Setting Up 2FA/MFA for Your Virtual Office Account

Step #	Task	Screenshot
1	 Sign into Virtual Office. 1. Type 'vo.naturalnetworks.com' in the URL field of your web browser. 2. Use the username and password that has been provided to you. 3. Click on Icon 3. Click on Icon MOBILE APP to configure your Cell phones Microsoft Authenticator 	INPrivate Natural Network - Virtual Office C C C Thttps://vo.naturalnetworks. INFORMATION CONTINUES SECUREMOBILEACCESS Welcon

		<image/>
2	Upon first sign in, you will be presented with the following page - to bind an 'Authenticator' to your account. Leave this window open as you continue on with the other steps.	

		MOBILE APP BINDING Click the QR code to refre
		1. Install Google Authenticator, I Microsoft Authenticator on your
		 Scan with app or enter text co Enter code from app.
		Code Enter code here
		VERIFY
3	Download the 'Microsoft Authenticator onto your phone:	
	On an Android phone, go to 'Google Play Store.'	

	On an iPhone, go to the 'App Store.' Look for one of the two icons to the right	
4	This is the application you are looking to install:	

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		What's new Last updated Dec	• 17, 2020		
		We're always wo performance im the latest versio	orking on new provements. In for the best	features, bu Make sure y t authenticat	ig fix ou st ion e
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		Join the beta	а		
		Try new features released and giv developer.	s before they' /e your feedba	re officially ack to the	
		Join Learn m	ore		
				<u> 97</u> .	
5	After installing the application, go to the top right corner and look for 3 data. Click it to append means. From them				
	select '+ Add account'				

	*iPhone users:	
	There will instead be a '+' icon in the top right.	3:52
		Turn on ba s.c Add accour Edit accour Hide codes Settings C. S.com Help Settings C. S.com
6	Click on 'Other' for the type of account that you are adding. The app is then going to try and use your camera so that it can take a photo of the code and add your Virtual Office account. Give it permissions to access the camera.	

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		What	kind of account are	you adding?
			Personal accou	Int
			Work or school	account
		2	Other account (Google, Facebook, etc.)
		j//		
7	Use your phone to scan this QR code on the web page that was left open on your computer.			

		MOBILE APP BINDING ×
8	After scanning it will begin to generate 6-digit codes. Enter one of those code here and click 'Login.'	

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		1. Install Google Authenticator Microsoft Authenticator Auther 2. Scan with app or enter text of
		3. Enter code from app. Code Enter code here
		VERIFY
9	Now, when you login to Virtual Office, you will be asked for one of these 6-digit codes. You will need to open the Microsoft Authenticator app on your phone that you installed and enter it before you can sign in.	

Online URL: <u>https://kb.naturalnetworks.com/article.php?id=579</u>