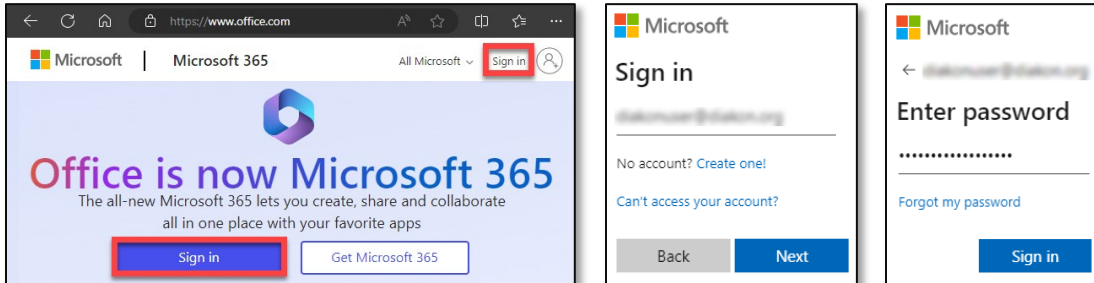
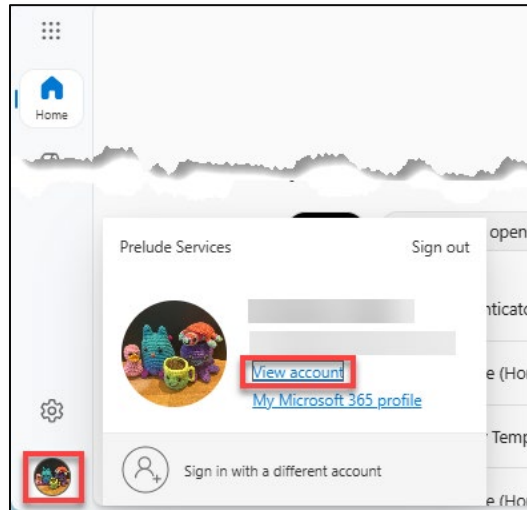


Setting up Microsoft Authenticator

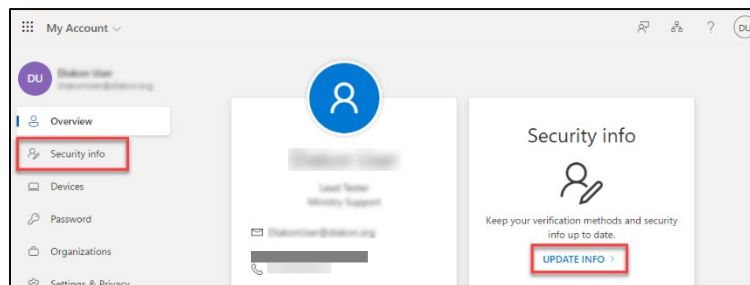
Step 1: Go to office.com and log in with your network credentials.



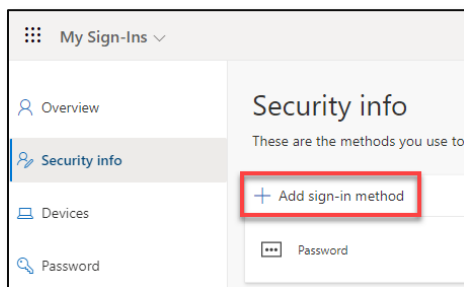
Step 2: Click on your initial/profile picture in the lower left hand corner and select “View account”



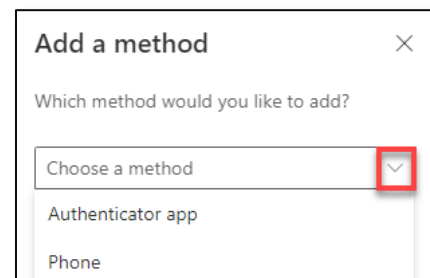
Step 3: Select “Security info” from the left column, or the tile in the middle of the screen.



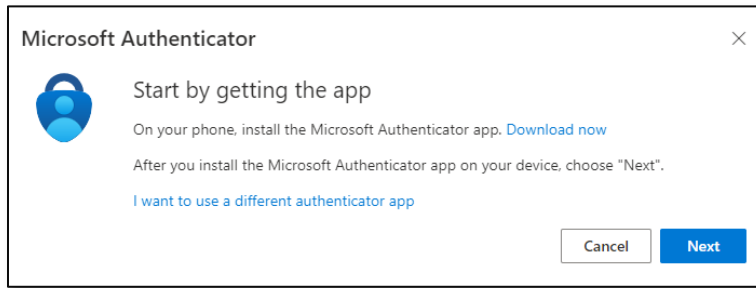
Step 4: Click “+ Add sign-in method”



Step 5: From the dropdown list, choose Authenticator app

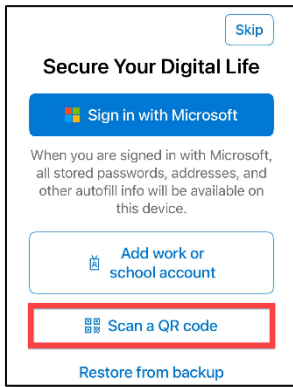


Step 6: Download the Microsoft Authenticator app to your phone. Information about the app can be found at the “Download now” link. Once the app is installed, click “Next”.

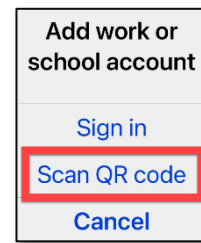
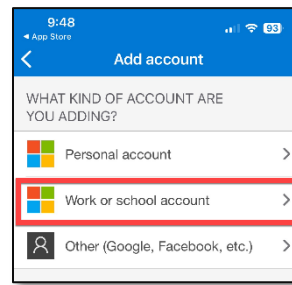
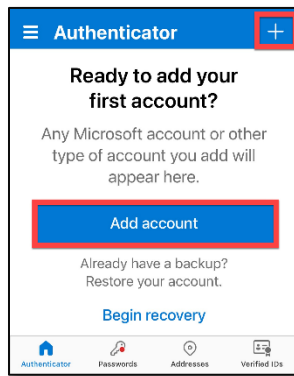


Step 7: In the app on your phone, select “Add account”, “Work or School Account” and “scan QR code”
*Follow any additional prompts from your phone, such as allowing notifications and permission to use camera

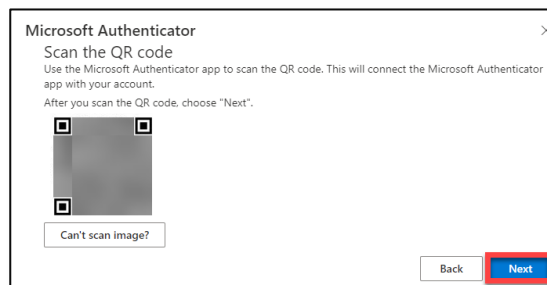
First time opening



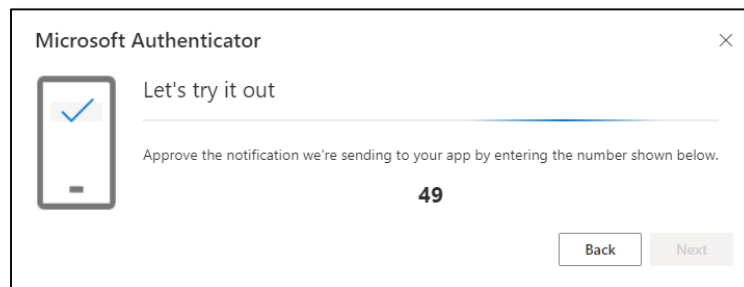
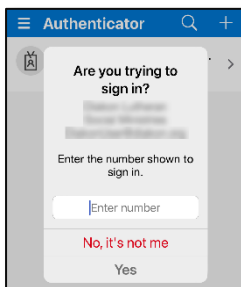
Subsequent openings



Step 8: Scan the QR code from the your computer screen with the app, then click “Next”.

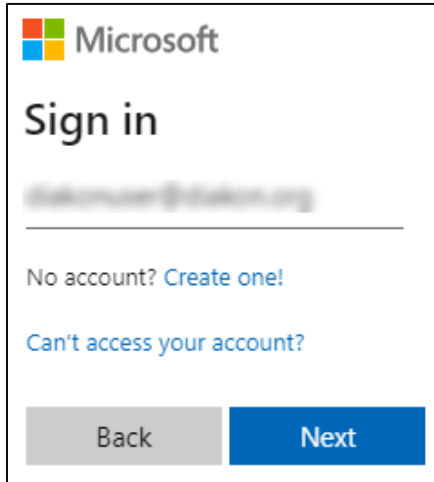


Step 9: Enter the code from the prompt into the app to complete the registration process.

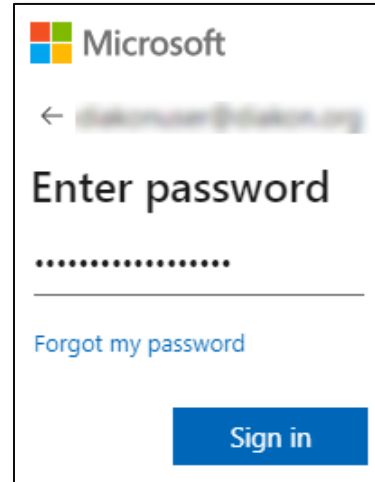


Once you have registered for Microsoft Authenticator, if you log in from a non-trusted location you will be prompted to confirm with the code shown in the Microsoft Authenticator App. This means if someone were to get your password, they would not be able access your account without also having your code.

Step 1: Enter your email address

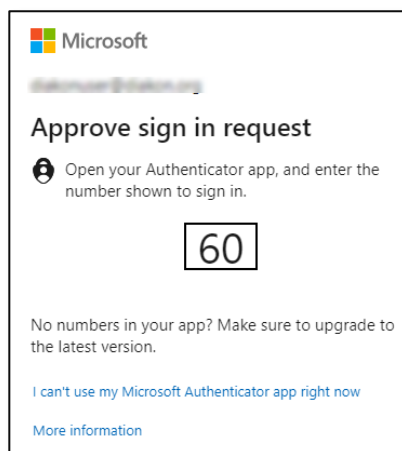


Step 2: Enter your password

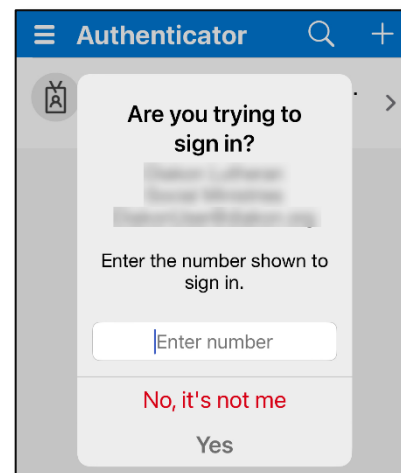


Step 3: Complete verification

On Computer



On Phone



Your login will then be complete.

