How to Activate MFA for Your Microsoft 365 Student Account at Karlstad University

Hello Karlstad University students!

We care about your online security, and that's why we're introducing Multi-Factor Authentication (MFA) for all student accounts. MFA helps protect your academic data by adding an extra layer of security. By setting this up, you'll need both your password and your phone to access your Microsoft 365 student account.
Let's walk through the steps to get MFA set up on your account. It only takes a few minutes!

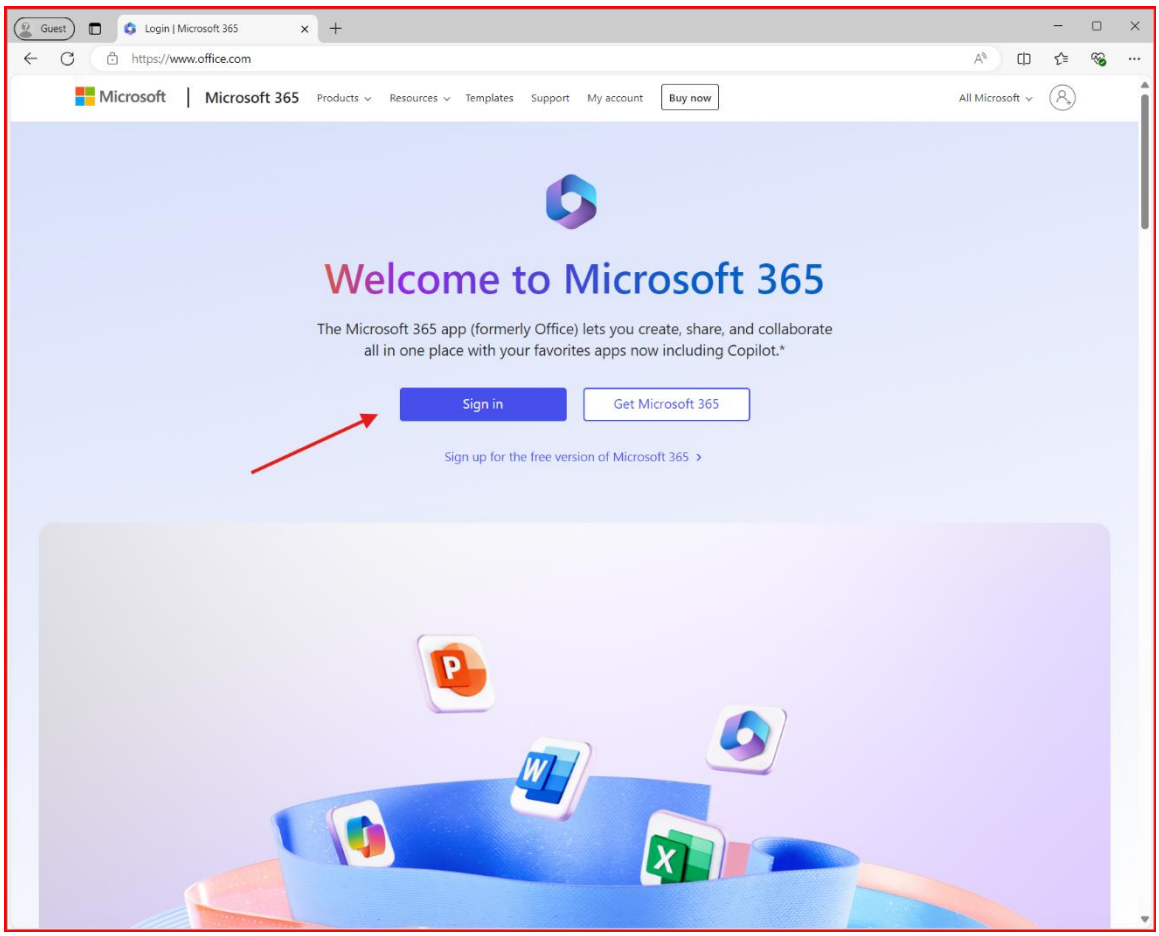
Step 1: Download the Microsoft Authenticator app

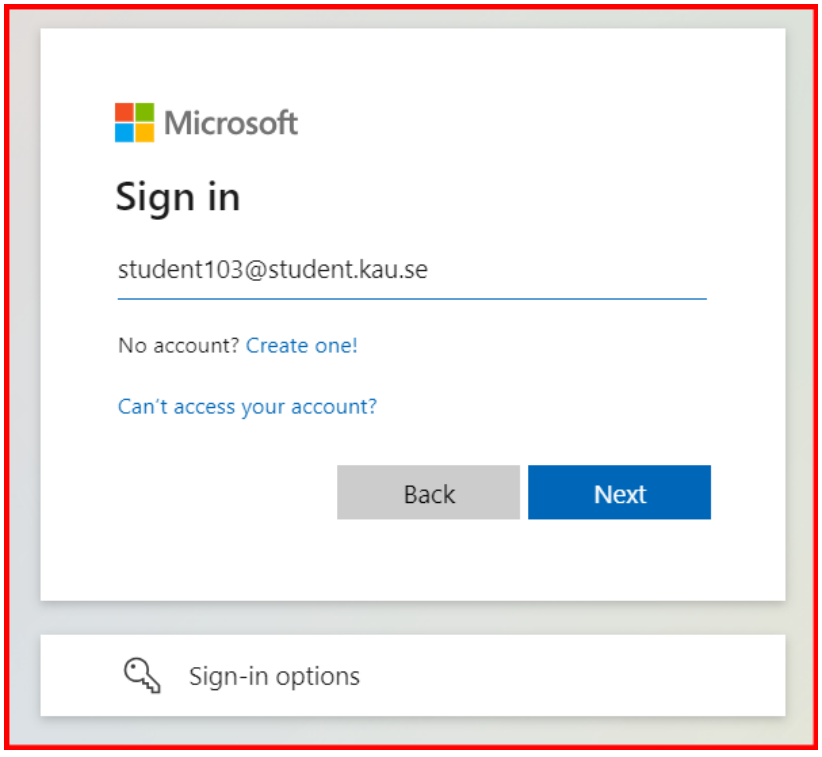
The first thing you need to do is download the Microsoft Authenticator app on your **smartphone**. It's available for both iPhones and Android devices. You can search for 'Microsoft Authenticator' in the App Store (for iPhones) or Google Play Store (for Android phones).

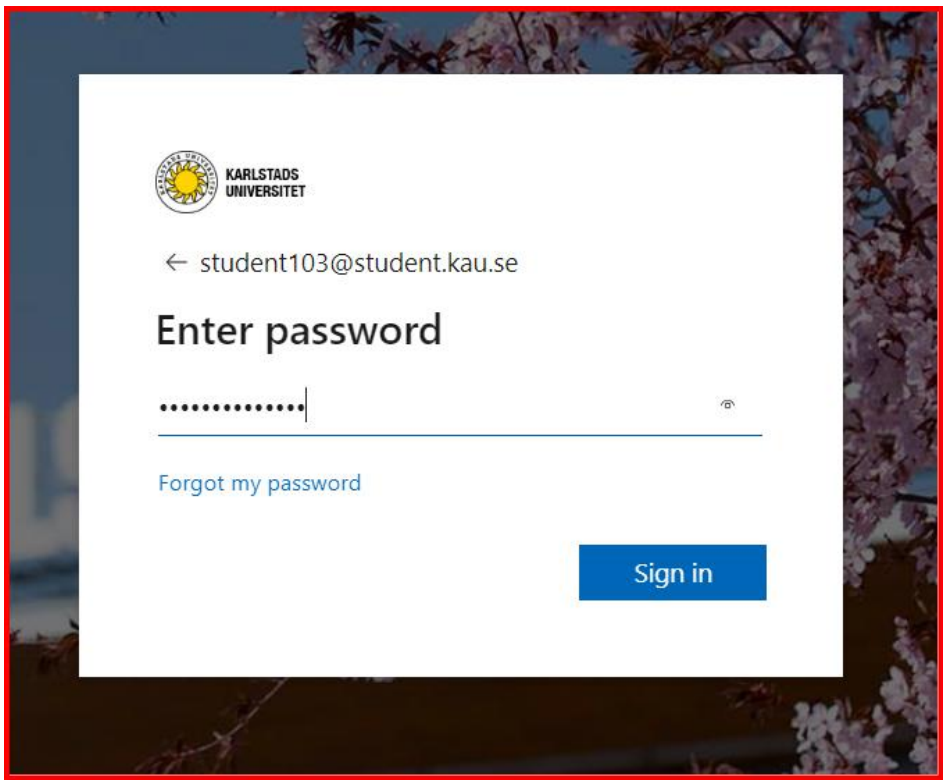
On your phone, you can click these links to go directly to the download page:
- iPhones: https://apps.apple.com/app/microsoft-authenticator/id983156458
- Android: https://play.google.com/store/apps/details?id=com.azure.authenticator
For more details on the Microsoft Authenticator app, visit:
https://www.microsoft.com/en-us/security/mobile-authenticator-app

Step 2: Sign in to your Microsoft 365 account

Now that you have the Authenticator app ready on your phone, head over to https://www.microsoft365.com or https://www.office.com on your computer and sign in with your Karlstad University email and password. This is the same account you use for your student email and other Microsoft services. ("*student103@student.kau.se*" as an example). Have a look at the example screenshots below:


Guest
Login | Microsoft 365
https://www.office.com
Microsoft
Microsoft 365
Products
Resources
Templates
Support
My account
Buy now
All Microsoft
Welcome to Microsoft 365
The Microsoft 365 app (formerly Office) lets you create, share, and collaborate all in one place with your favorites apps now including Copilot.*
Sign in
Get Microsoft 365
Sign up for the free version of Microsoft 365 ›

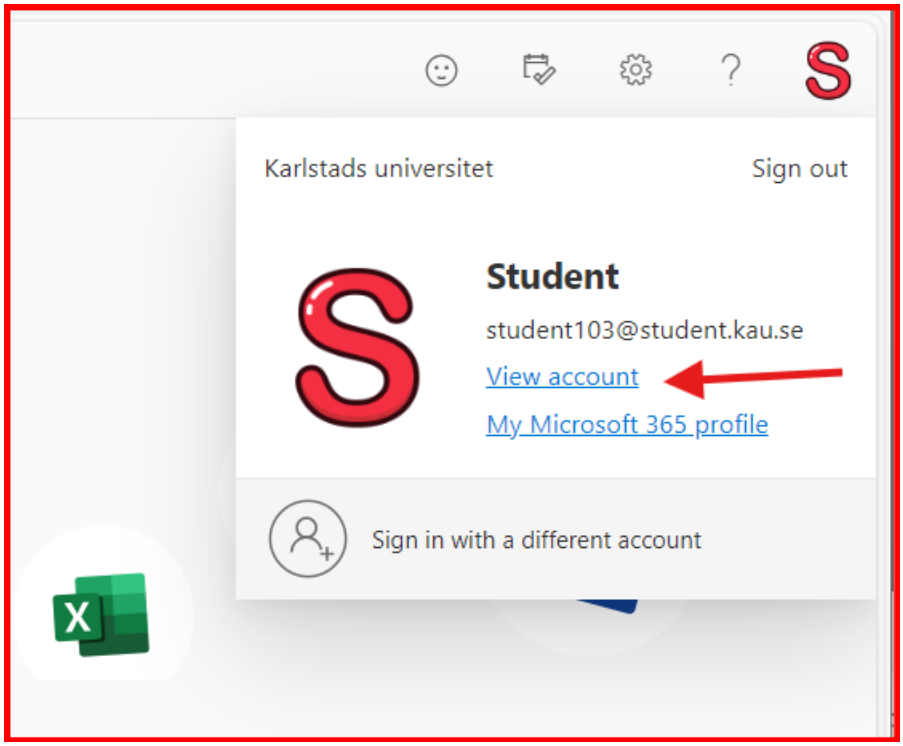

Microsoft
Sign in
student103@student.kau.se
No account? Create one!
Can't access your account?
Back
Next
Sign-in options

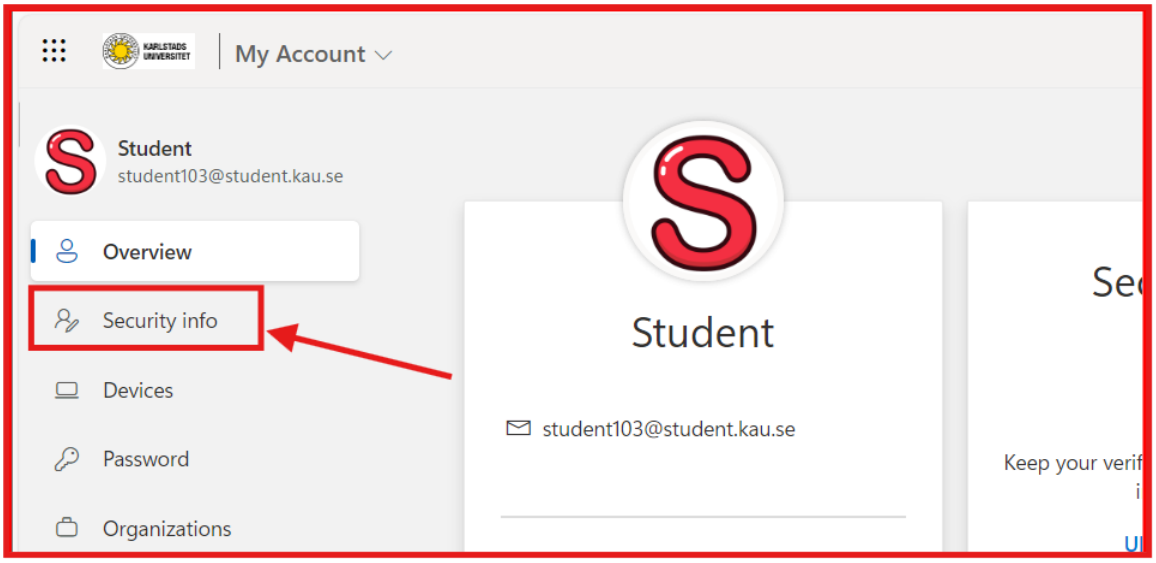

KARLSTADS UNIVERSITET
student103@student.kau.se
Enter password
Forgot my password
Sign in

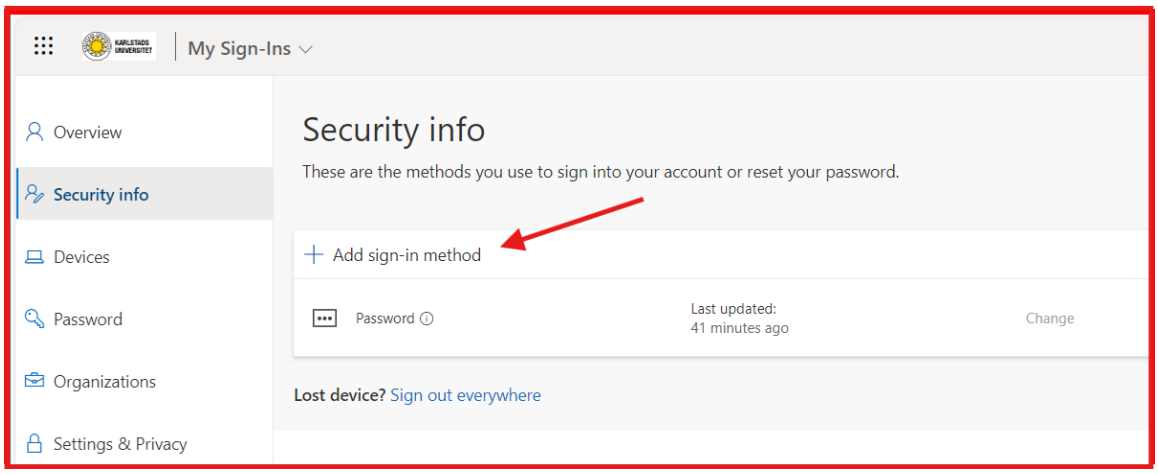
KARLSTADS UNIVERSITET
student103@student.kau.se
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No
Yes

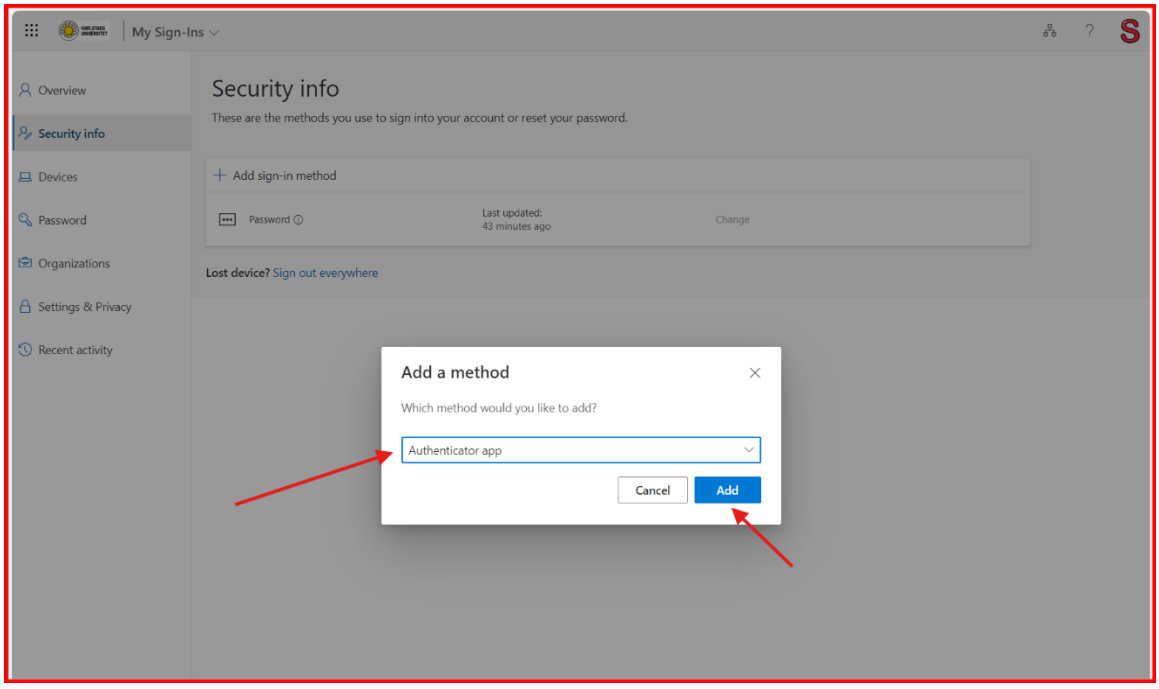
Step 3: Enable MFA in your security settings

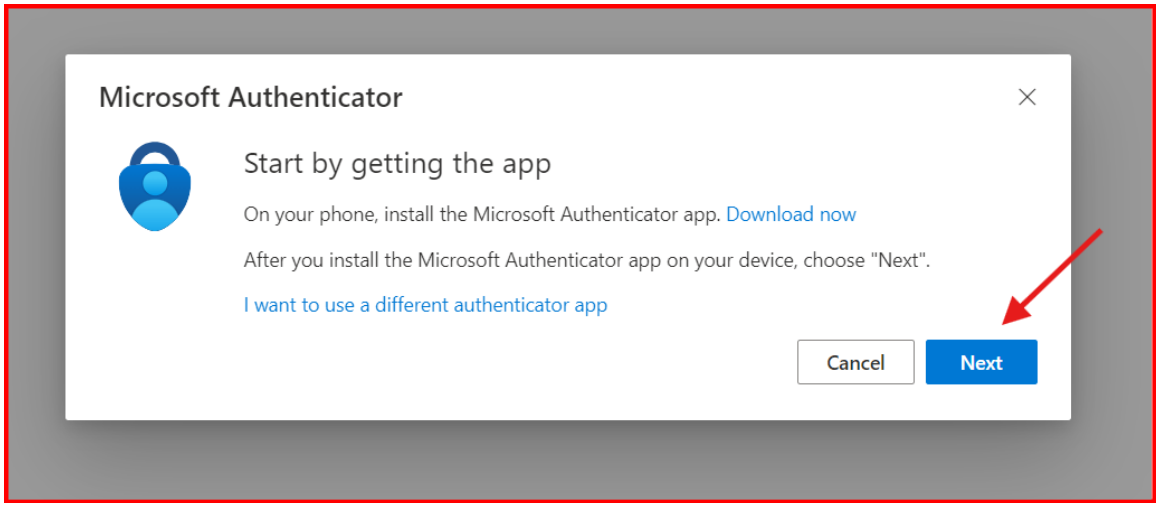
Once you're logged in, click on your profile picture or initials at the top right, then choose "**View Account**" After that, select "**Security info**" from the menu. On the "**Security info**" page, click on "**Add sign-in method**" and choose "**Authenticator app**".

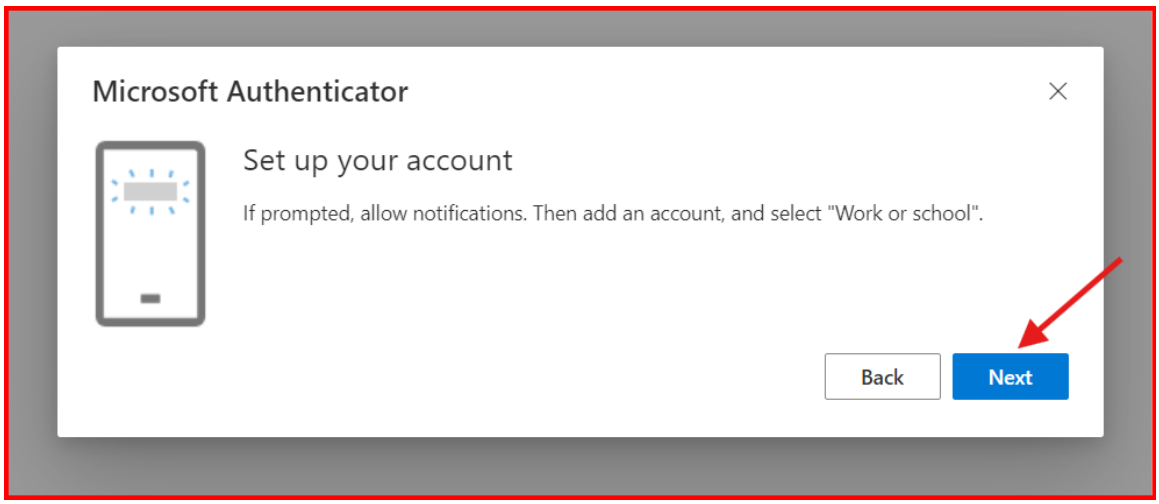





My Sign-Ins
Overview
Security info
Devices
Password
Organizations
Settings & Privacy
Security info
These are the methods you use to sign into your account or reset your password.
Add sign-in method
Password
Last updated:
41 minutes ago
Change
Lost device? Sign out everywhere


My Sign-Ins
Overview
Security info
Devices
Password
Organizations
Settings & Privacy
Recent activity
Security info
These are the methods you use to sign into your account or reset your password.
Add sign-in method
Password
Last updated:
43 minutes ago
Change
Lost device? Sign out everywhere
Add a method
Which method would you like to add?
Authenticator app
Cancel
Add

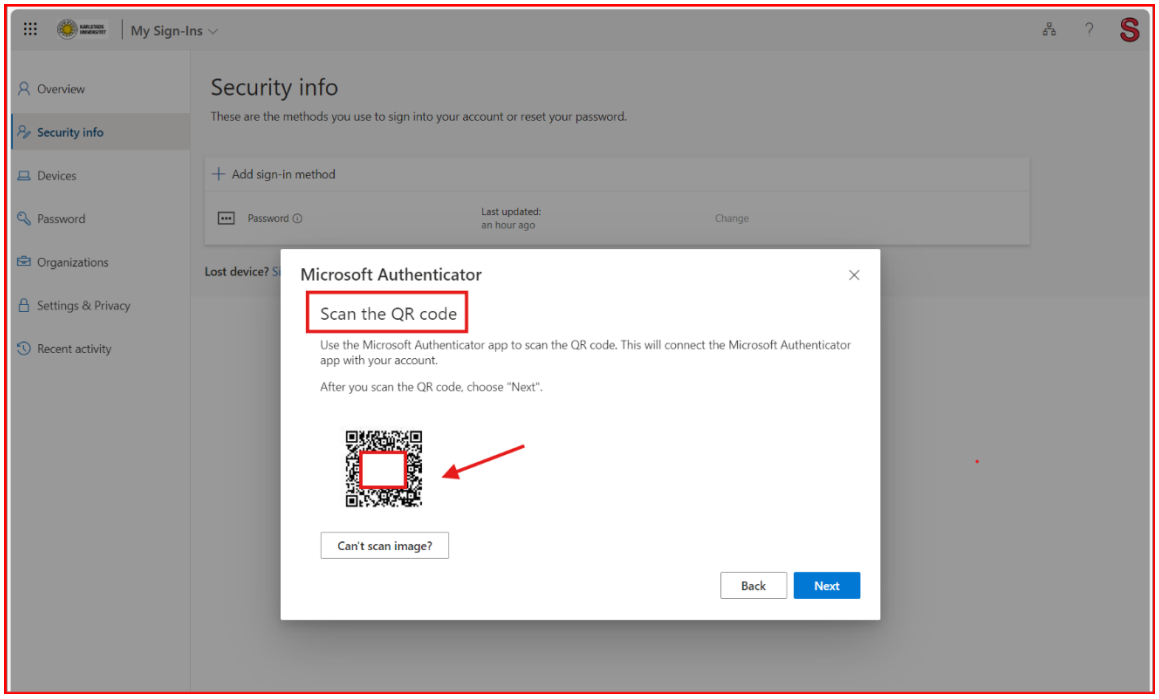

Microsoft Authenticator
Start by getting the app
On your phone, install the Microsoft Authenticator app. Download now
After you install the Microsoft Authenticator app on your device, choose "Next".
I want to use a different authenticator app
Cancel
Next



Step 4: Pair your Microsoft Authenticator app

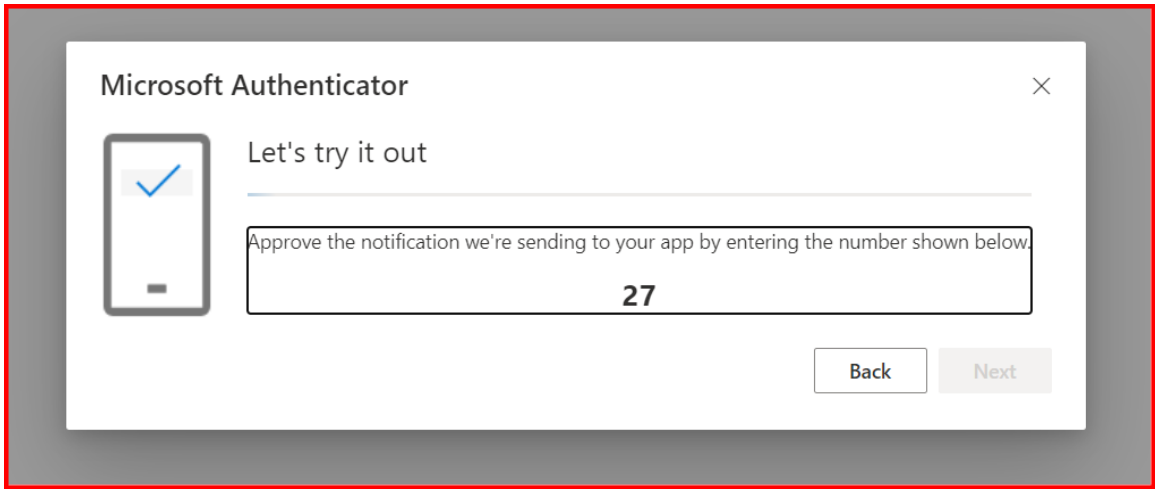
Open the Microsoft Authenticator app **on your phone**. Tap 'Add account' or the "**+**" sign and choose "**Work or school account**" You will be prompted to "**Scan a QR code**".

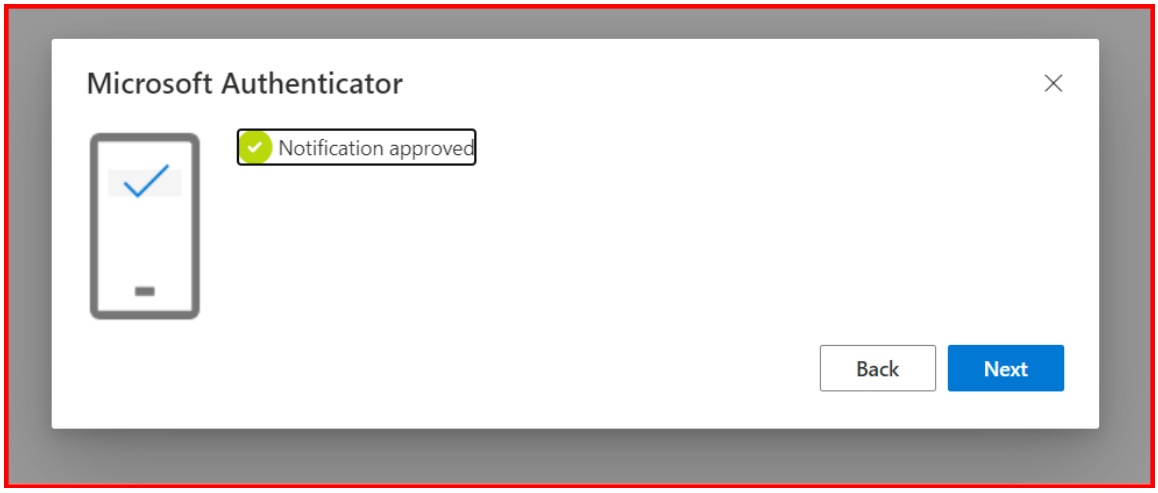
On your computer, you'll see a QR code on the Microsoft 365 Security Info page. Scan this code with the Authenticator app.



Step 5: Verify your MFA setup

Once you've scanned the QR code, your Microsoft 365 account will be added to the Authenticator app. The app will now send you a test sign-in request. All you need to do is approve the request from your phone.





Step 6: Finalize and test MFA

That's it, you're all set! To test everything, log out of your Microsoft 365 account, then log back in. After entering your password, you'll be prompted to approve the sign-in using the Authenticator app.