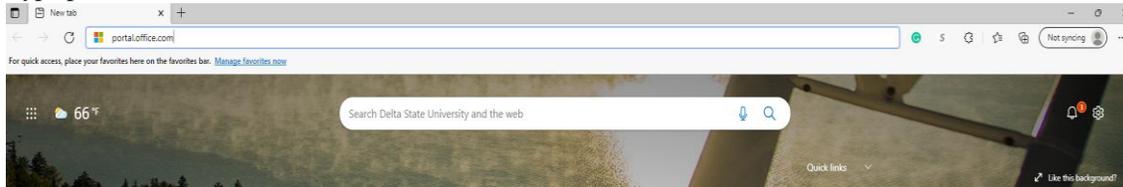


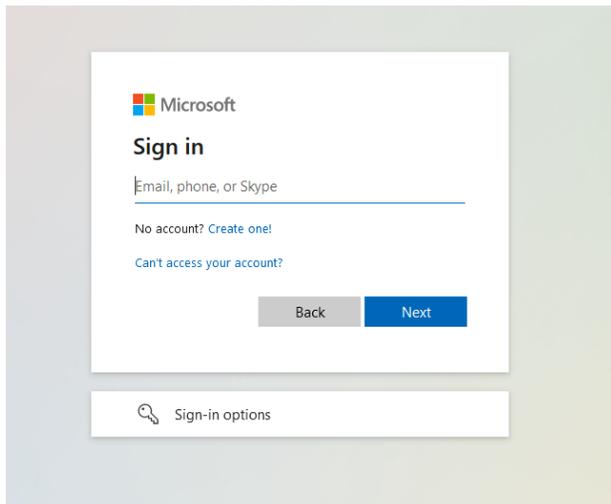
Multi-Factor Authentication

Multi-factor authentication (MFA) is an electronic authentication method in which a user is granted access to a website or application only after successfully presenting two or more pieces of evidence to an authentication mechanism. MFA provides another layer of security to your account by requiring a code or notification to be sent to a personal or university device (usually a cell phone). MFA prevents an unauthorized user from accessing your account even if your password becomes compromised and helps protect the university.

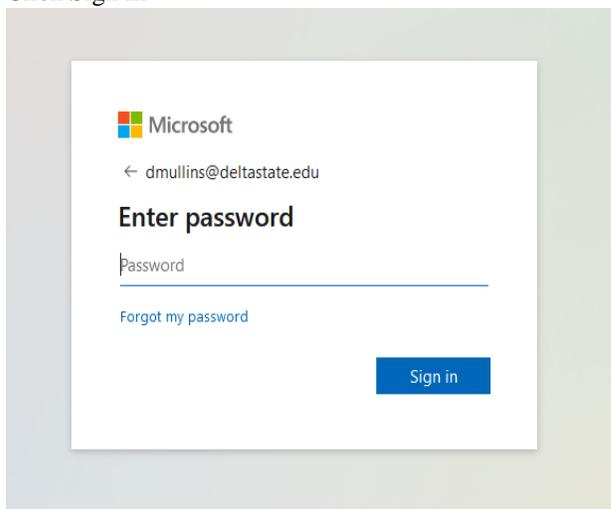
1. Click on Microsoft Edge.
2. Type `portal.office.com`.



3. Enter your full Delta State email address as your username.
4. Click Next.



5. Enter your password.
6. Click Sign In



7. Once MFA is turned on additional security verification will be required.
8. Select your country or region.
9. Click Next.

Microsoft

Additional security verification

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

Select your country or region

Method

Send me a code by text message

Call me

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

©2021 Microsoft Legal | Privacy

Select your country or region

- United States (+1)
- Afghanistan (+93)
- Albania (+355)
- Algeria (+213)
- American Samoa (+1684)
- Andorra (+376)
- Angola (+244)
- Anguilla (+1264)
- Antarctica (+672)
- Antigua and Barbuda (+1268)
- Argentina (+54)
- Armenia (+374)
- Aruba (+297)
- Ascension Island (+247)
- Australia (+61)
- Austria (+43)
- Azerbaijan (+994)
- Bahamas, The (+1242)
- Bahrain (+973)
- Bangladesh (+880)
- Barbados (+1246)
- Belarus (+375)
- Belgium (+32)
- Belize (+501)
- Benin (+229)
- Bermuda (+1441)
- Bhutan (+975)
- Bolivia (+591)

Next

10. On Step 1: Make sure “Authentication phone” is displayed (please do not change this)
 11. Enter your personal or DSU cell phone number.
 12. Choose the method – Send me a code by text message
 13. Click Next.
- *Please do not use your office phone number.**

Microsoft

Additional security verification

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 States (+1)

Method

Send me a code by text message

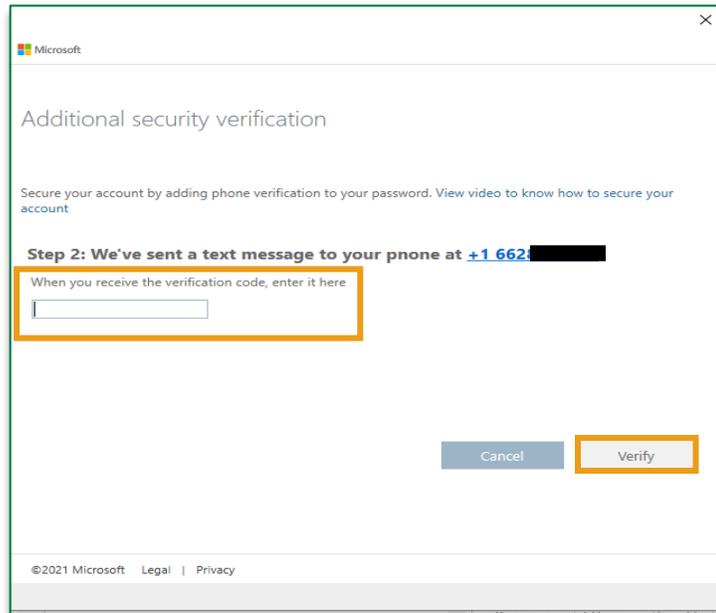
Call me

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

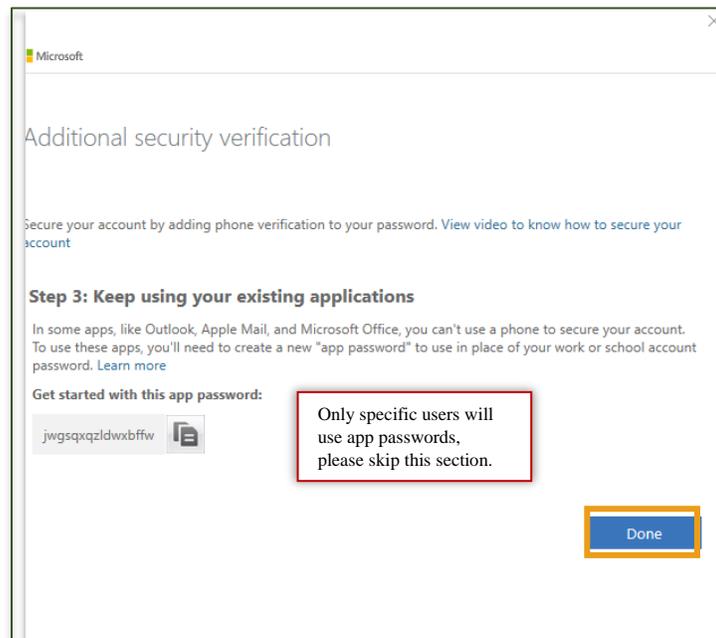
©2021 Microsoft Legal | Privacy

Next

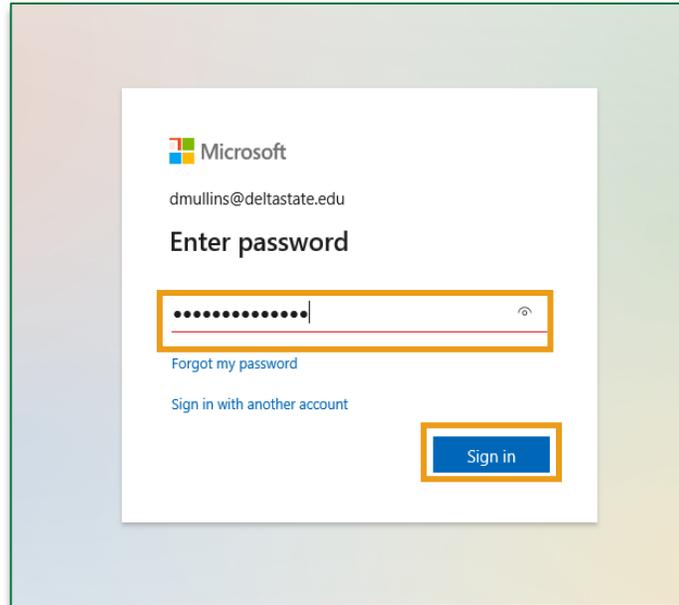
14. You will receive a numeric code on your cell phone
15. Enter the code from the text message you receive on your cell phone.
16. Click Verify.



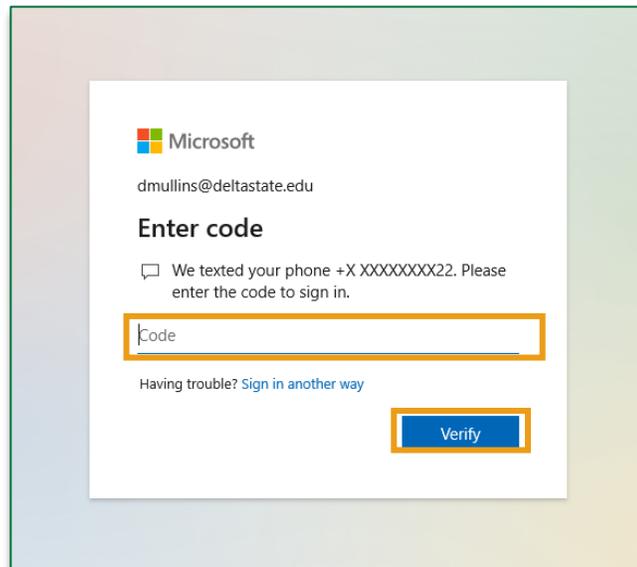
17. Only specific users will use the app password, please skip this section by clicking Done.



18. You will be prompted to enter your password to sign in.



19. Enter the code you receive as a text message on your cell phone, click Verify.



If you are using the Microsoft Outlook program to access your Delta State University emails on your computer you will be prompted to enter your password and verify your identity. Please follow Step 18 and Step 19 above to connect back to your mailbox using MS outlook.



Email on Cell Phone: After you have completed Multi-Factor Authentication on your account, you may need to delete your Delta State email account from your cell phone and re-add it.

How to Delete an Email Account on Your iPhone

1. Open the Settings app.
2. Tap Passwords & Accounts.
3. Tap the email account you want to delete.
4. Tap Delete Account.
5. Tap Delete from My iPhone to confirm.

How to Delete an Email Account on your Android

1. Go to Settings from the Home screen; swipe down and tap on the Settings gear icon.
2. Go to Accounts. Scroll down and tap Accounts.
3. Select the account you wish to remove from your device.
4. Find more options. Tap more.
5. Remove Account.
6. Confirm Account Removal.

For instructions on adding email back to your mobile device, please [click here](#).