

How to Set Up MFA on Your Loreto Account

You need to set up Multi-Factor Authentication (MFA) to access your Loreto account from outside of college – this includes access to myLoreto, SharePoint, email, Teams etc

To set up your MFA you need to:

- Using a web browser go to <https://www.office.com/> and select Sign in – use your college email address (e.g. johsmi21@student.loreto.ac.uk) and college password
- Click on your initials in the top right and choose View account
- In the Security info tile select **UPDATE INFO**
- Select “+ Add sign-in method” and choose Phone from the methods drop-down
- Choose United Kingdom (+44) and enter your mobile number
- Ensure “Text me a code” is selected and select Next
- You will now receive a 6-digit code which you need to enter and select Next
- You should get a message verifying your SMS
- You will now receive a 6-digit code which you need to enter when you want to access your Loreto account outside of college