

Microsoft 365 multifactor authentication



**Hochschule
Hof**

University of
Applied Sciences

If you have any questions please contact our

Support:

E-Mail: mfa.helpdesk@hof-university.de



multifactor authentication



For the first login please use your laptop and go to:

<https://portal.microsoftonline.com/>

enter your **username@hof-university.de**

Microsoft

Sign in

amuster@hof-university.de

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

1

Enter your password (same as for Outlook or Moodle)

Microsoft

← @hof-university.de

Enter password

.....

[Forgot my password](#)


Sign in

2

multifactor authentication



Click on **Next**

 Microsoft

@hof-university.de

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)


[Next](#)

3

Download or open the Microsoft Authenticator App
on your phone and press **Next**

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

4


multifactor authentication



Click on **Next**

Keep your account secure

Microsoft Authenticator

 **Set up your account**

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

[I want to set up a different method](#)

5

Scan the QR code with the Microsoft Authenticator App
and press **Next**.


Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

[Back](#) [Next](#)

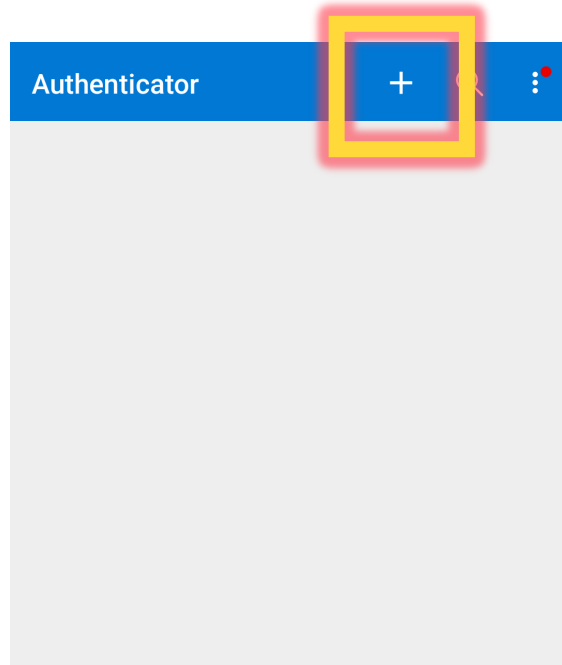
[I want to set up a different method](#)

6

multifactor authentication

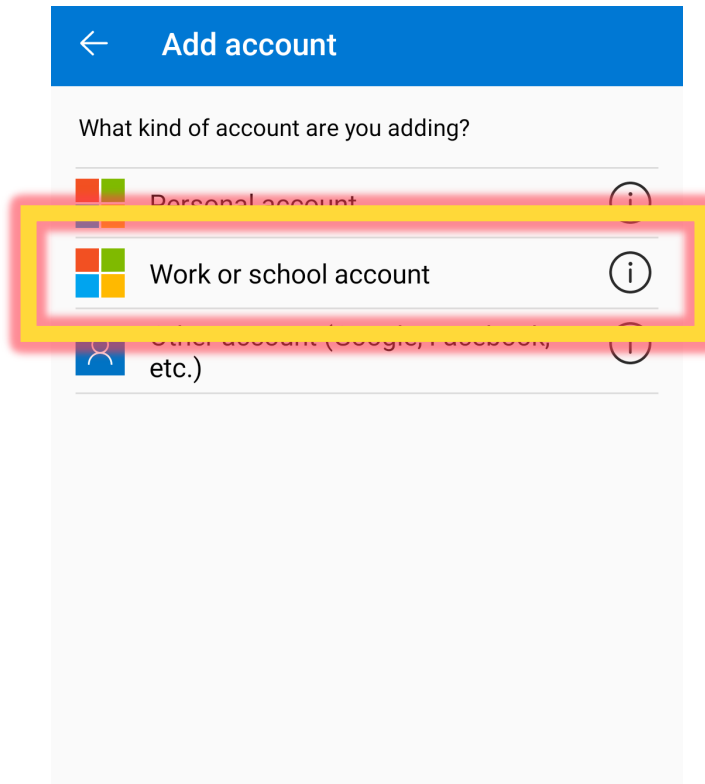


To scan the QR code with the Microsoft Authenticator, please click on the plus symbol.



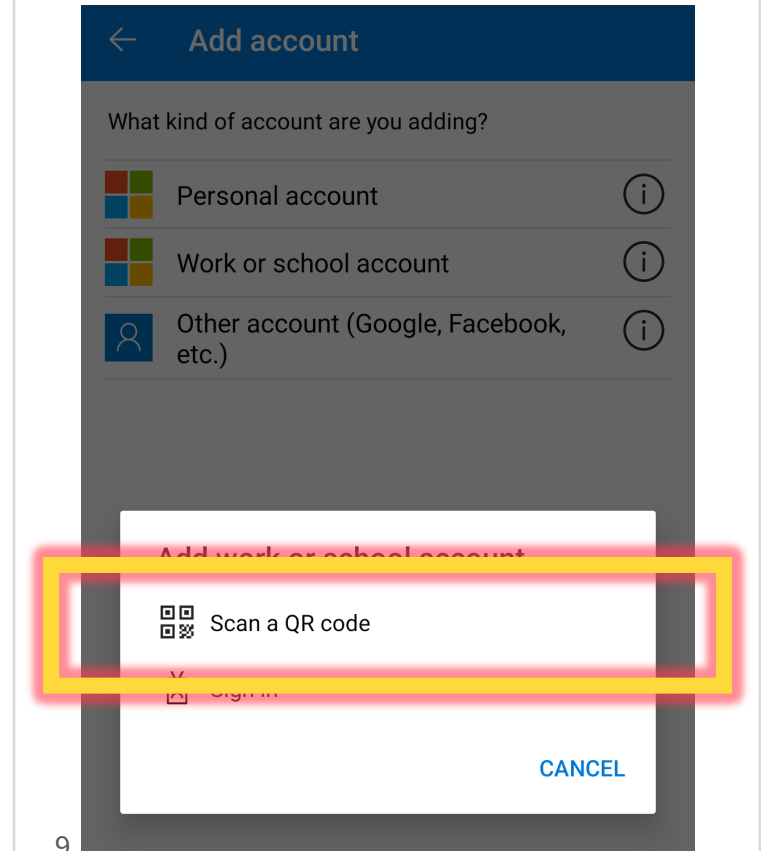
7

Please choose **Work or school account...**



8

and **Scan a QR code.**



9

multifactor authentication



Remember the code displayed in your browser and switch back to the authenticator app.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

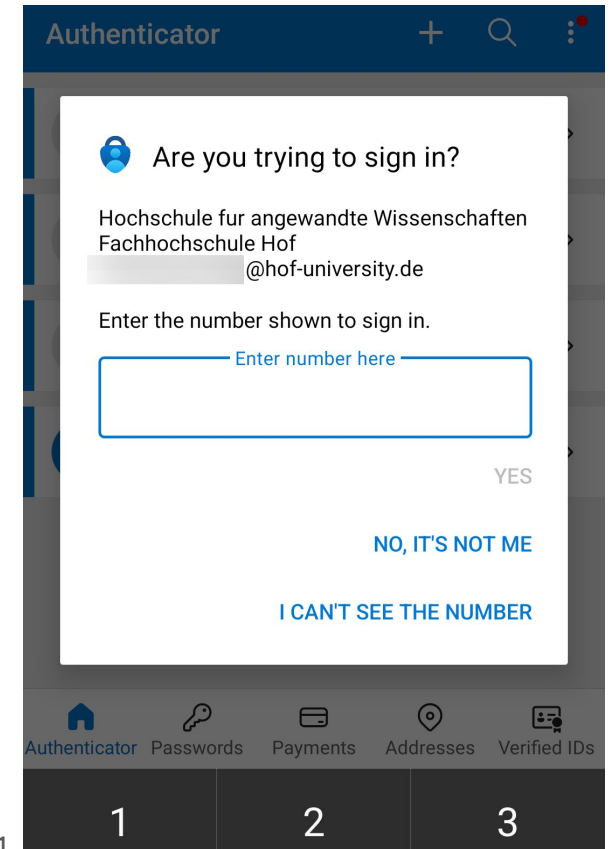
78

Back

Next

10

In the App you will be prompted to enter the code from your browser. Enter the code and press **Yes**.

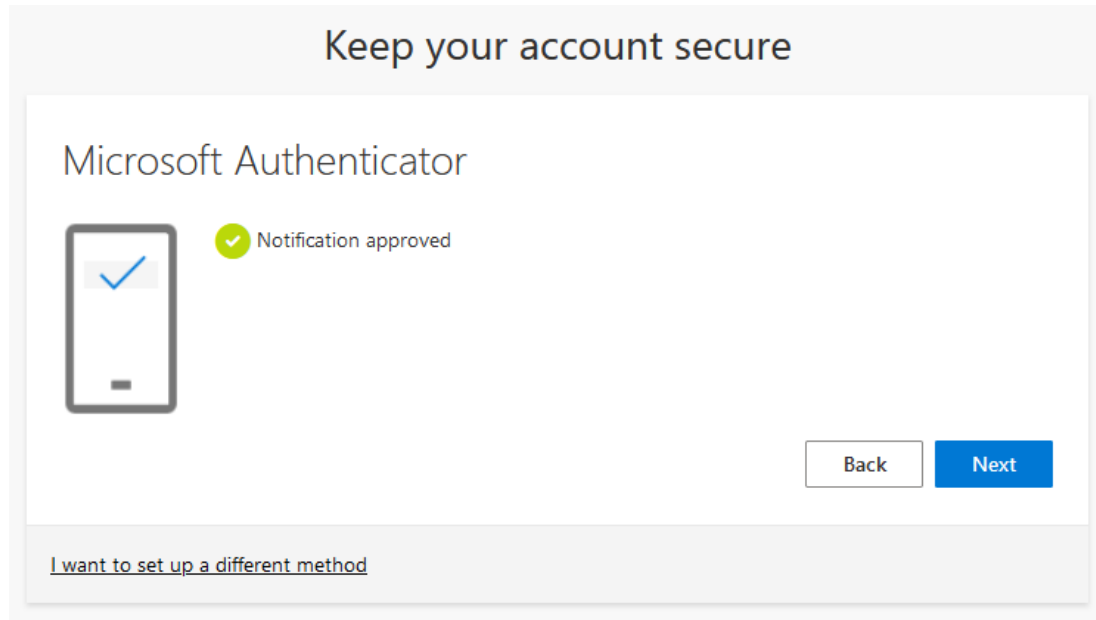


11

multifactor authentication

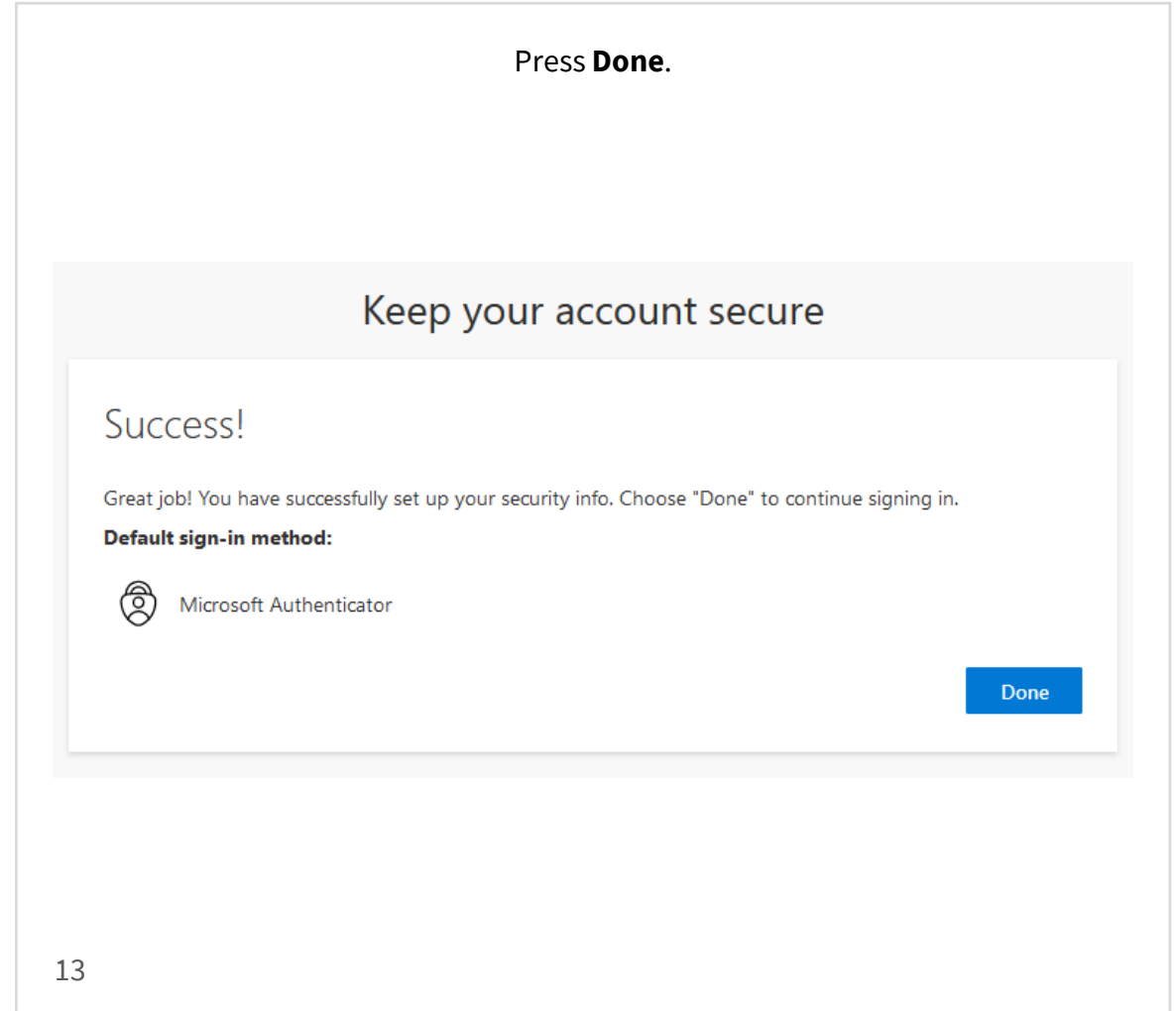


In the App you will be prompted to enter the code from your browser. Enter the code and press **Yes**.



12

Press **Done**.



13

multifactor authentication



Press **Done**.



@hof-university.de

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes