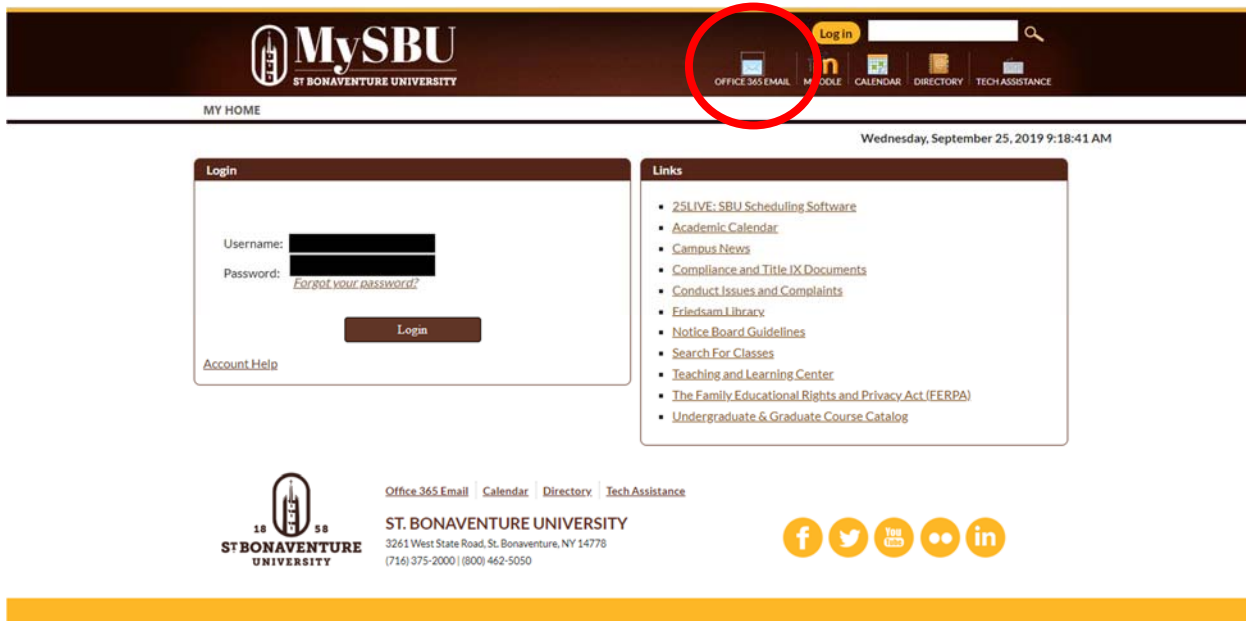


SETTING UP TWO FACTOR AUTHENTICATION FOR SBU EMAIL

As part of the setup process for your SBU email you will be required to enroll in 2 factor authentication. Below are the steps you will take to implement this. If you have any questions or concerns please contact the helpdesk at (716) 375 – 7600 or helpdesk@sbu.edu.

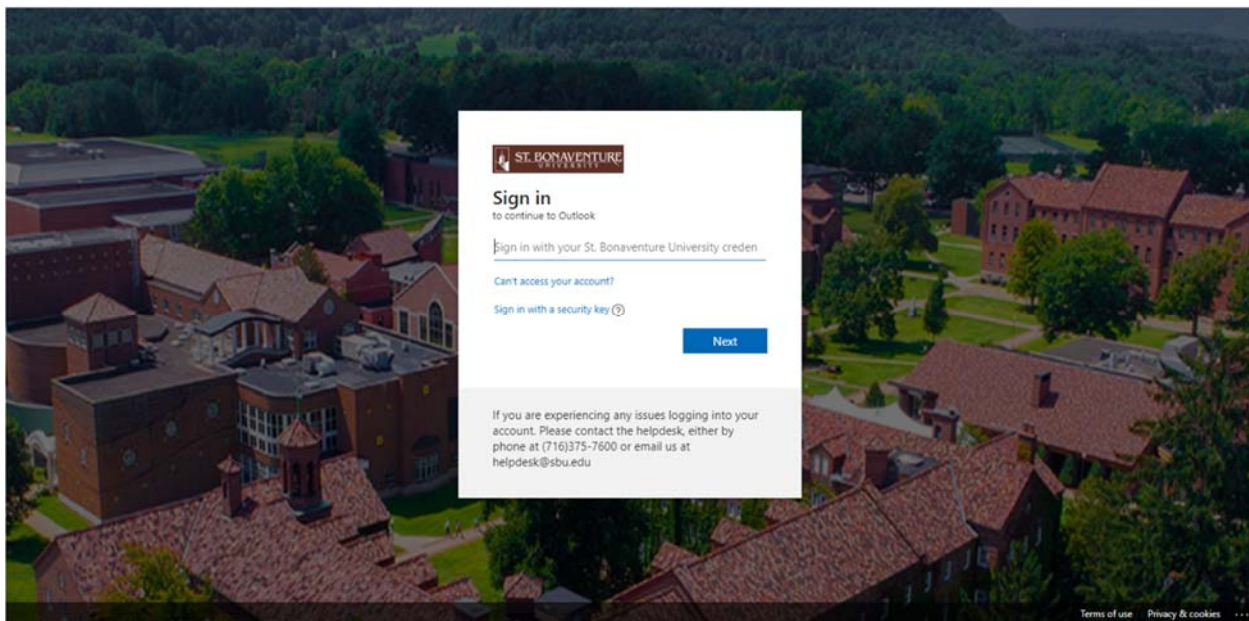
For best results, be sure to set this up using a computer and not from your phone or tablet.

Open up a browser and go to the MySBU website. Click on the "EMAIL" icon then log into your SBU email as you typically do.

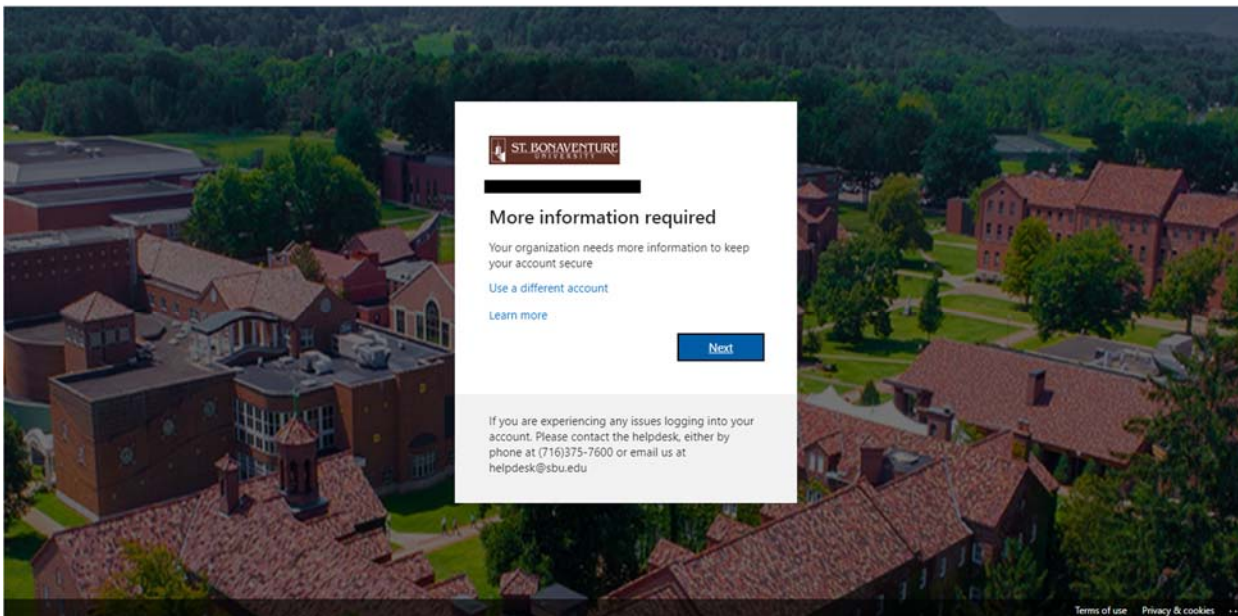


The screenshot shows the MySBU website interface. At the top, there is a navigation bar with the MySBU logo and a search bar. A red circle highlights the "OFFICE 365 EMAIL" icon in the navigation bar. Below the navigation bar, there is a "Login" section with fields for "Username:" and "Password:" and a "Login" button. To the right of the login section is a "Links" section with a list of links including "25 LIVE: SBU Scheduling Software", "Academic Calendar", "Campus News", "Compliance and Title IX Documents", "Conduct Issues and Complaints", "Eriksam Library", "Notice Board Guidelines", "Search For Classes", "Teaching and Learning Center", "The Family Educational Rights and Privacy Act (FERPA)", and "Undergraduate & Graduate Course Catalog". At the bottom of the page, there is a footer with the St. Bonaventure University logo, contact information, and social media icons for Facebook, Twitter, YouTube, and LinkedIn.

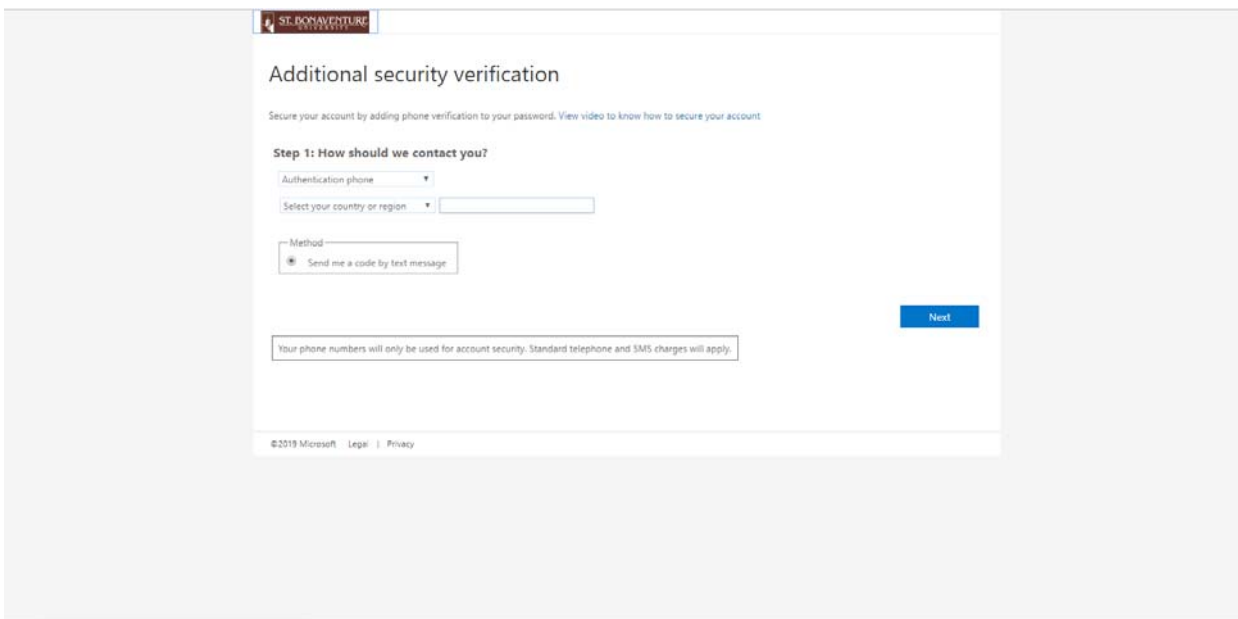
1. Sign into your email account as usual by using your email username and password.



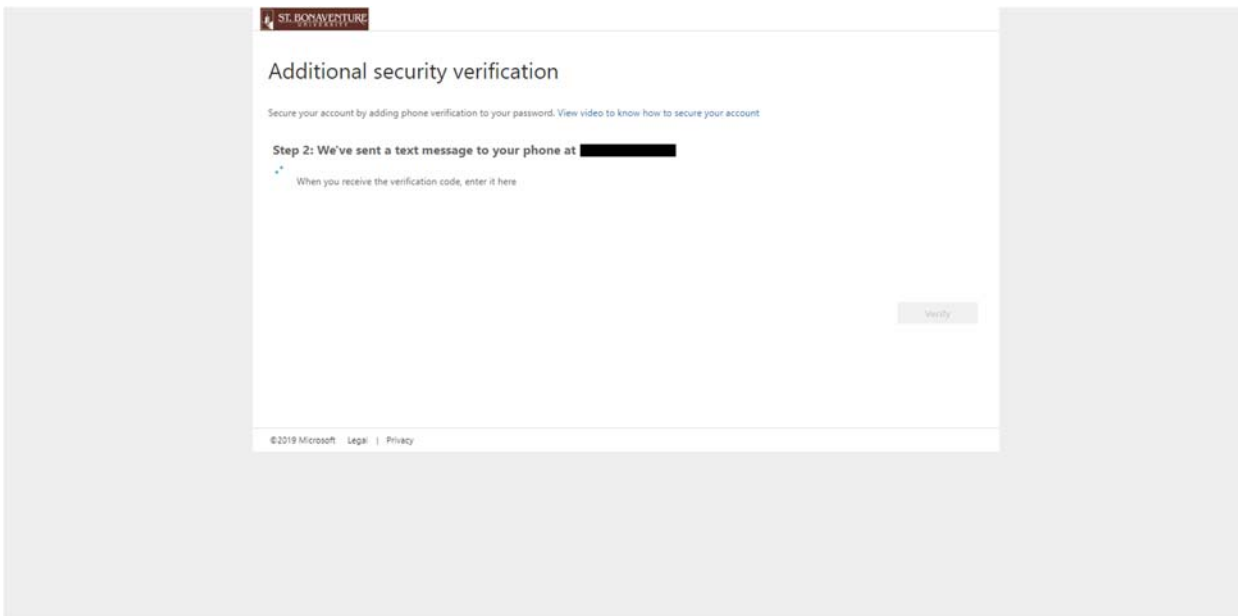
2. Continue to the next page by clicking "Next" to set up Two Factor Authentication.



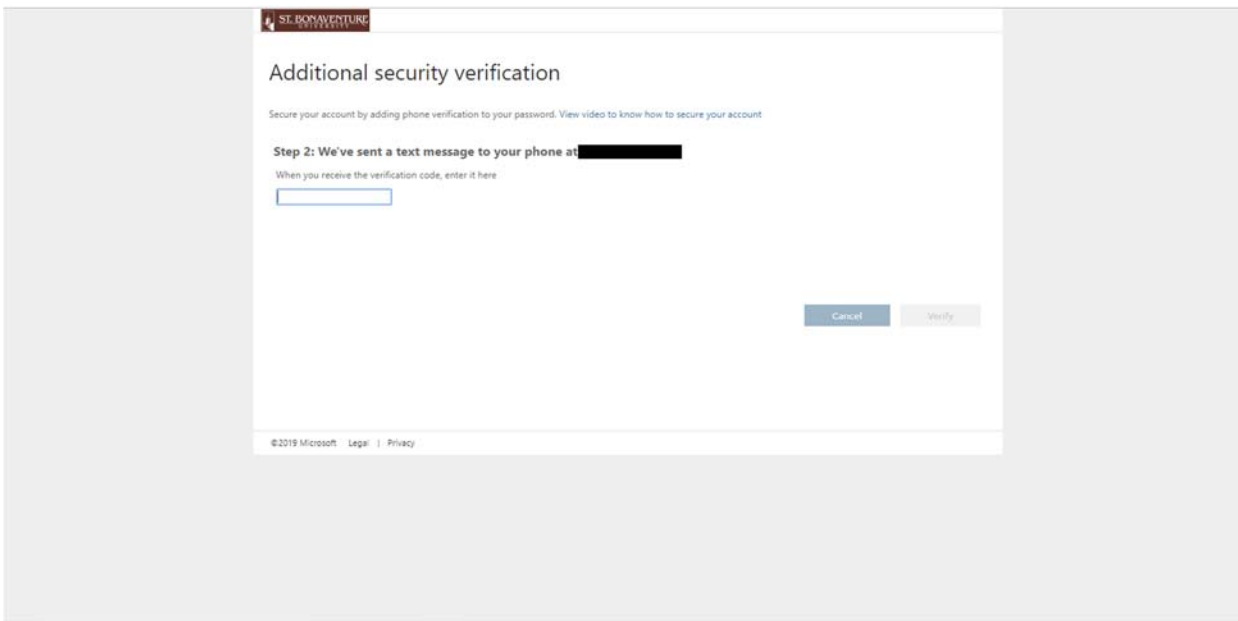
3. On the "Additional security verification", select "Authentication phone" if it is not already inserted and then your country or region code from the drop down menu. In the box left of the country/region code enter in your cell phone number. Click the blue "Next".



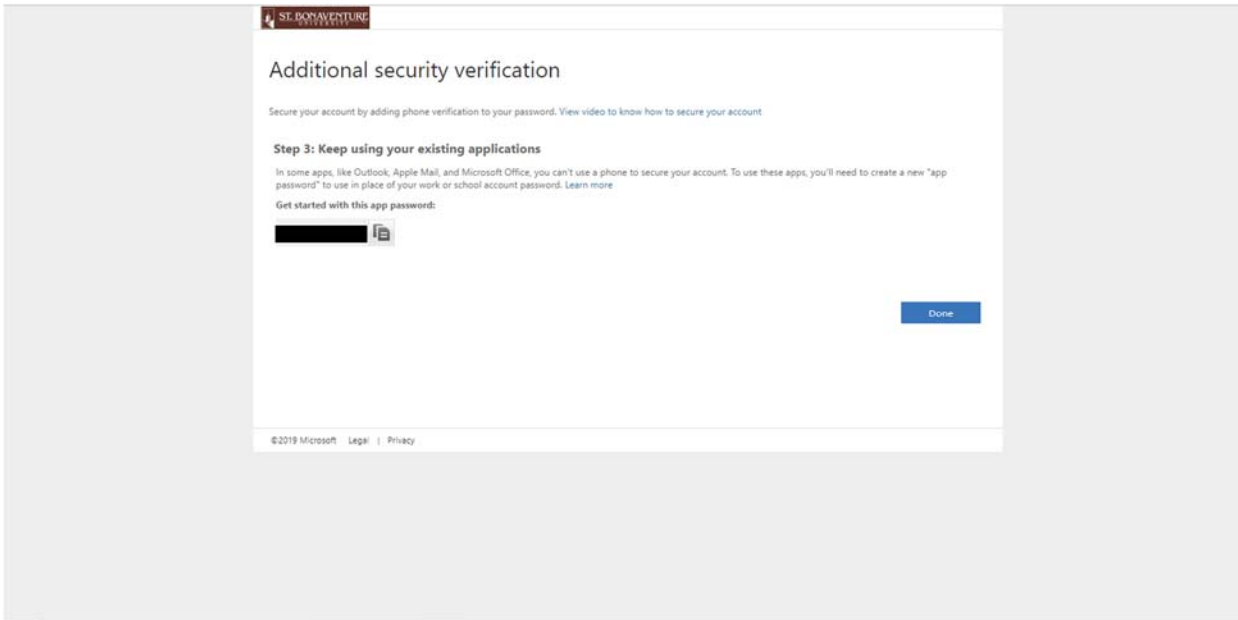
4. You will now receive your verification code sent to your cell phone # that you provided.



5. The verification code should be a 6 digit code that is texted to your mobile device. When you receive the code, enter it within the text field and click verify.



6. You should not need the app password that is auto generated so you can now click done to complete your setup.



Now that you have setup the 2-factor authentication, any time you log into your SBU email on a new device, you will be prompted to use Two Factor Authentication. The good news is that hackers can no longer just capture your SBU credentials and log in from a strange device to use your account maliciously!

Thanks for your cooperation,
Technology Services