## **Background Information**

- Jefferson College enforces multifactor authentication for all students and staff utilizing Microsoft products.
- Please navigate to <u>https://office.com</u> in a web browser then sign in with your Jeffco email address and password
- MyJeffco passwords are automatically synced to Microsoft passwords through an IT process.
  - This means, if your MyJeffco password changes, your Microsoft password changes to match it automatically.
  - There is no separate password reset for Microsoft products.

### **MFA Enrollment Steps**

There are two options or methods to setup MFA, you will only need to choose one outlined below.

• While signing into <a href="https://office.com">https://office.com</a>, you should be automatically pushed to setup MFA by seeing the following:



#### **Option 1: Phone & Text Message Setup**

• If you want to receive a text, click "I want to set up a different method". You will see:

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 ur Choose a different method × Which method would you like to use?  Choose a method	Your	Keep your account secure
After you install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to u Choose a different method  Which method would you like to use? Choose a method	Microsof	t Authenticator Start by getting the app
Which method would you like to use?		After you install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to us Choose a different method × Next
Lwant to set up a different m Phone Authenticator app	<u>l want to set up a</u>	Which method would you like to use?       Choose a method       Yes       Phone       Authenticator app

• To set up a phone number, select Phone then Next and follow the steps below:

Keep your account secure Your organization requires you to set up the following methods of proving who you are.	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Phone We just sent a 6 digit code to +1 . Enter the code below. Enter code Resend code Back Next	SUCCESS! Great jobi You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Phone +1
I want to set up a different method	Done

## **Option 2: Authenticator App Setup**

- You ARE able to use other authenticator apps besides Microsoft Authenticator to setup MFA
  - Examples of **other accepted authenticator apps include Google Authenticator** and Twilo Authy



Microsoft	Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back	×
Microsoft A Scan the Use the Mic app with yo	Authenticator × e QR code rosoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator ur account.	
QR co will b here scan	an image?	

• You will need to hit Next, then enter the code that appears on their chosen Authenticator app, then Done.

## Installing Office on Your Desktop

Before you begin:

- Make sure you have followed the MFA steps above.
- Users must first uninstall all currently existing Microsoft Office products on their Windows or Mac computer before following these steps.
- The download file can be larger so it may be best to download at home. Downloading over JeffcoWiFi may take several minutes.

### Follow these Steps:

If not already logged in from the steps above, in a web browser, go to <u>https://office.com</u> and click Sign In. Enter your Jefferson College email and password.



1) On the Home screen look for the Install Office button

	Office	♀ Search
Home		Good afternoon,
Create	F	Recommended
	$\overline{\uparrow}$	Install Office ~ Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
	$\rightarrow$	Other install options Select a different language or install other apps available with your subscription.

- 2) Choose "Office 365 Apps" and a download will begin
- 3) Once the download has completed, go to the download location

,	Windows	Mac				
← → ~ ↑ 🕇 > TI	his PC > Downloads	•••	< > Downloads	88 :≡		
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> </ul>	Name V Today (1) OfficeSetup.exe	Favorites  AirDrop  Recents  Applications  Desktop  Documents  Downloads	Name  Microsoft_Office_16.66.2Busine	Size		

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- 4) Double click the .exe or .pkg file to install the download and follow the prompts that appear
- 5) Once the installation has completed, it may ask you to sign into your Jefferson College Microsoft account again then prompt for a MFA code.
- 6) You should now be able to use the following products as a desktop application:

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# Need Help?

If these steps do not work or you encounter additional issues, please contact the Help Desk at (636) 481-3234, option 2 and they can further assist you.