

This guide provides set up instructions for using the recommended Microsoft Authenticator Application or SMS/Text Message alternative

Multifactor Authentication (MFA) Set Up Guide Microsoft Authenticator Application (Recommended)

Step One

- Download and install the Microsoft Authenticator App on your mobile device.
- Click on the image links below to download the application for IOS or Android.



Step Two

- Please sign in to Microsoft 365 with your work or school account and password like you normally do. You can sign in by visiting <u>www.Office.com</u>
- You will be prompted for more information when you sign in. Choose Next.

	Step Three
	Keep your account secure
Microsoft	Authenticator
	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". want to use a different authenticator app
<u>l want to set up a d</u>	ifferent method

Now you have the Microsoft authenticator app installed click next and follow the onscreen prompts.



Step Four

Please open your Authenticator app recently installed on your device and click the + in the bottom right to add a new account, then choose Work or School account then click 'Scan QR code':

0	8:42	🔐 4G 🗖	08:4	3	🔐 4G 🗖
<	Add account		<	Add account	
WH	AT KIND OF ACCOUNT ARE YOU ADDING	?	WHAT K	IND OF ACCOUNT ARE YOU ADDING	?
	Personal account	>		Personal account	>
	Work or school account	>		Work or school account	>
۶	Other (Google, Facebook, etc.)	>	8	Other (Google, Facebook, etc.)	>
				Add work or school accou	nt
				Sign in	
				Scan QR code	
				Cancel	
When you are signed in with your personal account, all stored passwords, addresses, and other autofill info will be available on this device.		(i) Who stor will	en you are signed in with your person red passwords, addresses, and other be available on this device.	al account, all autofill info	

• A **QR Code** will now be shown on your computer screen.

Keep your account secure
Microsoft Authenticator
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? Back Next
I want to set up a different method



 Please scan this QR Code with your phone camera from within the authenticator app, this will link your phone to the account. Choose Next.

Step Five

• You will now be presented with an approval screen. Please input the number shown on screen into your Authenticator App.

	Keep your account secure		
Microso	ft Authenticator Let's try it out Approve the notification we're sending to your app by entering t 49	the number shot	wn below. Next
I want to set up	a different method		

Fantastic News! – You have just set up MFA – Multifactor Authentication! When you now sign into your 365 account you will be prompted to provide a code from the Microsoft Authenticator App



SMS Multifactor Authentication (MFA) Set Up Guide

Step One

- Sign into your Microsoft 365 account with your work or school account by visiting <u>www.Office.com</u>
- You will be prompted for more information when you sign in. Choose Next.

Step Two

 Instead of using the Microsoft Authenticator App as explained here, please instead choose – 'I want to set up a different method'

	Keep your account secure
Micros	oft Authenticator
0	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app
<u>I want to set u</u>	<u>p a different method</u>

Step Three

Please select Phone from the drop-down menu and click confirm.

Micros	oft Authenticator
•	Start by getting the app On your ph Choose a different method × After you ir I want to us Which method would you like to use? Phone Next
	Cancel Confirm



Step Four

 Please choose your country and enter your mobile number. Please also choose how you would like to receive a code. Choose Next.

Кеер	your ace	count secure
Phone		
You can prove who you are by answerir What phone number would you like to	ng a call on your use?	phone or receiving a code on your phone.
United Kingdom (+44)	~	Enter phone number
Receive a code		
Call me		
Message and data rates may apply. Cho and cookies statement.	oosing Next mea	ins that you agree to the Terms of service and Privacy
		Next
want to anti-up a d'fferrat mother d		

Step Five

• When you receive your code, please enter this, and choose next.

Кеер у	our account secu	re	
Phone			
We just sent a 6 digit code to +44 07 Enter code	Enter the code below.		
Resend code			
		Back	
want to set up a different method			

Fantastic News! – You have just set up MFA – Multifactor Authentication! When you next sign into your 365 account you will be sent a text message with an authentication code to your mobile device.