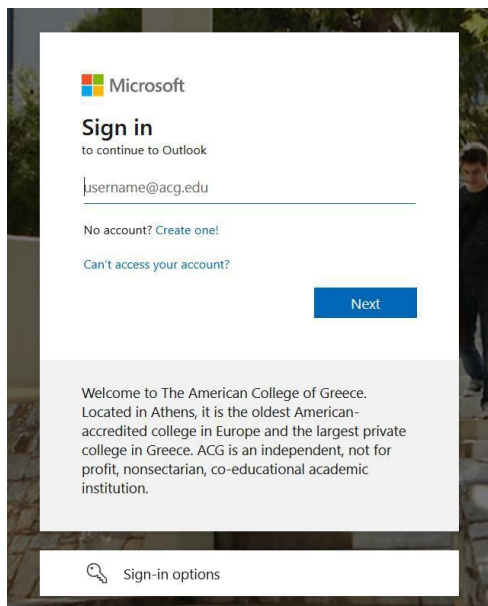


How to activate MFA for your acg.edu email account.

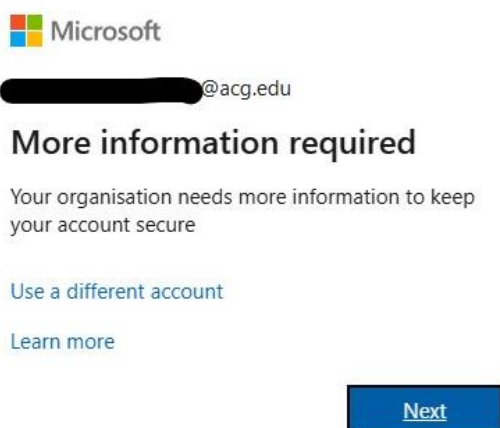
Please follow the steps below in order to complete MFA activation.

1. Open your web browser and visit the following page: <http://webmail.acg.edu>. A screen similar to the following will appear (An alternative URL that can be used is <http://portal.microsoftonline.com>) :



2. Type your full e-mail address at the email field (e.g. user@acg.edu).
3. Type your **password** at the password field. **If you do not remember your password please visit the computer labs for a password reset and then repeat the process.**

You will be prompted to the following screens.



Keep your account secure

Method 1 of 2: Phone

Phone 2 App password

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

Enter phone number

☒ Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

Please use the correct country and insert your mobile phone number.

Keep your account secure

Method 1 of 2: Phone

Phone 2 App password

Phone

We just sent a 6 digit code to +30 6936855975. Enter the code below.

Enter code

[Resend code](#)

Back Next

Insert the Verification code sent to your mobile device and click **Next**.

Keep your account secure

Method 2 of 2: App password

Phone App password

App password

Start by creating a name for your app password. This will help differentiate it from others.
What name would you like to use? Minimum length is 8 characters.

Enter app password name

Next

Create an App password. First enter a friendly name for this action (e.g. MyApp Password) and click **Next**.
Once the App password is created keep it at a safe place) it will not be shown again).

Keep your account secure

Method 2 of 2: Done

Phone App password

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

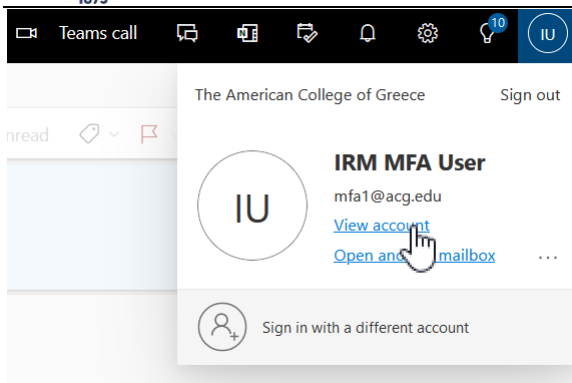
Phone +30 [redacted]

App password [redacted]

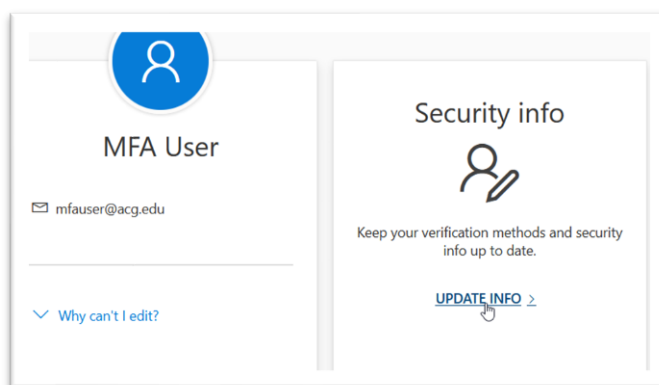
Done

Click **DONE**.

4. Once you are logged in to the web interface, navigate to **View account properties**



5. Click on **Security Info, Update Info.**



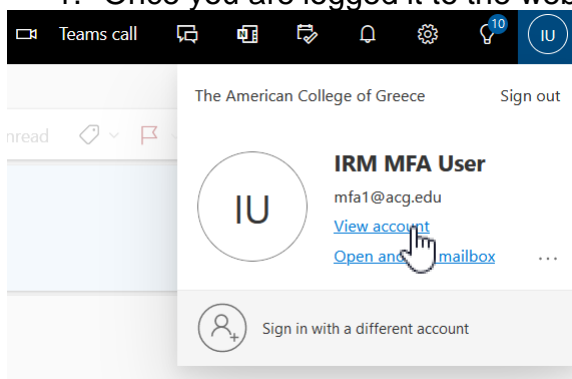
6. Choose **Add sign-in method**. Choose **Phone**. Complete the steps in order to add your mobile phone and receive the appropriate code.

7. You are all set!!!!

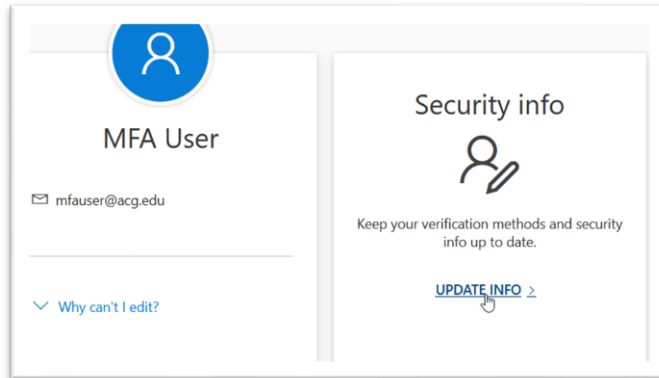
Important

It is strongly suggested that you add alternative methods for MFA by following the instructions below:

1. Once you are logged it to the web interface, navigate to **View account properties**



2. Click on **Security Info.**



Before you proceed please install the Microsoft Authenticator App on your mobile phone.

3. Choose **Add sign-in method**. Choose **Authenticator** app and click **add**. Click **next**.
4. Open the Authenticator app on your mobile phone. Tap the + sign. Choose **Work or School account**. Choose **Scan a QR code**.
5. Return to your computer and click **next**.
6. Scan the QR Code displayed using your mobile phone.
7. Click **next**. You are free to give it a try now.

If the Microsoft Authenticator app, option does not work, you are free to use any other authenticator app you prefer (e.g. Google Authenticator)

From now on (when MFA is enabled by the school), whenever you login to your email, after entering the password, you can verify your access using either an **SMS** or the **Authenticator app** (more preferable).

