Overview:

Rensselaer Central Schools has enabled Multi-Factor Authentication (MFA) for your email account. MFA is an authentication method that requires more than one verification method for users when signing into retrieve your email. This will occur on EACH device you use to receive your RCSC email.

When you log into retrieve your email via your computer/phone/tablet, you will be required to enter your RCSC username and password, as well as a verification code. This code will be active on your device for 90 days.

To receive the verification code, a one-time setup of the MFA verification method is required. This guide explains how to setup the MFA verification method.

Note: For users who receive mail on mobile devices, fill out a ticket at https://rcsc.incidentiq.com if you require assistance to retrieve mail on your device.

Instructions to setup the MFA verification method:
To setup the MFA verification method for your account, log into outlook.office.com
You will be prompted to setup the MFA verification method.
You can select one of three available methods:

- Microsoft Authenticator- A Microsoft app on your phone that generates a random code every 30 seconds
- Phone- Sends a text to your phone for verification
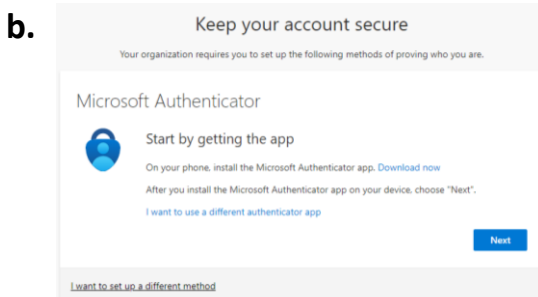- Other Authenticator App- An authenticator app from another provider (Google, etc...)

Most users will choose the phone option.

Step 1: Login to your @rcsc email account
a. Login to your account at https://outlook.office.com. After you enter your user ID and password, a screen will prompt you to setup the additional security verification.

Click Next

b.
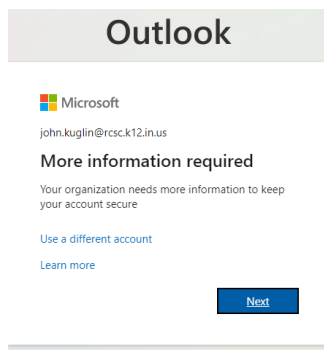
Click I want to set up a different method

c.

Choose a different method ✕

Which method would you like to use?

Choose a method

Phone

Authenticator app

Choose Phone

d.

Choose a different method ✕

Which method would you like to use?

Phone

Cancel   **Confirm**

Click Confirm

e.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?
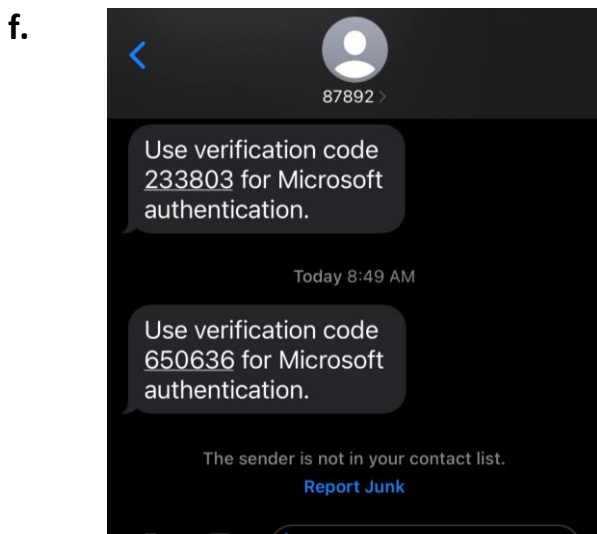
United States (+1)   Enter phone number

◉ Text me a code
◯ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

I want to set up a different method

Type in your Cell Phone Number to receive a text

f.

87892 ›

Use verification code
233803 for Microsoft
authentication.

Today 8:49 AM

Use verification code
650636 for Microsoft
authentication.

The sender is not in your contact list.

Report Junk

Type in the number you receive on your cell phone

g.

Click Next

h.

Click Next

i.

Click done. You are set for 90 days

j. Each time you log in to a DIFFERENT device, a code will be sent to allow access.