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

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
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”

Select “Microsoft Authenticator – notification”

Select “Confirm”

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