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: Apple App Store

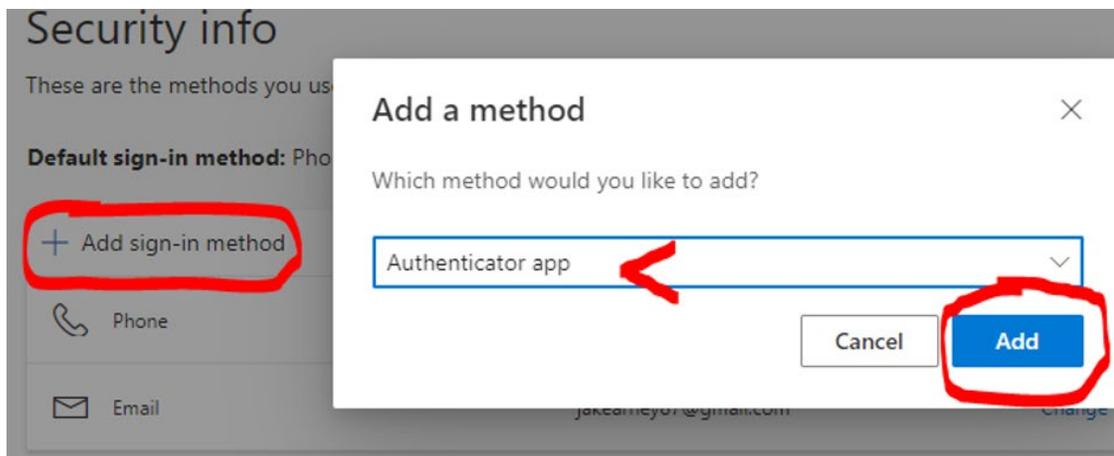## STEP 2 – Adding Authenticator App to your Microsoft Account

Go to https://aka.ms/mfasetup
Select "+Add sign-in method"
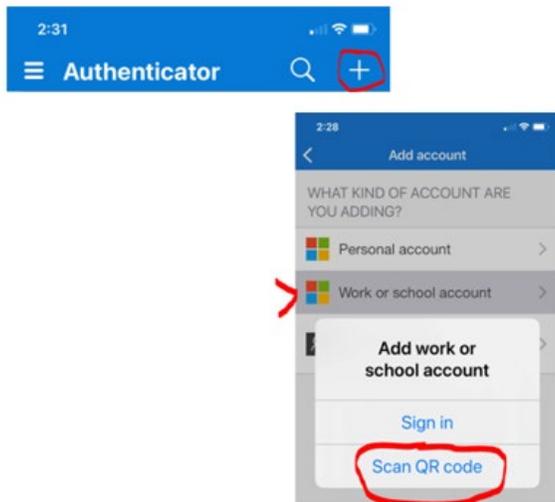Select "Authenticator App"
Select "Add"

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.

STEP 5 – Notification Approvals

Approve the notifications sent to your mobile device

SlipperyRock University of Pennsylvania

Verify your identity

👤 Approve a request on my Microsoft Authenticator app
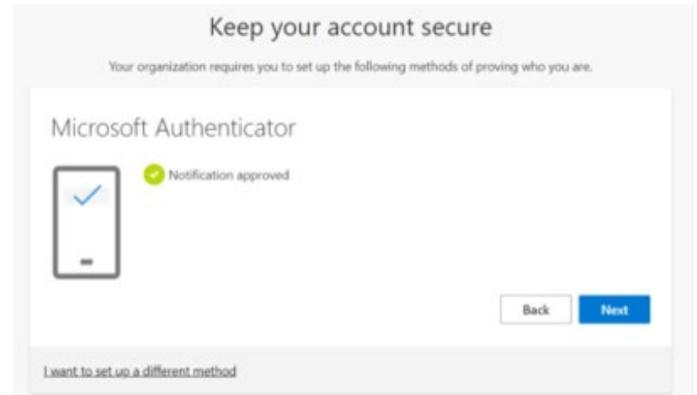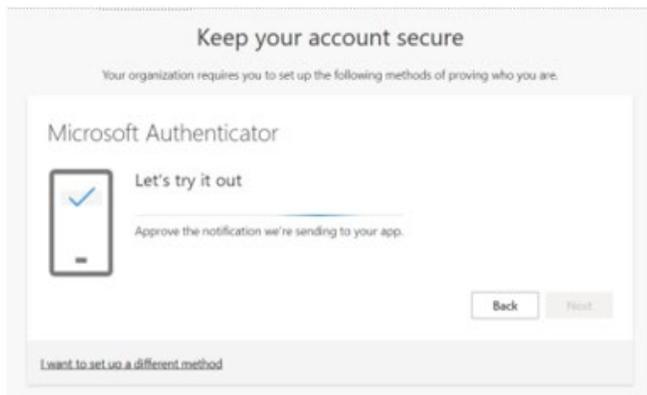
123 Use a verification code

💬 Text +X XXXXXXXX02
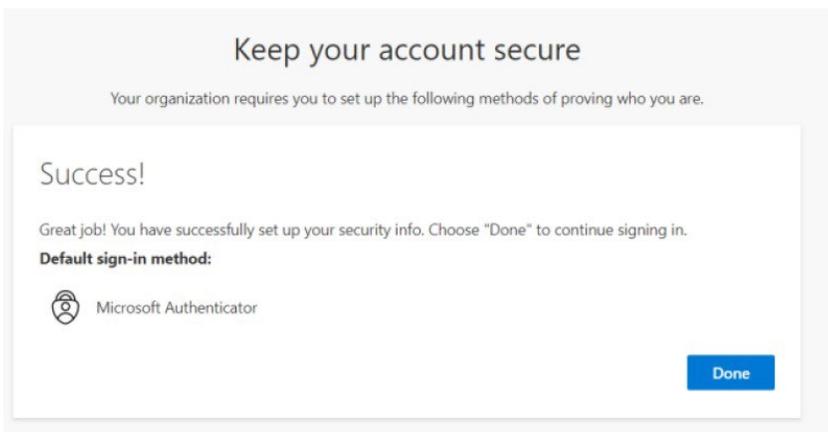
📞 Call +X XXXXXXXX02

More information

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

Cancel

Select "Next" on the following two screens

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.

Back   Next

I want to set up a different method

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

✅ Notification approved

Back   Next

I want to set up a different method

Select "Done"

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

👤 Microsoft Authenticator

Done

STEP 6 – Changing Your Default Security Method

Go to https://aka.ms/mfasetup

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

Select "Microsoft Authenticator – notification"

Select "Confirm"

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