

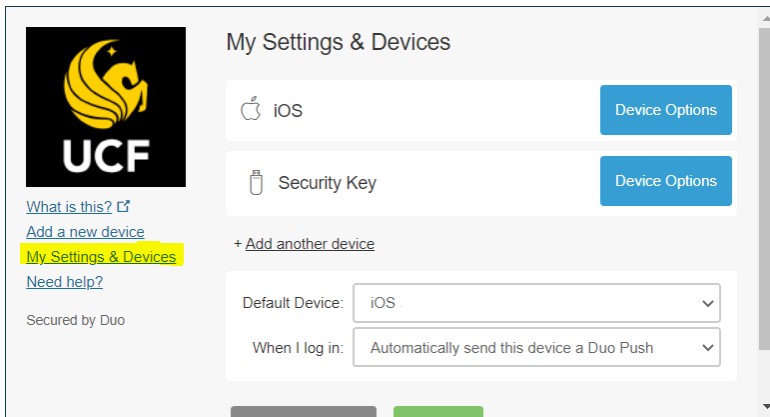


## UCF MFA for Microsoft Office 365

This Guide will provide you with some quick tips and tricks to help you as you start to use MFA with Microsoft 365. Please visit our [MFA FAQ](#) for detailed instructions.

### Set your MFA Preferences

Login to <https://my.ucf.edu> and set your preferred MFA delivery Method.



### Install the Duo App

UCF recommends using the Duo app available on iOS and Android for the best MFA experience.



### Update Office & Outlook App

Make sure you are using Office 2016 or newer. We recommend installing the Outlook application for the best mobile e-mail experience.



### Have concerns using a personal device?

Work with your department to purchase a Yubikey Multifactor Authentication Devices from the TPC. [Purchase YubiKey](#)

### Changing your password?

After changing your UCF NID password you will likely need to use MFA to access your account. Your devices will remember you for 180 days or until your next password change.

### Bring your MFA device with you

Make sure you bring your MFA device with you to your classes and meetings to make sure you are able to login to Outlook, OneDrive, and Teams Online.

### When will I be enrolled?

Please see the project schedule for the exact date your department will be enrolled. [Project Schedule](#)

### Need help?

UCF IT is here to help. For most users this should be a seamless and transparent enrollment, but if an issue does arise or you have questions for us please reach out.

MFA Hotline: 407-823-5117 Option 9

E-mail: [itsupport@ucf.edu](mailto:itsupport@ucf.edu)

Self Service Ticket: [www.it.ucf.edu](http://www.it.ucf.edu)