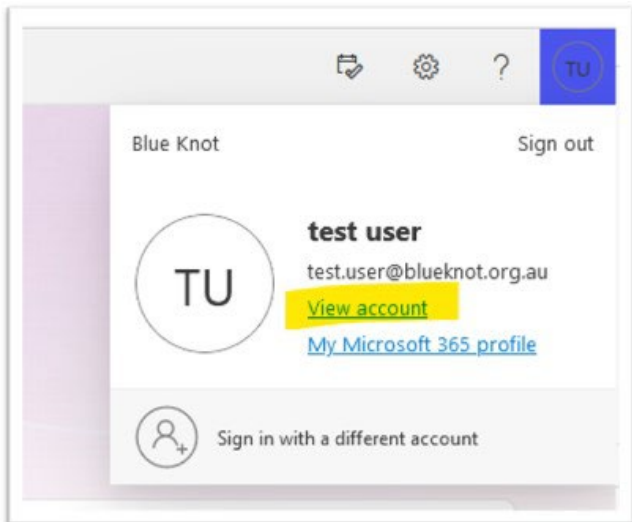


Managing MFA methods on your BKF account

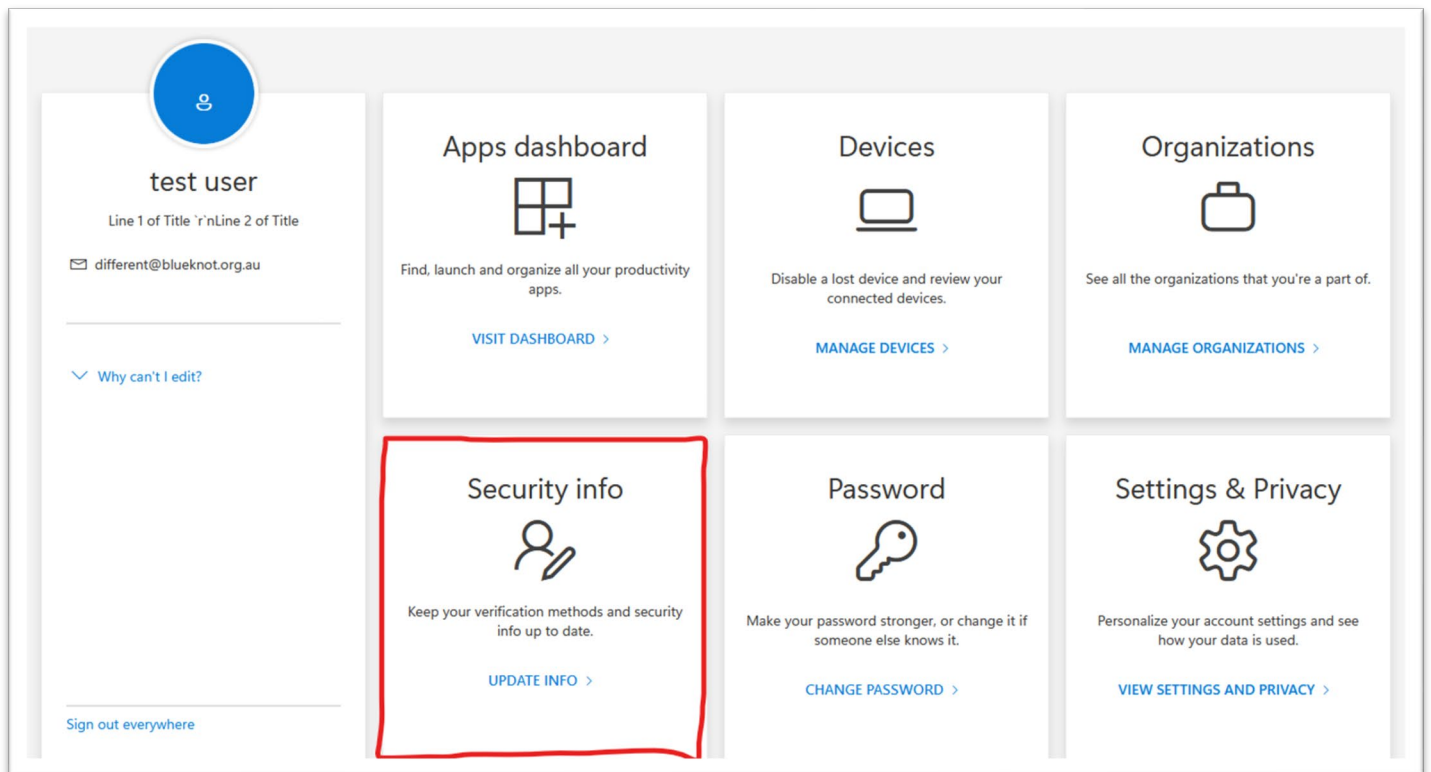
This document is provided as a guide to enabling Multi-Factor Authentication methods on your Office 365 account.

Firstly, open a browser and head to: www.office.com, then sign in using your BKF details.

Once signed in, in the top right of the screen you will see your account avatar (usually just initials), click on this and select the **View Account** link from the drop down.

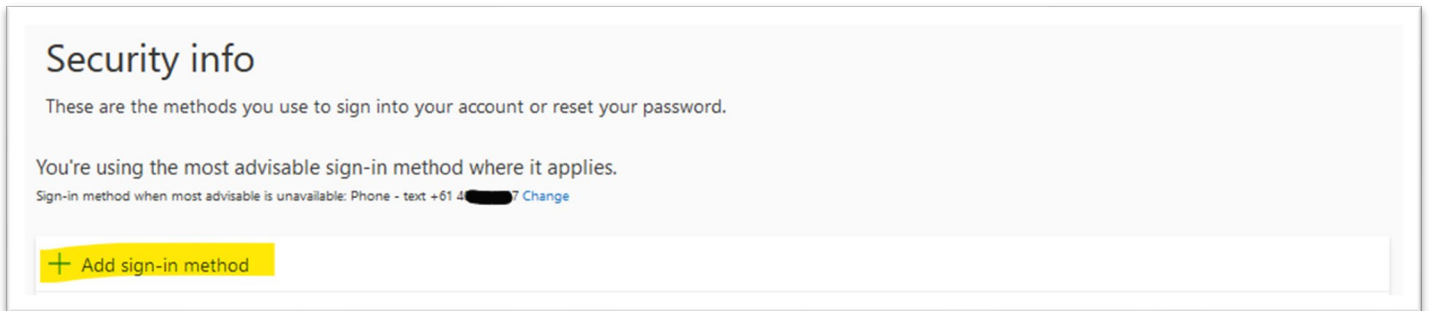


This will open another page with a number of account options, including **Security info**,

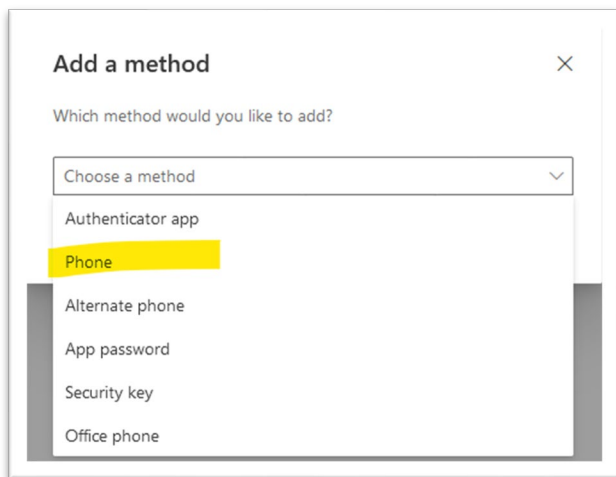


Security Info:

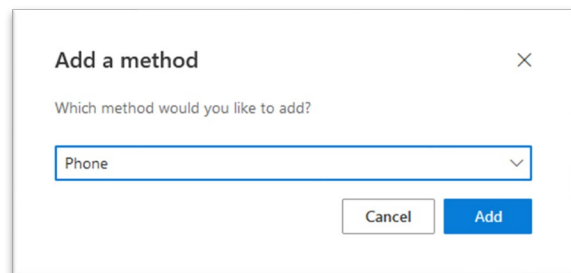
This is where we set our MFA methods, initially your mobile for SMS One Time Codes is required. Click on the **+ Add Sign-in Method**



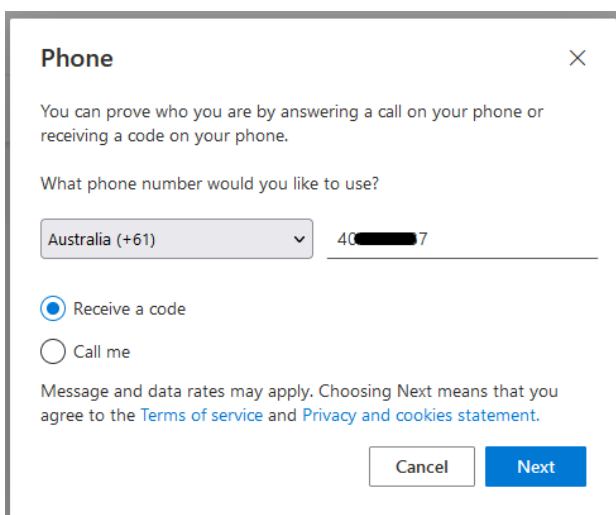
Select **Phone** from the dropdown list:



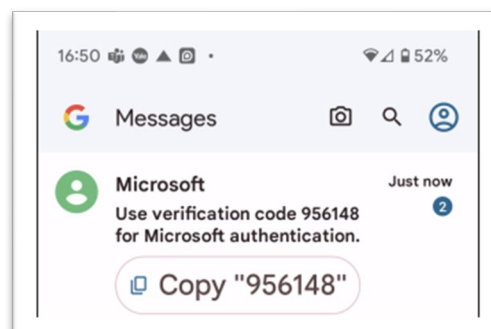
And then click **Add**, to start the process,



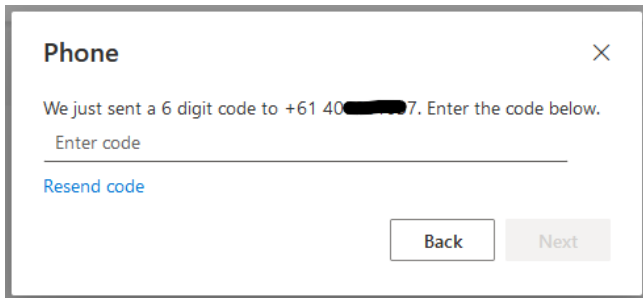
Follow the details in the new pop-up, by inserting your mobile number and clicking **Next**.



you should then receive a verification code on your mobile:

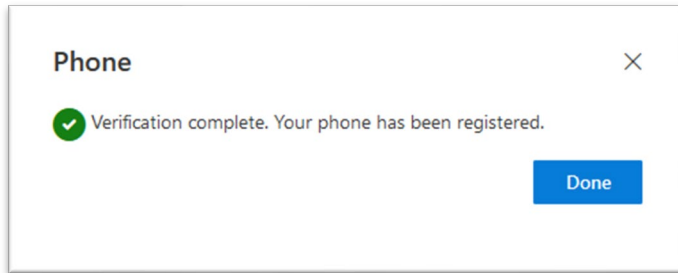


Type this code into the following pop-up and click **Next**



A pop-up window titled "Phone" with a close button (X) in the top right corner. The text inside reads: "We just sent a 6 digit code to +61 40 [redacted] 7. Enter the code below." Below this is a text input field with the placeholder "Enter code". Underneath the input field is a blue link that says "Resend code". At the bottom of the pop-up are two buttons: "Back" and "Next".

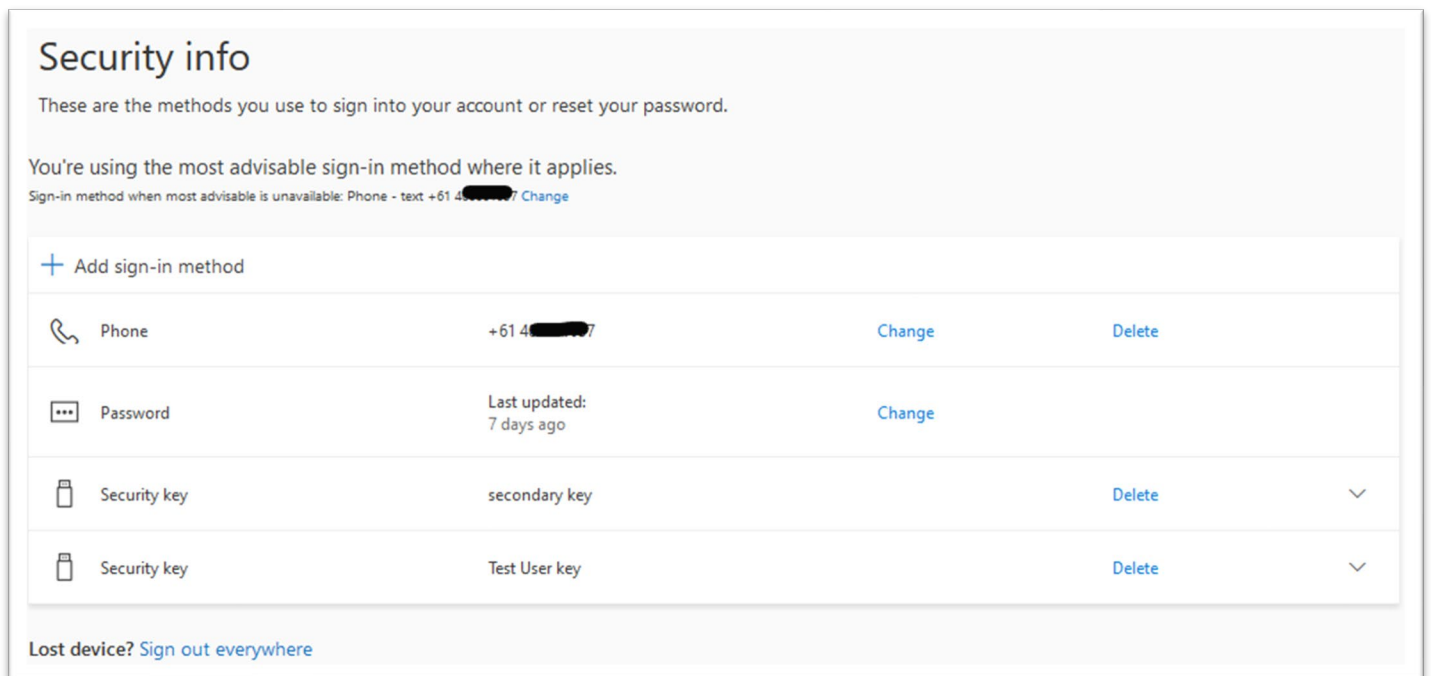
If all goes well, you will have set up your first Office365 Authentication method.



A pop-up window titled "Phone" with a close button (X) in the top right corner. It features a green checkmark icon followed by the text: "Verification complete. Your phone has been registered." At the bottom right of the pop-up is a blue button labeled "Done".

From here on, moving to a new device or even dramatic changes in your internet connection address will trigger the need for you to authenticate yourself when you next sign in. This greatly reduces the ability for your account to be hacked due to this additional sign in requirement.

As you can see, you can have multiple methods available, and this is helpful should you not have access to your usual method.



The "Security info" page shows the methods used to sign into the account. It includes a section for "Add sign-in method" and a list of existing methods: Phone, Password, and two Security keys. Each method has options to "Change" or "Delete".







Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Phone - text +61 40 [redacted] 7 [Change](#)

[+ Add sign-in method](#)

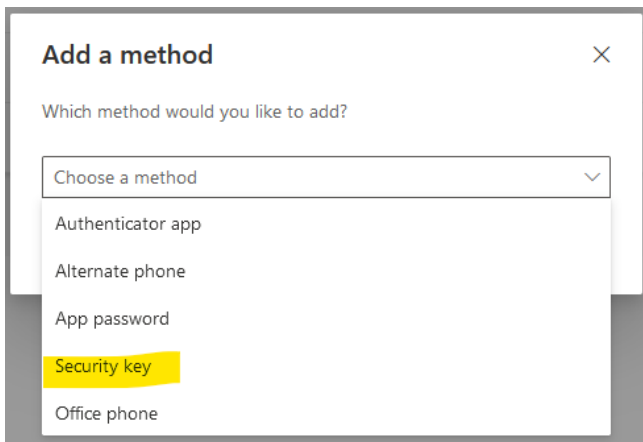
 Phone	+61 40 [redacted] 7	Change	Delete
 Password	Last updated: 7 days ago	Change	
 Security key	secondary key		Delete 
 Security key	Test User key		Delete 

Lost device? [Sign out everywhere](#)

Secondary Method (YubiKey):

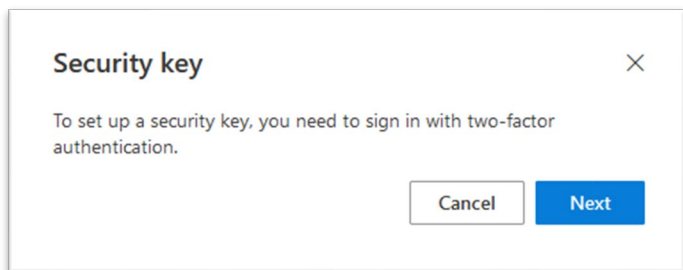
One of the additional methods, and by far the most secure, is a hardware security key (or YubiKey in our case). If you do not have one at this stage, it will be supplied in due course.

To Add this Method, we follow very similar steps as above.

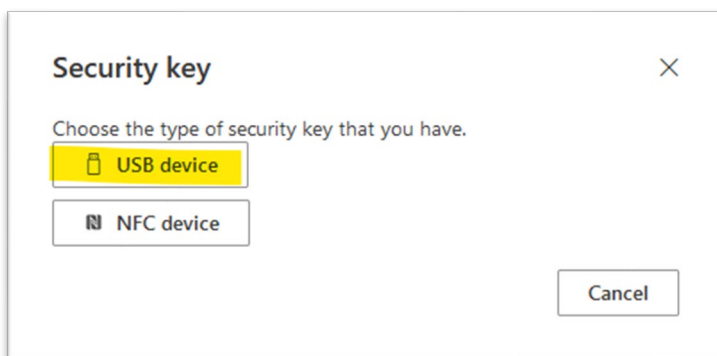


We click on **+ Add a Sign-in method** and this time select **Security Key** from the drop down. (note Phone has disappeared now as we have set it up already).

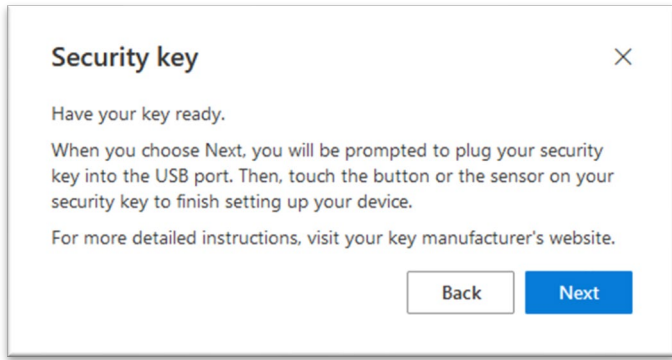
Click **Next**



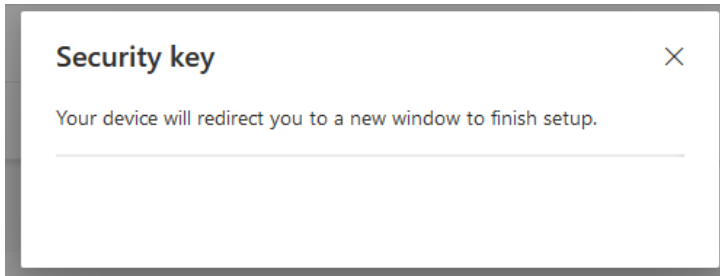
Select **USB device**,



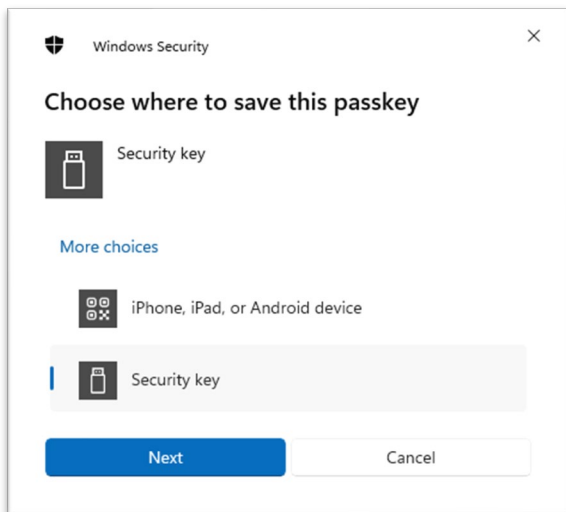
Click **Next**



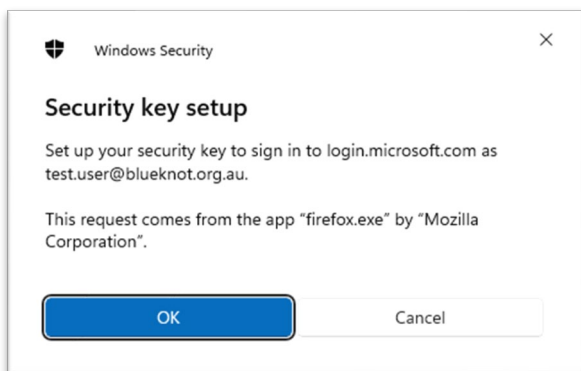
A brief message will appear,



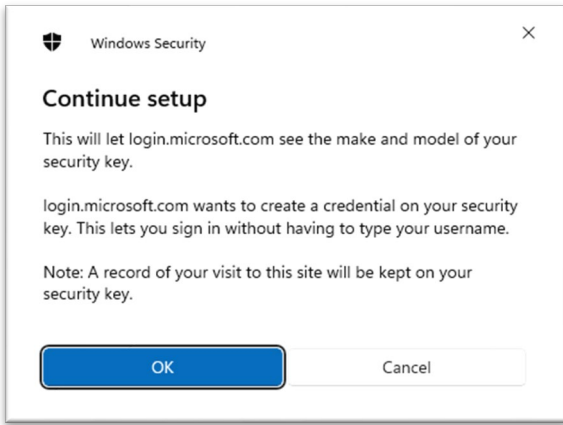
Then select **Security Key** and click **Next**



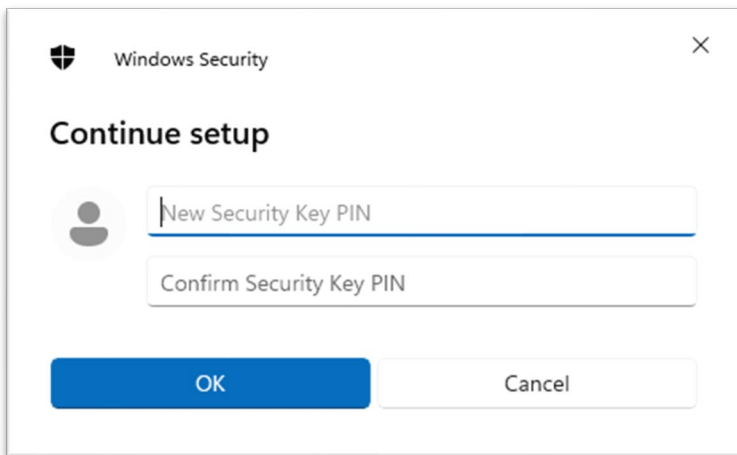
Click **OK**,



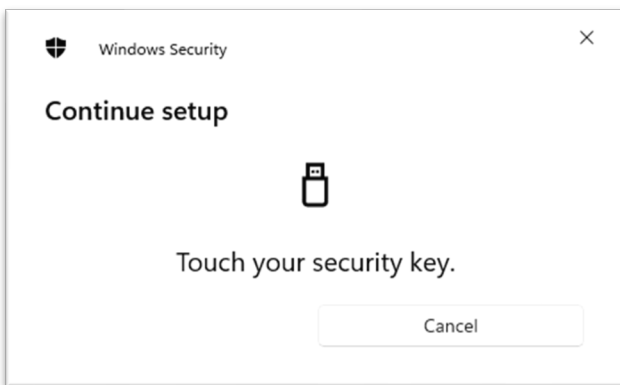
Click **OK**,



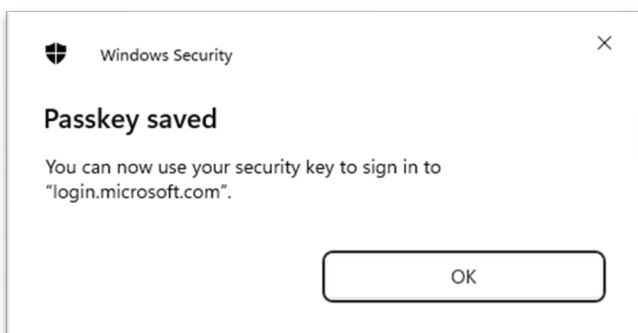
Enter a familiar PIN (eg postcode), confirm and click **OK**,



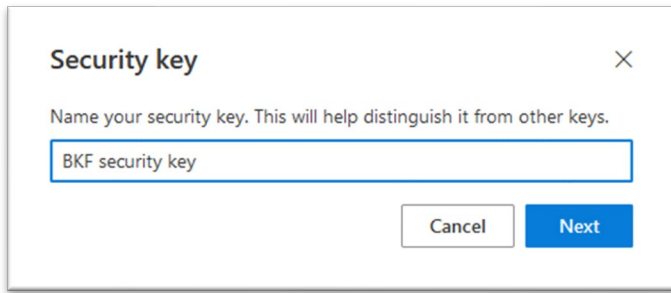
Then look to your Yubikey and the **Y** on the gold section, this will start to flash - all you need to do here is simply touch this area, no pressure is required, it does not read fingerprints either.



Once touched, Click **OK**,



Then give you YubiKey a "name" and click **Next**,



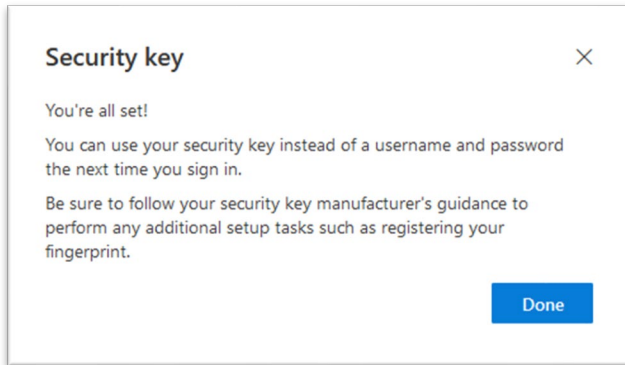
Security key X

Name your security key. This will help distinguish it from other keys.

BKF security key

Cancel Next

Click **Done**, on the completion notification.



Security key X

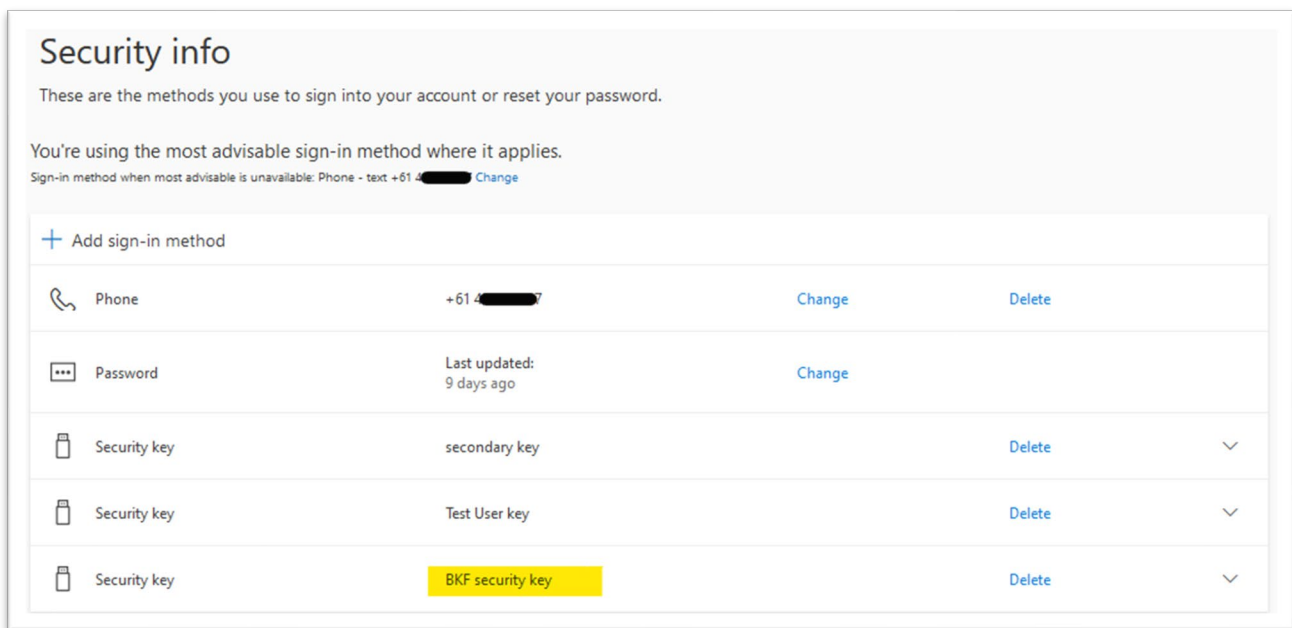
You're all set!

You can use your security key instead of a username and password the next time you sign in.

Be sure to follow your security key manufacturer's guidance to perform any additional setup tasks such as registering your fingerprint.

Done

You should then see your new Yubikey appearing in your list of available sign-in methods.



Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Phone - text +61 4 [redacted] Change

+ Add sign-in method

Phone	+61 4 [redacted]	Change	Delete
Password	Last updated: 9 days ago	Change	
Security key	secondary key		Delete
Security key	Test User key		Delete
Security key	BKF security key		Delete

Note: you also have options to change your mobile number and password from this location.

fini