

## Enabling 2-factor Authentication (2FA) for Android Devices

2-factor authentication is an industry standard process that you likely already use for many of the web sites you visit. Cypress is using the Microsoft Authenticator app. to make your authentication experience as consistent, and reliable as possible. To enable 2-factor authentication with the Microsoft Authenticator, you will need to make some changes in your online O365 configuration, and add an authenticator app. to your mobile device. This instruction set is specific to devices running an Android OS. Please read through the instructions completely, so that you are familiar with the sequence of steps and can complete the setup as smoothly as possible. The first series of steps needs to be completed using your computer and a full function web browser.

### The Microsoft Authenticator App

Mobile devices all can have slightly different methods for installing apps., but most any device works great with the Microsoft Authenticator app. In your mobile device's app. store, search for the Microsoft Authenticator app. with a blue logo like the one shown to the right. You can choose to install the app. before you configure your account, but be sure to read through the instructions so you understand how the app will be configured.

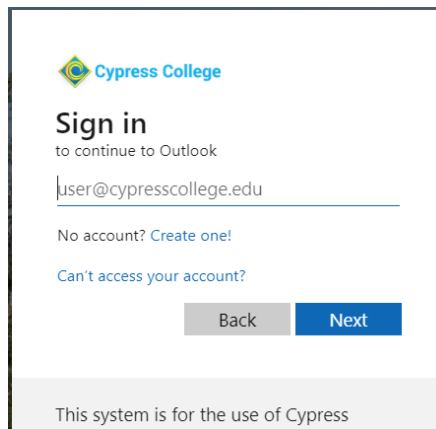


### Configuring Your Account

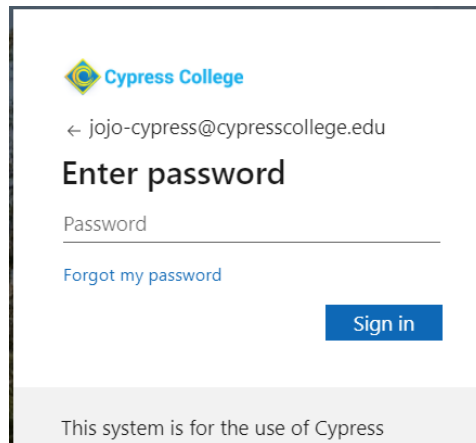
**The following steps should be completed on your computer.**

First, we will configure your web based O365 account so it is ready to turn on 2FA.

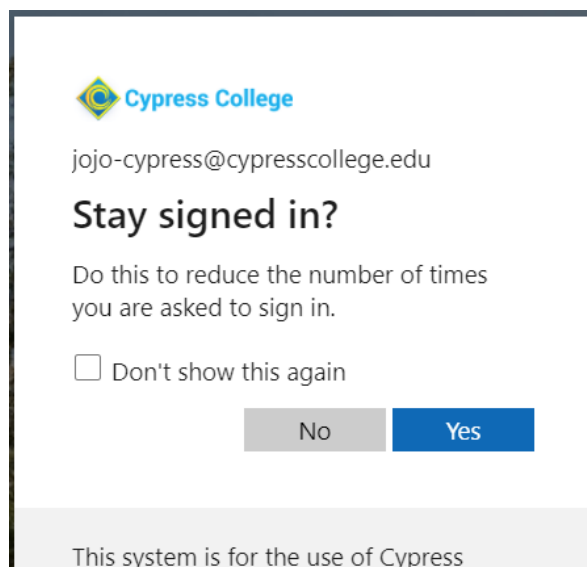
1. Open a web browser and log into mail.cypresscollege.edu,
  - a. Enter your full email address please. **(If you allow your web browser save logins or password, this step may not happen)**

A screenshot of a web browser showing the sign-in page for Cypress College. The page features the Cypress College logo at the top left, followed by the text "Sign in to continue to Outlook". Below this is a text input field containing the email address "user@cypresscollege.edu". There are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the form are two buttons: "Back" and "Next". A footer at the very bottom of the page reads "This system is for the use of Cypress".

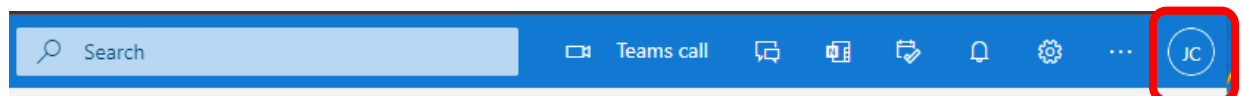
2. Enter your current password **(If you allow your web browser save logins or password, this step may not happen)**



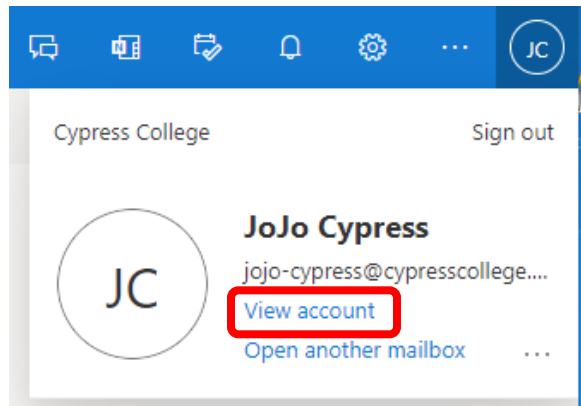
3. Select Yes when prompted to “Stay Signed in?” **note: this feature only works in Microsoft Edge (If you allow your web browser save logins or password, this step may not happen)**



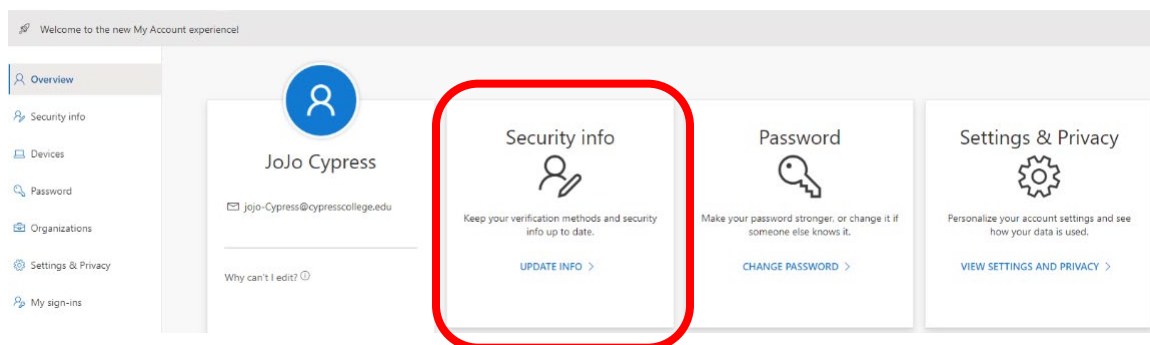
4. In the upper right-hand corner, you will see a circle with your initials in it.
  - a. Click on that icon, and your account options will open.



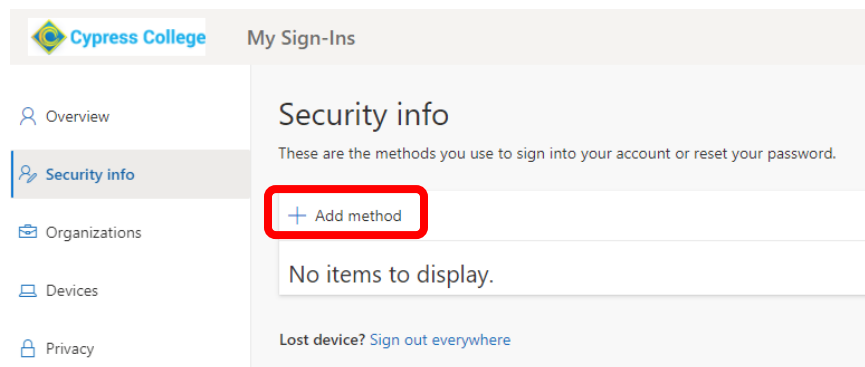
5. Select the link to “View Account”.



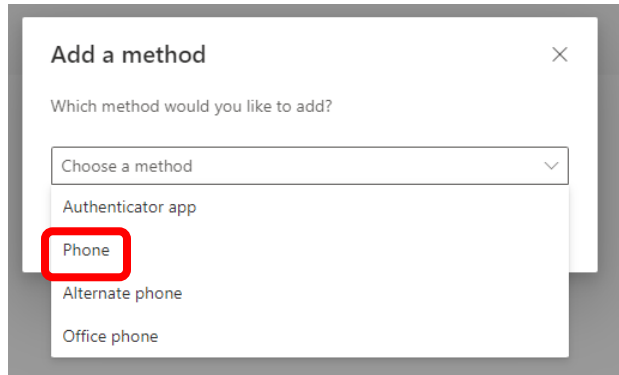
6. You should now see the My Account page.
  - a. Select the tile that says “Security info” & UPDATE INFO.



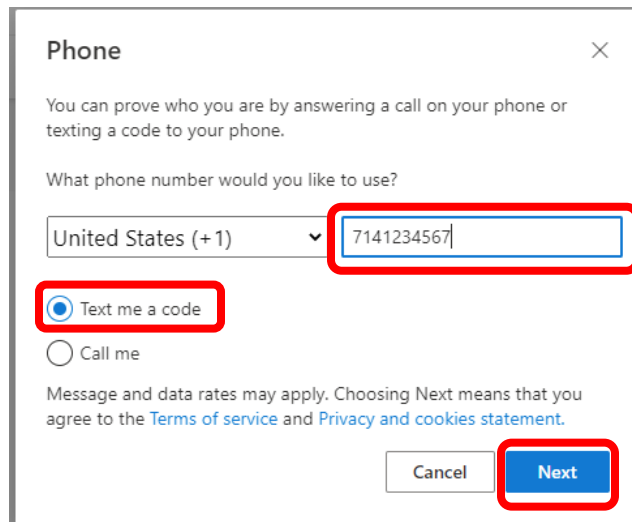
7. On the Security info page, you will be adding a couple of methods to secure your login.
  - a. Click the blue plus sign to Add method.



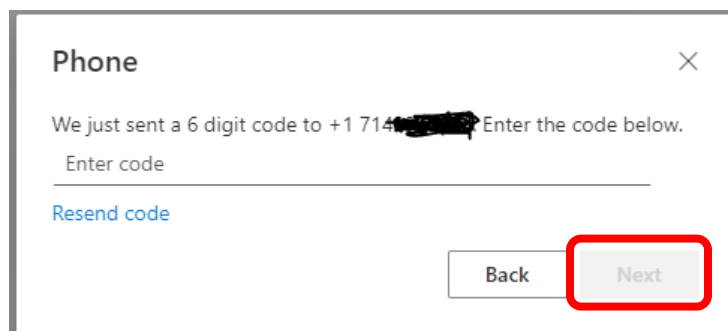
8. A pop-up will appear
  - a. Select the Phone option, and then select Add.



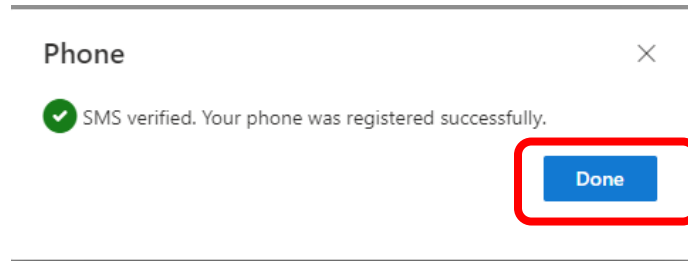
9. At the following screen...
  - a. Add your 10-digit phone number
  - b. Click the radio button for "Text me a code" Click the Next button



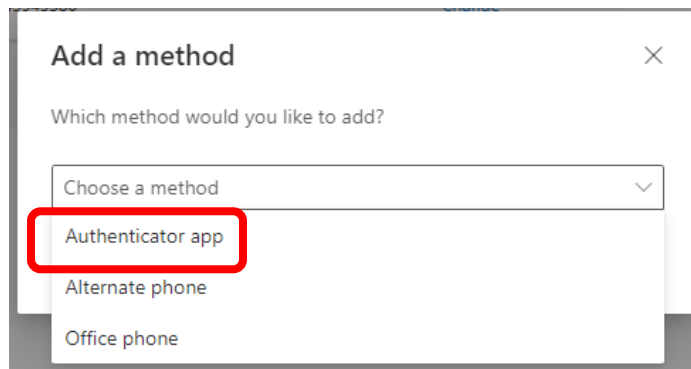
10. A code will be sent to your phone
  - a. Enter the code at the next prompt, and click Next when it is active.



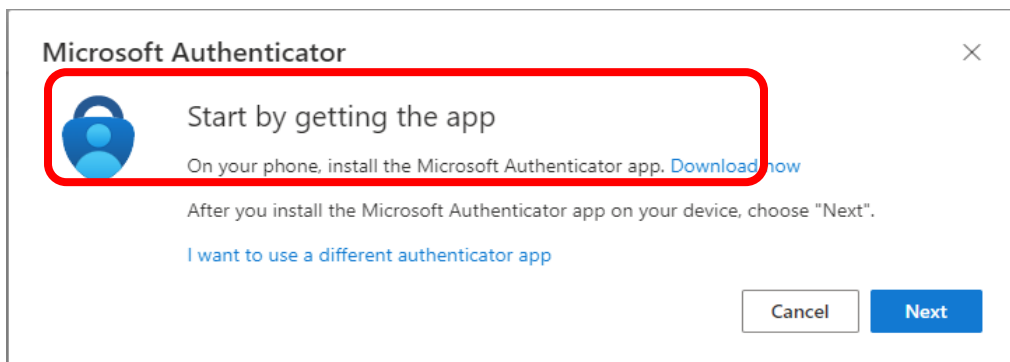
11. You are now confirmed on the system as being you, in the next step we will secure your account from people trying to login as you.
- Select done and proceed to “configuring 2FA with Microsoft Authenticator.”



12. At this point, you need to **have your mobile device** ready, with the Authenticator app. installed, so that we can enable 2FA.
- From the same screen you are on (Security Info)
  - Select Add Method for a second time.
  - Select the “Authenticator App” from the drop down.



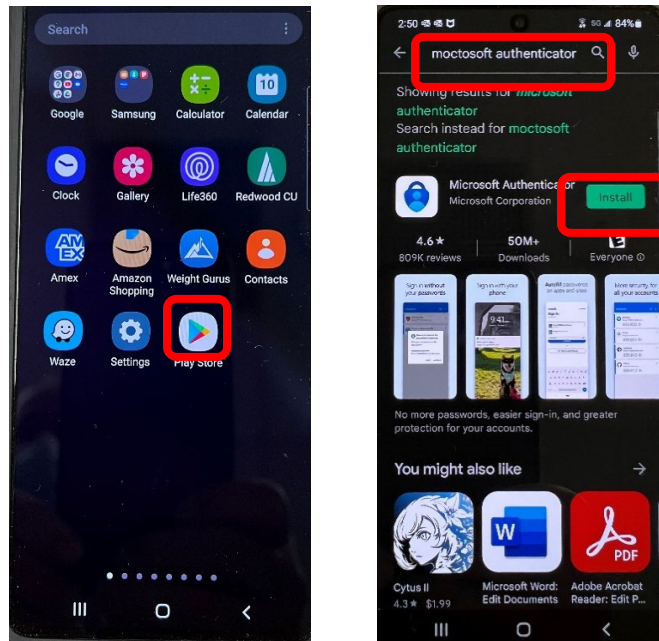
13. If you didn't already install it, you will now be prompted to install the Microsoft Authenticator app.
- Keep this browser window open.** You will continue working from here after installing the authenticator app.



## Configuring 2FA with Microsoft Authenticator for Android

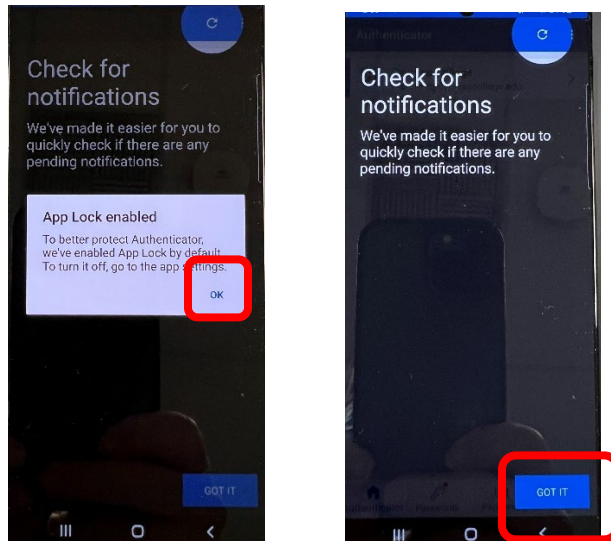
The following steps will be performed on your phone and computer.

14. On your mobile device, if you haven't already done so, download the Microsoft Authenticator app.



15. After the app installs, it will prompt you about an App Lock

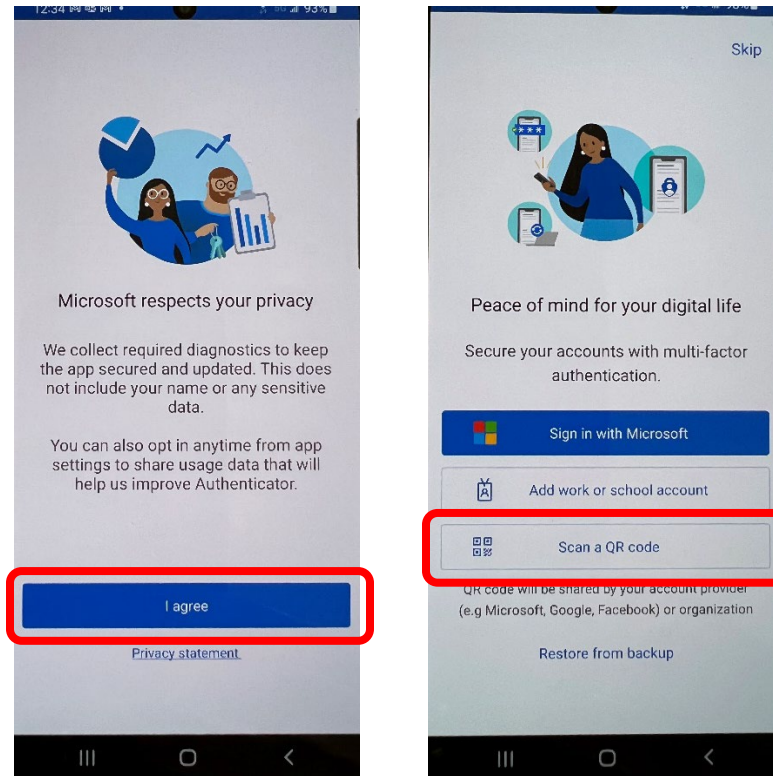
a. Click "OK", and the "Got it" button.



16. If it hasn't already launched, open the MS Authenticator app.

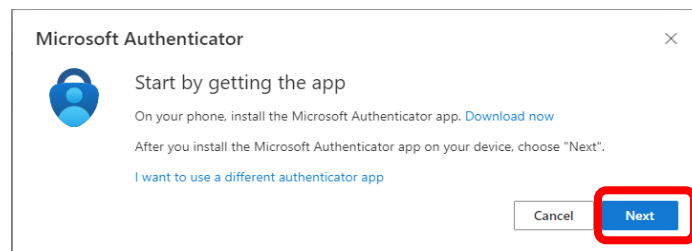
a. At the privacy notice, click "I agree"

- b. At the following screen, click the “Scan a QR Code” option

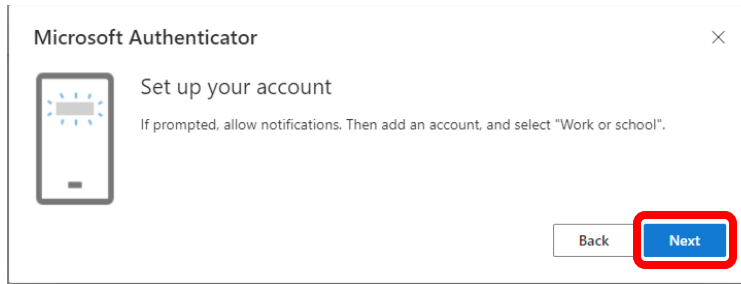


17. Your phone might ask for permission to do the QR scanning. Allow it to do so. The QR scanning screen will open.
18. **Once your phone is ready to scan the QR code, go back to the browser window you left open on your computer.**

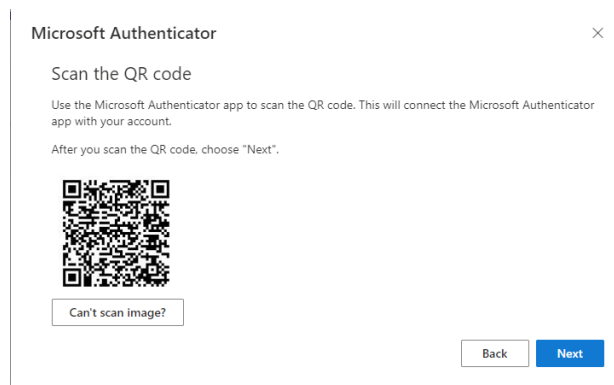
- a. Click the Next button



19. Select the option to configure the Microsoft Authenticator, and click Next.



- 20. You will now see a window with a barcode
  - a. Scan the barcode with your phone/mobile device.

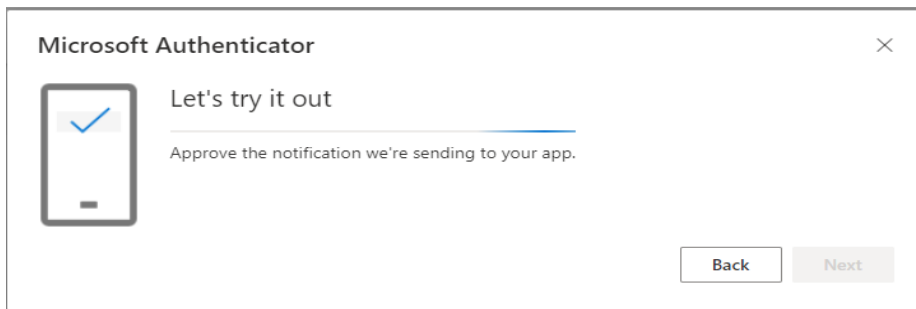
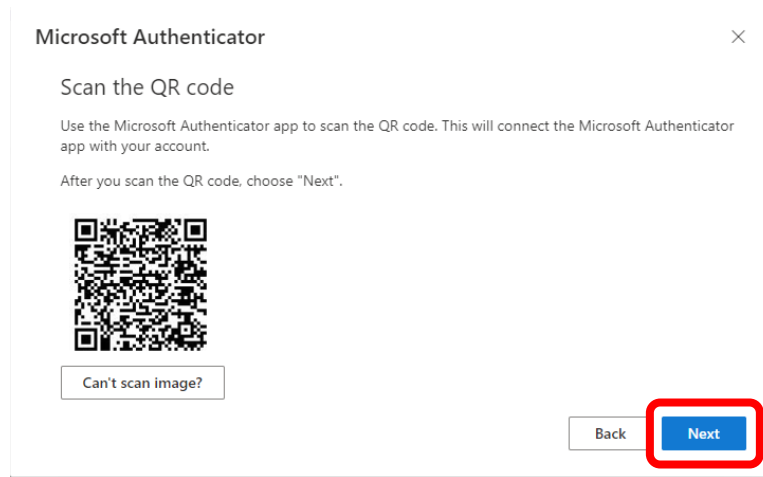


- 21. Your mobile device should now show your account has been added

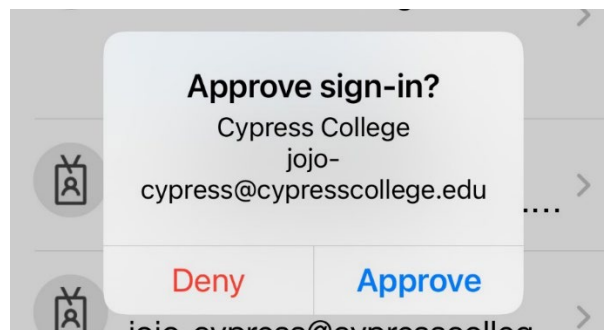


- 22. The QR code window will still be open in your web browser.
  - a. Click the Next button

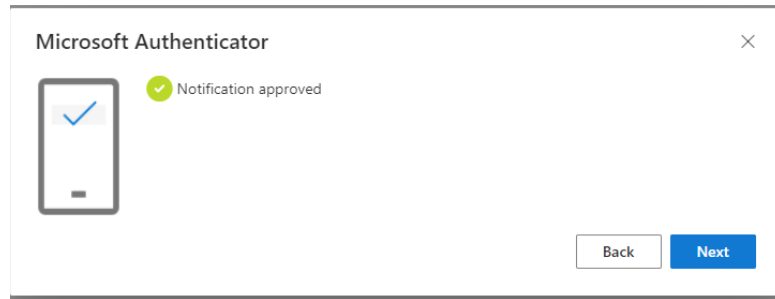




24. Your phone will show a prompt where you can approve the login.



25. You should see a message on your computer that you were successful.



26. You have completed the Cypress College 2FA setup.

Thank You for your patience, and support.