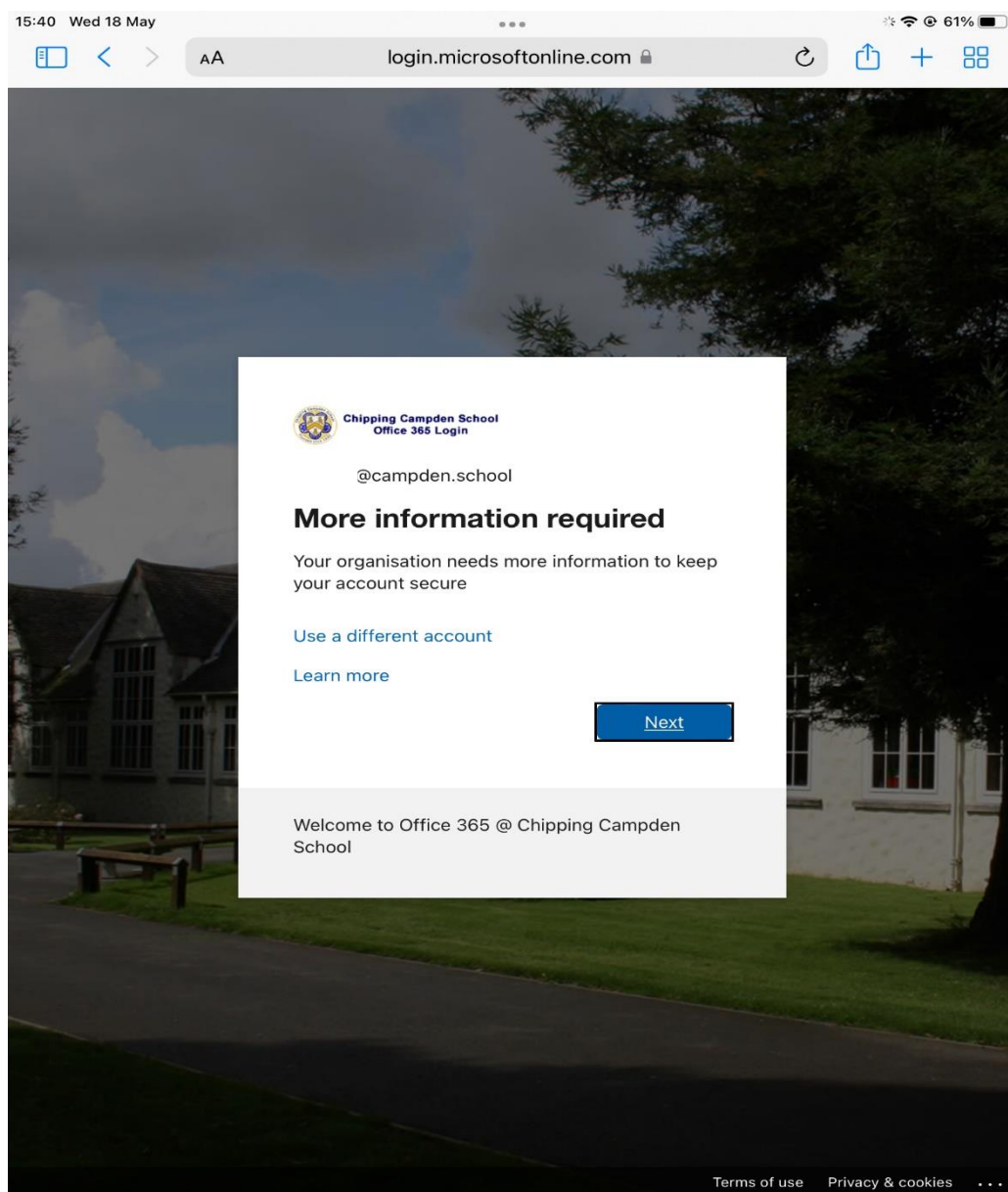
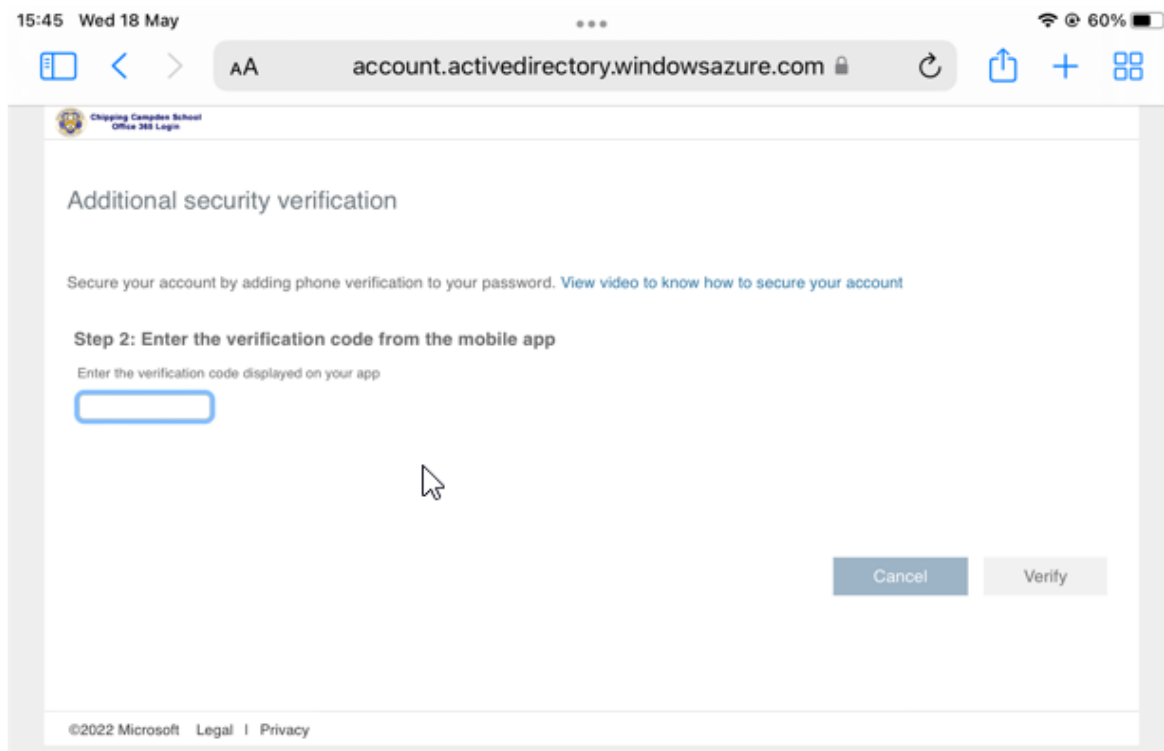


User Guide – Setting up Multi-Factor Authentication on a school-issued iPad

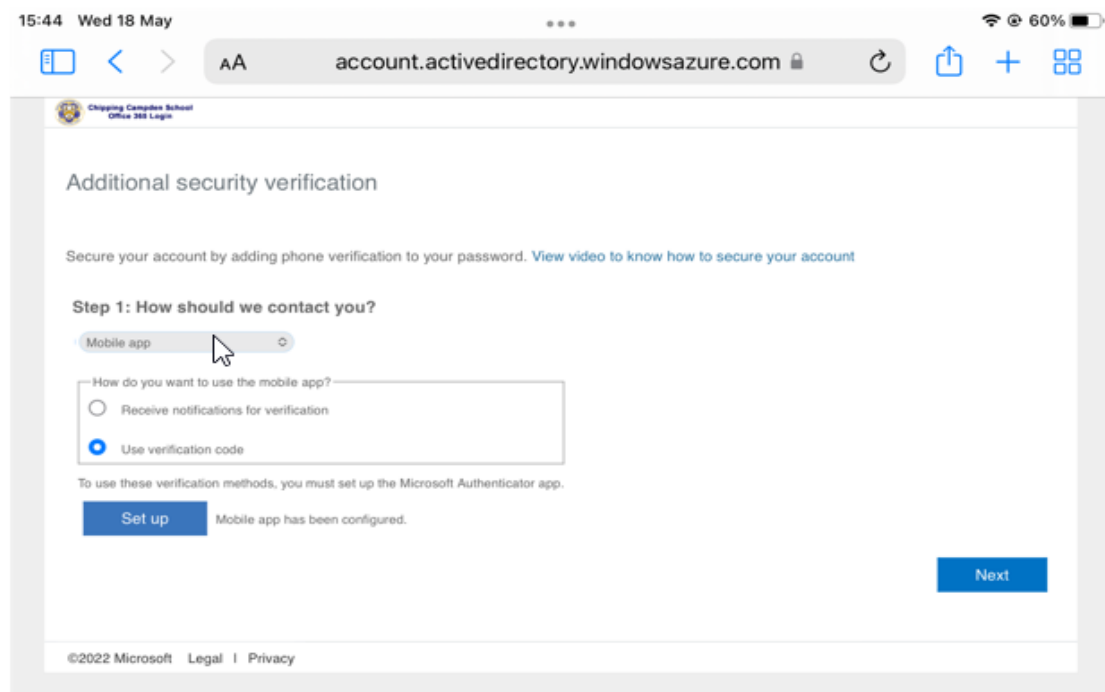
- 1) Open [COLIN](#), and click on 'Email' – you will be prompted to login with your Office 365 credentials (username@campden.school) and password.
- 2) You will be told that “More information is required” (see screenshot). Click Next



- 3) On the next page, you will be asked to choose your additional verification method. Under “How should we contact you?”, select ‘Mobile app’ and ‘Use verification code’ (see screenshot). If you are using a school-issued iPad, the Authenticator app will already have been configured for you. Please click the ‘Next’ button.

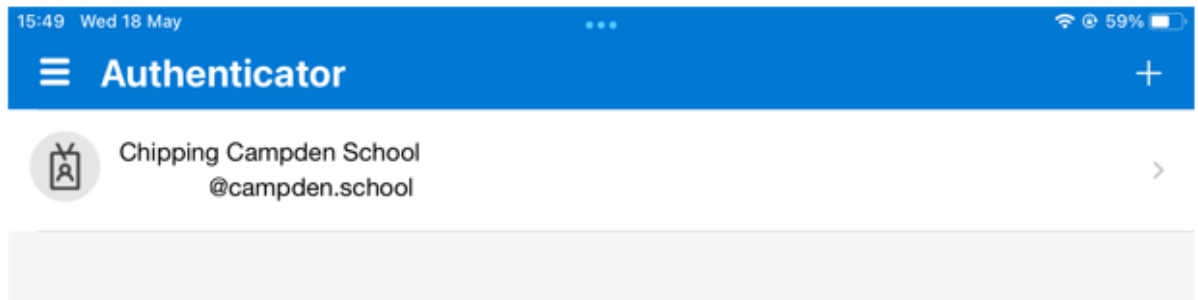


4) You will now be asked to enter a verification code (see screenshot)

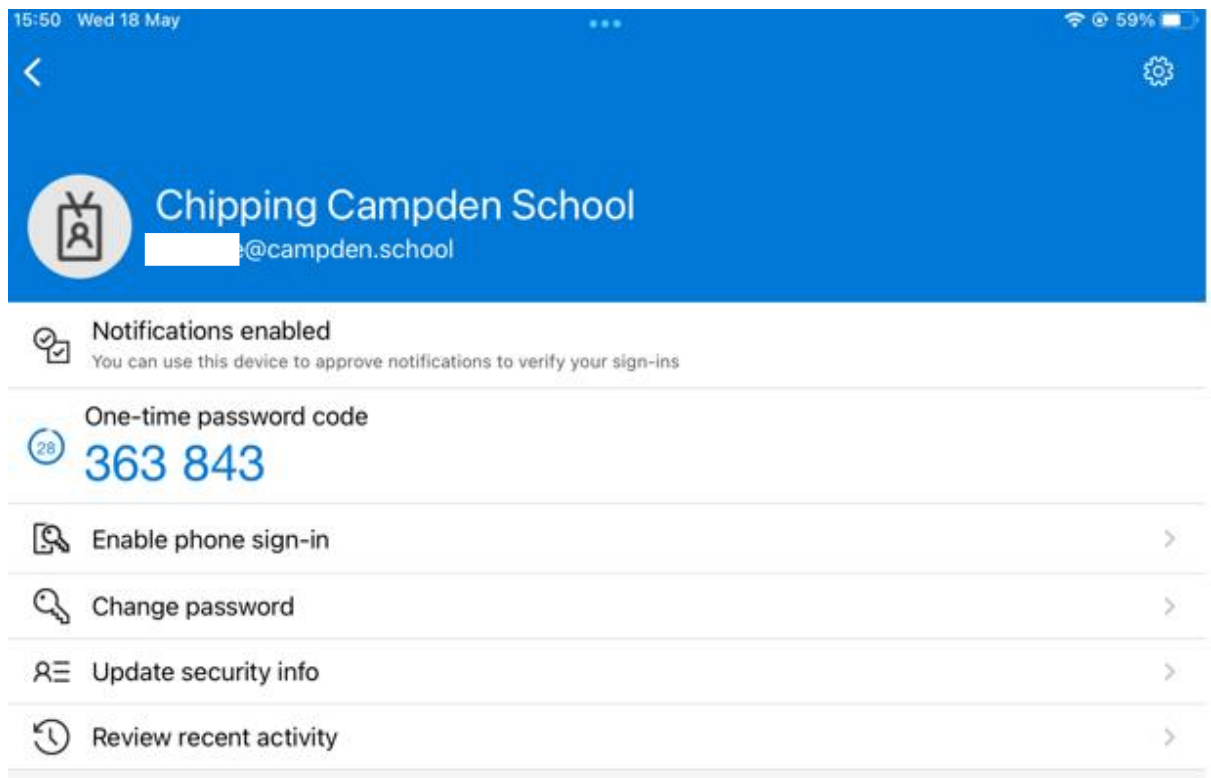


5) Please open up the 'Authenticator' app on your iPad. If you don't know where to find it on your iPad, you can search by dragging down on the touchscreen on your Home screen, and typing in the search bar at the top.

- 6) When you open the app, you should see your Office 365 account already added (see screenshot). Please click on this.



- 7) You will now see a six-digit code (see attached). This is the verification code you will need to enter into the page you have open in Safari. You only have a certain amount of time to do this, as indicated by the countdown on the page. If you take too long, the code will refresh and you will have to enter that one instead.



- 8) On the final page, you will be asked to add your mobile phone number as a backup option in case you lose access to the Authenticator app

- 9) MFA has now been set up, and you will be bounced back to the login screen for the Office portal. This is the same page you will see whenever you access Office 365 offsite from now. Please re-open your Authenticator app and copy across the new code to login. Done!

 **Chipping Campden School**
Office 365 Login

:@campden.school

Enter code

 Enter the code displayed in the Microsoft Authenticator app on your mobile device

Code

☒ Don't ask again for 14 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Welcome to Office 365 @ Chipping Campden School