



ICTD MEMORANDUM

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For: DLSMHSI Community

From:


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Noted:


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Approved:


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Subject:

**Urgent Security Update: Implementation of Multi-Factor Authentication (MFA)
for Office 365 email account**

This memo is to inform you of a critical security measure being implemented for all Office 365 accounts.

Due to a recent phishing incident that targeted several users - students accounts, the ICT Department will implement a Multi-Factor Authentication (MFA). This measure is necessary to protect our systems and your personal information from unauthorized access.

MFA adds an essential second layer of security by requiring a verification code from your mobile device in addition to your password.

Please anticipate a notification to setup MFA on your account:



Guidelines to enable MFA on a Microsoft 365 Student Account

The best and most secure way to set up multi-factor authentication (MFA) is by using the Microsoft Authenticator app.

Step 1: Install the Microsoft Authenticator App

- Download the **Microsoft Authenticator** app on your mobile phone from the App Store (for iOS) or Google Play Store (for Android).

Step 2: Begin the Setup Process

- On a computer, go to the Microsoft 365 login page, which is often <https://portal.office.com> or <https://m365.cloud.microsoft>
- Sign in with your student email address and password.
- You will be prompted with a message that says "More information required" or something similar. Click **Next**.

Step 3: Link Your Account to the App

- The setup wizard will recommend using the Microsoft Authenticator app. Click **Next** to proceed.
- A QR code will appear on your computer screen.
- Open the Microsoft Authenticator app on your phone, tap the **+** icon, and select **Work or school account**.
- Select **Scan a QR code** and use your phone's camera to scan the code displayed on your computer.

Step 4: Complete the Verification

- The system will send a test notification to the app on your phone.
- Open the app and approve the request. You may need to enter a two-digit number displayed on the computer screen to complete this step.
- Once approved, your computer will confirm that the setup is complete. Click **Done**.



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Your cooperation is vital in keeping our community safe.

Should you have any questions or require assistance, please contact the **ICT**

Helpdesk: Local 1365/1366 .

Thank you for your immediate attention to this matter.