

MFA Rollout – Quick Reference Checklist

Use this checklist on your rollout day to make sure you're ready to log in securely with Microsoft Authenticator and your new password.

- ✓ BEFORE ROLLOUT DAY: Confirm and write down your current Microsoft 365 password.
 - Retrieve from Chrome/Edge Password Manager or contact Helpdesk if unsure.
- ✓ Download the Microsoft Authenticator app (if not already installed).
 - iPhone/iPad → App Store | Android → Google Play.
- ✓ On your rollout day, sign in to Office 365 as usual.
- ✓ Approve the sign-in with Microsoft Authenticator (if prompted).
- ✓ Complete the password reset:
 - Enter your current password → Create a new strong password (12+ characters, passphrase style).
- ✓ Re-sign into all apps with your new password:
 - Outlook, Teams, OneDrive, SharePoint, mobile apps, VPN, Wi-Fi, etc.
- ✓ Set Microsoft Authenticator as your default sign-in method and add a backup (phone/text).
- ✓ If you run into trouble:
 - Deny any unexpected Authenticator prompts.
 - Contact the Helpdesk for assistance.