I agree*



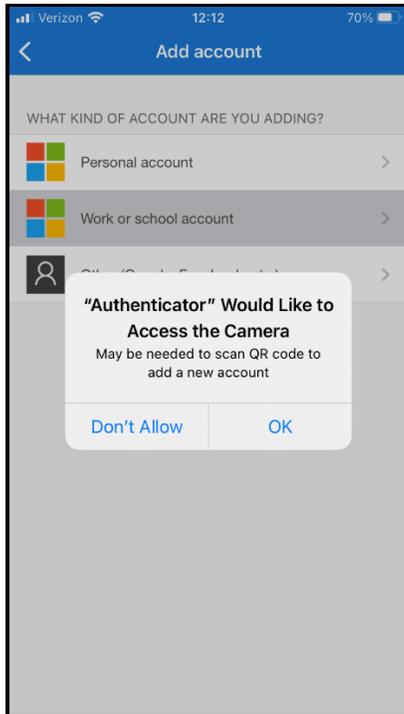
9. Select *Add account*



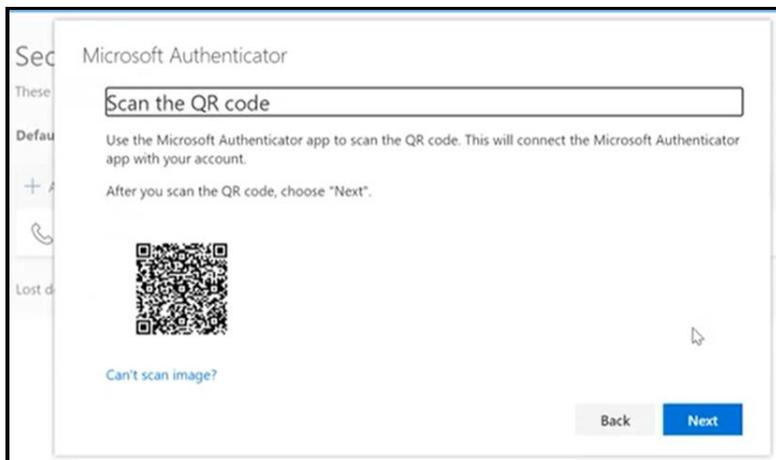
10. Click *Work or school account* and click *Scan QR code*



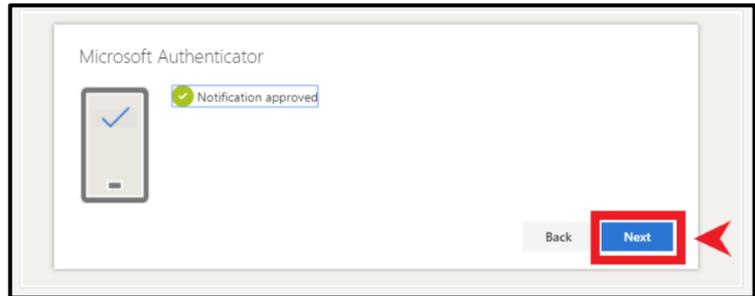
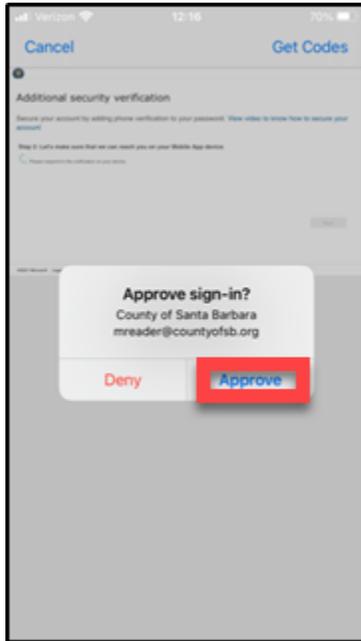
11. Click **OK**



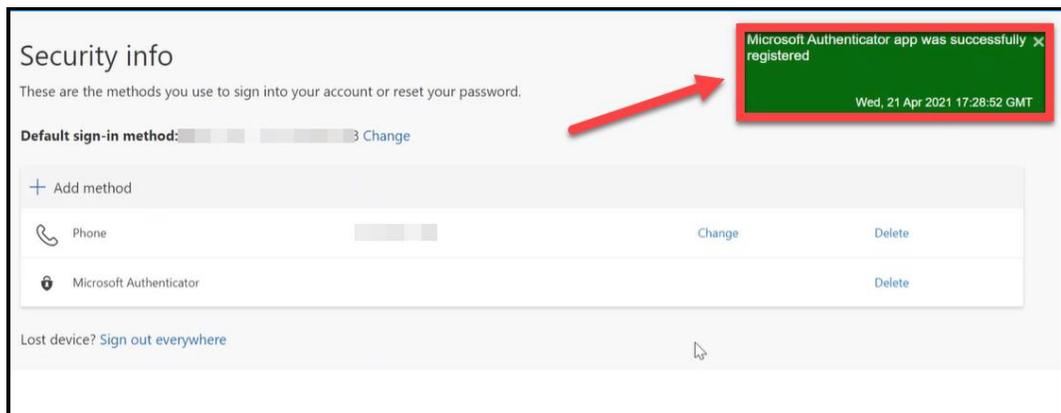
12. Scan the **QR Code** and click Next



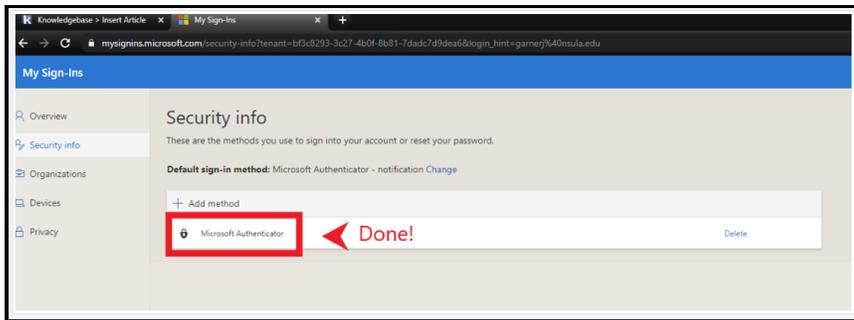
13. Approve the Notification on your mobile and click **Next**



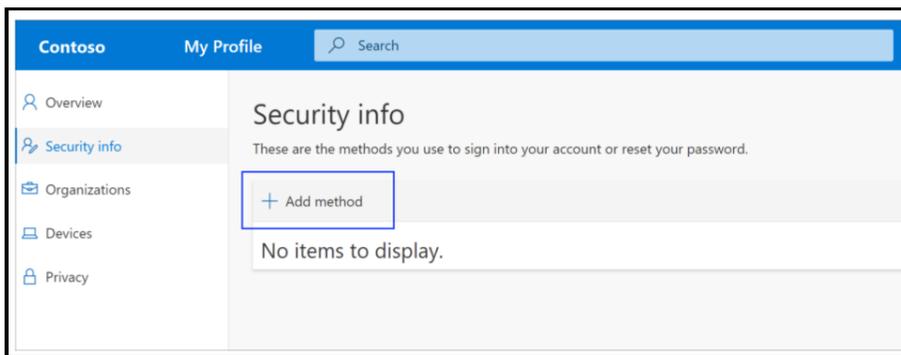
14. Confirmation that the Microsoft Authenticator App was successfully installed will appear



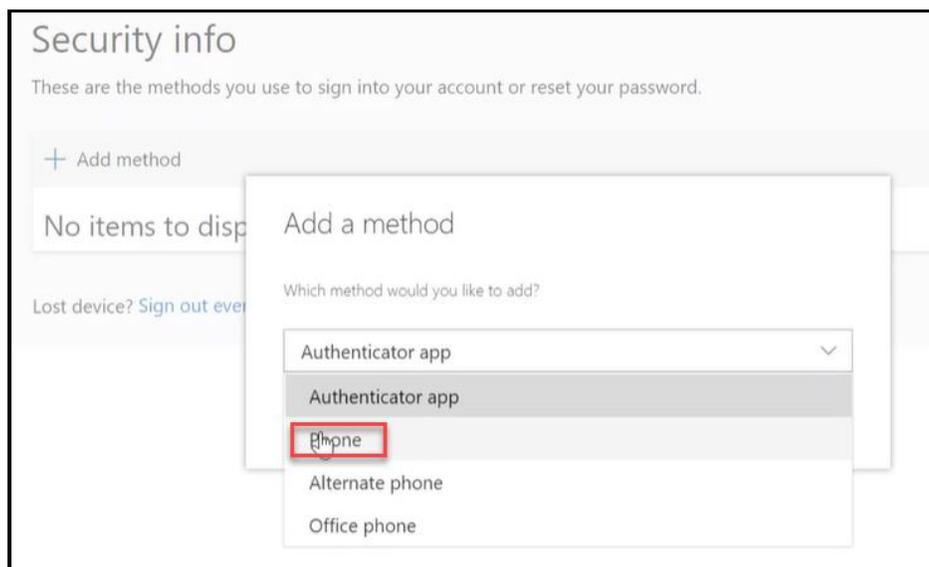
Make sure "Microsoft Authenticator" is shown as a sign-in method



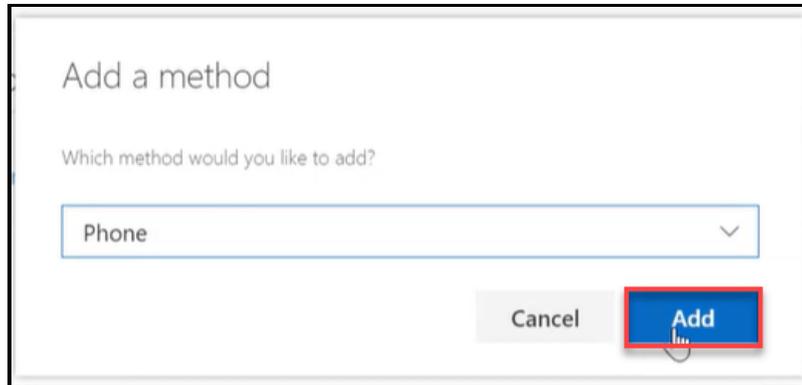
15. Select **Add method** in the **Security info** pane



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

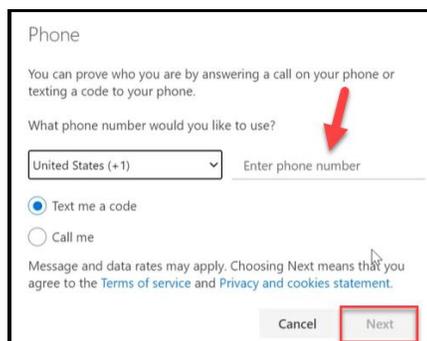


17. Click **Add**



The screenshot shows a dialog box titled "Add a method". Below the title is the question "Which method would you like to add?". A dropdown menu is open, showing "Phone" as the selected option. At the bottom right of the dialog, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red box, and a mouse cursor is clicking on it.

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



The screenshot shows a screen titled "Phone". It contains the text: "You can prove who you are by answering a call on your phone or texting a code to your phone." Below this is the question "What phone number would you like to use?". There is a dropdown menu for the country code, currently set to "United States (+1)", and a text input field labeled "Enter phone number". A red arrow points to the input field. Below the input field are two radio buttons: "Text me a code" (which is selected) and "Call me". At the bottom, there is a note: "Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement." At the bottom right, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red box.

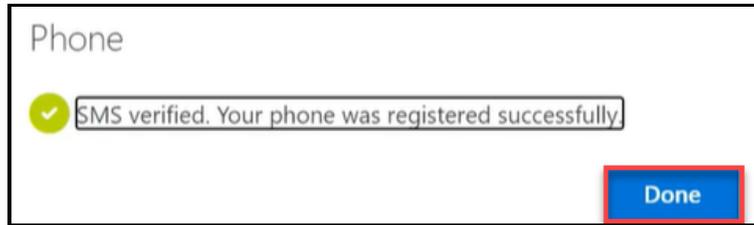
19. Enter the code you received on your mobile device and click **Next**



The screenshot shows a screen titled "Phone". It contains the text: "We just sent a 6 digit code to +1 [redacted]. Enter the code below." Below this is a text input field labeled "Enter code". A red arrow points to the input field. At the bottom right, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red box.



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.