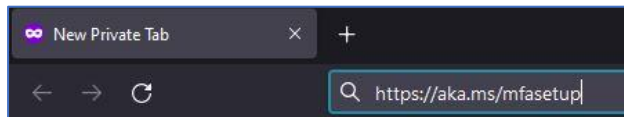


Multi-Factor Authentication Activation (Method 1)

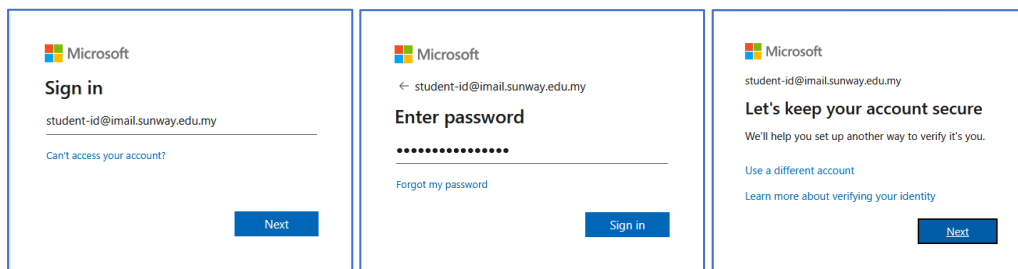
Note:

An active internet connection is necessary to complete this process. You can use either your mobile data or connect to SunwayEdu WiFi. This setup only needs to be done once. From now on, you will be required to use the Authenticator app every time you log in to Microsoft 365 (iMail/Microsoft Teams).

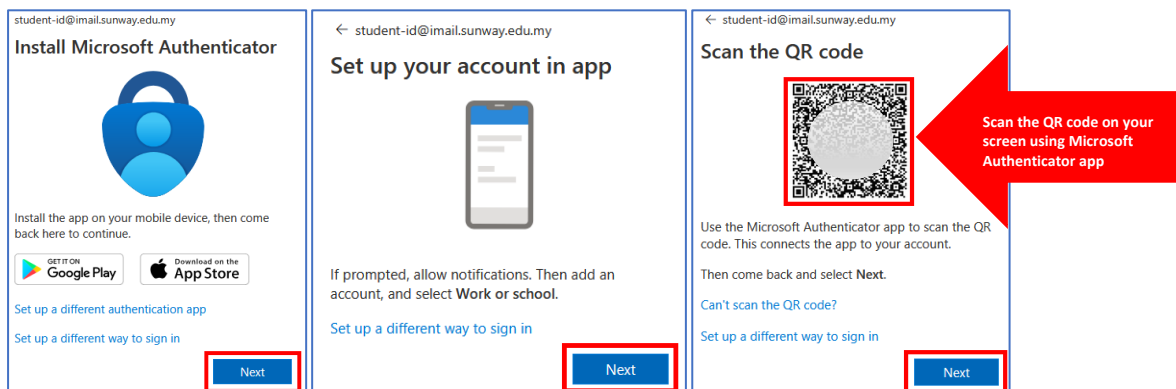
- Open a web browser from your computer. Go to <https://aka.ms/mfasetup>



- Sign in with your **iMail address** and **password** and click **Next**.

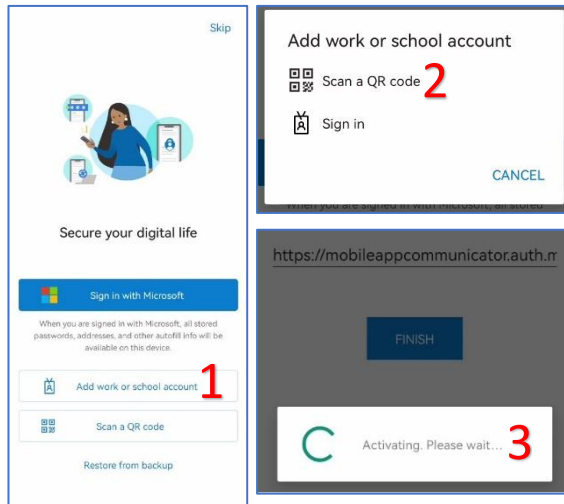


- Click **Next** repeatedly until you reach the page displaying a QR code. Scan the QR code using your Microsoft Authenticator app. Follow the [subsequent](#) steps to install Microsoft Authenticator app on your mobile phone.

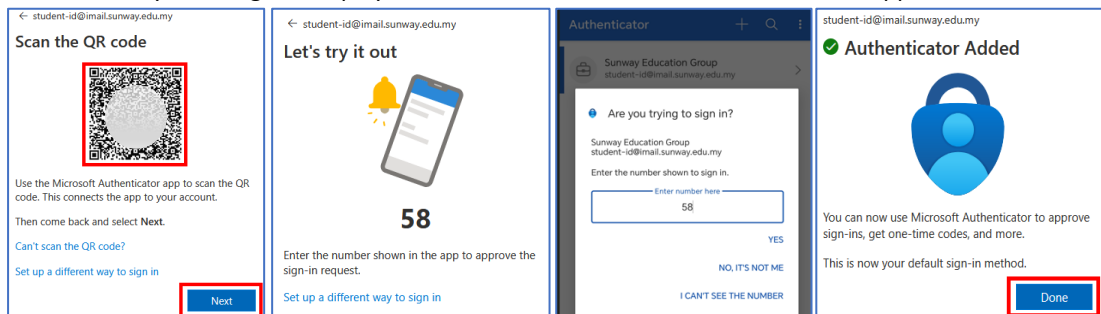


Installing Microsoft Authenticator app

- Download the **Microsoft Authenticator** app from the [Play Store](#) (for Android) or the [App Store](#) (for Apple iOS) on your mobile phone. Once installed, launch the Microsoft Authenticator app and scan the QR code. Ensure you select "**Allow**" when the Microsoft Authenticator app asks for permission to send notifications, as this is required to approve your sign-in requests.
- Tap on **Add work or school account**, then select **Scan a QR code**. Scan the code displayed in the browser and wait for the activation process to complete.



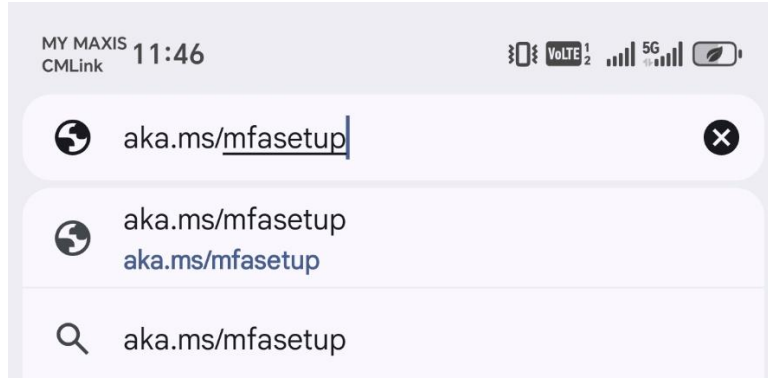
- Once activation is complete, click the **Next** button on the QR code page. You will be asked to verify the method by entering the displayed number into the Microsoft Authenticator app.



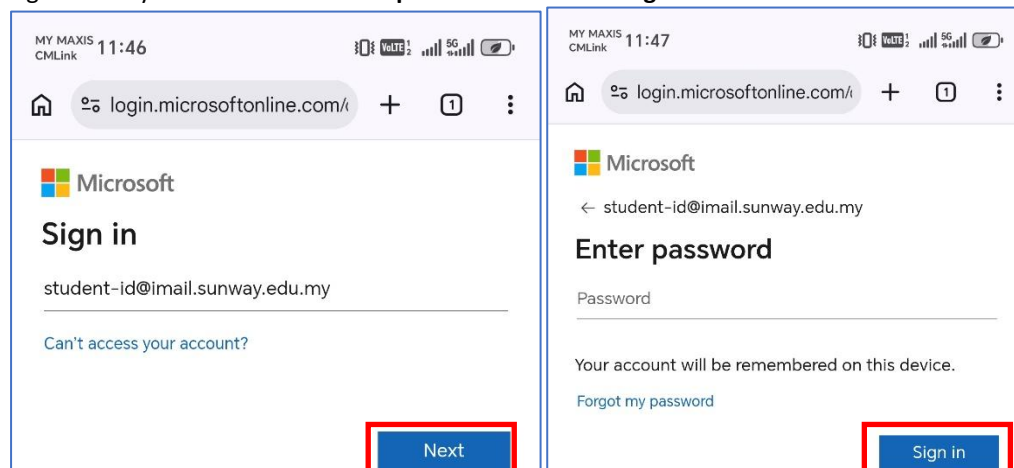
- You have now completed the activation. Please do not remove the Microsoft Authenticator app from your mobile phone, as you will need this app every time you log in to your Microsoft 365 (iMail/Microsoft Teams).

Multi-Factor Authentication Activation with Mobile Device (Method 2)

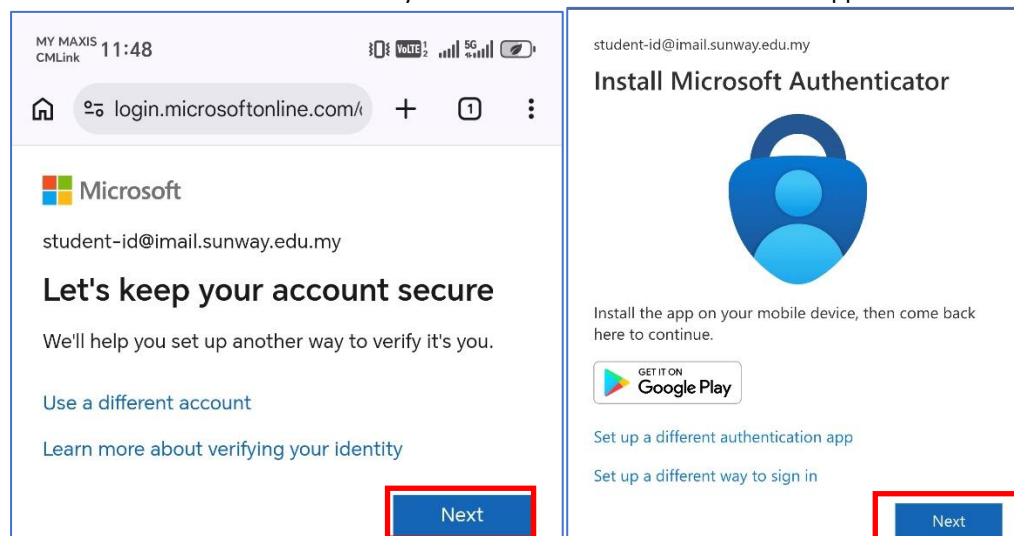
- Download the **Microsoft Authenticator** app from the [Play Store](#) (for Android) or the [App Store](#) (for Apple iOS) on your mobile phone. Ensure you select "**Allow**" when the Microsoft Authenticator app asks for permission to send notifications, as this is required to approve your sign-in requests.
- Open a web browser from your phone. Go to <https://aka.ms/mfasetup>



- Sign in with your **iMail address and password** and select **Sign in**.



- Select **Next** twice. Please make sure you have the Microsoft Authenticator app installed.



- Select **Pair your account to the app by clicking this link**. Please wait for the activation process to finish. Select **Next** after the activation complete.

← student-id@imail.sunway.edu.my

Now pair Authenticator with your account



When finished, come back to this setup experience.

Pair your account to the app by clicking this link.

[Show QR code](#)

[Set up a different way to sign in](#)

Next

← Add account

Code
475758575

URL
<https://mobileappcommunicator.auth.microsoft.com>

FINISH

Activating. Please wait...

- You will be asked to verify the method by entering the displayed number into the Microsoft Authenticator app.

Authenticator Just now

Approve sign-in?
student-id@imail.sunway.edu.my

Let's try it out



29

Enter the number shown in the app to approve the sign-in request.

Are you trying to sign in?

Sunway Education Group
student-id@imail.sunway.edu.my

Enter the number shown to sign in.

Enter number here
29

YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

student-id@imail.sunway.edu.my

✓ Authenticator Added



You can now use Microsoft Authenticator to approve sign-ins, get one-time codes, and more.

This is now your default sign-in method.

Done

- You have now completed the activation. Please do not remove the Microsoft Authenticator app from your mobile phone, as you will need this app every time you log in to your Microsoft 365 (iMail/Microsoft Teams).