



Steps for Completing MFA: PC, MAC and mobile

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Steps for completing multi factor authentication (MFA):

When trying to log into your Microsoft account on a PC or Apple computer or mobile phone you will need to provide an additional form of authentication. Follow the steps below:

Log in to Office 365 at <https://outlook.office365.com/owa/colin.edu/>

A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field labeled "Email, phone, or Skype". Underneath the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button.

Enter your Co-Lin email address and click 'Next'

←

Enter password

Password

[Forgot my password](#)

Sign in

Enter your password

←

Verify your identity

Text +X XXXXXXXXX97

Call +X XXXXXXXXX97

[More information](#)

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

Cancel

Select an option to receive your 6-digit authentication code



Enter code

We texted your phone +X XXXXXXXX97. Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Enter the code from the option you selected