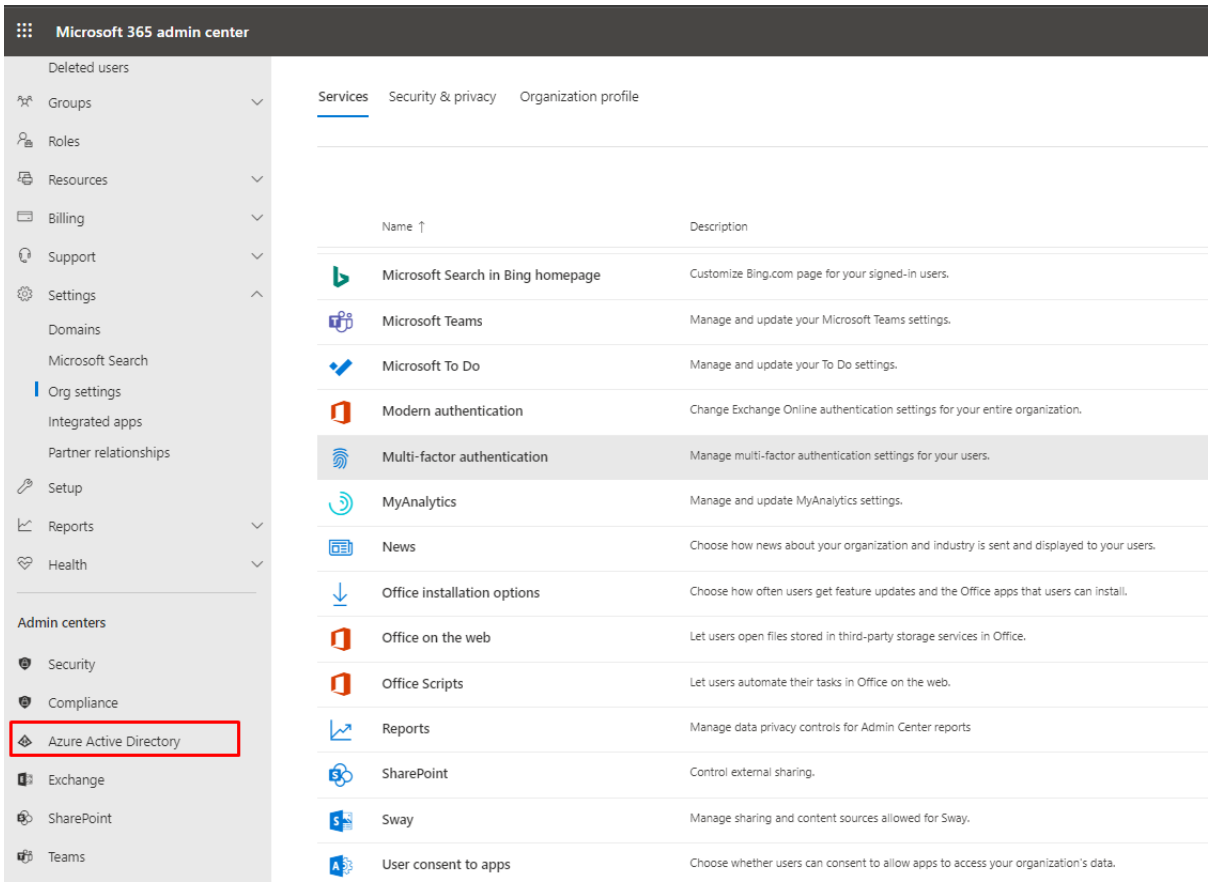
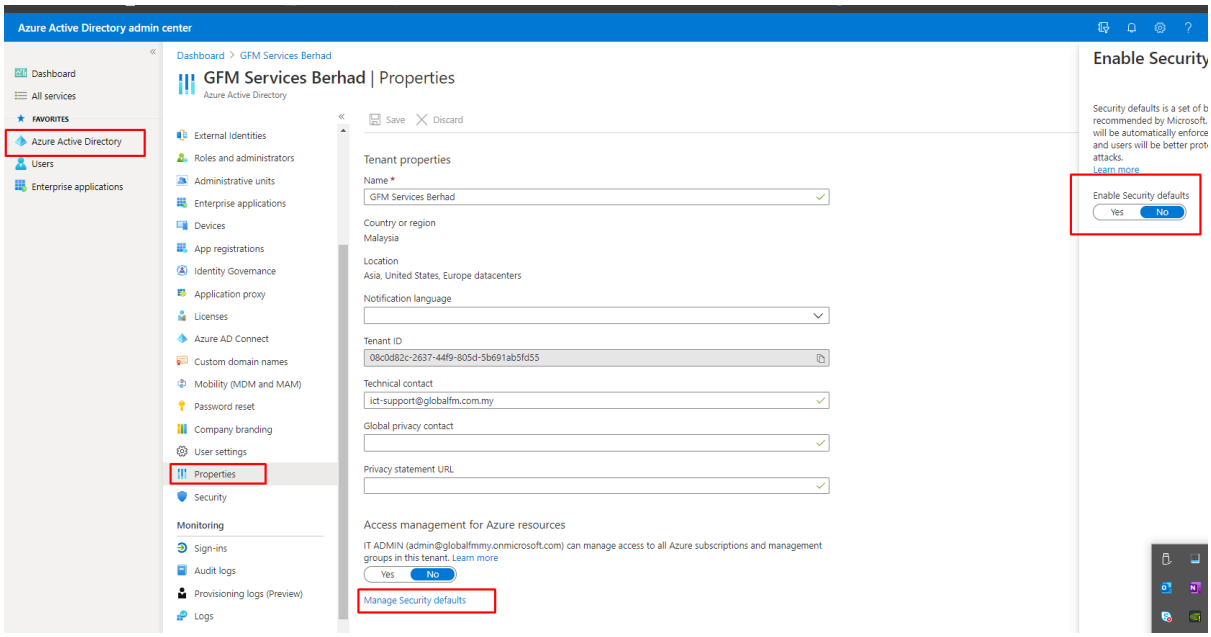
Enable for whole organisation:

In admin portal: click Azure Active Directory

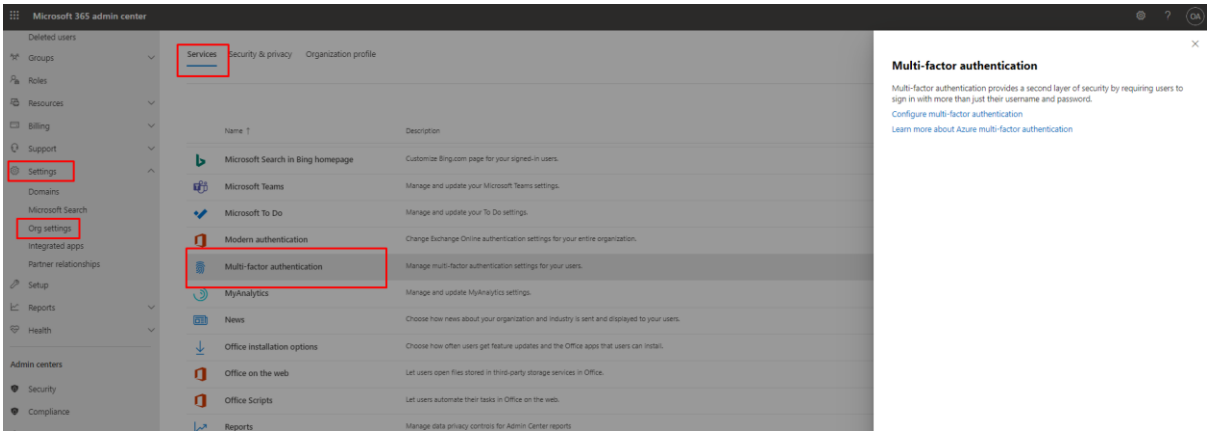


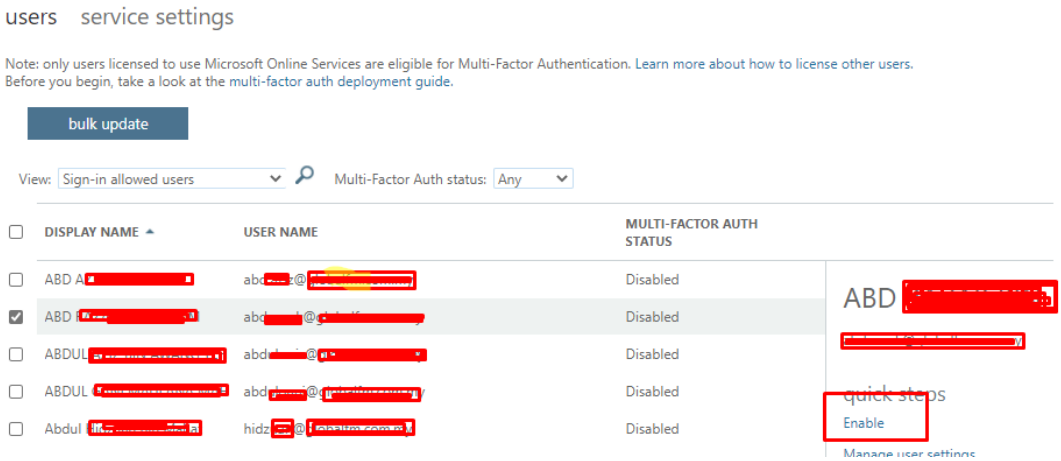


Enable for whole organisation then select Yes.

This is Default -- Select No if you want to setup for each individual user differently.

Enable MFA for individual user:

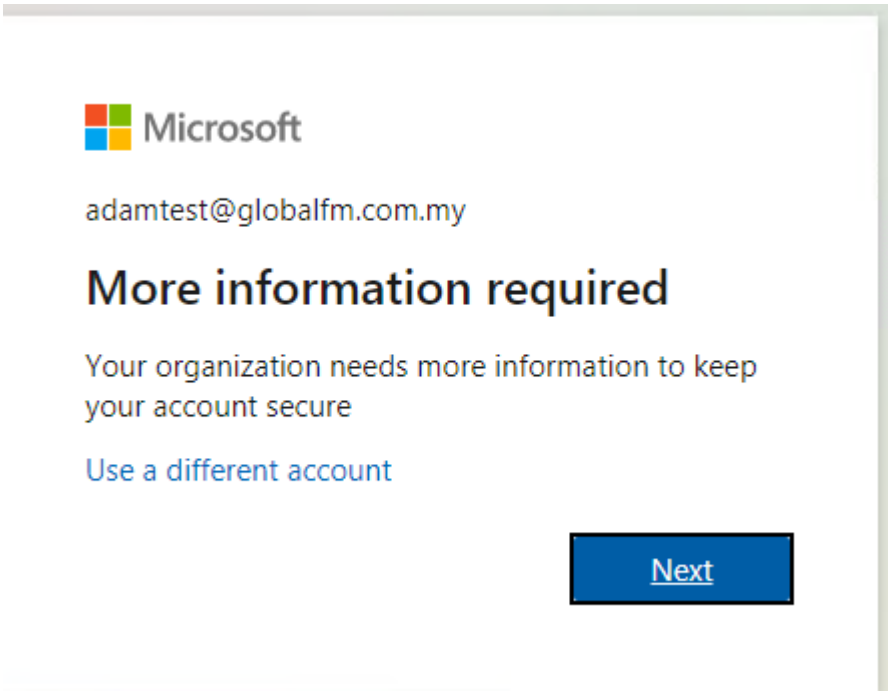
1. Login to admin.microsoft.com
2. Setting -> Org setting -> services
3. Look for Multi-factor Authentication
4. Click configure multi-factor authentication
5. 

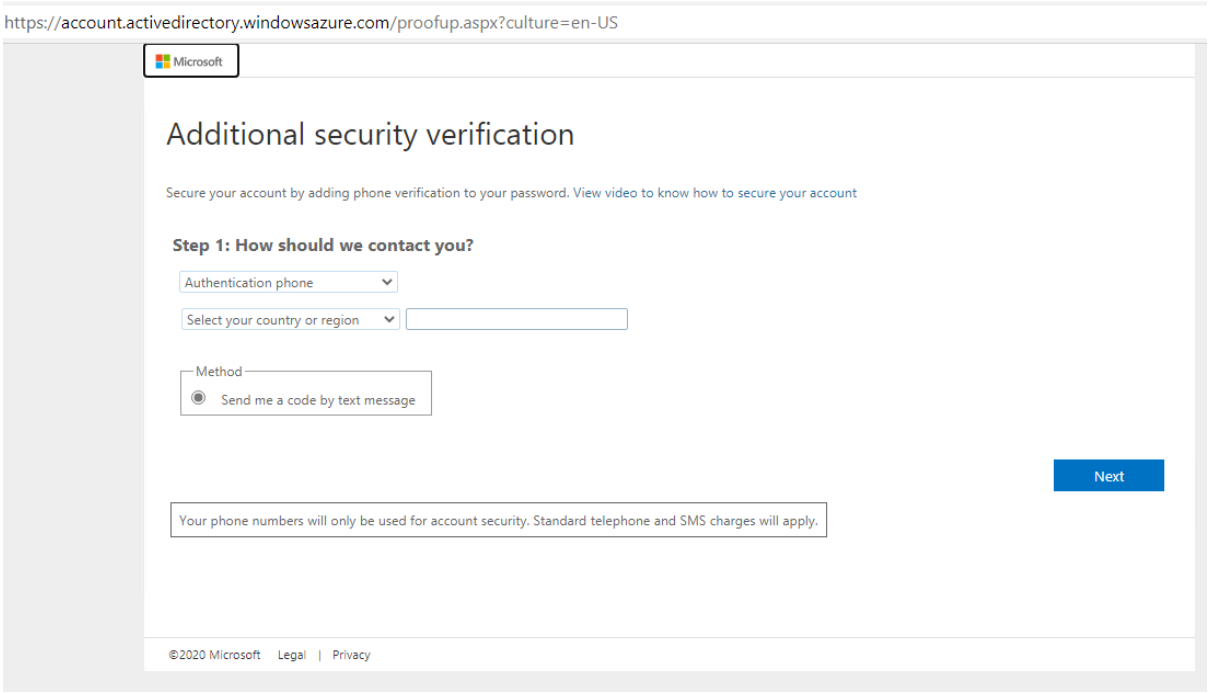
6. Select the user then click enable
7. 

8. After enable, will need to wait **a few hours** for it to take effect.

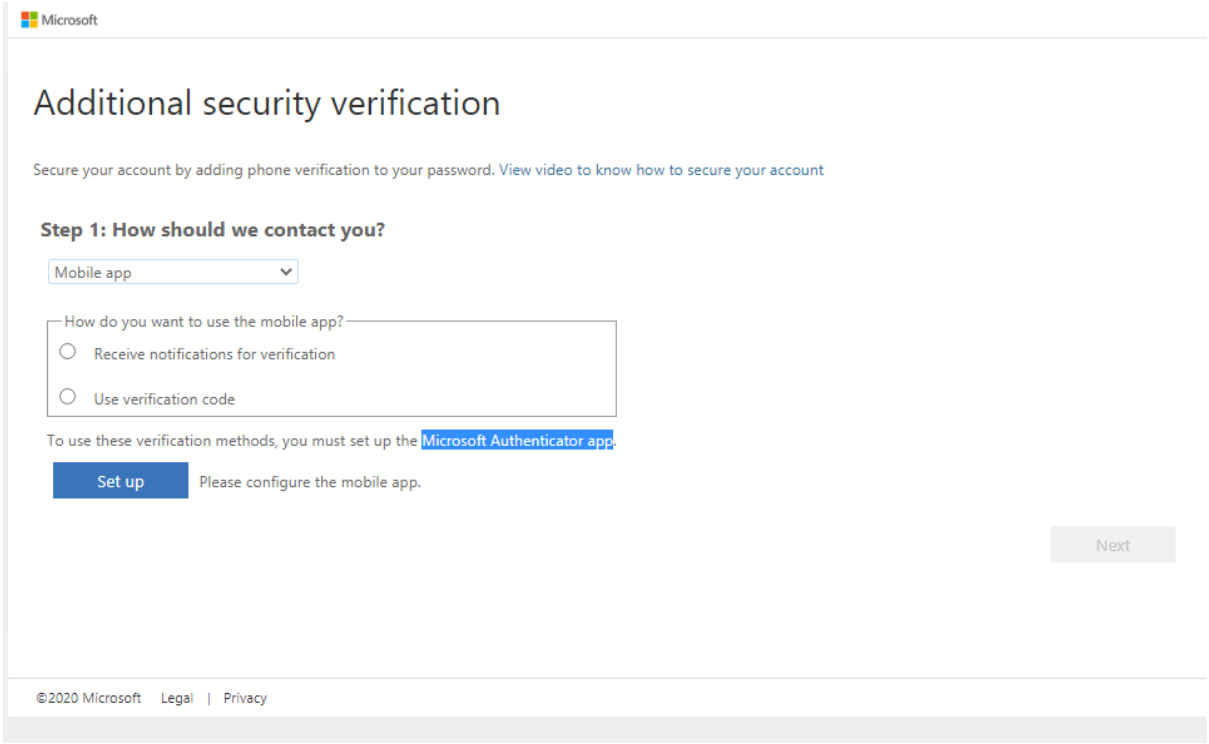
End User login

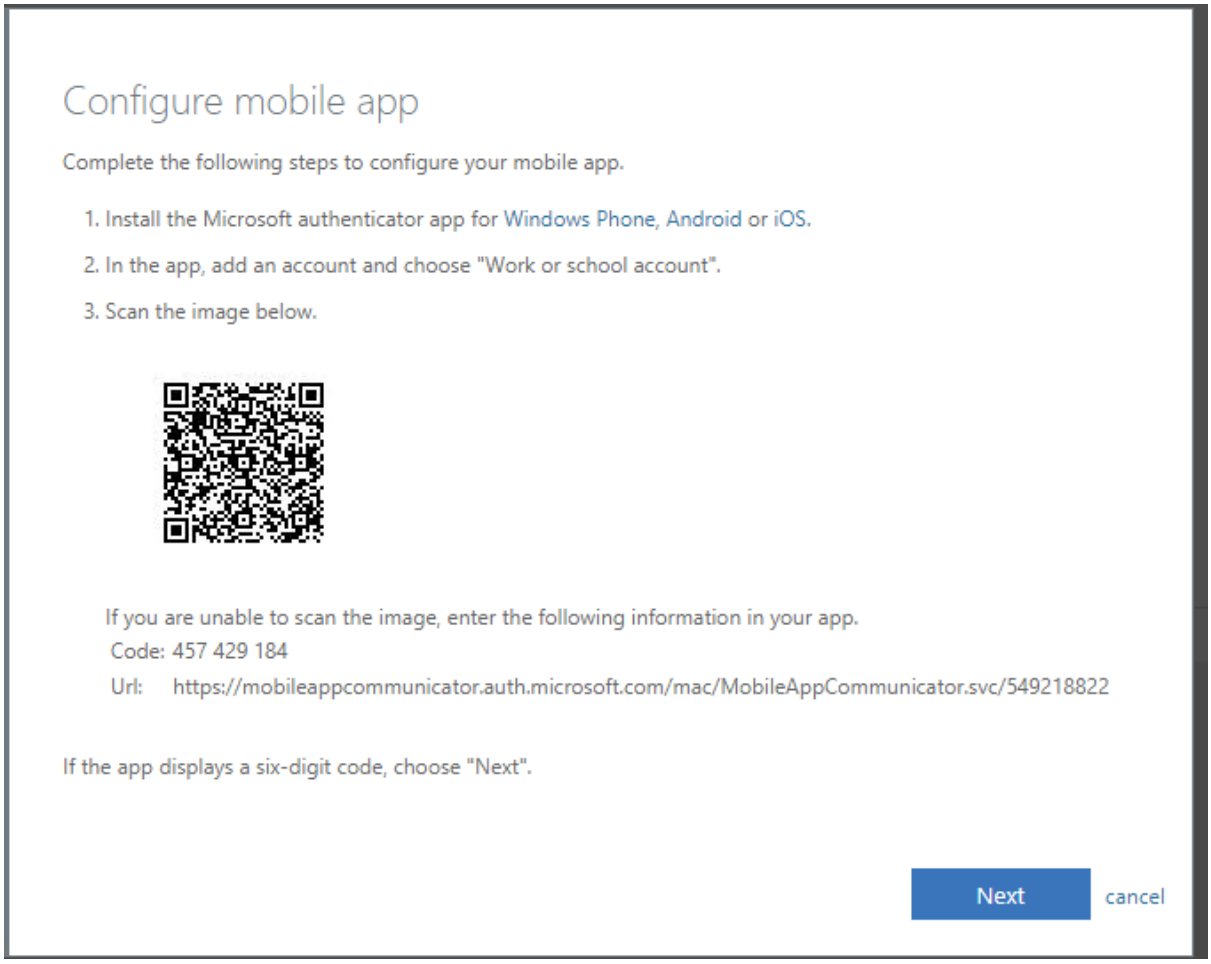
9. https://outlook.office.com
10. Login with email address and password
11. Then it will prompt:

12. 

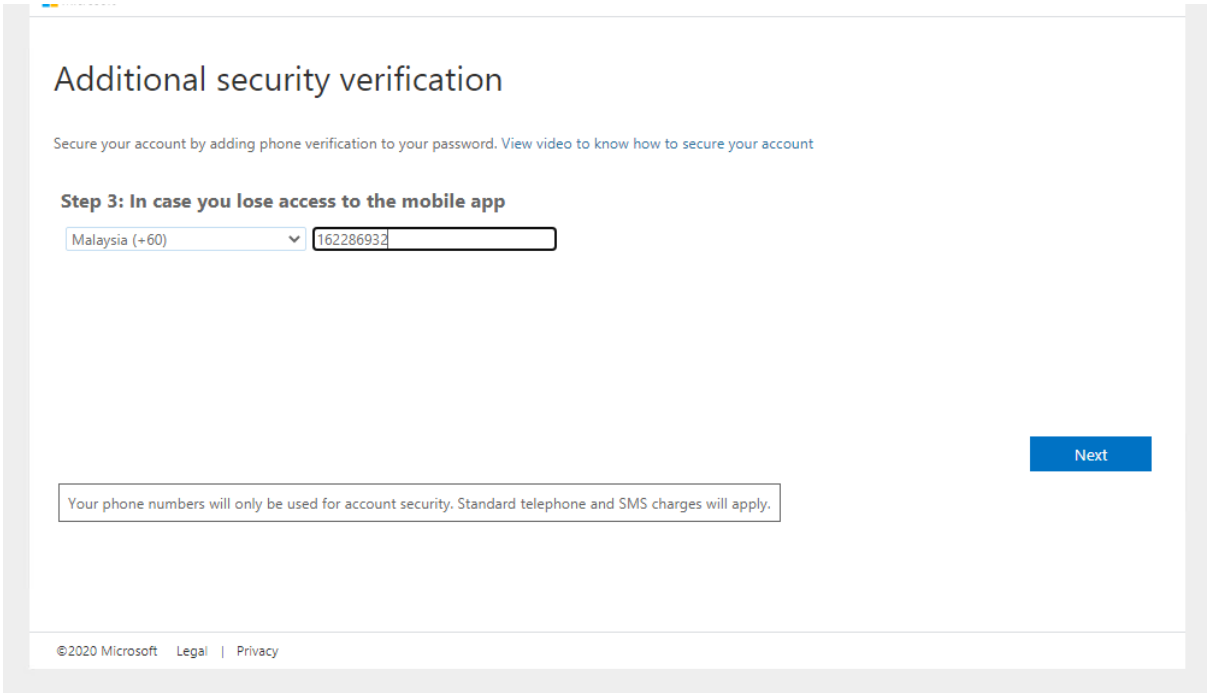
13. Click next
14. 

15. Select How Should we contact you?
    a. Authentication phone - SMS
    b. Mobile app – Microsoft Authenticator app
        i. Can download from App store

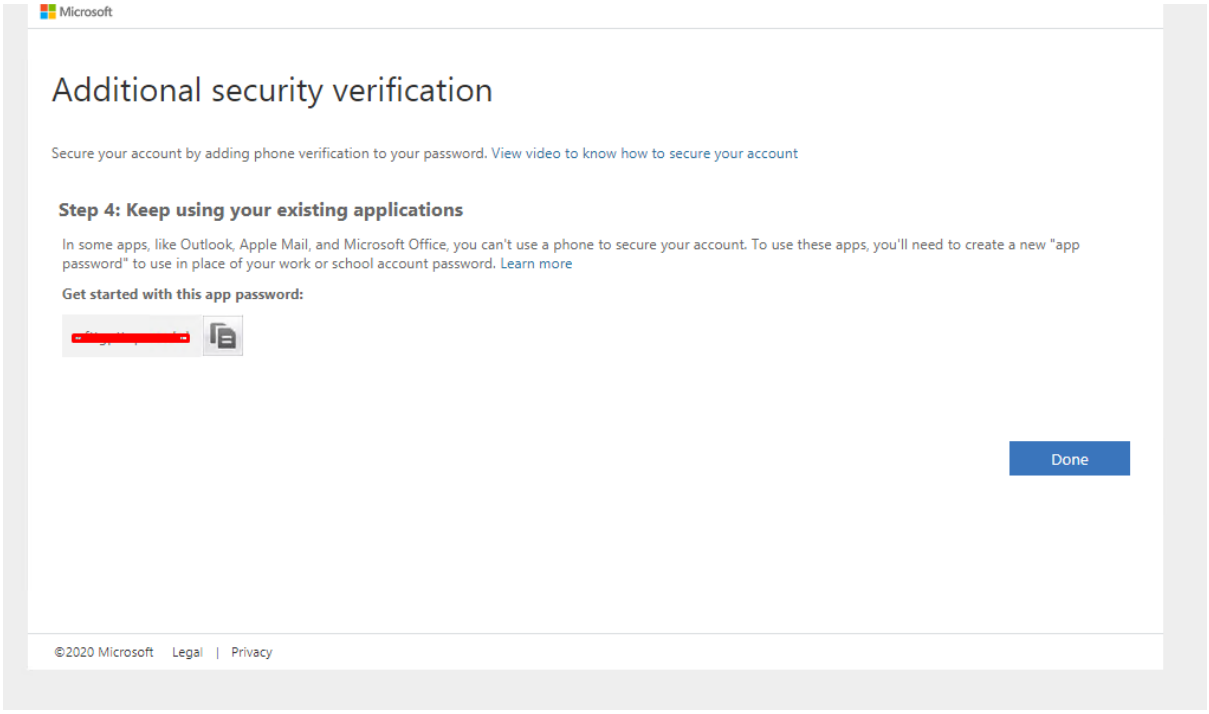
16. 

17. Select receive notification for Verification
18. Then click set up button
19. 

20. Then click next
21. Will prompt to approve on phone



22.
23. Next
24. Copy the App password – this is needed for setup outlook



25.
26. Done

To Change:

27. Can Change the Authentication by login to https://aka.ms/proofup

Setup user outlook for Standard user it will prompt for approval in phone authenticator app, for kiosk with pop3, then need to enter the password with App password (not your normall password)