Setting up Multi-Factor Authentication (MFA) for Your Microsoft 365 Account

Setting up Multi-Factor Authentication will add an extra layer of security to your Microsoft 365 account.

1. Sign in to Microsoft 365 using your CUNYfirst credentials.
2. You will be prompted for more information. Click **Next.**
3. Choose an **authentication phone number**, an office phone number, or a cell phone.
   Choose your **country of origin**.
   Choose your **authentication method**, either a text message or a phone call. The system will send you an SMS message or voice message containing a 6-digit code to verify your device
   Click **Next**.
4. If you select "Send me a code by text message," you will receive a text message similar to the one below.
5. Enter the code in the textbox. Click **Verify**.
6. You will see the below screen when the code is successfully verified. Click **Done**.
7. **Tip:** To have the system remember your authentication for 14 days, check the box next to "Don't ask me again for 14 days" when you approve the sign-in request.