USING MICROSOFT AUTHENTCATOR 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 <u>NOT</u> 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: <u>Apple App Store</u>

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 <u>https://aka.ms/mfasetup</u> 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.



STEP 5 – Notification Approvals

Approve the notifications sent to your mobile device

Slippery Rock
of Pennsylvania



Select "Next" on the following two screens

W	ur organization requires you to set up the following methods of proving who you are.
licros	oft Authenticator
~	Let's try it out
-	Approve the notification we're sending to your app.
_	Back Hent

Keep your account se	ecure
Your organization requires you to set up the following meth	hods of proving who you are.
Microsoft Authenticator	
Notification approved	Back Next
Lwant to set up a different method	

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				
+ A	\dd method			
S	Phone	+1 1234567890		
Ŷ	Microsoft Authenticator	XX-XXXXX		

Select "Microsoft Authenticator - notification"



Select "Confirm"

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

Default sign-in method: Microsoft Authenticator - notification Change