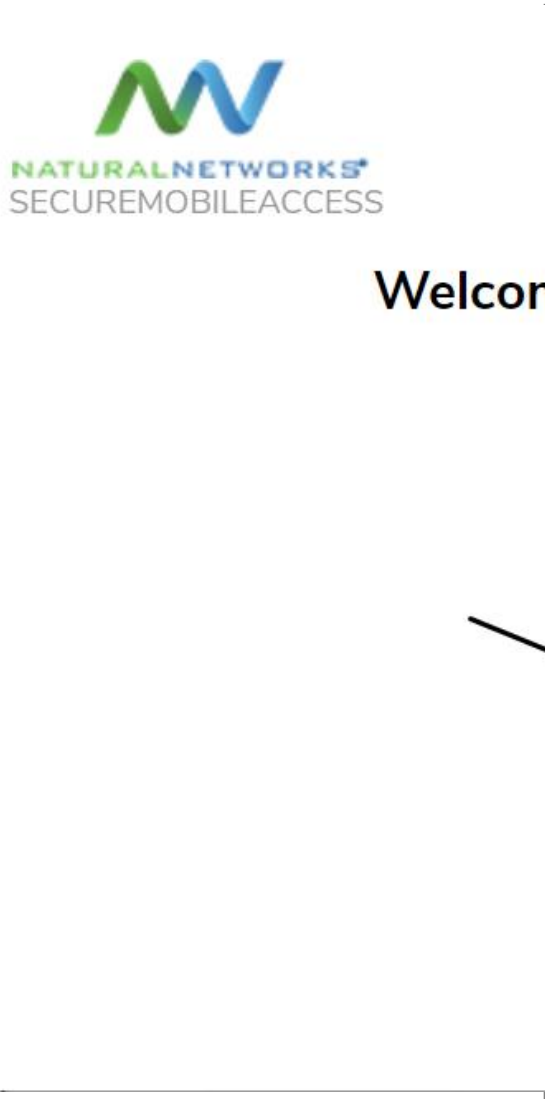
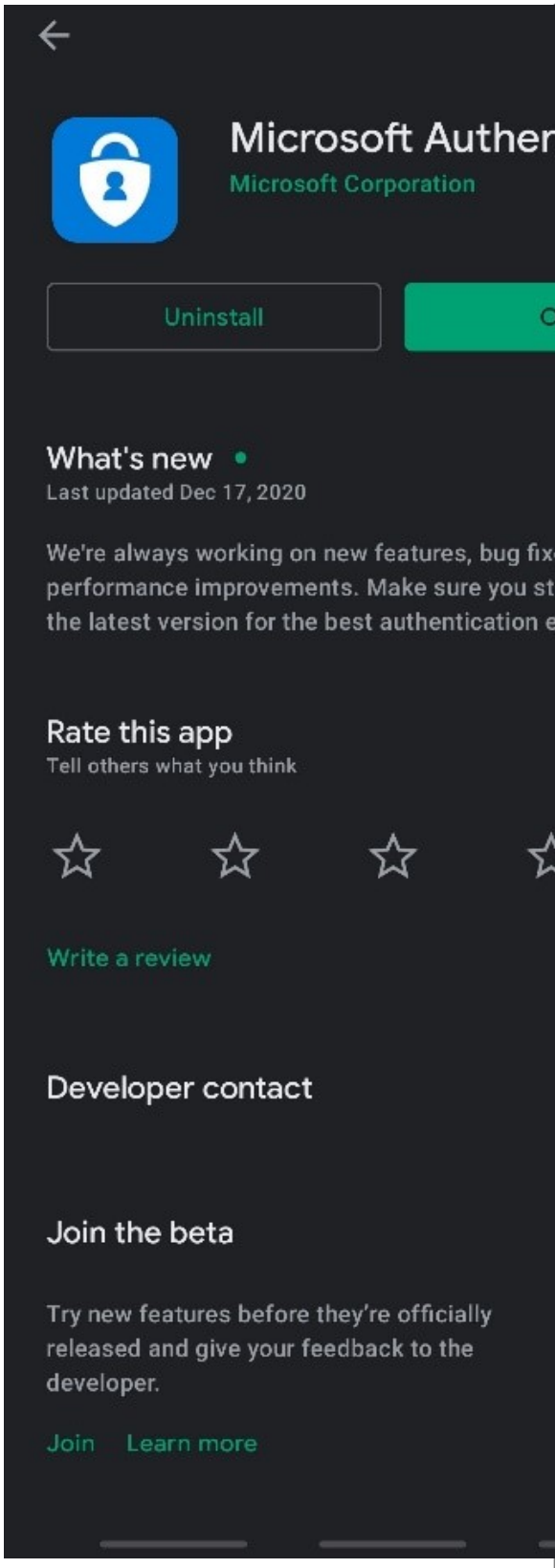
Setting Up 2FA/MFA for Your Virtual Office Account

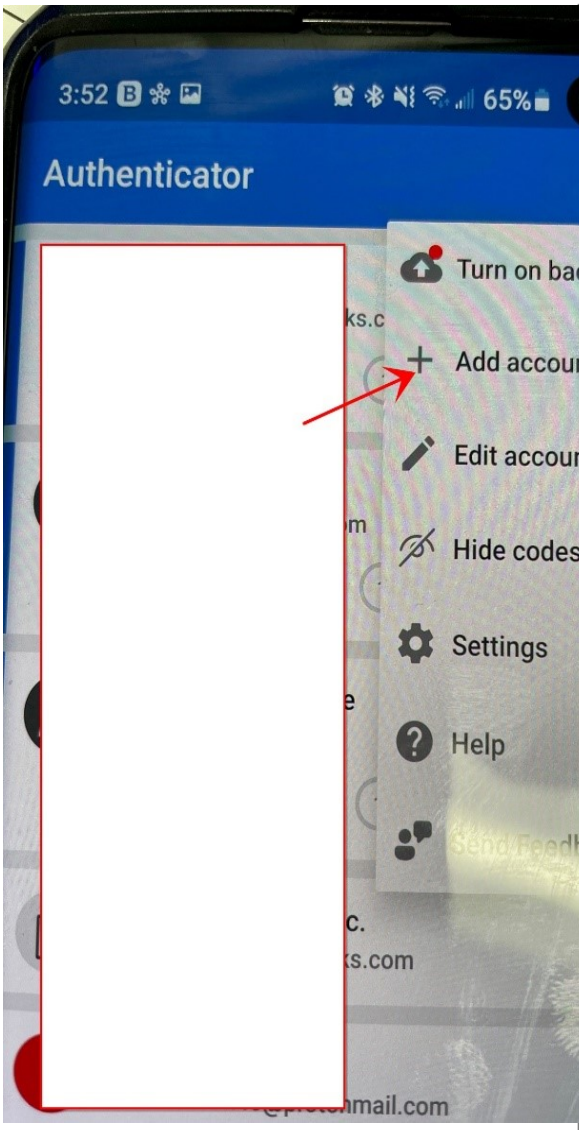
Step #	Task	Screenshot
1	Sign into Virtual Office. 1. Type 'vo.naturalnetworks.com' in the URL field of your web browser. 2. Use the username and password that has been provided to you. 3. Click on Icon  MOBILE APP to configure your Cell phones Microsoft Authenticator	

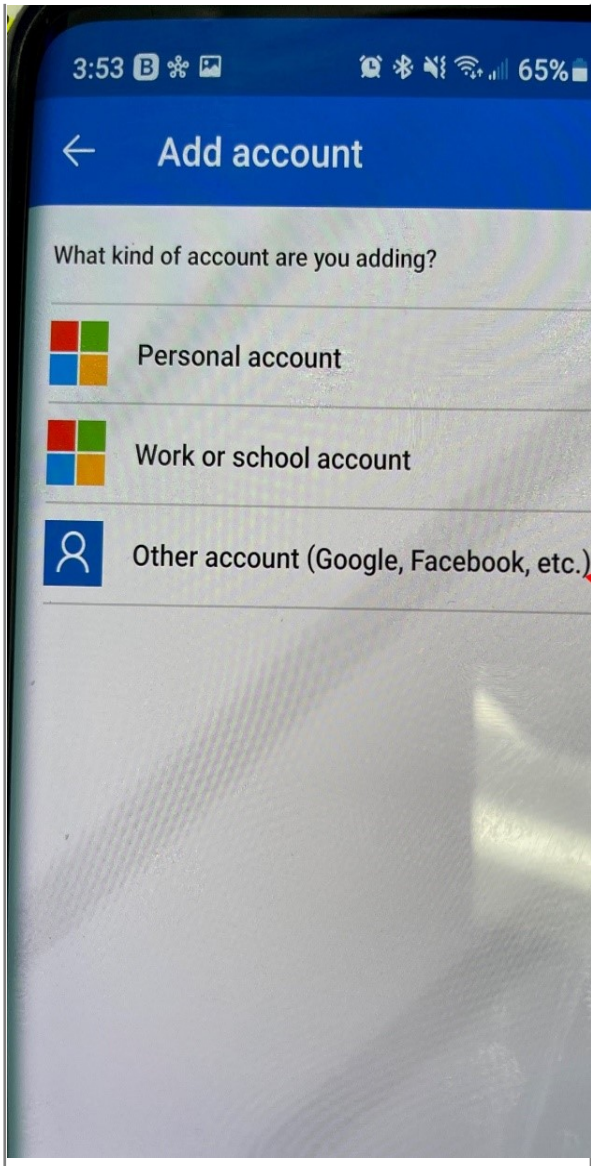
		
2	Upon first sign in, you will be presented with the following page - to bind an 'Authenticator' to your account. Leave this window open as you continue on with the other steps.	

		
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:	

		
5	After installing the application, go to the top right corner and look for 3 dots. Click it to open a menu. From there, select '+ Add account'	

	*iPhone users: There will instead be a '+' icon in the top right.	
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.	

		
7	Use your phone to scan this QR code on the web page that was left open on your computer.	

		
8	After scanning it will begin to generate 6-digit codes. Enter one of those code here and click ‘Login.’	

		
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: https://kb.naturalnetworks.com/article.php?id=579