

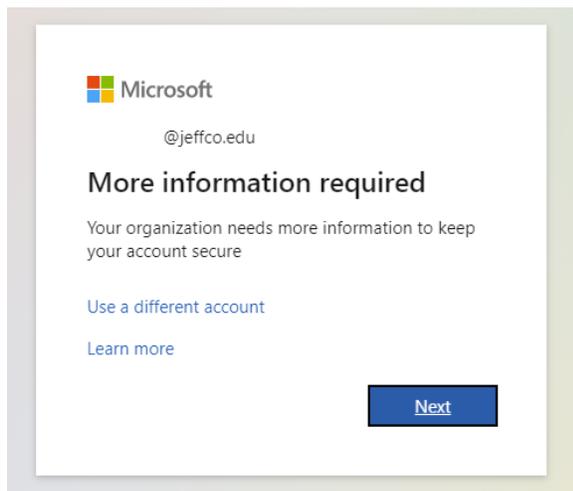
Background Information

- Jefferson College enforces multifactor authentication for all students and staff utilizing Microsoft products.
- Please navigate to <https://office.com> in a web browser then sign in with your Jeffco email address and password
- **MyJeffco passwords are automatically synced to Microsoft passwords through an IT process.**
 - This means, if your MyJeffco password changes, your Microsoft password changes to match it automatically.
 - There is no separate password reset for Microsoft products.

MFA Enrollment Steps

There are two options or methods to setup MFA, you will only need to choose one outlined below.

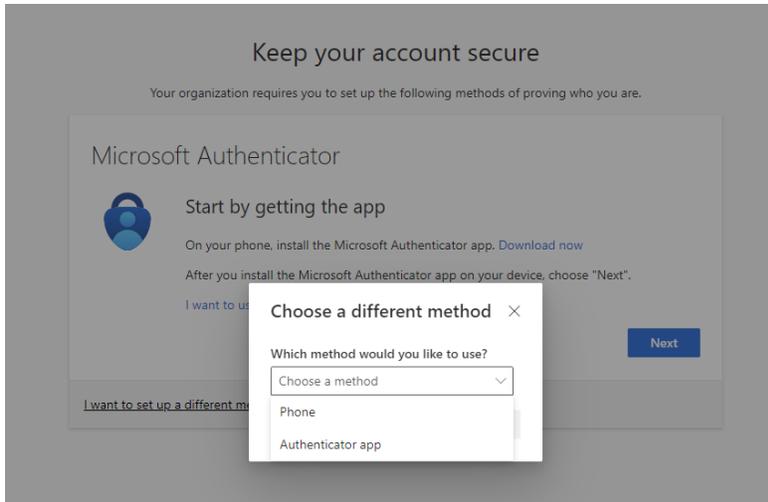
- While signing into <https://office.com>, you should be automatically pushed to setup MFA by seeing the following:



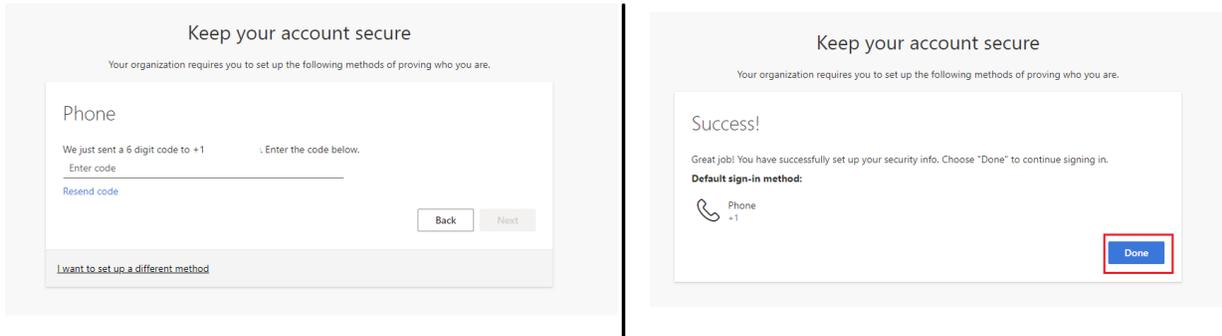
Option 1: Phone & Text Message Setup

- If you want to receive a text, click "I want to set up a different method". You will see:

Microsoft: Setting up MFA & Installing Apps

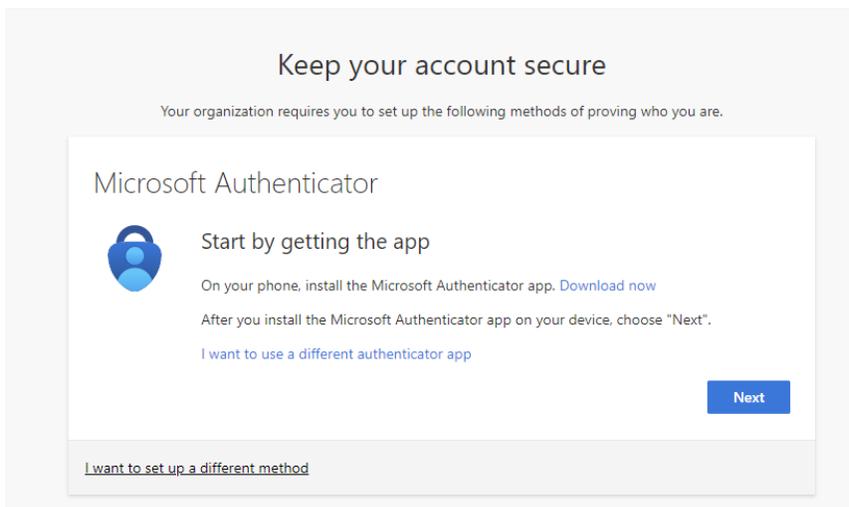


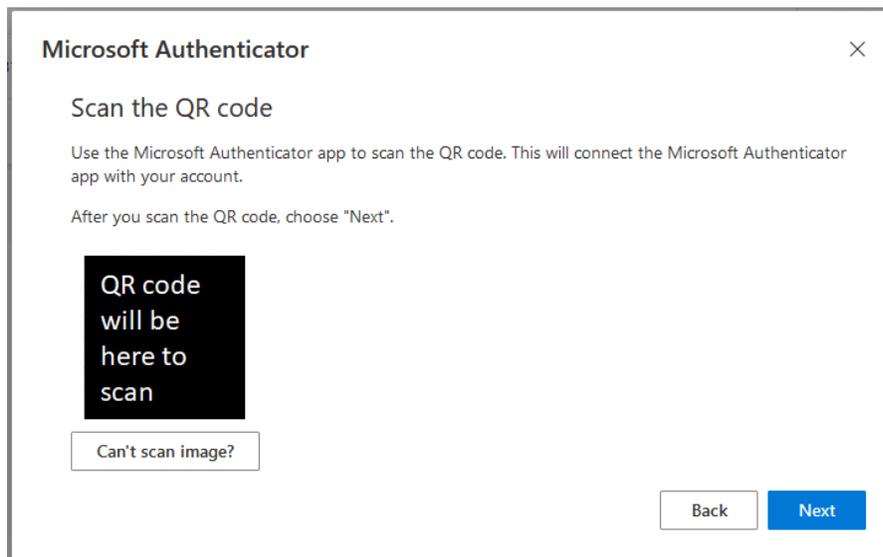
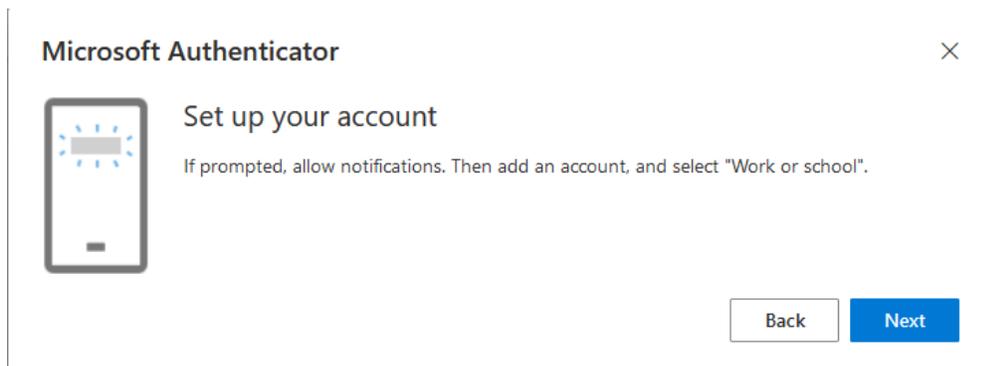
- To set up a phone number, select Phone then Next and follow the steps below:



Option 2: Authenticator App Setup

- You **ARE** able to use other authenticator apps besides Microsoft Authenticator to setup MFA
 - Examples of **other accepted authenticator apps include Google Authenticator** and Twilio Authy





- You will need to hit Next, then enter the code that appears on their chosen Authenticator app, then Done.

Installing Office on Your Desktop

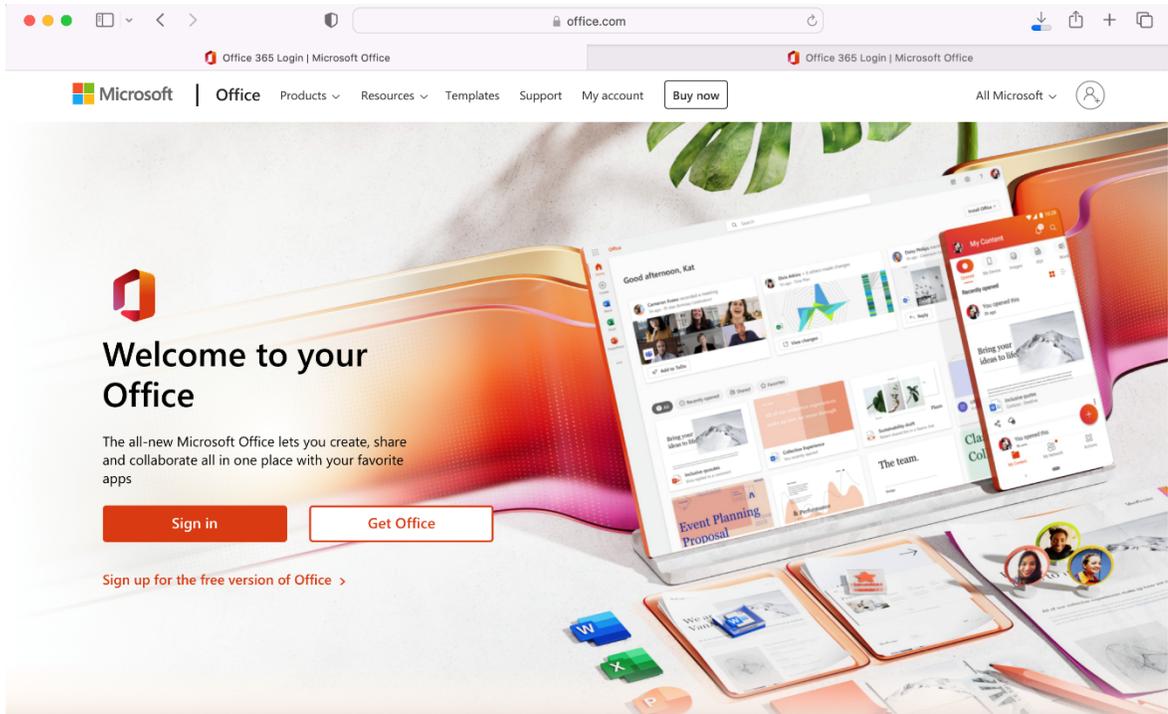
Before you begin:

- **Make sure you have followed the MFA steps above.**
- **Users must first uninstall all currently existing Microsoft Office products on their Windows or Mac computer before following these steps.**
- The download file can be larger so it may be best to download at home. Downloading over JeffcoWiFi may take several minutes.

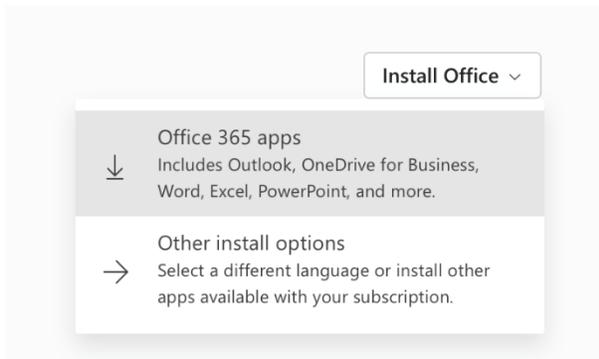
Follow these Steps:

If not already logged in from the steps above, in a web browser, go to <https://office.com> and click Sign In. Enter your Jefferson College email and password.

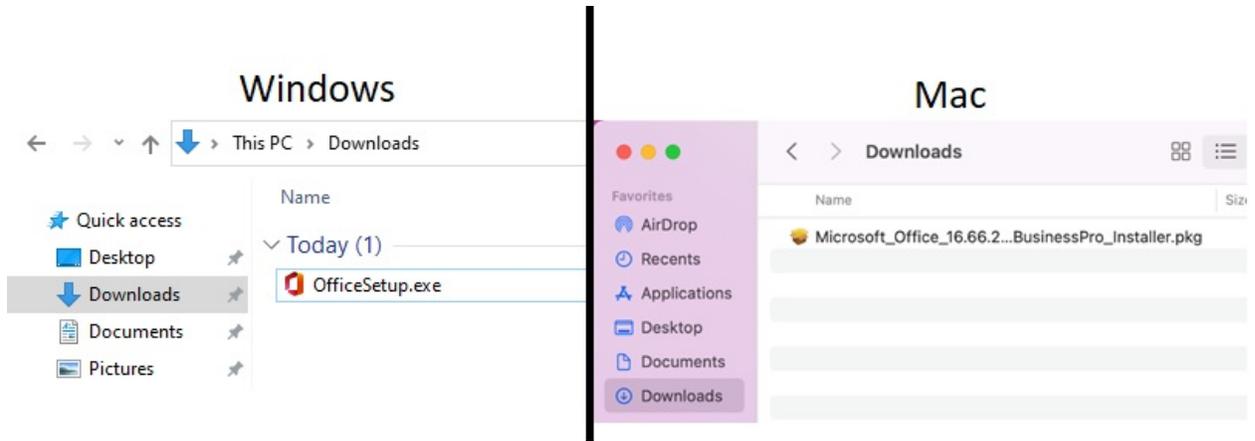
Microsoft: Setting up MFA & Installing Apps



1) On the Home screen look for the Install Office button



- 2) Choose "Office 365 Apps" and a download will begin
- 3) Once the download has completed, go to the download location



- 4) Double click the .exe or .pkg file to install the download and follow the prompts that appear
- 5) Once the installation has completed, it may ask you to sign into your Jefferson College Microsoft account again then prompt for a MFA code.
- 6) You should now be able to use the following products as a desktop application:



Need Help?

If these steps do not work or you encounter additional issues, please contact the Help Desk at (636) 481-3234, option 2 and they can further assist you.