

USING MICROSOFT AUTHENTICATOR TO SECURE YOUR ACCOUNT

STEP 1 – Install Authenticator App on your mobile device

IT Service recommends using the Microsoft Authenticator app on your mobile device.

If you don't already have the Microsoft Authenticator app, you must first install it on your mobile device (cell phone, tablet, etc.). **IMPORTANT NOTE:** in this step you are **ONLY** installing the app, do **NOT** enter any additional account information into the app, those steps will come later in this process. Simply install, you will return to the app on step 3 to scan a QR code:

- Android Devices: [Google Play](#)
- Apple Devices: [Apple App Store](#)



STEP 2 – Adding Authenticator App to your Microsoft Account

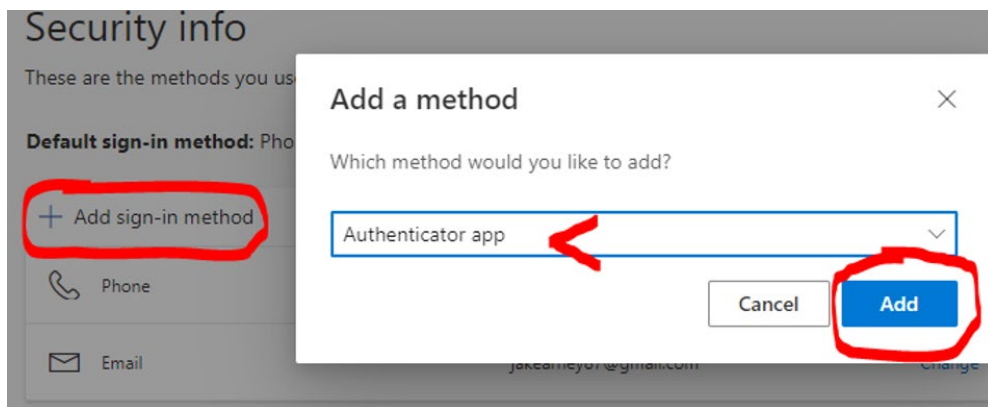
We recommend using a pc for this step and some of the following steps:

Go to <https://aka.ms/mfasetup>

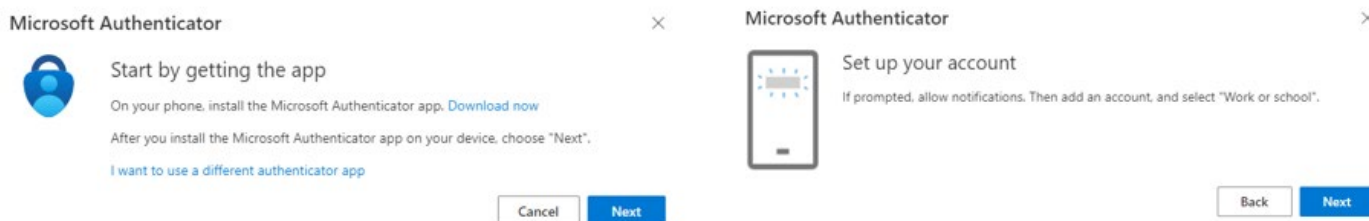
Select “+Add sign-in method”

Select “Authenticator App”

Select “Add”



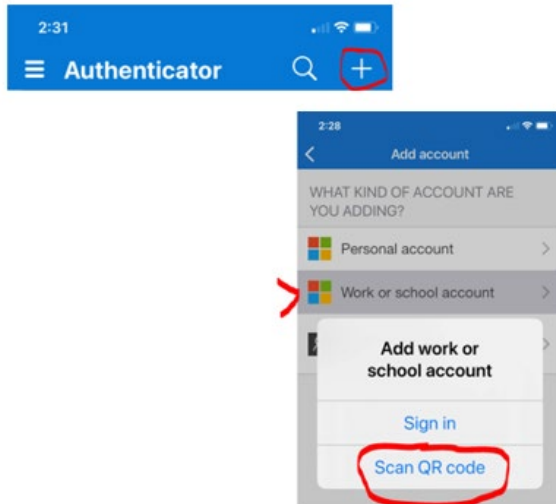
Select “Next” on the following two screens



STEP 3 – Connecting Your Account to the App

Open the Microsoft Authenticator app on your mobile device.

Use “+” to "Add Account" then "Work or school account" and lastly "Scan a QR code."



STEP 4 – Scanning the QR code

Scan the QR code on your computer screen with your mobile device.

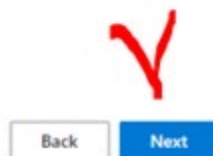
Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?



STEP 5 – Notification Approvals

Approve the notifications sent to your mobile device

Verify your identity



Approve a request on my Microsoft Authenticator app

123

Use a verification code



Text +X XXXXXXXX02



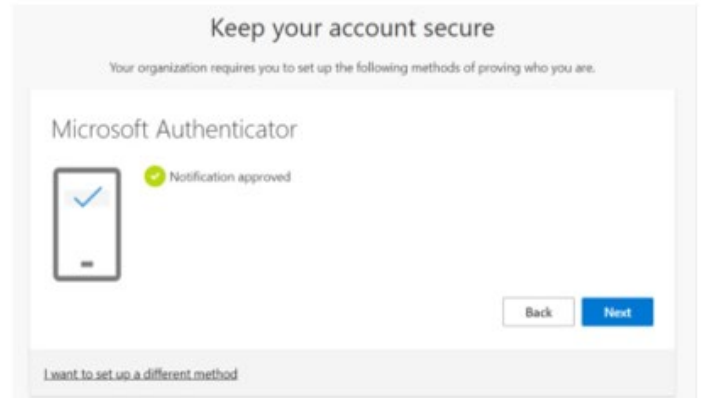
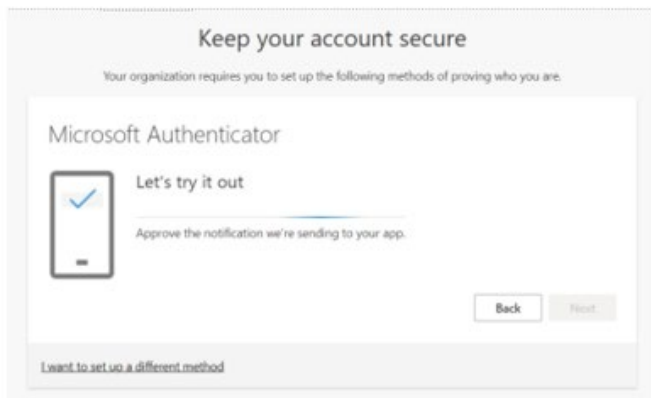
Call +X XXXXXXXX02

[More information](#)

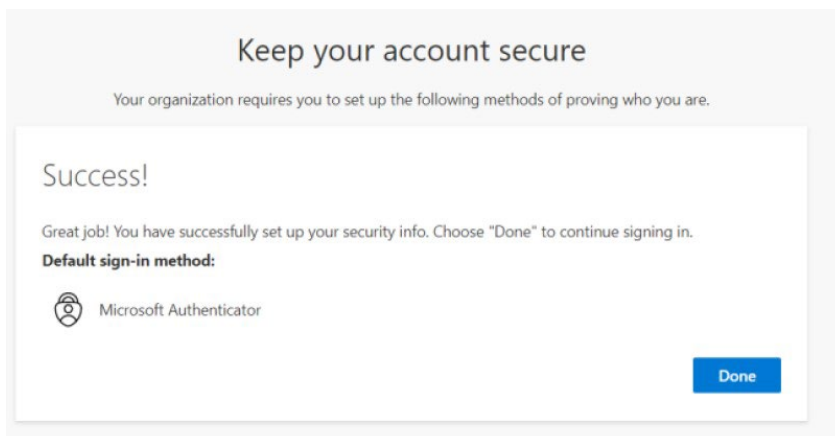
Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

Select "Next" on the following two screens



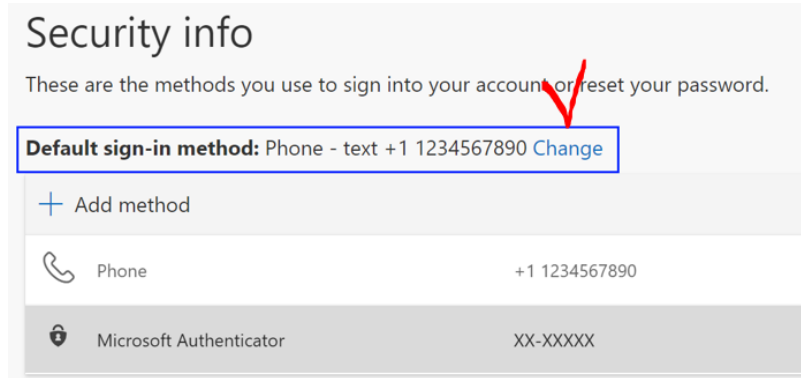
Select "Done"



STEP 6 – Changing Your Default Security Method

Go to <https://aka.ms/mfasetup>

To the right of **Default sign-in method** select “Change”



Security info

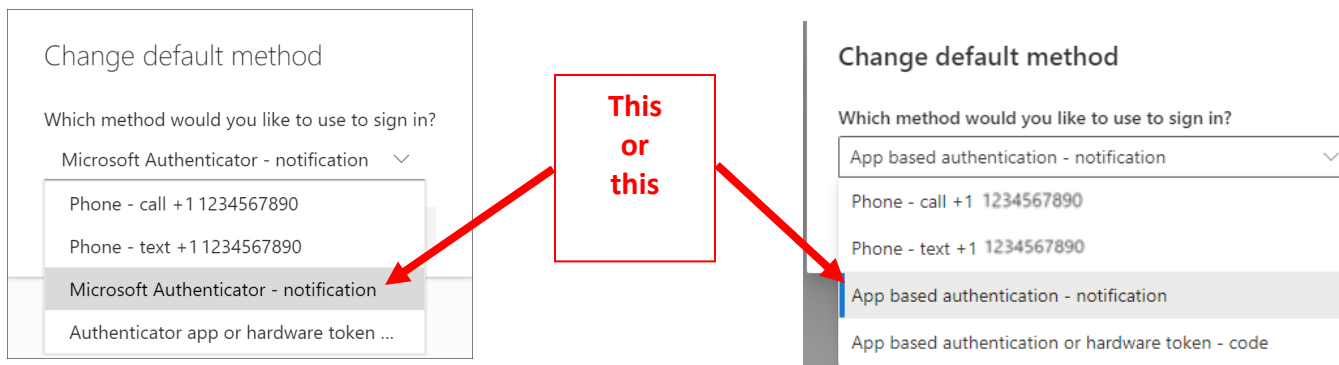
These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 1234567890 [Change](#)

+ Add method

Phone	+1 1234567890
Microsoft Authenticator	XX-XXXX

Select “Microsoft Authenticator – notification”



Change default method

Which method would you like to use to sign in?

Microsoft Authenticator - notification

Phone - call +1 1234567890

Phone - text +1 1234567890

Microsoft Authenticator - notification

Authenticator app or hardware token ...

This or this

Change default method

Which method would you like to use to sign in?

App based authentication - notification

Phone - call +1 1234567890

Phone - text +1 1234567890

App based authentication - notification

App based authentication or hardware token - code

Select “Confirm”

The default method used for sign-in changes to the Microsoft Authenticator app

Default sign-in method: Microsoft Authenticator - notification [Change](#)