

Microsoft Authenticator Setup Guide

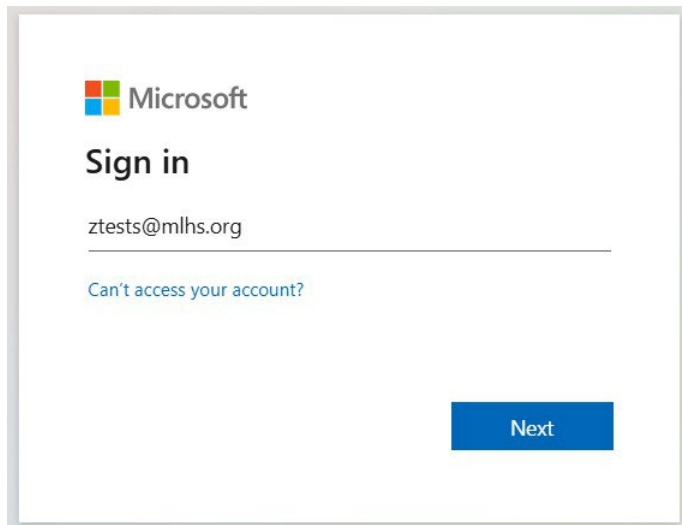
Step 1: Install the Microsoft Authenticator App



- On iPhone: Open the App Store
- On Android: Open Google Play
- Search for Microsoft Authenticator (by Microsoft Corporation)
- Tap Install, then open the app.

Step 2: Visit the Microsoft Security Setup Page

- Open a web browser and go to: <https://aka.ms/mfasetup> on your computer web browser (i.e. Chrome, Edge, or Firefox)



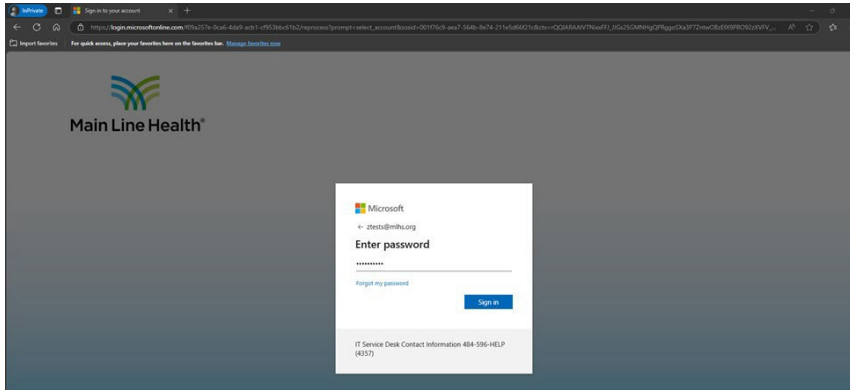


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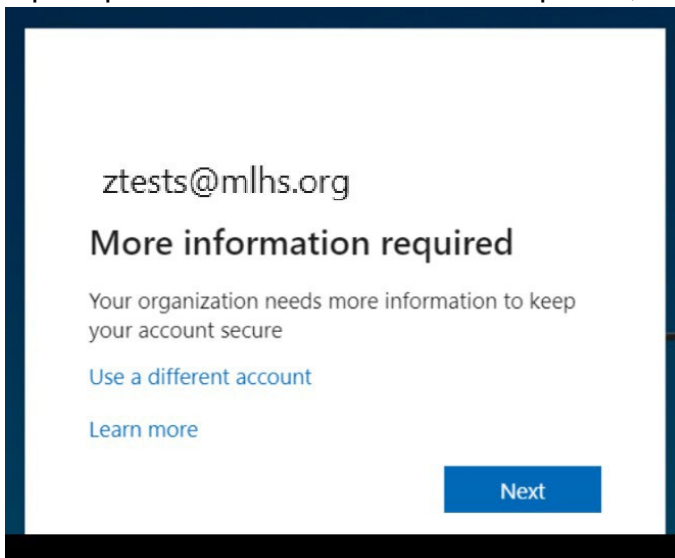
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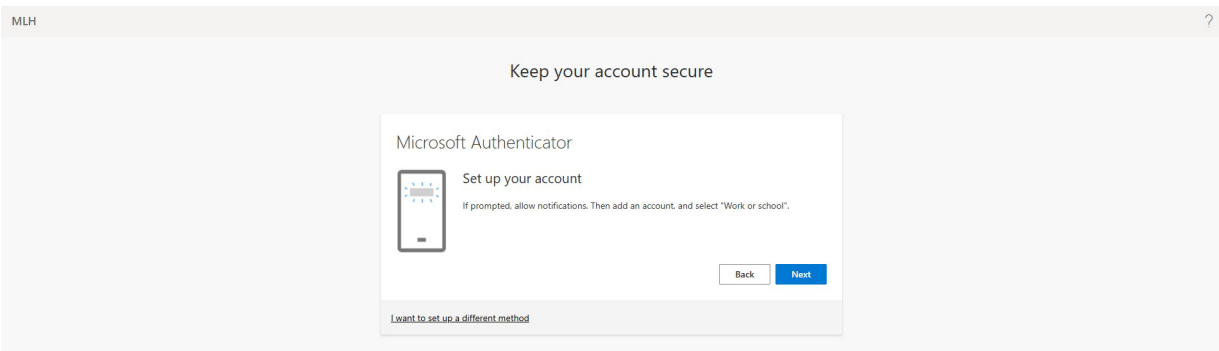
- Sign in using your work account credentials:



- If prompted with "More information required", click Next

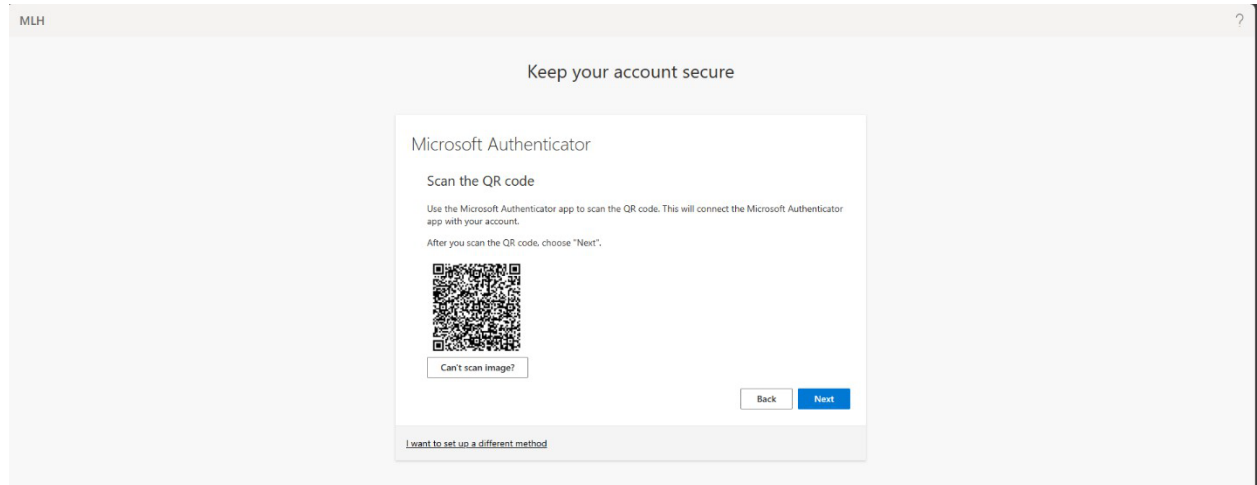


- Click Next to proceed.



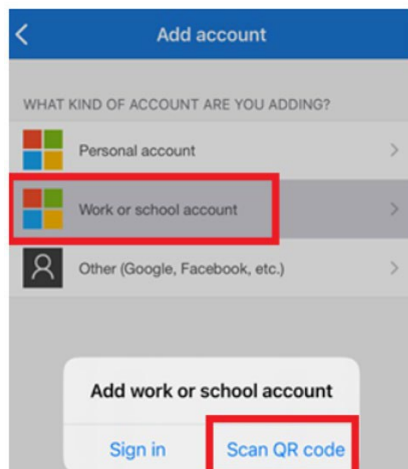
Step 3: Pair Your Phone Using a QR Code

- A QR code will appear on your computer screen

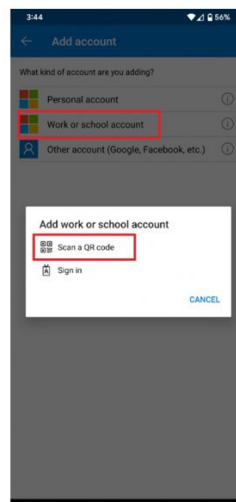


- On your phone in the Authenticator app:
- Tap + (plus icon)
- Select Work or school accounts.
- Choose Scan a QR code

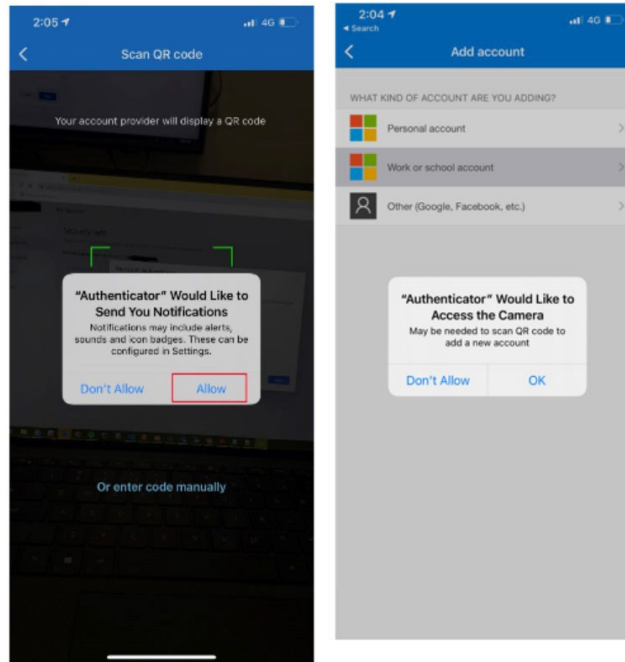
iPhone:



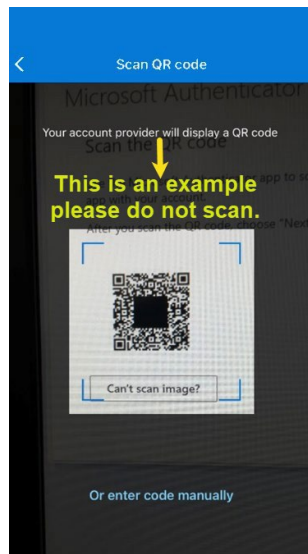
Android:



- Allow camera and notification permissions if prompted



- Use your phone to scan the QR code on your computer



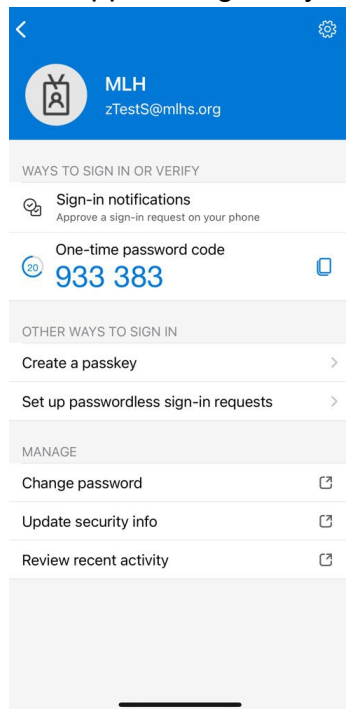


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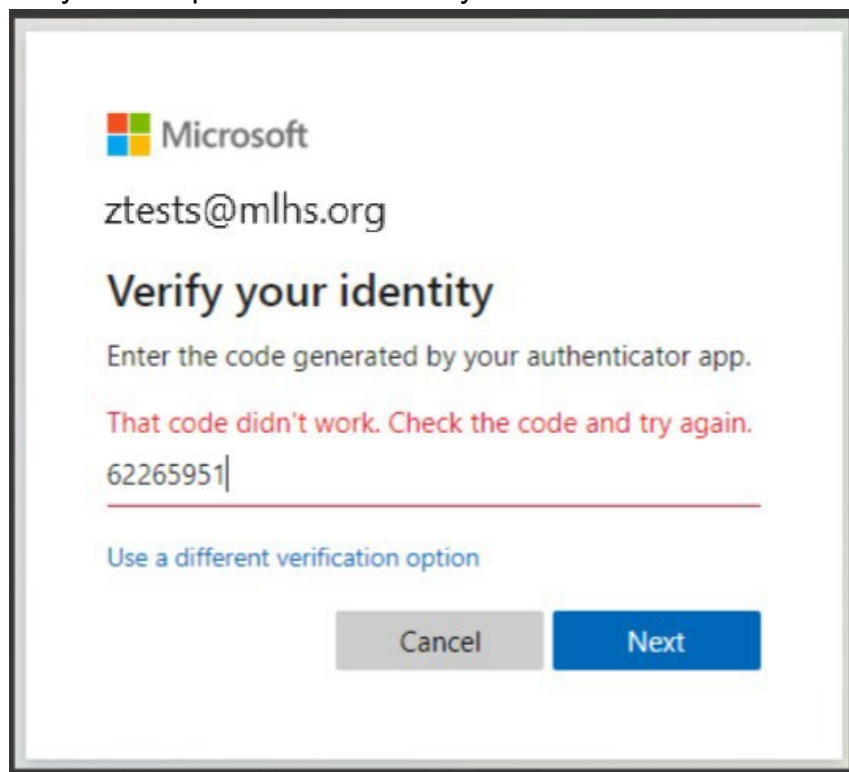
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- The app will register your account and show a 6-digit code



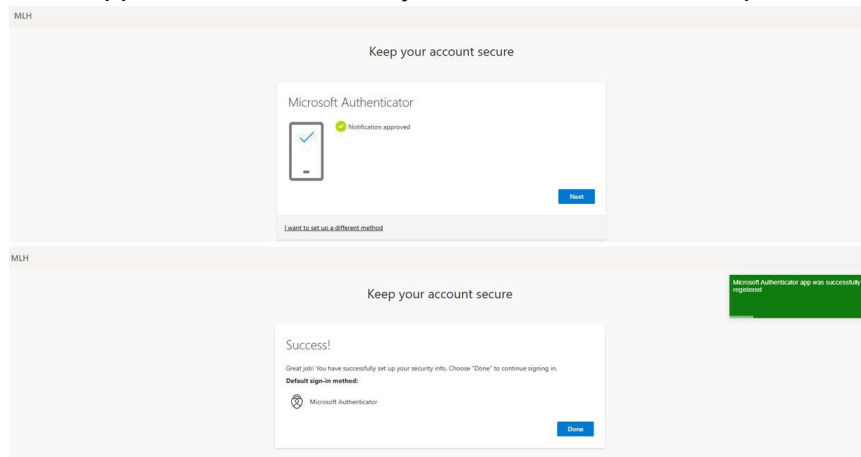
- On your computer screen enter your code:



- Then click next.

Step 4: Confirm Setup on Your Computer

- Back on your computer, click Next once the app displays your account
Once approved, click Done in your browser to finish setup



Using Microsoft Authenticator to Sign In

- Go to the website or app you want to access
- Enter your **username** and click **Next**
- Select **Send notification**
 - (If not visible, click **Other ways to sign in** > **Approve a request on my Microsoft Authenticator app**)
- You may be shown a number to enter
- On your phone, open the **Authenticator app** or tap the **notification**
 - (You may need to **unlock the app** first for work/school accounts)
- Tap or enter the **number shown**, then tap **Approve**