

Setup 2FA (2 Factor Authentication)

by UTL Support

Why 2FA and what are the benefits.

- *Ever got an email with a link in it ?*
- *Did you click it because it looked important or from a trusted source?*
- *Did it open to a familiar logon page that you do use to open email ?*
- *Did you put your username and password in it .. But it didn't work !*
- This is called a phishing attack.. The site wasn't what you thought it was and now your username and password has been captured by hackers.. Now they can logon to your email and also access all of your work documents !!!!!!!
- Step in 2FA (2 Factor Authentication)...

So what is 2FA ?

- 2FA is an extra layer of security used to make sure that people trying to gain access to an online account are who they say they are.
- First, a user will enter their username and a password. Then, instead of immediately gaining access, you will be required to either approve the request on the Microsoft Authenticator App or enter a code from an alternative authenticator app.

The app and the codes are personal to you. Only you have a access to the codes and only you can approve the request. eStar have no access to the app and don't have a preference to the app that you wish to use.

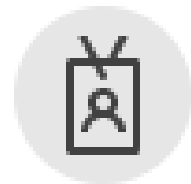
If you change your phone you may need the 2FA resetting from the ITDept so that you an setup your new phone on the app.

Here's how to setup 2FA....

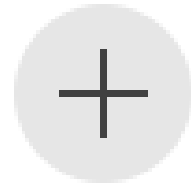


You will need to logon with
your work email and password

Pick an account



carl@estartruckandvan.co.uk



Use another account

You will need to enrol in 2FA”



itdept@estarttruckandvan.co.uk

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Additional security verification

Secure your account by adding phone verification to your profile.

Step 1: How should we contact you?

Authentication phone

Authentication phone

Mobile app

Method

Send me a code by text message

Choose "Mobile App"
if you have downloaded and installed the Microsoft Authenticator App
(Preferred Method)

Choose "Authentication phone"
if you wish to receive a code via text message instead.
Now follow the slide of the relevant selection:

Setup Authenticator App

Setup Authentication phone

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Additional security verification

Setup Authenticator App

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.

If you selected "Mobile App"
Press "Receive notification..."
Press Setup and go to slide ...

Next

Microsoft Authenticator

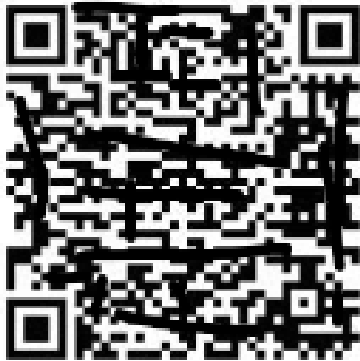
Setup Authenticator App



Scan the QR code

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

Once you've scanned the QR code, choose "Next".



Can't scan image?

In the "Microsoft Authenticator App"
on your phone and click + (Top Right) :

Select "Work or school account"
Select "Scan QR code"

(If asked to give permission for camera access say yes)

Point your phone's camera at the QR Code (shown on the left)
Once the screen changes on your phone click Next...

Back

Next

Microsoft Authenticator

Setup Authenticator App



 Notification approved

On the “Microsoft Authenticator App”
You will get a prompt asking you to Approve ...
Click Approve and you will see this “Notification approved” screen.
Click Next.....
(If this doesn't work then please start again)

Back

Next




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Setup Authenticator App

Now every time you are asked to “Approve” your sign-in request you will be prompted on your phone to “Approve” it.
This is known as 2FA (2 Factor Authentication)

Approve sign-in request

-  Open your Microsoft Authenticator app and approve the request to sign in.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Additional security verification

Setup Authentication phone

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone ▼

United Kingdom (+44) ▼

7711222333

If you selected "Authentication phone"
Select UK and type your mobile number
Then press Next

Method

Send me a code by text message

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Additional security verification

Setup Authentication phone

Secure your account by adding phone verification to

Enter the code you have been texted into the box
Then press Verify

Step 2: We've sent a text message to your phone on +44 07

When you receive the verification code, enter it here

Cancel

Verify

Additional security verification

Setup Authentication phone

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: Keep using your existing applications

Press Finished

In some apps, such as Outlook, Apple Mail and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

cvhlpylnqxkpbqrr



Finished

Setup Authentication phone

Now every time you logon you will
be prompted to sent a text...
Press your number
to receive the text



itdept@estarttruckandvan.co.uk

Verify your identity



Text +XX XXXXXXXXXX66

[More information](#)

Are your verification methods current? Check at
<https://aka.ms/mfasetup>


Cancel

Setup Authentication phone



itdept@estartruckandvan.co.uk

Enter code

 We've texted your phone +
Please enter the code to sign in

Code

Don't ask again for 30 days

[More information](#)

Cancel

Verify

Enter the code that was text to
your phone.

If you wish, tick the box that says
"Don't ask again for 30 days"
(This only applies to this PC/app)
Press Verify..

And now you are logged in 😊