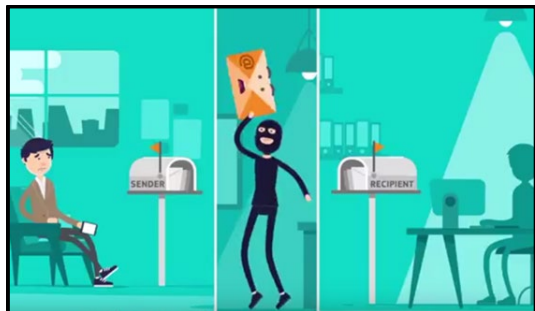


For added security on the BW campus network, all BW email accounts **REQUIRE** Multi-Factor Authentication (MFA).

What is Multi-Factor Authentication (MFA)?



You have probably used MFA when accessing Google, PayPal, or other online transaction sites. An SMS text with an access code is sent to your mobile phone.

For BW's MFA process, you can select the SMS text option or use the Microsoft "Authenticator App" to verify your identity. (The text message option is recommended.)

To set up MFA for your BW email, follow these instructions:

1. Go to: <https://aka.ms/mfasetup>
2. Set up your MFA. **Save the one-time PIN code for Step #3!**
3. Download and setup Outlook on your [iOS](#) or [Android](#) phone.
NOTE: Only the Outlook email app is supported, not your phone's native email app.



These easy-to-follow video instructions will also help:

<http://help.bw.edu/docs/MFA-PhoneMethod.mp4> (Text Message Option)

<http://help.bw.edu/docs/MFA-MicrosoftAuthenticatorApp.mp4>

(Authenticator App Option)

Questions? Contact the IT Help Desk (440-826-7000) or helpdesk@bw.edu.