

How to configure Two-Factor Authentication for Azure/O365
SOP



Document Control Information

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Version Control

Version	Version Date	Version Author	Description of Changes
1.0	01/08/2023	IAM Team	Initial Stage

1. Purpose

This document describes the Standard Operating Procedure for configuring Microsoft 365 Multi-Factor Authentication methods. **Having multiple authentication methods configured for your Microsoft 365 access is essential to prevent access loss.**

2. Scope

This procedure is applicable to organization's employees, consultants, etc. Having Privilege access to its information (electronic, paper form) and supporting IT assets including Networks, Operating systems, applications, workstations, database systems, This SOP is a sub-division of Identity and Access Management Standard Operating Procedure.

Hereby, Sharekhan referred in this document means Sharekhan by BNP Paribas

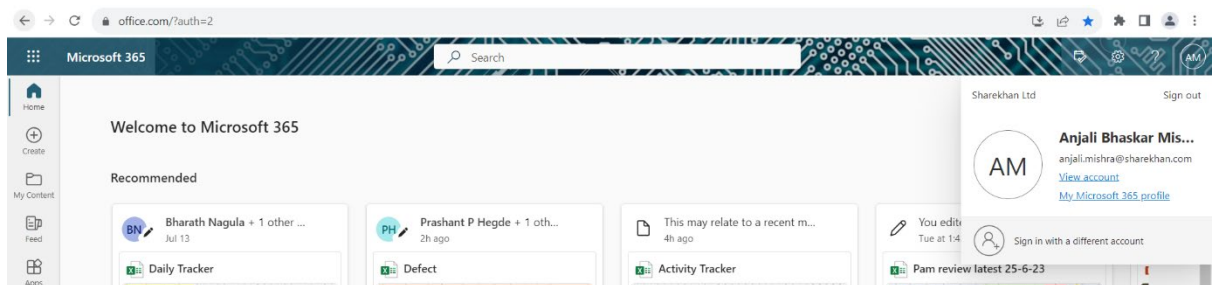
3. Objective

- Performing 2FA for a user to protect resources.
- Helps you sign into your accounts when you're using two-step verification.

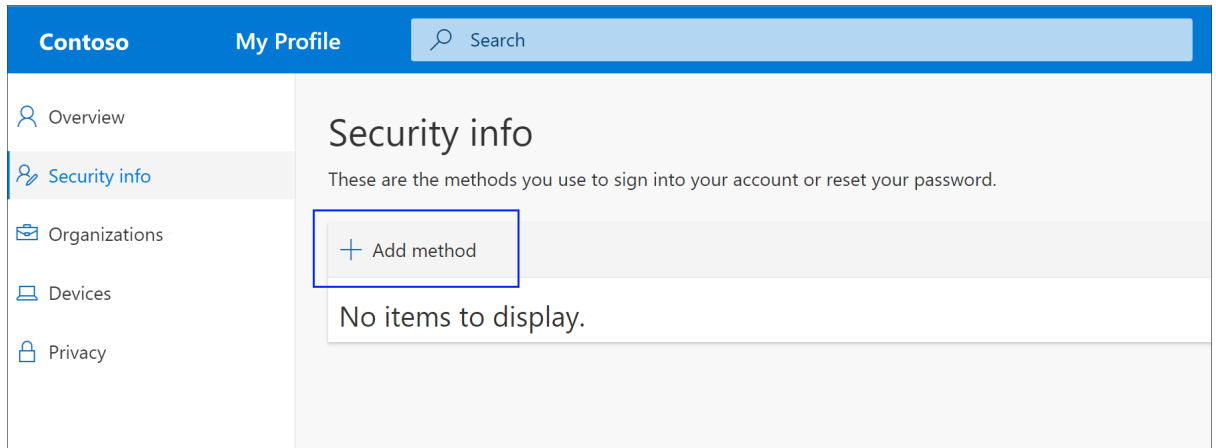
4. Procedure Description

To configure two-factor authentication (2FA) in your Microsoft Authenticator Application for end users in Office 365:

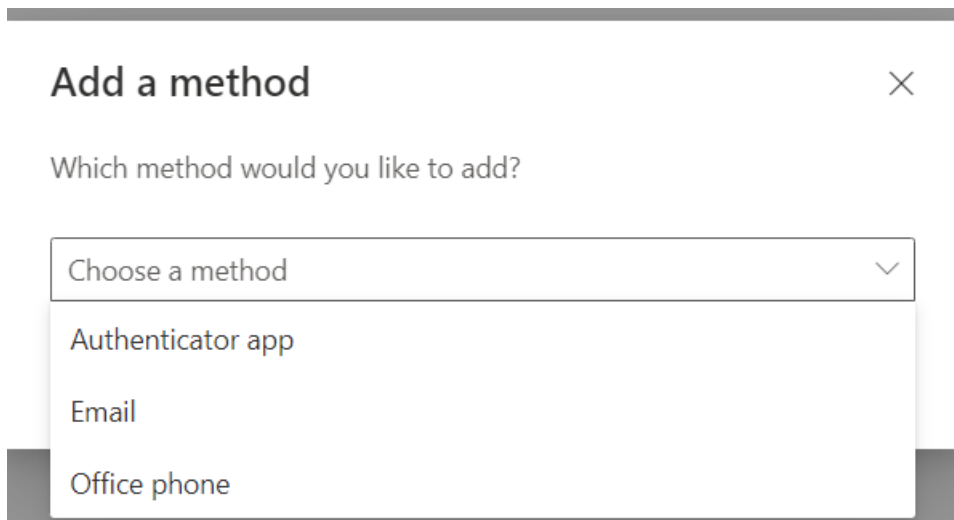
1. Sign into your Office 365 account (<https://office.com>).
2. Click your profile picture in the top right corner of the screen and select on **view account**.



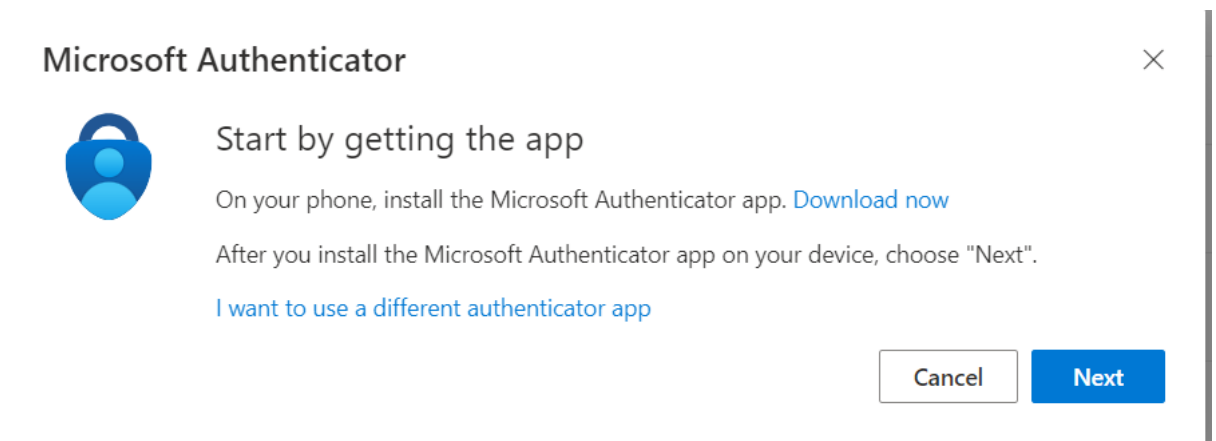
3. A new page will open with my Sign Ins.
4. Select **Security info** in the left menu or by using the link in the **Security info** pane. If you have already registered, you'll be prompted for two-factor verification. Then, select **Add method** in the **Security info** pane.



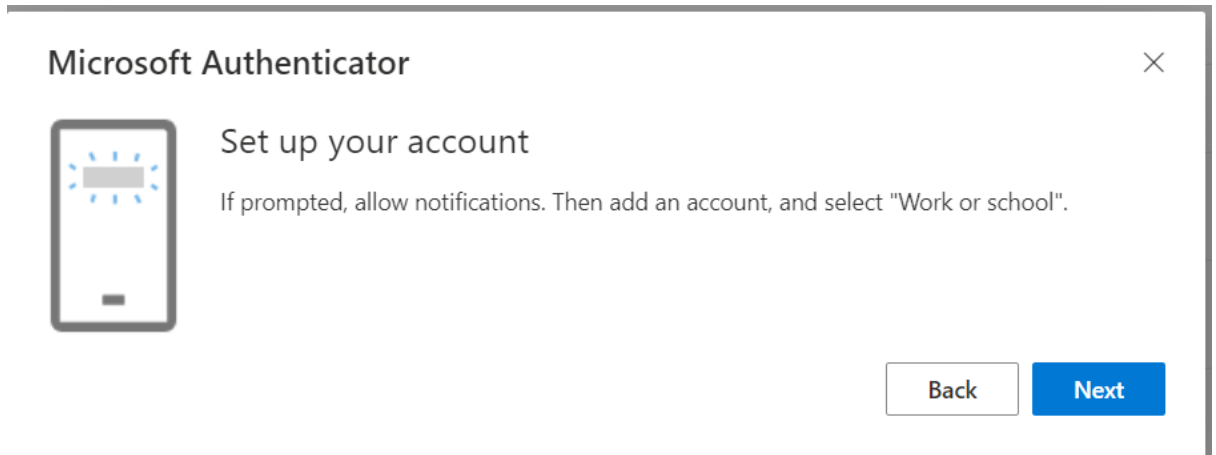
5. On the **Add a method** page, select **Authenticator app** from the list, and then select **Add**.



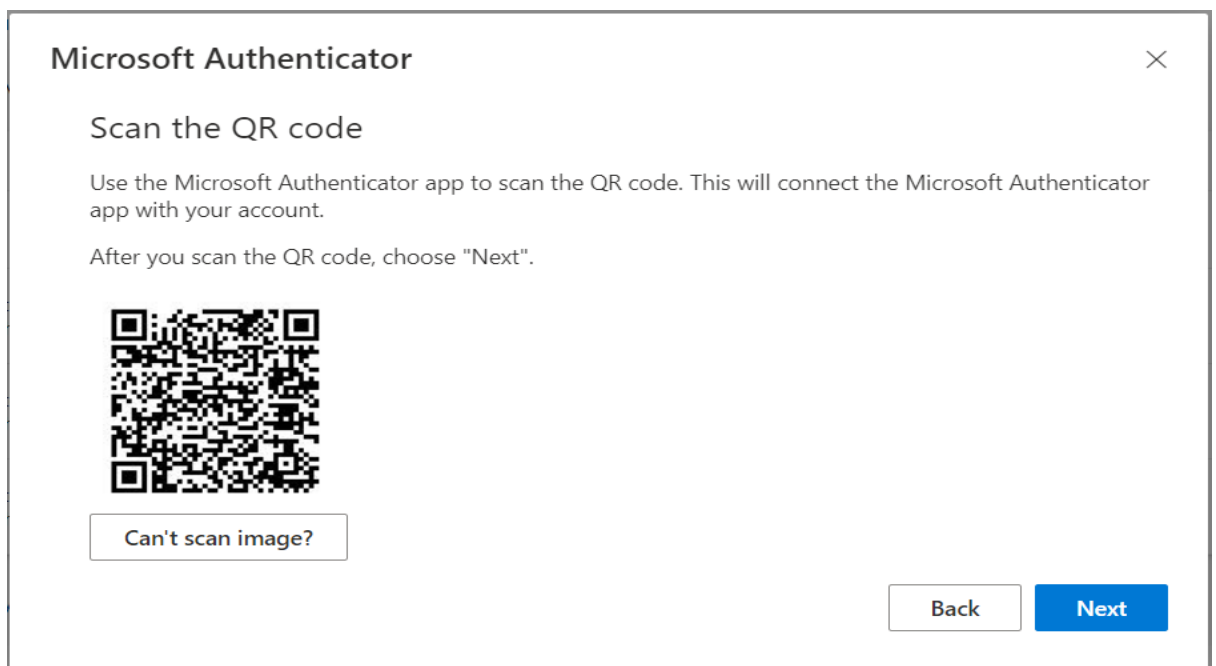
6. On the **Start by getting the app** page, download and install the Microsoft Authenticator app on your mobile device from Play Store, and then select **Next**.



7. Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device..

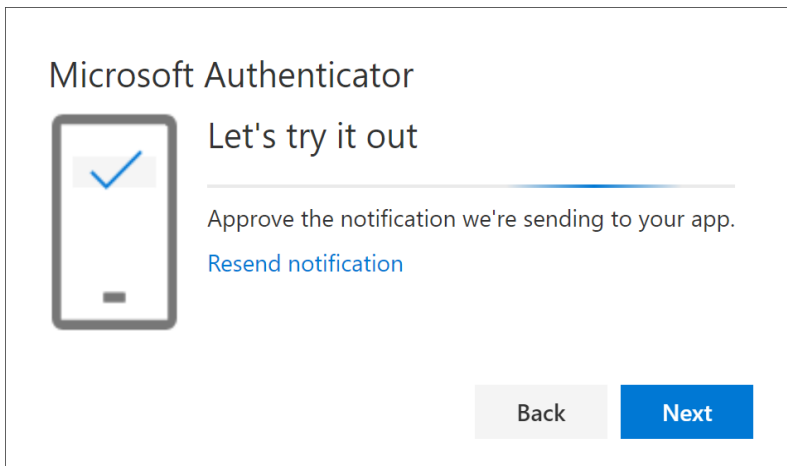


8. Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select Work or school account.
9. Return to the **Set up your account** page on your computer, and then select **Next**. The Scan the QR code page appears.

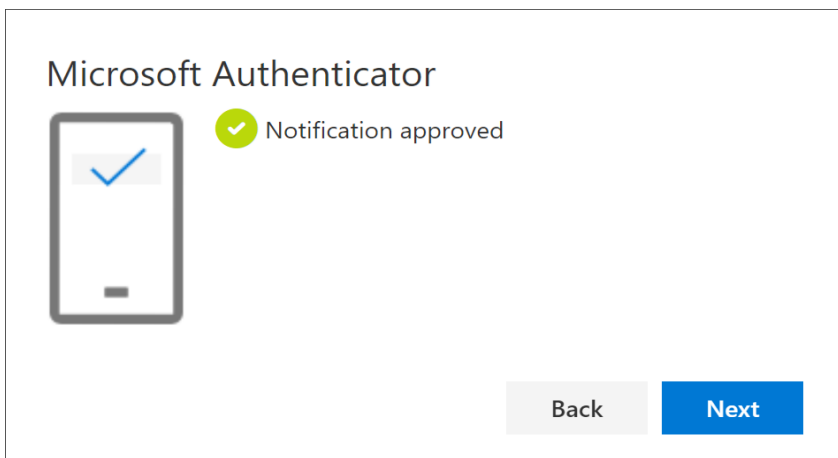


10. The authenticator app should successfully add your work or school account without requiring any additional information from you. However, if the QR code reader can't read the code, you can select **Can't scan the QR code** and manually enter the code and URL into the Microsoft Authenticator app.

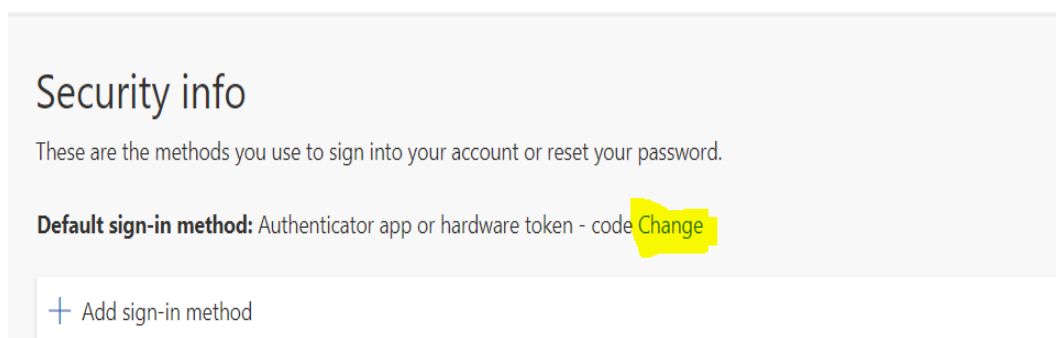
11. Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.



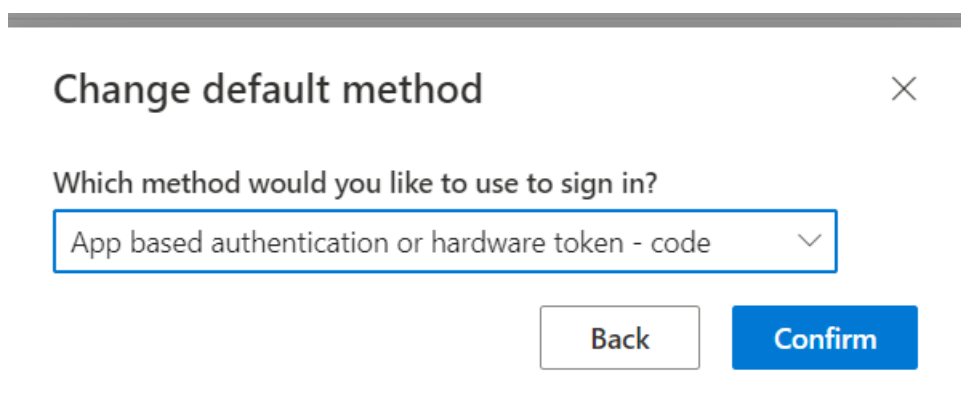
12. Approve the notification in the Microsoft Authenticator app, and then select **Next**. Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.



13. Change the default sign-in method by clicking on change.



14. Change the authentication method and click on **Confirm**.



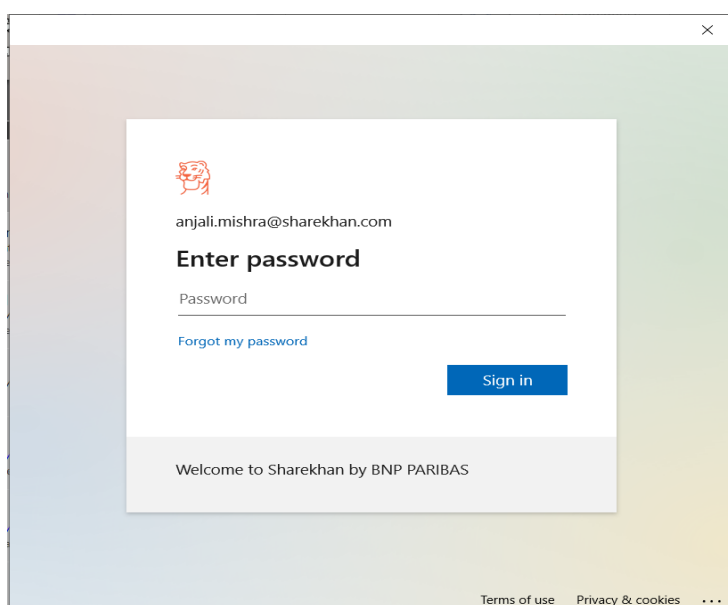
Change default method ✕


Which method would you like to use to sign in?

App based authentication or hardware token - code ▾

Back Confirm

- ✓ If you have already done so, you will be prompted to enter a security key whenever you login in Microsoft 365. You can use the Microsoft Authenticator app as 2FA to approve the request always.
- You will be prompted to enter your password while logging in into office 365.



 anjali.mishra@sharekhan.com

Enter password

Password

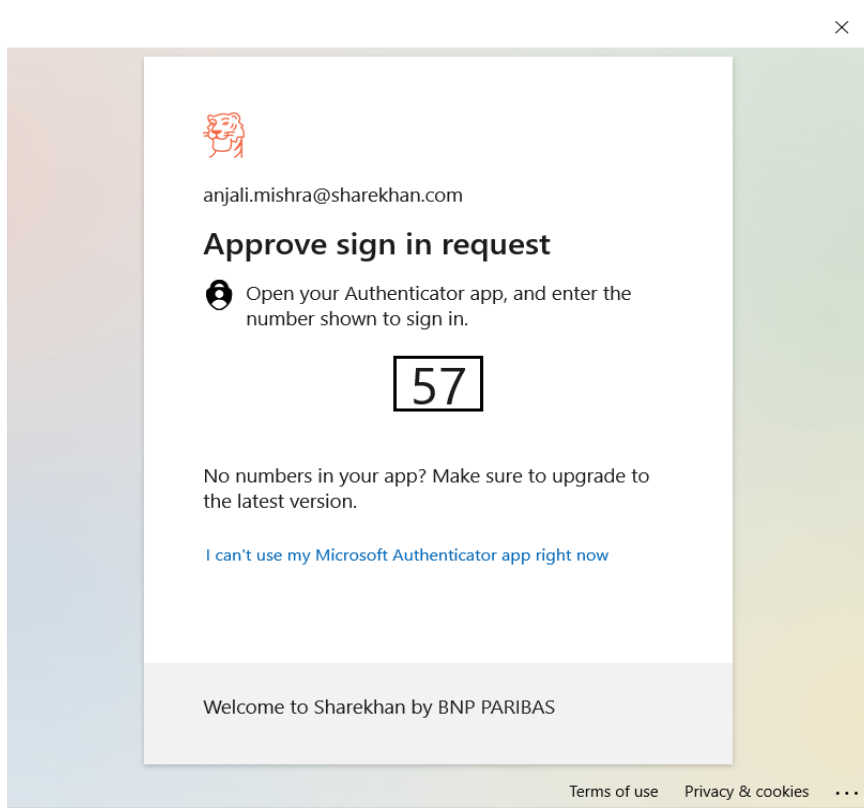
[Forgot my password](#)

Sign in

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- Approve the request notification on your mobile device and enter the security key on your mobile shown on your screen after signing-in.



- Click on Yes. Your office login has been successfully configured.