

Multi-Factor Authentication (MFA) Instructions through Webmail

Forgot to setup MFA before it was enabled? No problem! The following instructions will walk you through how to set it up.

1. To setup Multi-Factor Authentication (MFA) through Webmail, you will start by clicking on the following link: <https://outlook.com/ohiodominican.edu>
2. Once the page loads, you will enter in your ODU email address and password before clicking Sign in

Ohio Dominican University


Sign in with your organizational account

Sign in

3. Once the page loads, you will select which option you will want to receive your verification option before you choose how you would like to receive the code

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p 

- Call my authentication phone
- Text code to my authentication phone**
- Call my office phone
- Notify me through app
- Use verification code from app or token

Set up one or more of these options. [Learn more](#)

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input type="checkbox"/> Authentication phone	<input type="text" value="United States (+1)"/>	<input type="text"/>
<input type="checkbox"/> Office phone (do not use a Lync phone)	<input type="text" value="Select your country or region"/>	<input type="text"/> Extension <input type="text"/>
<input type="checkbox"/> Alternate authentication phone	<input type="text" value="Select your country or region"/>	<input type="text"/>
<input type="checkbox"/> Authenticator app or Token	<input type="button" value="Set up Authenticator app"/>	

4. Once you have selected the best option for you, you will click on Save

<input type="button" value="Save"/>	<input type="button" value="cancel"/>
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5. Once you have clicked Save, you will be prompted to receive either a text message or a phone call with the 6-digit code if you selected the Authentication phone option. If you selected the Authenticator app option, then the code will appear in the Microsoft Authenticator app.

6. Once you have selected the option to receive the code, you will enter it in the following screen:

Enter code

We texted your phone +X XXXXXXXXXX. Please enter the code to sign in.

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

[More information](#)

7. Once you have entered the code, you will be able to access your email