

Microsoft Passwordless Authentication is now enabled for all FTTS accounts.

What is passwordless authentication?

Microsoft now allows users to ‘remove’ passwords from Microsoft accounts to embrace a passwordless future. Users can sign into Microsoft accounts with its Authenticator app, a security key, or an SMS/email verification code instead of a password.

What do you need to do to set it up?

1

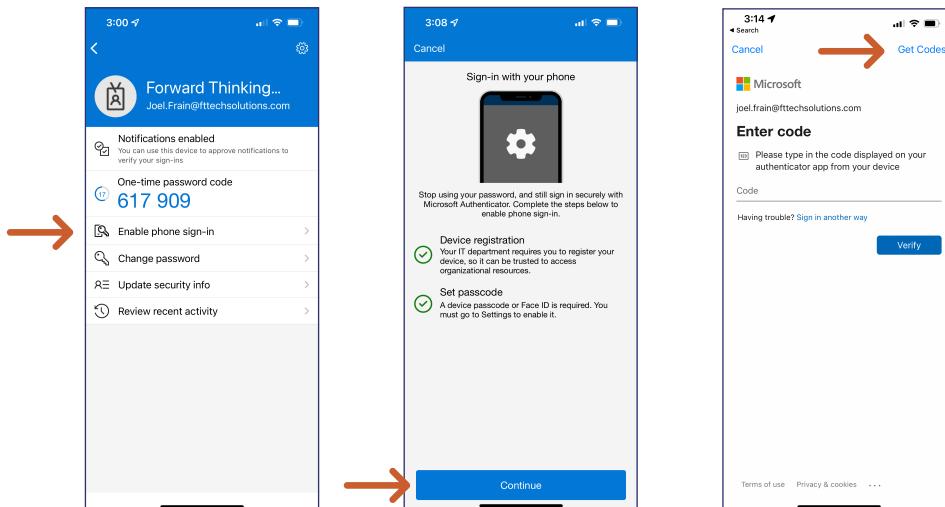
First, setup the Microsoft Authenticator app:

- Open the Authenticator app and select your FTTS account.

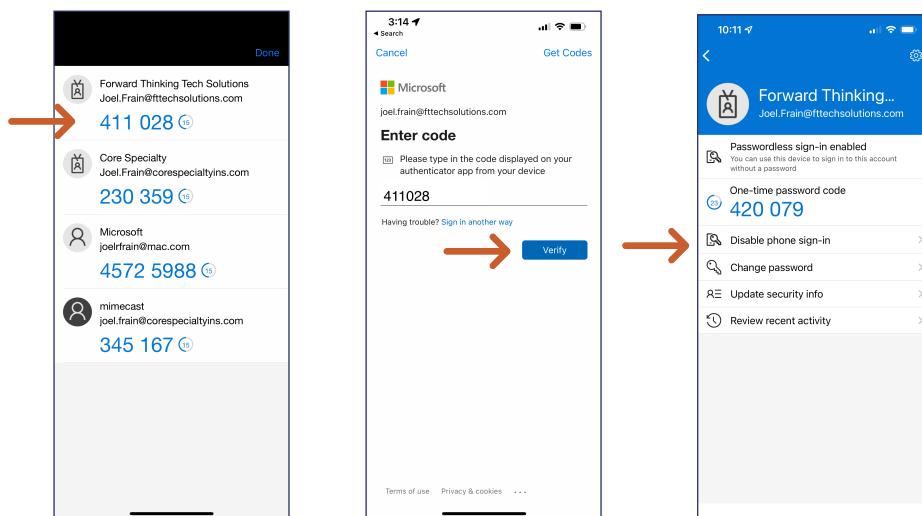
**If you do not have “Forward Thinking Technology Solutions” in the Authenticator app and need help setting this up, please contact Hayden Lynd.*

- Tap on “Enable phone sign-in”.
- Tap “Continue”.
- You’ll be prompted to enter a code.

Tap “Get Codes” at top right.



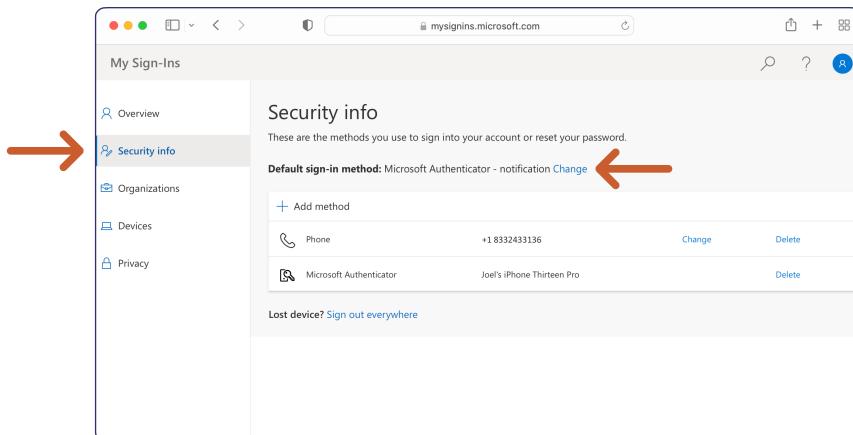
- Tap the 6-digit code to copy it, and tap “Done”.
- Paste the copied code and tap “Verify”.
- FTTS account should now say “Disable phone sign-in”.
(This indicates you have successfully enabled phone sign-in.)



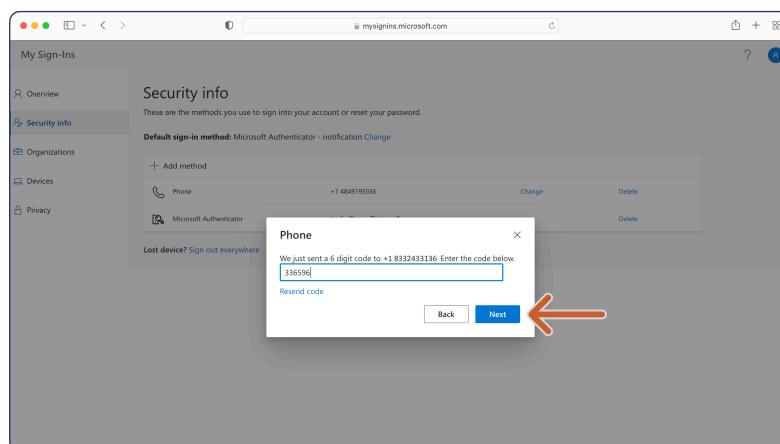
2

Set passwordless authentication as default sign in for your account

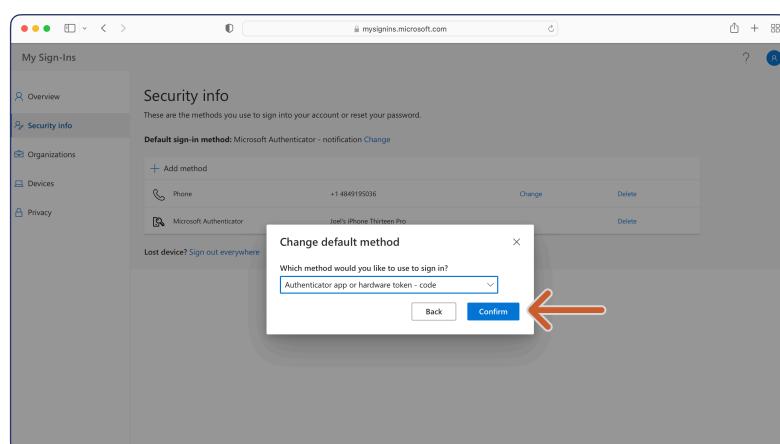
- Go to aka.ms/mfasetup,  (sign in if prompted).
- Click on “Security info” in the left column.
- Click on “Change” to change the default sign-in method.



- If prompted, send an SMS code to your phone number. Enter the code sent to you and click “Next”.



- Choose “Authenticator app or hardware token - code” as your default method for sign-in and click “Confirm”.



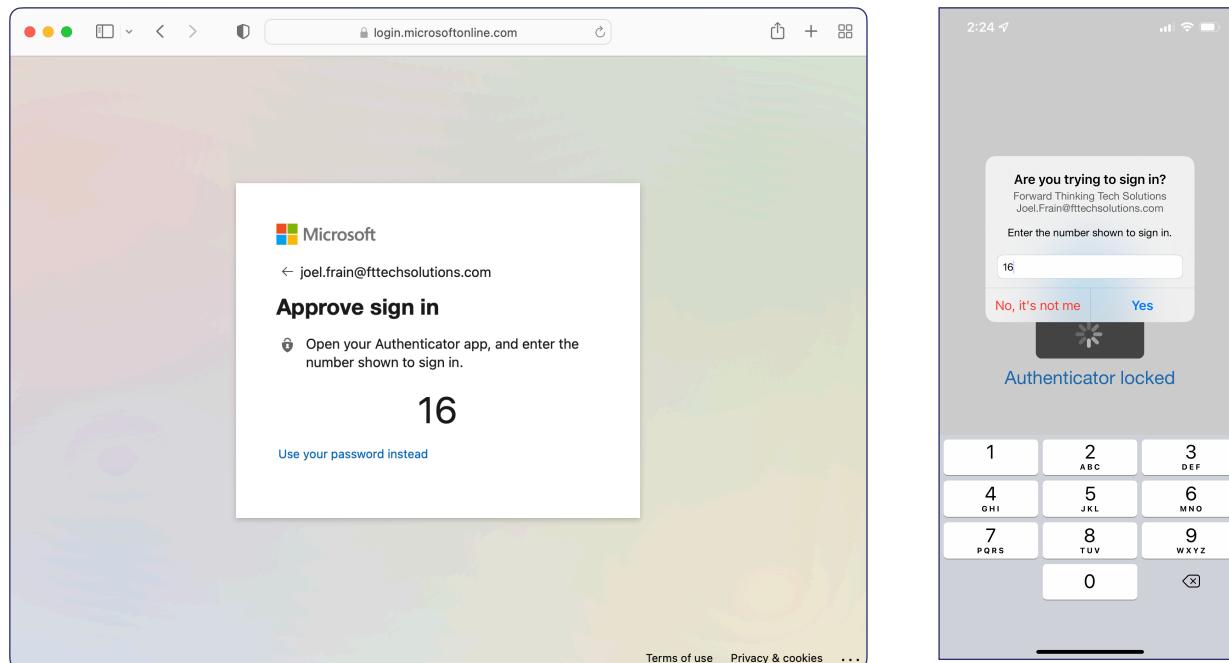
That's it!

If you have successfully completed these steps, you have made passwordless authentication the default for your account.

The next page explains what to expect, now that you have it setup.

What is expected behavior for signing in after passwordless is turned on?

When signing in with your FTTS credentials, you'll be prompted to "Approve sign in". Open the Authenticator app, enter the 2-digit number, and tap "Yes".



How can I test my account to see if it is working?

- Go to office.com, click on your initials at top right, and sign out.
- Close all open browser windows.
- Log in.