

# Microsoft Edge

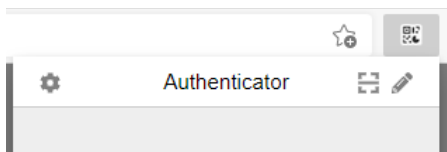
## Sign in via Microsoft Office 365

When accessing Microsoft Office 365, you will be prompted to authenticate.

1. When you are prompted to log in to Microsoft Office 365, enter your Cardiff University email address and click Next.
2. You will then be redirected to the Cardiff University login screen. Enter your Cardiff University email address and password as normal and click Log in.
3. You will be asked to complete MFA using the 6-digit code produced by the Google Chrome web browser's Authenticator extension.

### Switch to the web browser authenticator

4. Click the stylised QR button to the right of the address bar at the top of the Microsoft Edge browser window.



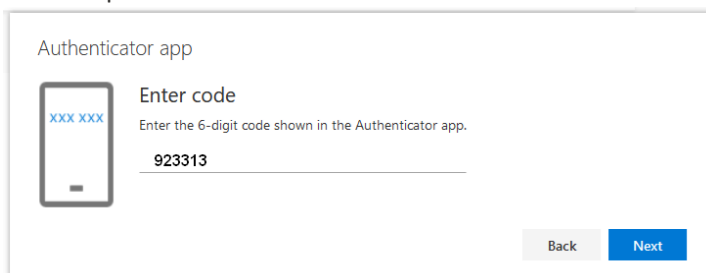
5. The Authenticator extension will appear. Select the option you identified for use at Cardiff University. The Authenticator extension will show an entry for Cardiff University with a 6-digit code that refreshes every 30 seconds.



6. Click on the 6-digit code.
7. You may be asked whether to give the Authenticator extension the ability to copy the 6-digit code into your computer clipboard. Click Allow.
8. Clicking on the 6-digit code will cause it to be copied into your computer clipboard. You are notified that the code has been copied. The code is valid for 30 seconds before a new code is generated. The timer icon indicates how much time you have left to use that 6 Digit code. The code's colour changes from Blue to Red when it is about to expire.

### Return to the original login prompt

9. Return to the Microsoft Office 365 Enter code webpage. Type or paste the code copied from the Authenticator app. Click Verify.
10. The Microsoft 365 Home page will be displayed.
11. If this fails, reopen the web browser Authenticator extension and copy the latest 6-digit code. Replace the failed verification code with the latest code and click Verify.

A screenshot of the Microsoft Office 365 'Enter code' webpage. The page has a title 'Authenticator app' and a sub-header 'Enter code'. Below this, there is a text input field containing the code '923313'. To the left of the input field is a small icon of a smartphone displaying a code. At the bottom right of the page, there are two buttons: 'Back' and 'Next'.

12. The 6 digit code is only valid for 30 seconds before being replaced. The code's colour changes from blue to red when it is about to expire. Wait for the new code to be generated in blue before copying and using it.

