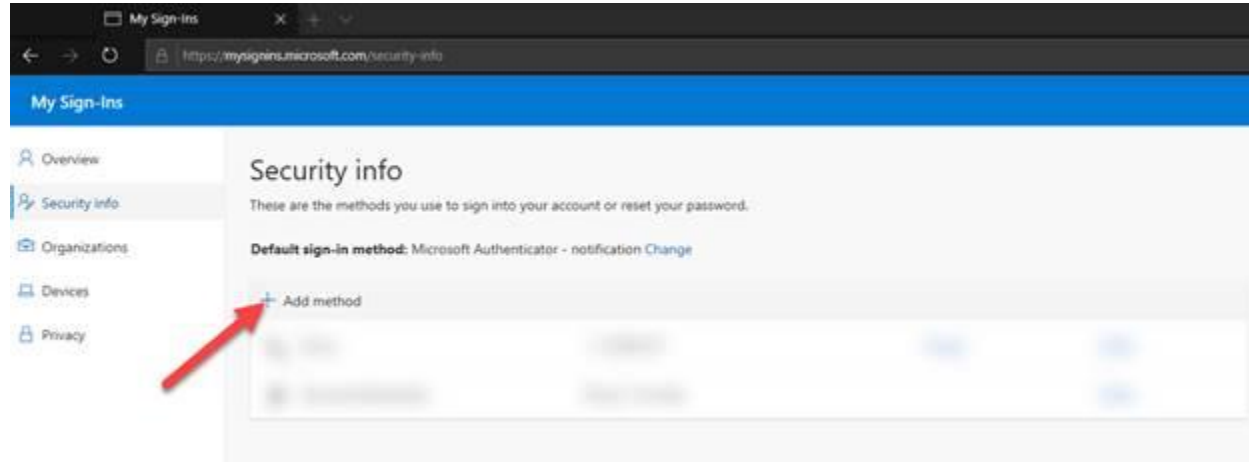
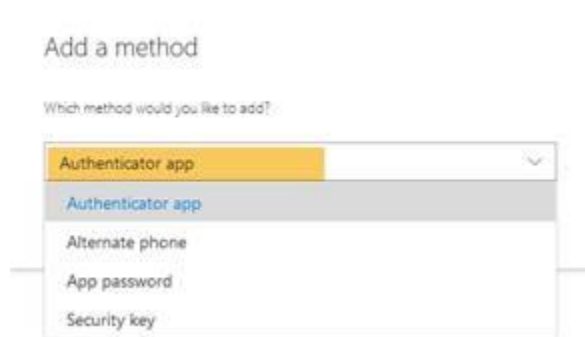


Setup Microsoft MFA with Authenticator App

1. Navigate here: <https://aka.ms/MFASetup>
2. Login if needed, Authenticate with Text message or phone call if needed.
3. Select "+ Add method"
 - a.



4. When you see the Add a method pop up box select the drop-down menu and select "Authenticator app"
 - a.



5. Select "Add"
 - a.



6. Download the "Microsoft Authenticator" App. Once downloaded select "Next"
If you already have it installed click "Next"
 - a. [Get Microsoft Authenticator - Microsoft Store](#)
 - b. [Microsoft Authenticator on the App Store \(apple.com\)](#)
 - c. [Microsoft Authenticator - Apps on Google Play](#)

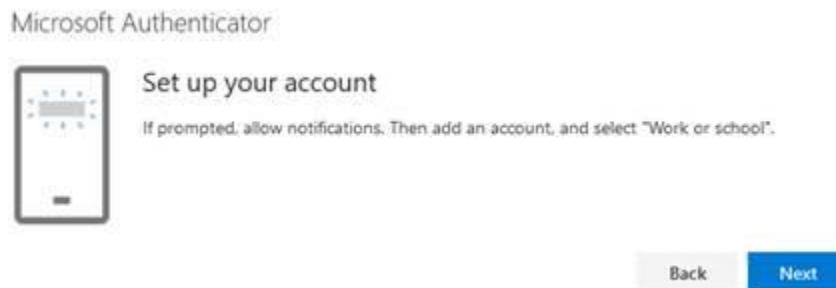
d.



7. On the Authenticator app select the “ + ” symbol at the top right. Select “Work or school account”

Back on your computer select “Next”

a.



8. With your phone's camera scan the QR code. It should recognize it fairly quick.

a.



9. From there you should be asked to test out the app notifications. Once tested it you should be back to your main security info screen.

a.

- b. Verify that your default sign in method is “Microsoft Authenticator – notification”

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)



| + Add method | | |
|-------------------------|--|--------|
| Phone | | Delete |
| Office phone | | |
| Microsoft Authenticator | | Delete |
| Security key | | Delete |
| Security key | | Delete |
| Email | | Delete |

Change default method

Which method would you like to use to sign in?

- Microsoft Authenticator - notification
- Phone - call
- Phone - call
- Phone - text
- Microsoft Authenticator - notification
- Authenticator app or hardware token - code



10. After this you should be all set.