

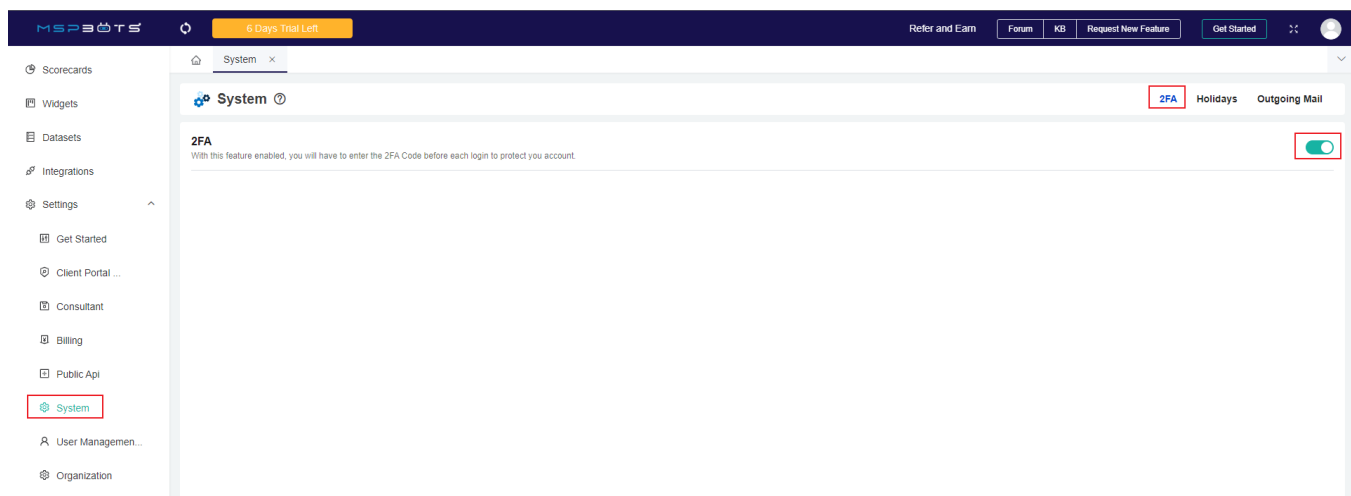
# How to Enable 2FA for non Microsoft Office 365 AAD user

- 1. How to enable 2FA
  - 1.1. Please download 2FA Authenticator (Microsoft, Google, LastPass, etc.) from the App Store and install it on your phone.
  - 1.2. Login MSPbots, access the SettingsSystem section, and toggle the switch to the on position.
  - 1.3. Display the verification prompt, open Authenticator APP on your phone, scan the QR code in the image, and then click "Next".
  - 1.4. Enter the generated verification code on the "Set Up Authentication" page and click "Verify" to complete the setup. (Only the admin has the authority to add or disable 2FA).
- 2. How to use 2FA to log in
  - 2.1. The pop-up window for logging in to the email account is as follows. Click "Setup MFA".
  - 2.2. A verification prompt will pop up. Open Authenticator APP on your phone, scan the QR code in the image, and then click "Next".
  - 2.3. On the "Set Up Authentication" page, enter the generated verification code and click "Verify".
  - 2.4. Then will direct you to the login page

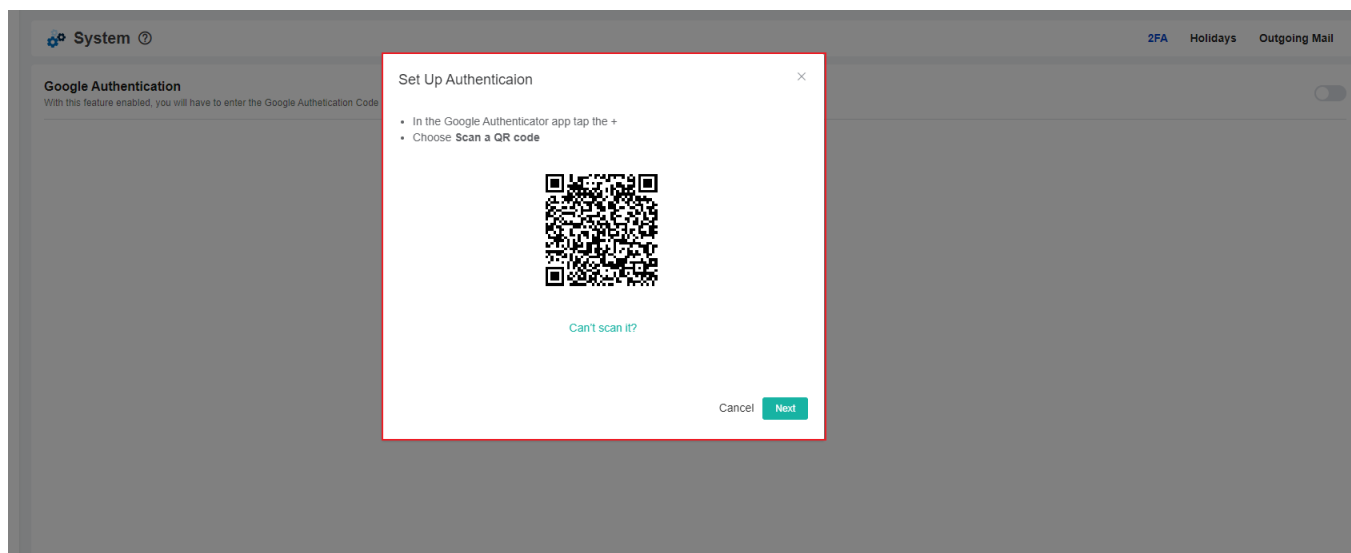
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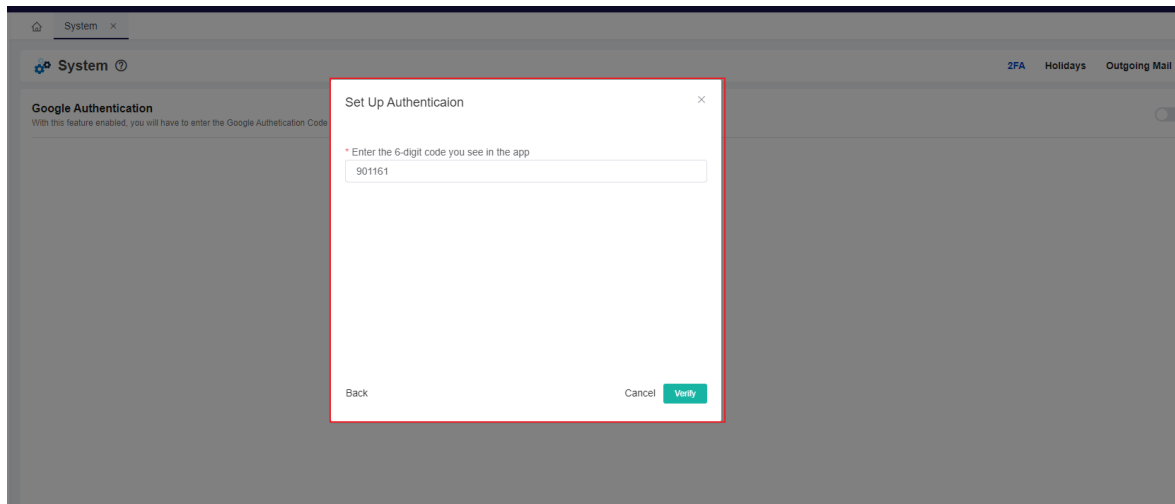
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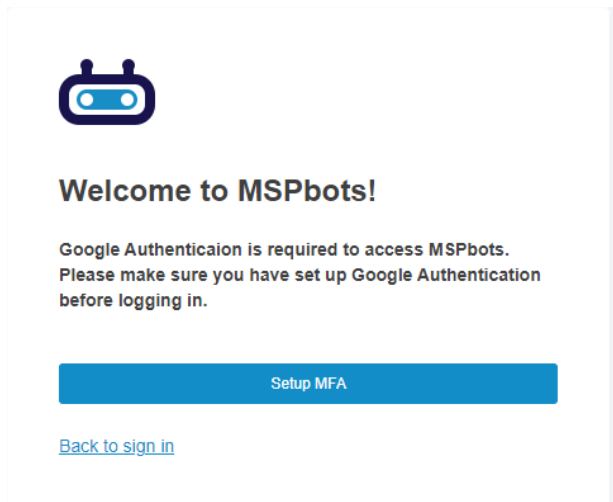


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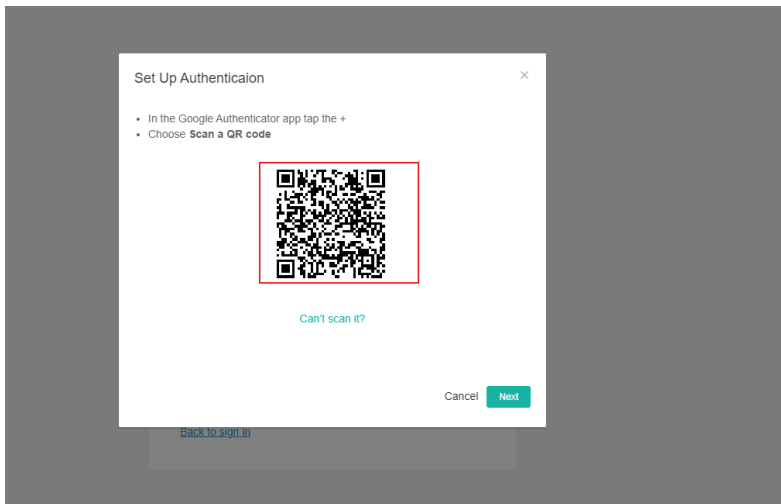


## 2. How to use 2FA to log in

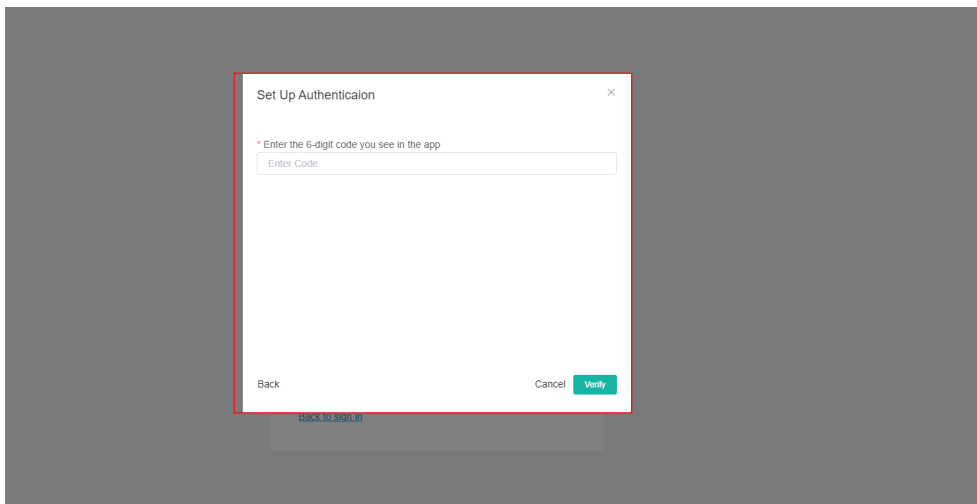
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