Berry Email Account & Multifactor Authentication (MFA) Setup Instructions

- What is MFA and why is it necessary?
    - Multifactor Authentication is the practice of using multiple means to secure an asset and it is implemented because it is more difficult to break through multiple layers of security.

- Setting up your Berry email and linking it to Microsoft Authenticator is easiest when using two device: a laptop and your phone.

    - **On laptop:**

        - Open web browser and navigate to **myapps.berry.edu**
        - When prompted to sign in, please enter the entire "Vikings.berry.edu" address from the setup email previously sent to your personal account for the username and password associated with the account.
        - If prompted to provide more information, please select "Next" until a QR code appears on the screen.
            - Pause at this screen and continue with phone.

    - **On phone:**
        - Download MS Authenticator. Apple uses the App Store and androids use Google Play.
        - Open Authenticator.
        - Add a Work/School account.
        - Scan QR code.
            - If unable to scan QR code, there is an option to enter the necessary data manually.

    - **On laptop:**
        - After scanning successfully the QR code, click "Next" on the sign-in screen to send a test message to Authenticator.

    - **On phone:**
        - Enter the two-digit number on the sign-in screen into the pop-up on the phone and approve the sign-in.

    - **On laptop:**
        - When prompted to do so, change your password to something unique to you.
            - This password must be 14 characters, include an uppercase letter, a lowercase letter, a number, and a special character.
            - Your password cannot include any part of your name or the words "Berry" or "Vikings".

- If you do not have access to the email with your sign-in credentials, please email Computing@berry.edu to recover this information. **Please include your full name and state that you are an incoming student.**

To Change Your Email Password

1. Sign into **myapps.berry.edu**.
2. Open **Outlook**.
3. Click on user icon in the upper right and select "**View Account**".
4. Click "**Change password**" in the "**Password**" section.
5. Enter current password.
6. Enter new password x2 (password must meet the following criteria).
    a. 14 characters minimum
    b. 1 UPPERCASE
    c. 1 lowercase
    d. 1 numb3r
    e. 1 special character (!@$_.)
    f. Cannot contain any part of your name, "Berry", or "Vikings"
7. Click "Submit".

- If you encounter any issues with accessing your account or changing your password, please email Computing@berry.edu. **Please include your full name and state that you are an incoming student.**

To Change MFA Type from Phone Call to Microsoft Authenticator

- What does it matter?
  - The "phone call" method of account authentication is limited, less reliable, and easy to spoof. By using the Authenticator, you will be able to verify your account from anywhere in the world that has an internet connect and the app is associated directly with the device you install it on.

What to do:

1. Download **Microsoft Authenticator** to phone.

2. Sign into Authenticator with Berry credentials.

3. Sign into **myapps.berry.edu**.

4. Open **Outlook**.

5. Click on user icon in the upper right and select "**View Account**".

6. Click "**Update Info**" in the "**Security Info**" section.

7. The third line down (very small print) reads "Sign-in method when most advisable is unavailable:…" and at the end there is a link titled "**Change**". Select this link to open the "**Change default method**" dialogue box.

8. Change from "**Phone…**" to "**App based authentication – notification**" and click "Confirm".

- If you encounter any issues with setting up MFA, please email Computing@berry.edu to request a reset. **Please include your full name and state that you are an incoming student.**