Two-Factor Authentication Setup

Overview

In conjunction with the Information Security Office, the Office of Management and Enterprise Services has mandated implementation of two-factor authentication for Office 365. This implementation will offer an extra layer of protection for our customers and their State of Oklahoma-owned data.

The following instructions will be used the first time any user logs in to Office 365. O365 will require each user to set up two-factor authentication before granting access to the Office 365 web portal.

Installation

Step 1

To access Office 365, open Internet Explorer or Microsoft Edge and navigate to portal.office.com (link opens in new window). Enter your email address and password in the login fields and select **Sign in**.

Note: If you are inside the network and logged in with your user credentials, you may not be asked for a password.

Step 2

Once you are verified, you will be asked to set up Office 365 two-factor authentication. To continue the setup, select **Set it up now**.

Step 3

The prompt will now ask you which method of two-factor security verification you would like to use. There are three authentication methods:

- Authentication phone.
- Office phone.
- Mobile app.

For more information on the authentication methods and choosing which one is right for you, please visit Microsoft's Set up your preferred verification method (link opens in new window).

Once you select your preferred method of verification, select **Contact me**. You will be contacted by your preferred security method you previously selected.

Once you complete the verification process and select **Done**, your enrollment in Office 365 Two-Factor Authentication will be complete.

Additional information

- You will only be asked to set up two-factor authentication the first time you access O365 online.
- When working on devices connected to the state's network, your user account has already been verified by your login credentials. You will not be asked to enter your password or two-factor authentication unless you try to access Office 365 in a private browser session.
- Office 365 on nonstate-owned devices will only be accessible through the use of a web browser and the O365 web portal (link opens in new window).

We are at your service to help with your technology requests. If you experience any issues, please contact the **OMES Service Desk**.

Tech Desk
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