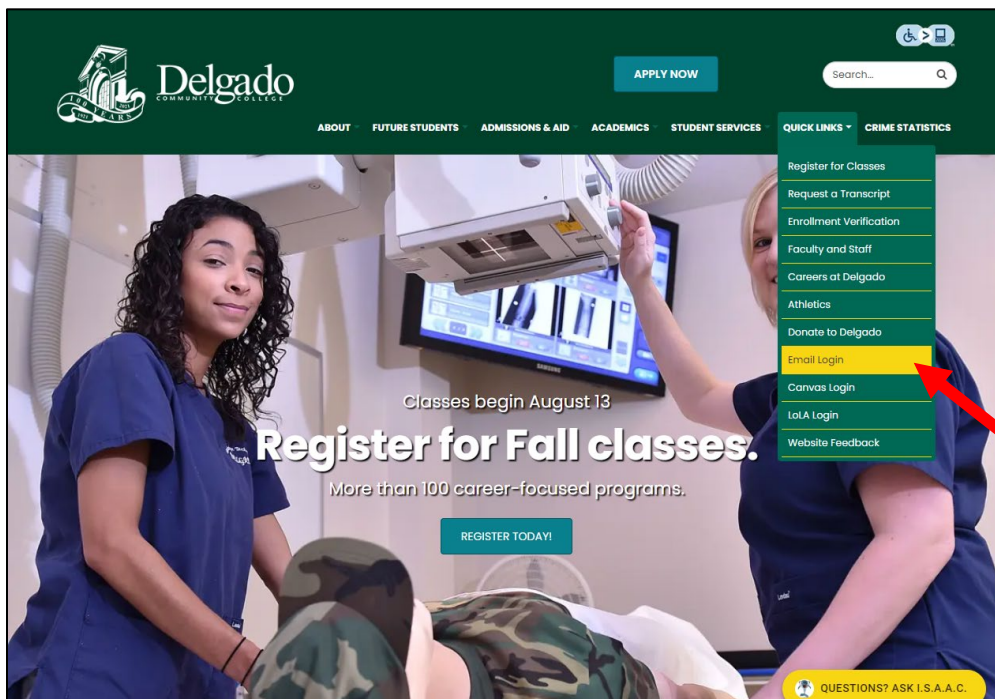


MULTI-FACTOR AUTHENTICATION FOR EMAIL

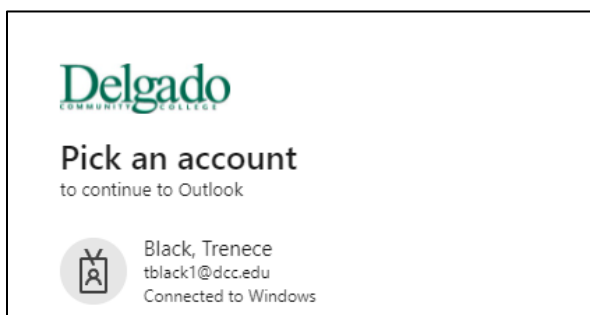
Login to the Outlook Web App from an Office Computer

**Note: Outlook Web App (OWA) is the online/web version of your Delgado email account. If you opt to log in to OWA from an office computer, you will be prompted to use two-factor authentication (MFA).*

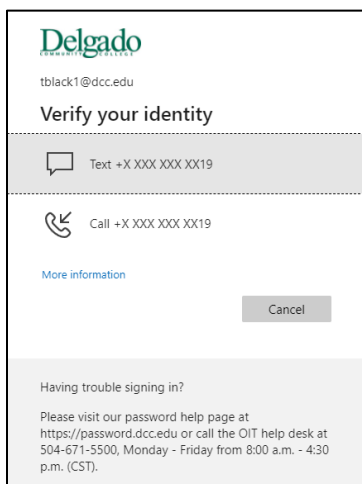
1. Go to www.dcc.edu.
2. Under **Quick Links**, select **Email Login**.



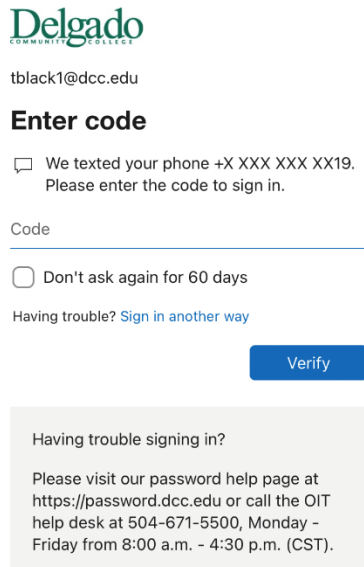
3. If you have multiple Microsoft accounts, select the applicable Delgado email account.



4. Verify your identity.



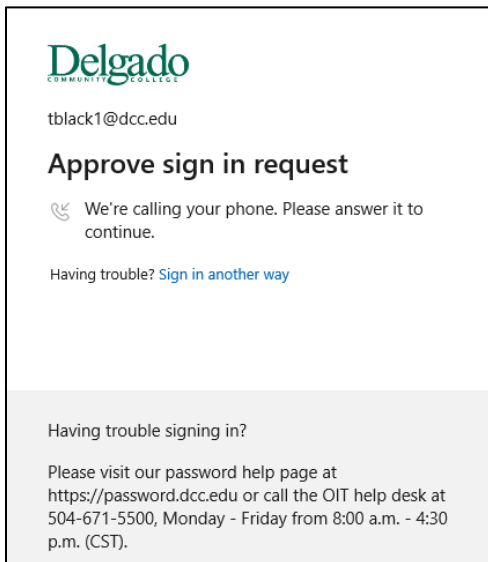
- a. Select **Text** to receive a unique 6-digit verification code to your cell phone. Enter the code and click **Verify**.



The screenshot shows the Delgado Community College login interface. At the top is the Delgado logo and the email address tblack1@dcc.edu. Below this is the heading "Enter code". A checkbox is selected, with 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". Another checkbox is unselected, with the text "Don't ask again for 60 days". Below that is a link "Having trouble? Sign in another way". A blue "Verify" button is positioned to the right. At the bottom, a grey box contains 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 the Delgado Community College login interface for call verification. At the top is the Delgado logo and the email address tblack1@dcc.edu. Below this is the heading "Approve sign in request". A phone icon is next to the text "We're calling your phone. Please answer it to continue." Below that is a link "Having trouble? Sign in another way". At the bottom, a grey box contains 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)."

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