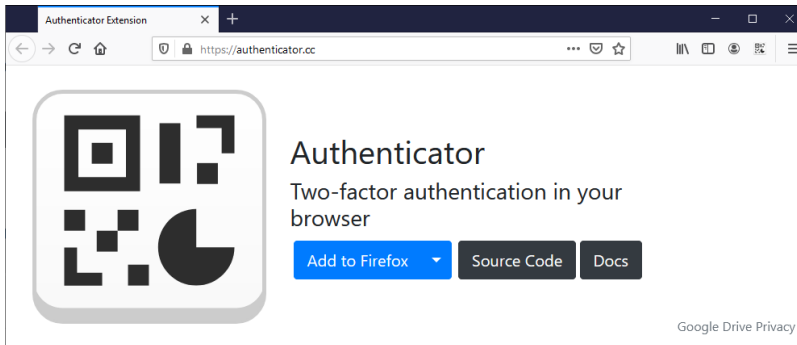
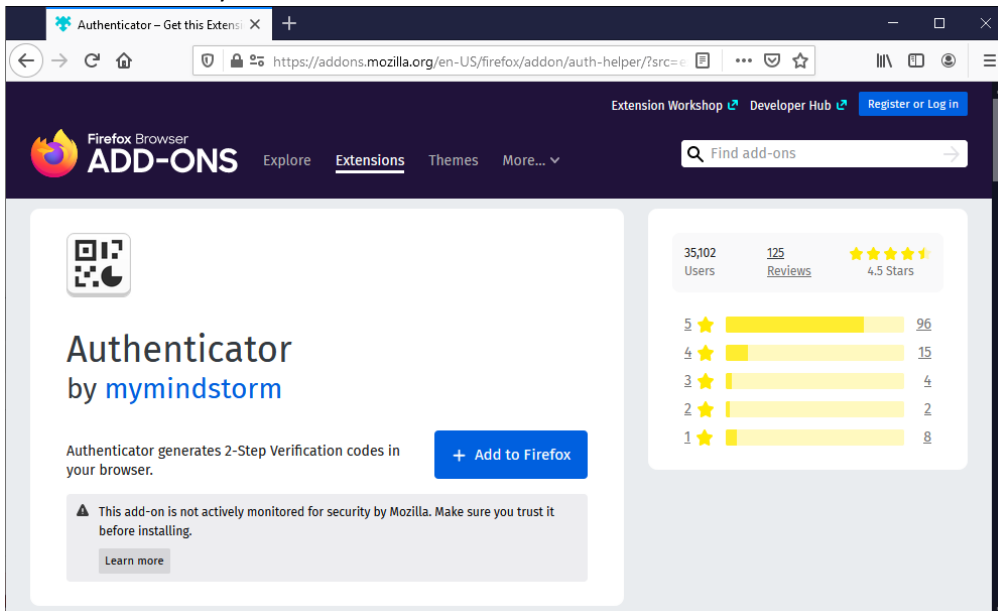


Mozilla Firefox

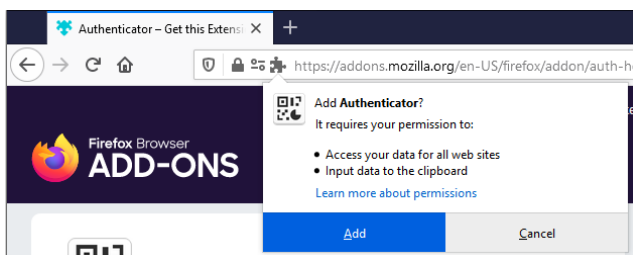
1. Use the Mozilla Firefox web browser on your computer to navigate to the [Authenticator extension](https://authenticator.cc) home page – and click on the button Add to Firefox.



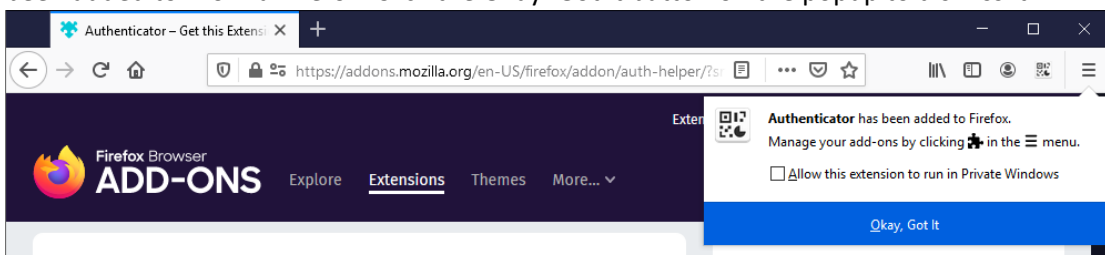
2. You will be taken to the Mozilla Firefox Add-ons website, with Authenticator already selected and ready to install. Click Add to Firefox.



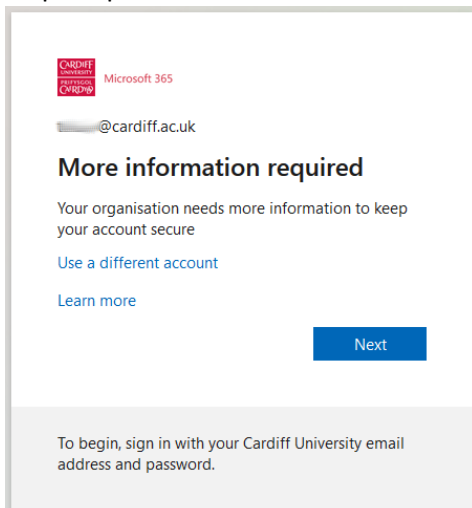
3. Mozilla Firefox will prompt you to confirm that you want to add the Authenticator add-on. Click Add.



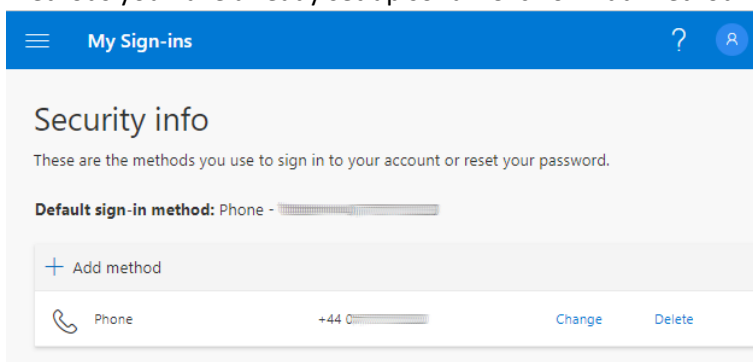
4. Once the extension has installed successfully, you will be notified that Authenticator has been added to Mozilla Firefox. Click the Okay. Got it button on the popup to dismiss it.



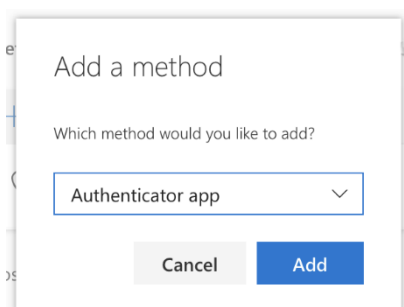
5. Now use Mozilla Firefox web browser to navigate to <https://aka.ms/mfasetup>
6. You may be asked to log in to Office 365 (if not, you will move straight to step 7). If you are asked to log in to Office 365, enter your Cardiff University email address and click Next. You will then be redirected to Cardiff University's familiar login screen. Please enter your Cardiff University email address and password as normal and click Log in.
7. If you have not previously set up any MFA methods then after successfully logging in you will be prompted that more information is required. Click Next and skip to step 9.



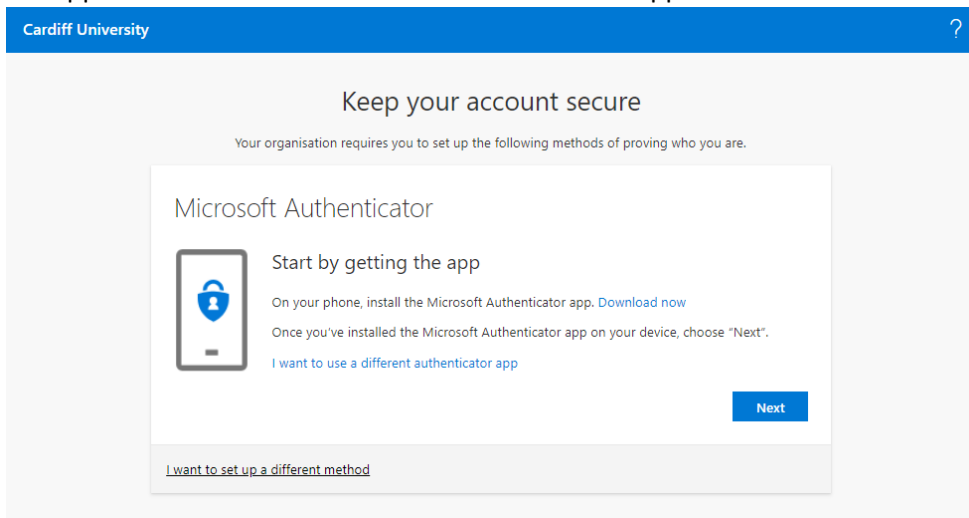
Otherwise you will be taken to the My Sign-ins page where you can review the MFA methods you have already set up so far. Click on Add method.



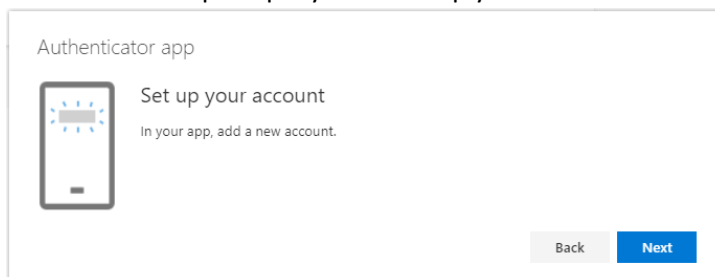
8. In the popup dialogue that appears, select Authenticator app from the drop down list, and then click Add.



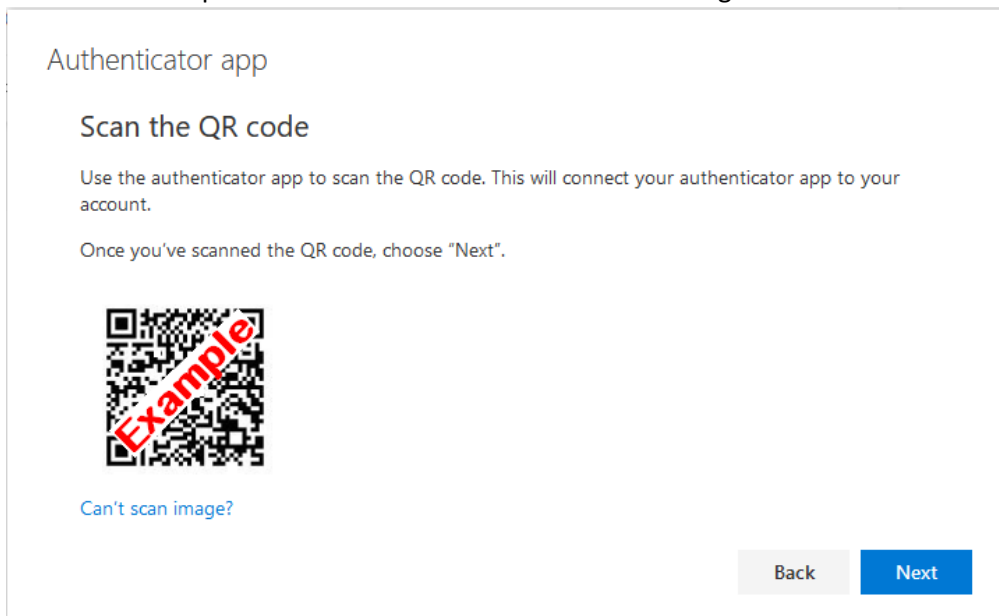
9. You will be presented with a Microsoft Authenticator dialogue which says to start by getting the app. Click I want to use a different authenticator app.



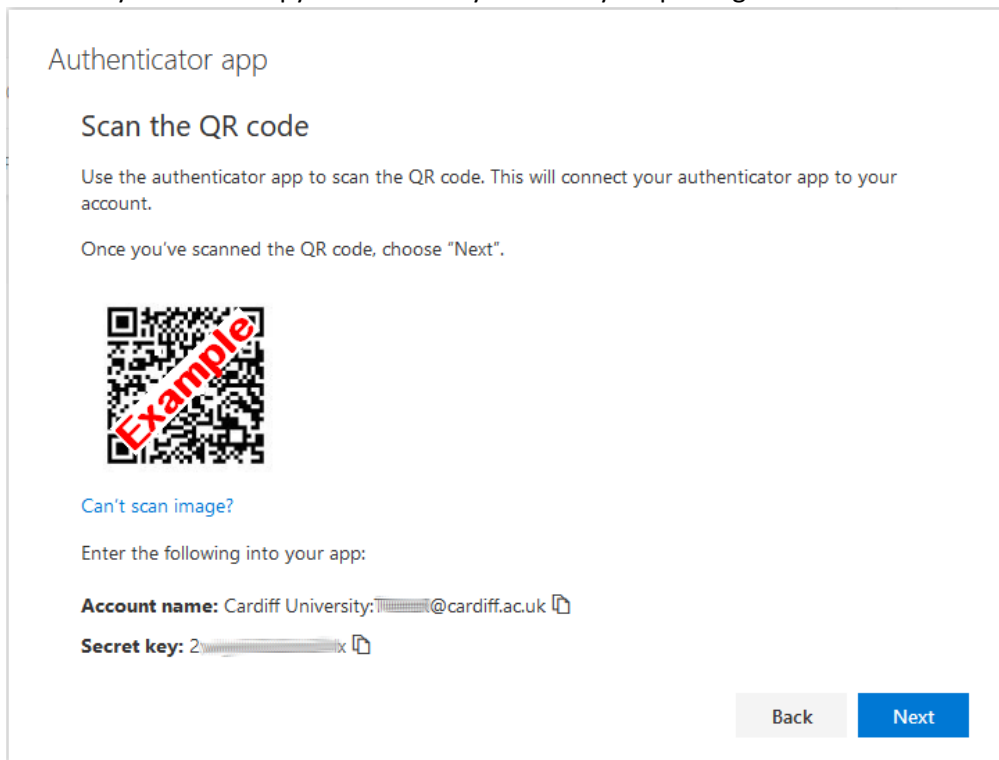
10. The next screen prompts you to Set up your account. Click Next.



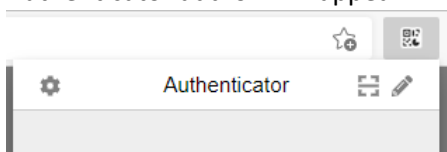
11. The next screen provides a QR code. Click on Can't scan image.



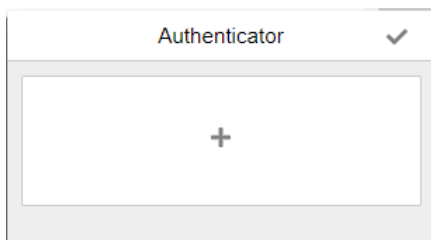
12. A “Secret key” will be displayed, click on the icon of two overlapping files to the right of the Secret key. That will copy the Secret key text ready for pasting.



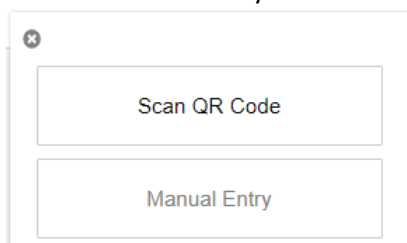
13. Click the stylised QR button to the right of the address bar at the top of the browser, and the Authenticator add-on will appear.



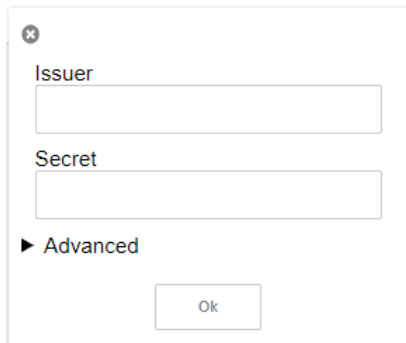
14. Within the Authenticator add-on, click on the icon of a pencil, and then click on the plus icon to add an account.



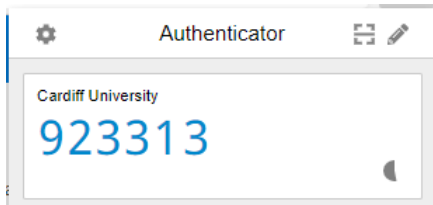
15. Click on Manual Entry.



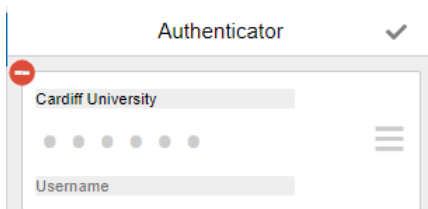
16. Enter Cardiff University into the Issuer textbox, or alternatively enter another identifier of your choosing that will help you to remember that this entry relates to Cardiff University Office 365 MFA.



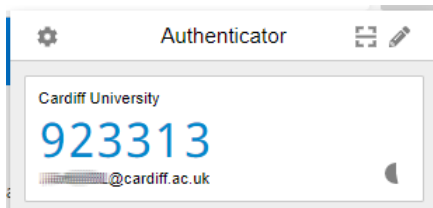
17. Paste the “secret key” you copied in step 12 into the text box labelled Secret.
18. Click on Ok.
19. The Authenticator add-on will show a new entry Cardiff University with a 6-digit code that refreshes every 30 second



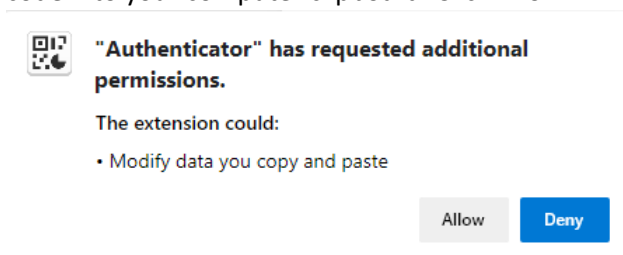
20. Click on the icon of a pencil
21. Within the Cardiff University entry, enter your Cardiff University email address into the Username textbox.



22. Click on the tick icon.
23. The Authenticator add-on will now update the new entry to include your email address

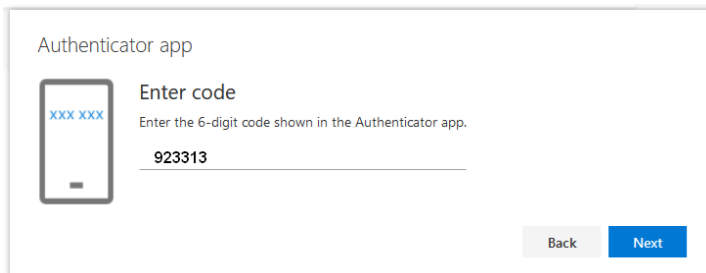


24. Click on the 6-digit code.
25. You will be asked whether to give the Authenticator add-on the ability to copy the 6-digit code into your computer clipboard. Click Allow.



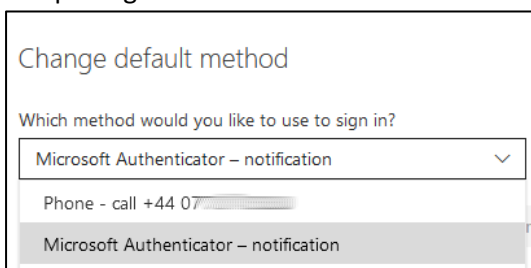
26. Clicking on the 6-digit code will cause it to be copied into your computer clipboard.

27. On the webpage with the QR code and Secret key, click Next. Microsoft will prompt you to enter the six-digit code from within Authenticator. Enter it and click Next. The Authenticator extension has been linked to your account. You can now use the application to complete MFA for your account.



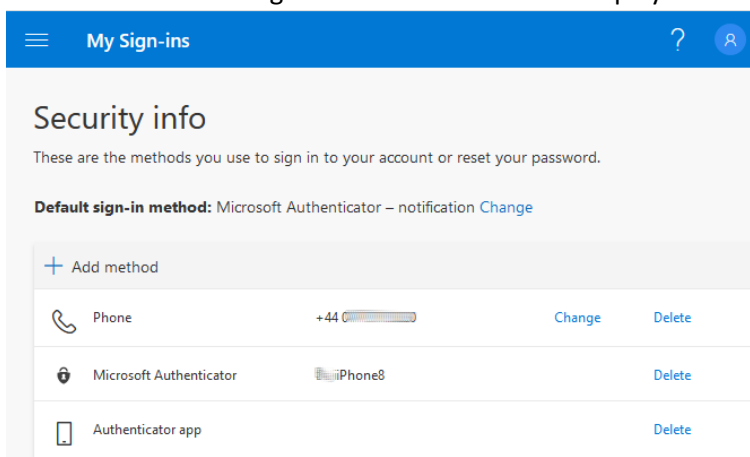
The screenshot shows a web page titled "Authenticator app". On the left is a mobile phone icon with "XXX XXX" on the screen. To the right, the text says "Enter code" and "Enter the 6-digit code shown in the Authenticator app." Below this is a text input field containing "923313". At the bottom right are two buttons: "Back" and "Next".

28. Click Set default sign-in method, and in the popup list, select your preferred method for completing MFA.



The screenshot shows a "Change default method" popup. It asks "Which method would you like to use to sign in?". A dropdown menu is open, showing "Microsoft Authenticator – notification" as the selected option. Below the dropdown, there are two other options: "Phone - call +44 07..." and "Microsoft Authenticator – notification".

29. Your chosen default sign-in method will now be displayed.



The screenshot shows the "My Sign-ins" page. The header is "My Sign-ins" with a menu icon on the left and a user profile icon on the right. Below the header is the "Security info" section, which states "These are the methods you use to sign in to your account or reset your password." Underneath, it says "Default sign-in method: Microsoft Authenticator – notification" with a "Change" link. Below this is a "+ Add method" button and a list of methods:

Method	Details	Change	Delete
Phone	+44 07...	Change	Delete
Microsoft Authenticator	iPhone8		Delete
Authenticator app			Delete