

Quick Guide to Access & Setup Multi-Factor Authentication (MFA)

Accessing Microsoft 365

STEP 1: Go to <https://www.office.com> (Default Browser)

STEP 2: Click Sign In in the top-right corner.

STEP 3: Enter your WCCCD email (JDoe1@wcccd.edu) and password, click Next.

Setting Up Multi-Factor Authentication (MFA)

STEP 1: Enter WCCCD Credentials, you will see a screen prompting you to set up additional security verification.

STEP 2: Choose MFA Method

Authenticator App (Recommended)

Setting Up Authenticator App on Cellphone

STEP 1: Install the Microsoft Authenticator app from your app store (iOS or Android)

(Microsoft Authenticator Logo)



STEP 2: Open the app → tap Add account (Plus Icon Top Right) → tap Work or school account.

STEP 3: Scan the QR code displayed on Office.com.

STEP 4: App will generate a 6-digit code or allow push notifications to approve sign-ins.

STEP 5: Screen confirms that MFA setup is complete

Quick Guide to Add Email Accounts on Your Mobile Device

Install and Setup Outlook on iOS

- STEP 1:** Open the App Store, search Microsoft Outlook, and install.
- STEP 2:** Open Outlook → tap Add Account (or Get Started).
- STEP 3:** Enter your WCCCD Email (JDoe1@wcccd.edu) → Add Account.
- STEP 4:** When prompted, choose Work or school account (if asked).
- STEP 5:** Complete sign-in and MFA prompts.
- STEP 6:** When asked, allow Notifications (**recommended**).

Remove an account (iOS)

- STEP 1:** Outlook → Avatar (top-left) → Settings (gear).
- STEP 2:** Under Mail Accounts, tap the account to remove.
- STEP 3:** Tap Delete Account (confirm).

Install and Setup Outlook on Android

- STEP 1:** Open Google Play Store, search Microsoft Outlook, and install.
- STEP 2:** Open Outlook → Add Account (or Get Started).
- STEP 3:** Enter your WCCCD email (JDoe1@wcccd.edu) → Continue.
- STEP 4:** When prompted Choose Work or school account
- STEP 5:** Complete sign-in and MFA prompts.
- STEP 6:** Allow Notifications (**recommended**).

Remove an account (Android)

- STEP 1:** Outlook → Avatar (top-left) → Settings (gear).
- STEP 2:** Tap the account under Mail Accounts.
- STEP 3:** Tap Remove account (confirm).