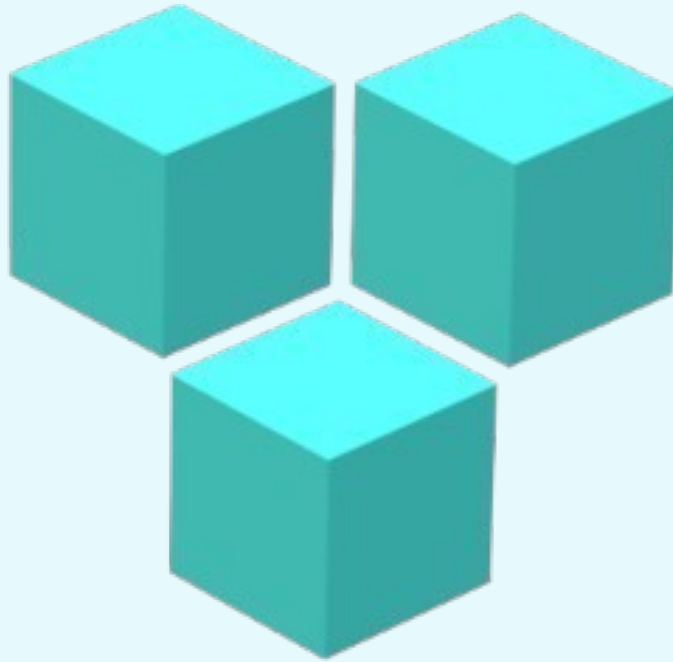




SofTouch Systems

How to set up Two-Factor Authorization (MFA) On Any Device

“Know what’s protected, what’s not, and where STS can help you start the new year strong.”

No-Surprise IT: Predictable. Proactive. Proven.

Why MFA Matters

Passwords get stolen every day through phishing emails, weak reuse, data breaches, or guesswork. MFA stops those attacks cold by requiring a second proof of identity before anyone can get into your accounts.

For businesses, SoftTouch Systems can deploy and manage MFA organization wide as part of our Cyber Essentials security stack.

1. Choose Your MFA Method

- Authenticator App (recommended, Google Authenticator, Authy)
- Passkeys
- Hardware keys
- SMS fallback

2. Turn On MFA for Your Email

Google Workspace:

myaccount.google.com → Security → 2Step Verification

Microsoft 365:

aka.ms/mfasetup → Add signin method → Authenticator App

3. Enable MFA on Banking Accounts

Check Security or Login Settings → Enable 2Step Verification.

4. Turn On MFA for Social Media

Facebook: Security & Login → TwoFactor Authentication

Instagram: Settings → Security → TwoFactor Authentication

LinkedIn: Sign In & Security → TwoStep Verification

5. Secure Cloud Storage & Productivity Apps

Dropbox, OneDrive, Google Drive → Security Settings → Enable MFA

6. Enable MFA On Your Password Manager

1Password → Security Settings → Add device-based confirmation.

7. Secure Your Phone & PC Login

iPhone: Apple ID → Password & Security → Two-factor Authentication

Android: Google Account → Security → 2-Step Verification

Windows/macOS: Enable MFA for Microsoft or Apple account.

8. Save Your Backup Codes

Store codes in 1Password or print and secure them.

9. Test Your Recovery

Sign out and sign back in using MFA to verify it works.

10. Keep MFA Updated

Update MFA whenever you change devices, apps, or employees.

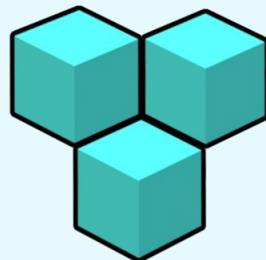
Need Help?

STS can roll out MFA for every employee with documentation, support, and security oversight.

Contact:

softtouchsystems.com

(210) 370-7638



SoftTouch Systems

Simplifying technology, maximizing results.