

Generic Accounts - MFA setup for Shared QR Code

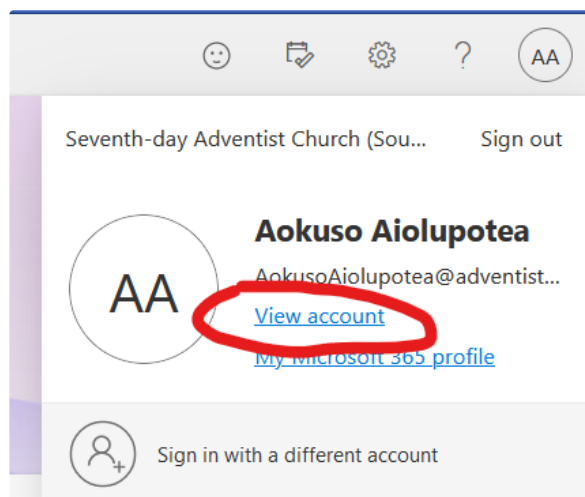
For shared generic AD accounts where the account is shared amongst a few users. We need to setup QR codes for each user. When those users have codes via the authenticator app they can login to the account if they know the password instead of one device with MFA codes.

NOTE: you need to create a separate QR code per user (Maximum of 5 QR codes)

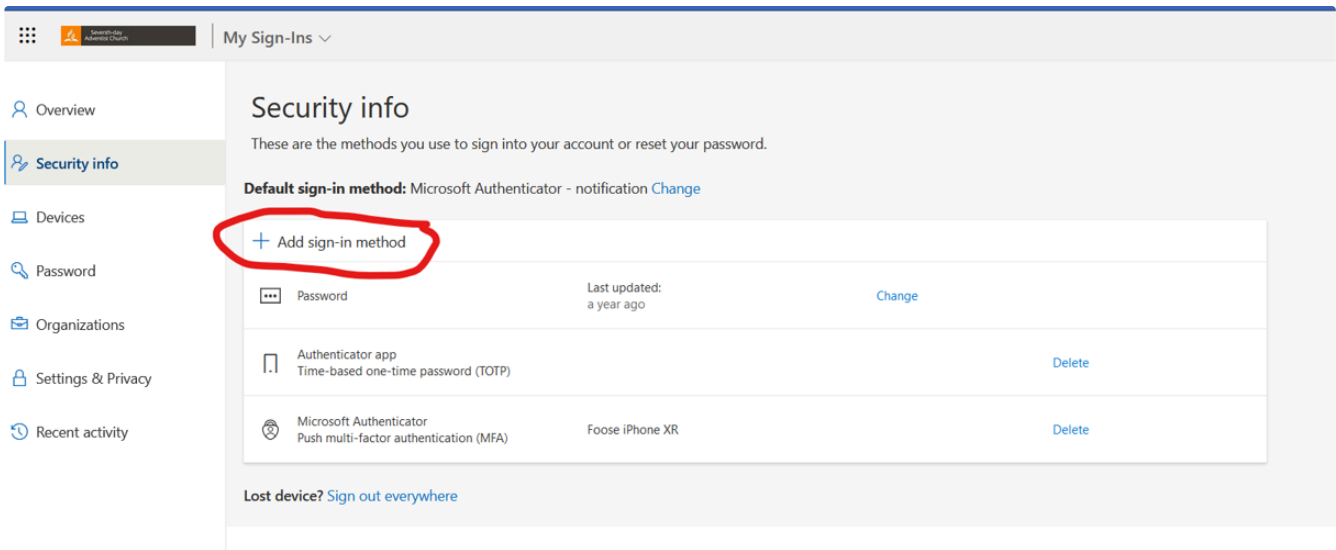
Below are the steps in adding each user to the MFA of the generic account

STEPS

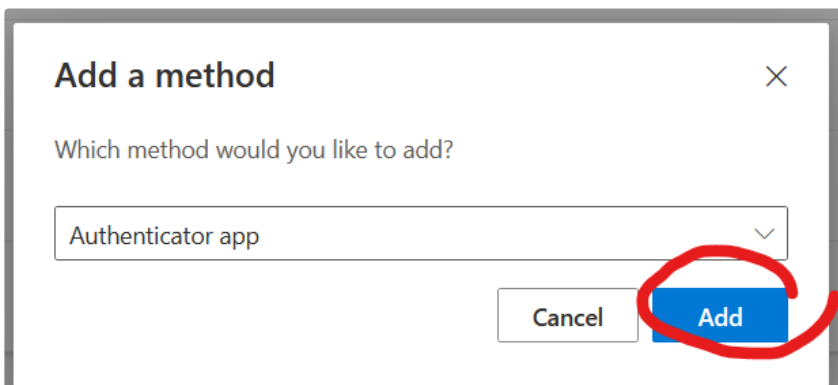
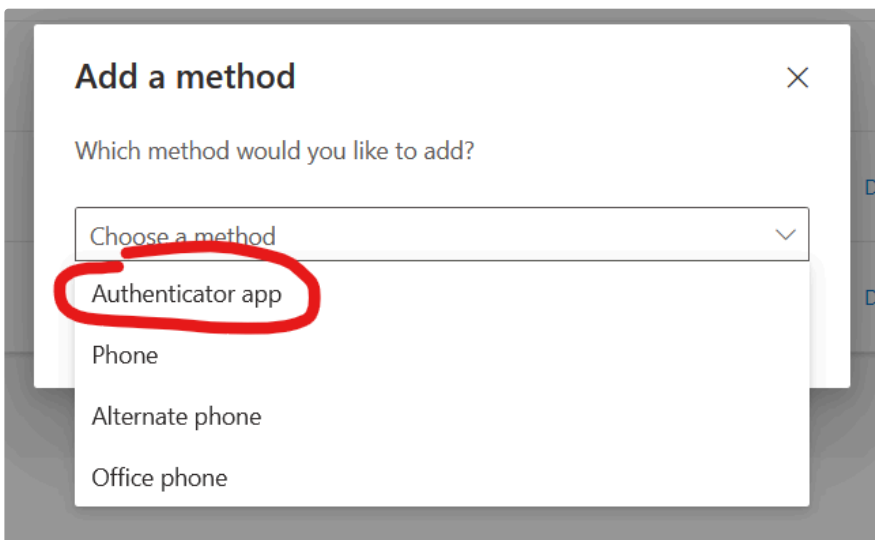
1. Browse to portal.office.com on a internet browser and login as the generic account (such as church.conference@adventist.org.au)
2. Top right corner you will see initials of the account CLICK on it and click VIEW ACCOUNT



3. Left hand side click SECURITY INFO
4. Under Security Info click on "Add sing-in method"



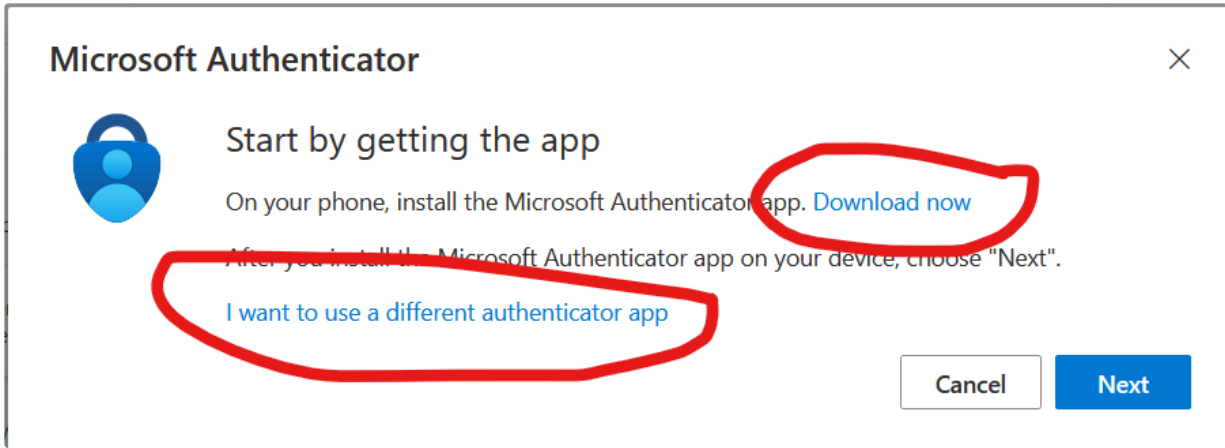
5. Add a method section click on drop down menu and select “Authenticator app” and click ADD



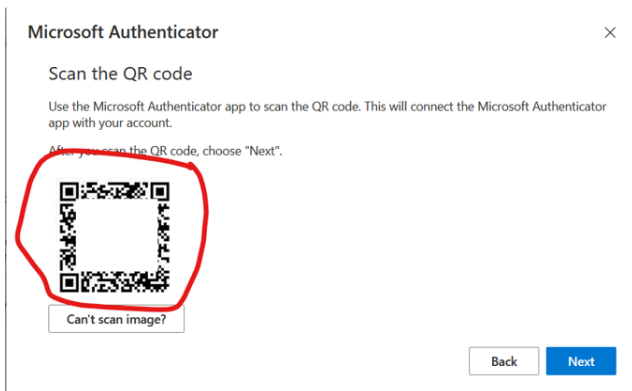
6. This will now go through the steps in creating QR code.

7. If User hasnt already install the Microsoft Authenticator app on the phone use the link provided in the wizard so select “I want to use a different authenticator app” such as google

authenticator. Click NEXT and NEXT



8. Copy the QR code and send it to the user



9. click NEXT and will complete the verification process

END

NOTES

It is possible to add phone which will be via SMS txt to a cell phone if user does not wish to use Authenticator app. Or office Phone to receive a call.

Add a method



Which method would you like to add?

Choose a method



Authenticator app

Phone

Alternate phone

Office phone