

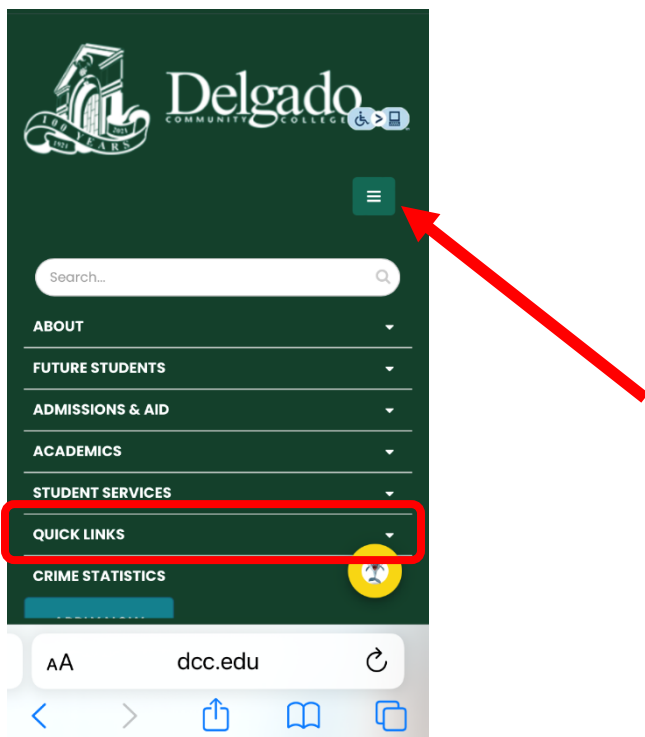


MULTI-FACTOR AUTHENTICATION FOR EMAIL

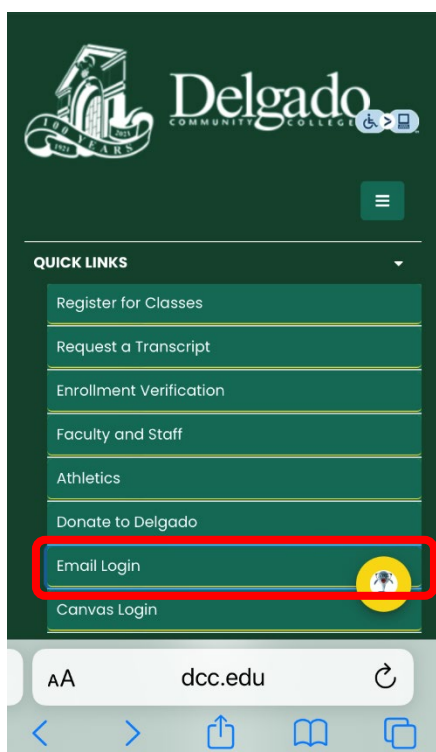
Login to the Outlook Web App from an iPhone

**Note: Outlook Web App (OWA) is the online/web version of your Delgado email account. When working remotely on a mobile device such as a laptop, tablet, or cell phone, you will be prompted to use two-factor authentication (MFA).*

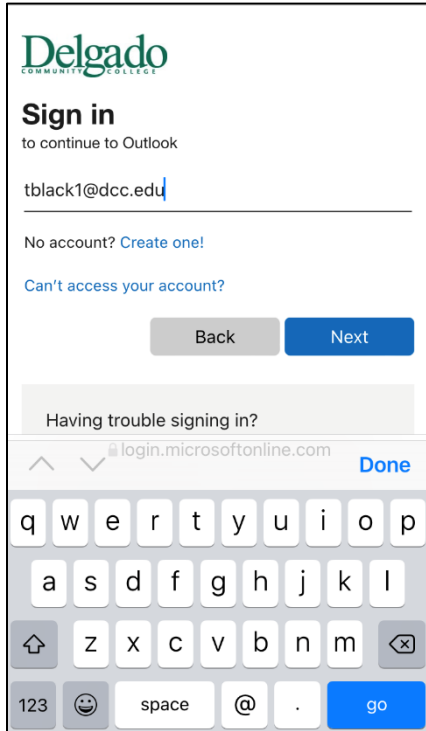
1. Go to www.dcc.edu.
2. Click the **Menu** icon and select **Quick Links**.



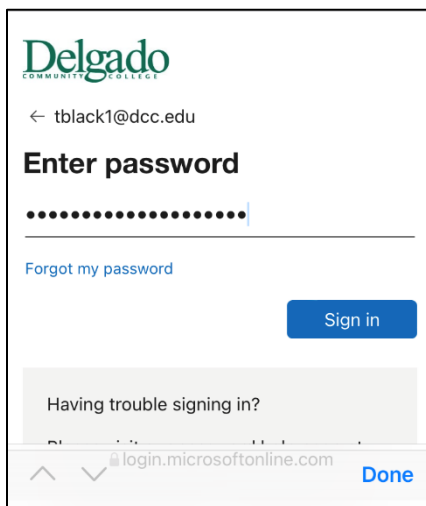
3. Scroll down to **Useful Links** and select **Email Login**. Note: If you have multiple Microsoft accounts, select the applicable Delgado email account.



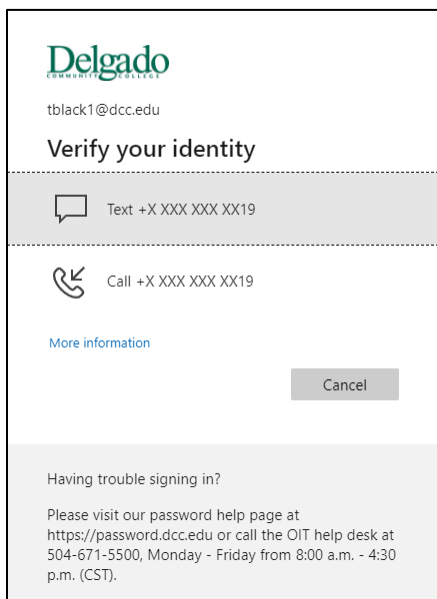
4. Enter your Delgado email address and click **Next**.



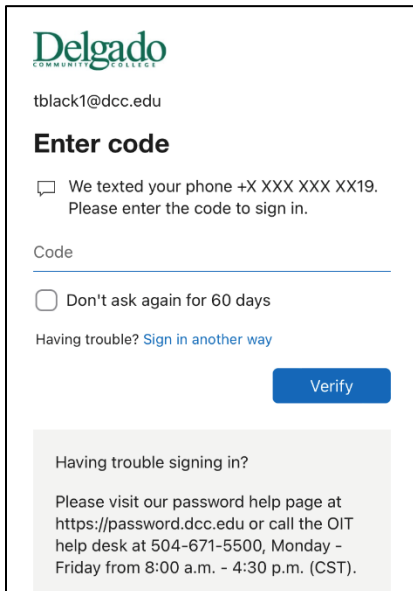
5. Enter your Delgado password and click **Sign in**.



6. Verify your identity.



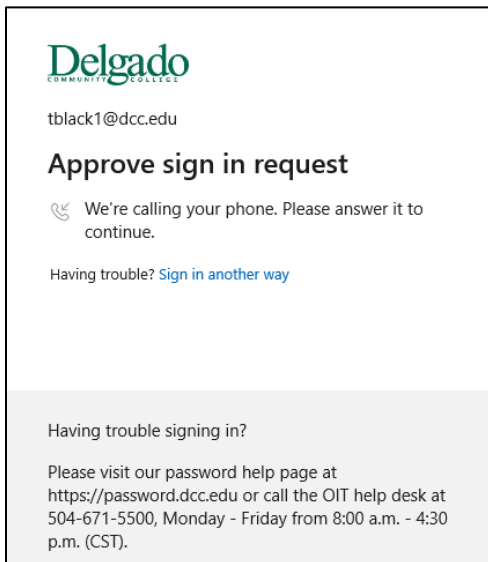
- a. Select **Text** to receive a unique 6-digit verification code to your cell phone. Enter the code and click **Verify**.



The screenshot shows a login page for Delgado Community College. At the top left is the Delgado logo. Below it is the email address 'tblack1@dcc.edu'. The main heading is 'Enter code'. There is a checkbox with a speech bubble icon and the text 'We texted your phone +X XXX XXX XX19. Please enter the code to sign in.' Below this is a text input field labeled 'Code'. There is another checkbox with the text 'Don't ask again for 60 days'. Below that is a link 'Having trouble? Sign in another way'. At the bottom right is a blue button labeled 'Verify'. At the bottom left, there is a grey box with the text 'Having trouble signing in? Please visit our password help page at https://password.dcc.edu or call the OIT help desk at 504-671-5500, Monday - Friday from 8:00 a.m. - 4:30 p.m. (CST).'

--or--

- b. Select **Call** to receive a phone call from the Microsoft sign in verification system. Follow the prompt.



The screenshot shows a login page for Delgado Community College. At the top left is the Delgado logo. Below it is the email address 'tblack1@dcc.edu'. The main heading is 'Approve sign in request'. There is a speech bubble icon with a telephone handset and the text 'We're calling your phone. Please answer it to continue.' Below this is a link 'Having trouble? Sign in another way'. At the bottom left, there is a grey box with the text 'Having trouble signing in? Please visit our password help page at https://password.dcc.edu or call the OIT help desk at 504-671-5500, Monday - Friday from 8:00 a.m. - 4:30 p.m. (CST).'

7. If verification is successful, you will be granted access to the online/web version of your Delgado email account.