Setting Up Two-Step Verification for Office 365

The same security that protects your paycheck can now protect your emails and files in Office 365. Activating is simple and can be done in minutes. This guide can get you started. You can always find the most detailed and up-to-date information at huit.harvard.edu/twostep.

1. Prepare to Activate

If you are using up-to-date software, you should already be prepared to use two-step verification with Office 365. Check the requirements below to be sure.

**Account Requirements**
- You must be a HarvardKey holder and have already claimed your HarvardKey
- You have an Office 365 account (excludes Harvard Business School or Harvard Medical School/Harvard School of Dental Medicine)

**Software requirements**
- On your computer, you must use either:
  - Microsoft Office 2016 for Windows or MacOS OR AppleMail with MacOS 10.14+ (Mojave)
- On mobile devices, you must use either:
  - Microsoft Outlook from the iTunes or GooglePlay store OR Apple Mail with iOS 11.0+

2. Activate Two-Step Verification for Office 365

Choose “Activate” under “Manage your Services.” After you activate, you can expect to receive verification prompts in Duo from time to time when checking email.

https://key.harvard.edu/manage-account

3. Getting Help

If you’re using the Outlook app on Windows, Android or iOS, two-step verification for Office 365 should work seamlessly.

If you use Outlook for Mac or an Apple mail client, you may need remove and re-add the account to the device. This is a one-time operation, and instructions are available at huit.harvard.edu/twostep.

Need more help? Visit huit.harvard.edu/ithelp or call 617.495.7777