Qunote

Multi-Factor Authentication (MFA) mini-guide

www.qunote.com

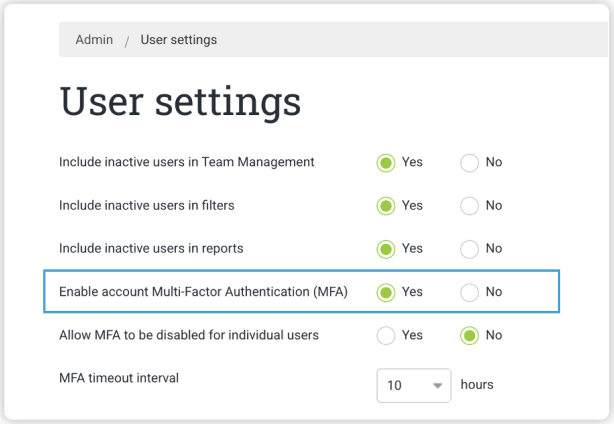
Strengthening Your Security with Multi-Factor Authentication

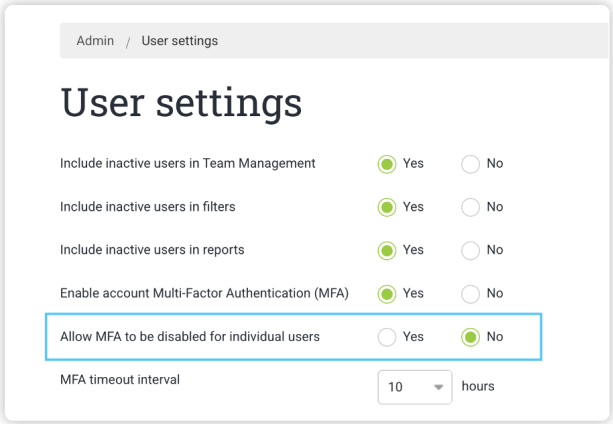
ENABLING MFA

To enable MFA, please follow these steps:

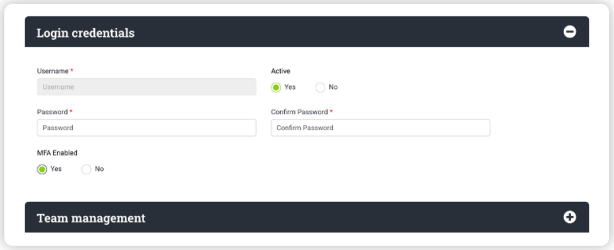
1. Users must have access to the **registered email address** associated with their Qunote account.
2. Navigate to **Admin section** > **Users** > **User settings**.
3. By default, MFA is disabled at account level.
4. To enable MFA at account level, select **Enable Account Multi-Factor Authentication (MFA)** > **Yes**.
5. Users with **edit user permissions** can disable MFA on a user level by selecting **Allow MFA to be disabled for individual users** > **Yes**.

Note: it is recommended to keep this setting off, unless MFA needs to be temporarily disabled for a specific user.

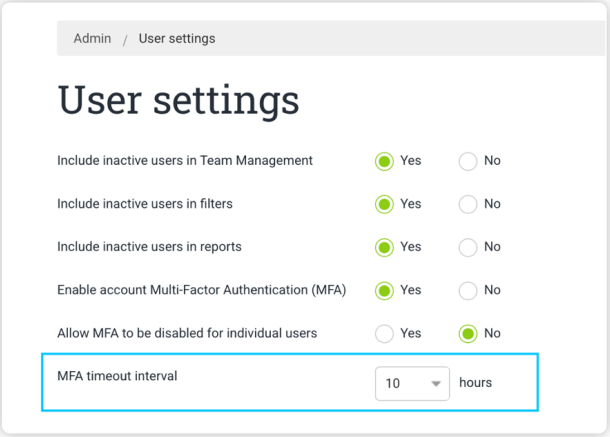




6. To action go to **Users** > **Edit user** > **Login credentials accordion** > **MFA enabled** > **No**.



7. In **Admin** > **User settings**, you can configure the MFA timeout interval, ranging from 1 to 12 hours.



Note: MFA does not take effect immediately and will be enabled the next time you log into the account.

MFA LOGIN PROCESS

Once MFA is enabled, follow these steps to access your account:

1. Enter your **Qunote login credentials** as usual.
2. You will be prompted to enter a **verification code**.
3. The code will be sent to your **registered email** and is **valid for 5 minutes**.
4. Enter the code in the MFA field and click **Continue**.
5. If you do not receive the email, click **Resend Code**.

MFA TIMEOUT INTERVAL

After logging in, MFA will be required again based on inactivity:

- By default, **MFA prompts after 6 hours of inactivity**.
- Administrators can adjust the **MFA timeout interval** between **1 to 12 hours**.

MFA ACCOUNT RECOVERY

In the event you lose access to your registered email, take steps to regain access. If this is not possible, contact Qunote Support for assistance.

Qunote

www.qunote.com

youtube.com/@qunote3
x.com/qunotetweets
linkedin.com/company/qunote

BABICM Corporate Associate

ISOQAR REGISTERED
UKAS PRODUCT CERTIFICATION 0026

Cert No. 16451
ISO 27001

25030QUNO // Qunote MFA mini-guide