



Microsoft Authenticator MFA Setup Guide

For Microsoft 365 / Azure AD Users

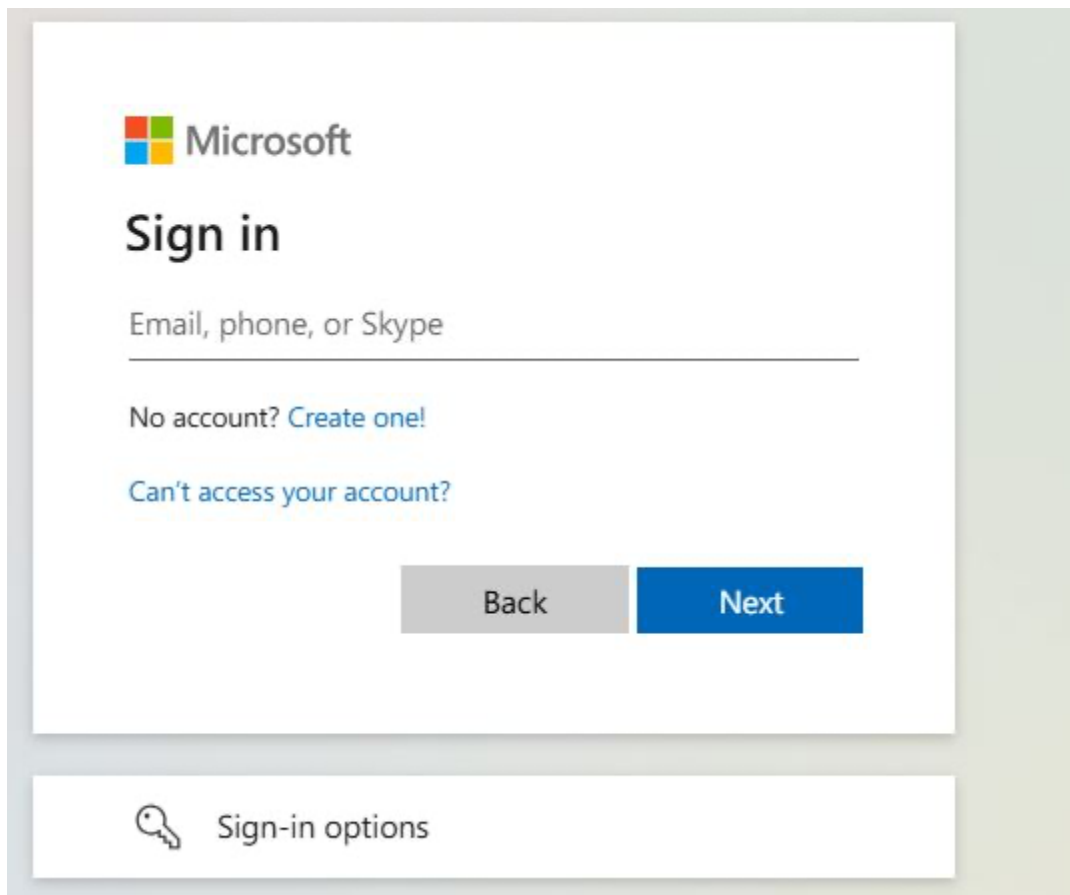


This guide walks you through enrolling in Multi-Factor Authentication (MFA) using the Microsoft Authenticator app. It includes step-by-step instructions and recommended screenshots.



Step 1: Sign In to Your Microsoft Account

1. Open a web browser and navigate to:
 - <https://account.microsoft.com>
2. Enter your work or school email address and click Next.
3. Enter your password and click Sign in. You will see picture 1 below.
4. Follow the prompt to select and go to step 2 to install the Authenticator App.



The screenshot shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in section are two buttons: "Back" (grey) and "Next" (blue). Below the sign-in section is a separate box containing a key icon and the text "Sign-in options".

Step 2: Install Microsoft Authenticator App

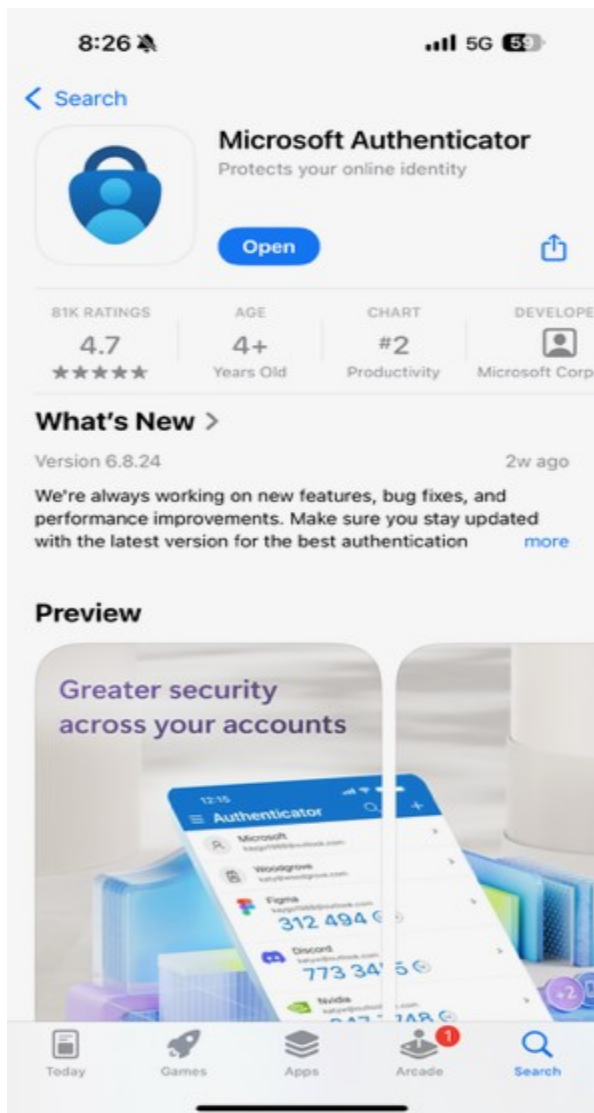
On your mobile phone:

For Android:

- Open Google Play Store
- Search for Microsoft Authenticator
- Tap Install

For iOS:

- Open App Store
 - Search for Microsoft Authenticator
 - Tap Get to install
4. Once installed, open the application.



Step 3: Launch Microsoft Authenticator

1. Open the Microsoft Authenticator app on your device.
2. The home screen will show:
 - A button labeled Add Account (+)
 - Options for Work or School Account or Other Account
 - Or use it to scan QR code on Step 6.

Step 4: Start MFA Registration (You can go to Step 6 if you see QR code on the screen)

On your computer, go to:

 <https://aka.ms/MFASetup>

This will redirect you to the Set up additional security verification page.
Click Next to continue.

Step 5: Select Authenticator App as Verification Method

1. On the next screen, select:
 - Authenticator App
2. Click the Continue button.

Step 6: Scan QR Code With Authenticator App

On Your Computer:

- You'll see a QR code displayed on your screen.

On Your Mobile Device:

1. Tap the + icon in the top-left/right corner of the Authenticator app.
2. Choose:
 - Work or school account
 - Then tap Scan a QR code
3. Point your camera at the QR code on your computer screen.

4. After scanning, a new account will appear in the app with a 6-digit rotating code.

Step 7: Confirm Setup

1. Back on your computer, click Next.
2. Approve the prompt that appears in your Microsoft Authenticator app.
 - Or manually enter the 6-digit code shown in the app.

Step 8: Finish Setup

1. You'll see a success message confirming your setup was completed.
 - Example: "You've successfully set up your authenticator app."
2. Optionally, set up backup verification methods (e.g., SMS, phone call).
3. Click Next, then Done.

Lost Access to Your Authenticator?

If you lose your phone or change devices:

1. Use another verification method if available (SMS, call, etc.).
2. Go to <https://account.microsoft.com>
3. Navigate to **Security > Advanced Security Options**
4. Remove old methods and re-add new ones.
5. Contact IT support if you can't fix it.

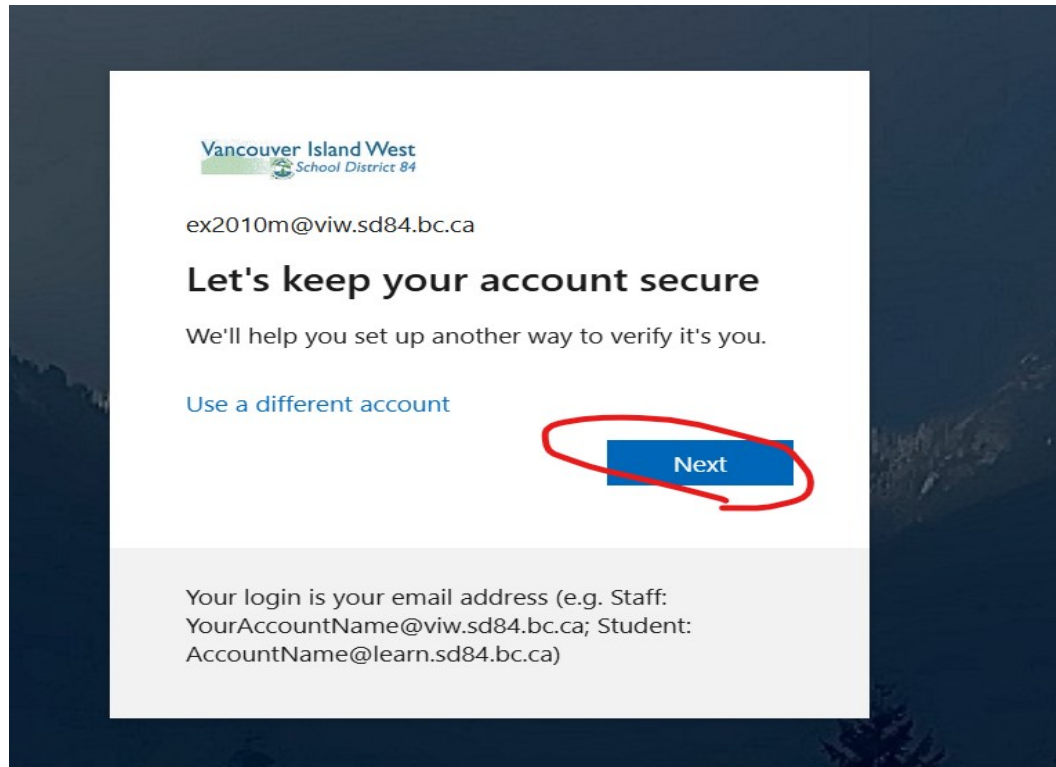
What Happens During Future Logins?

During future logins:

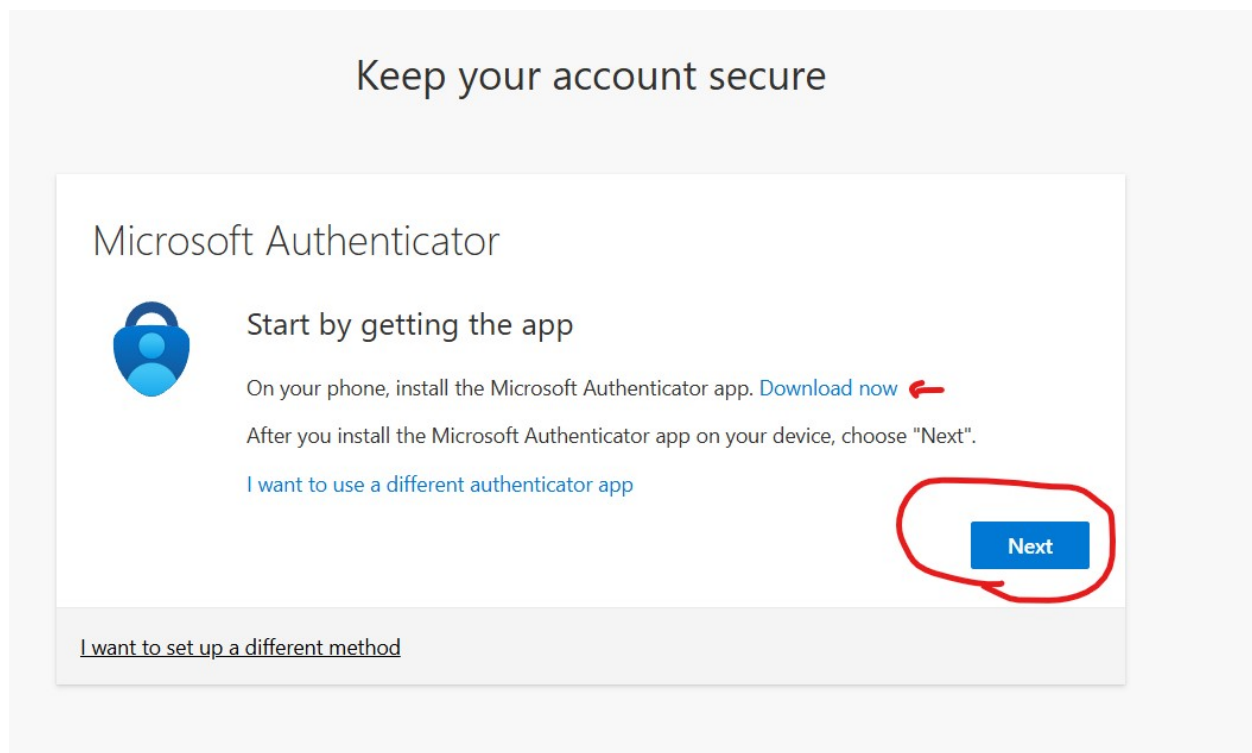
1. Enter your username and password.

2. Wait for a push notification or enter the 6-digit code from the Microsoft Authenticator app (One-Time Password Code).
3. Approve the request or input the code to complete sign-in.
4. Below are the sample screenshots.

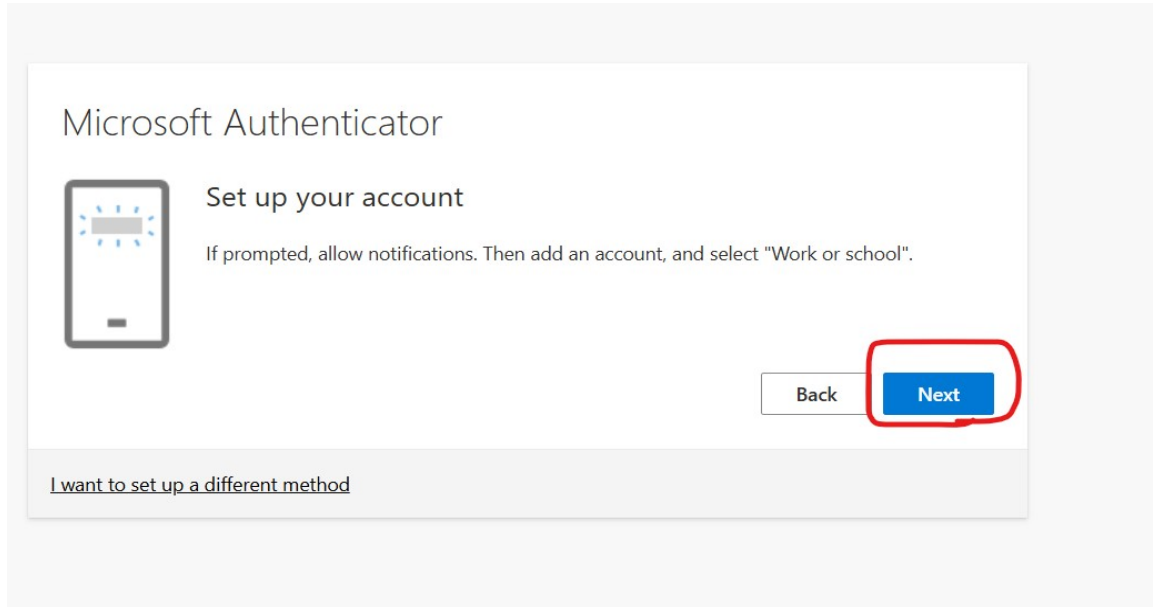
1:



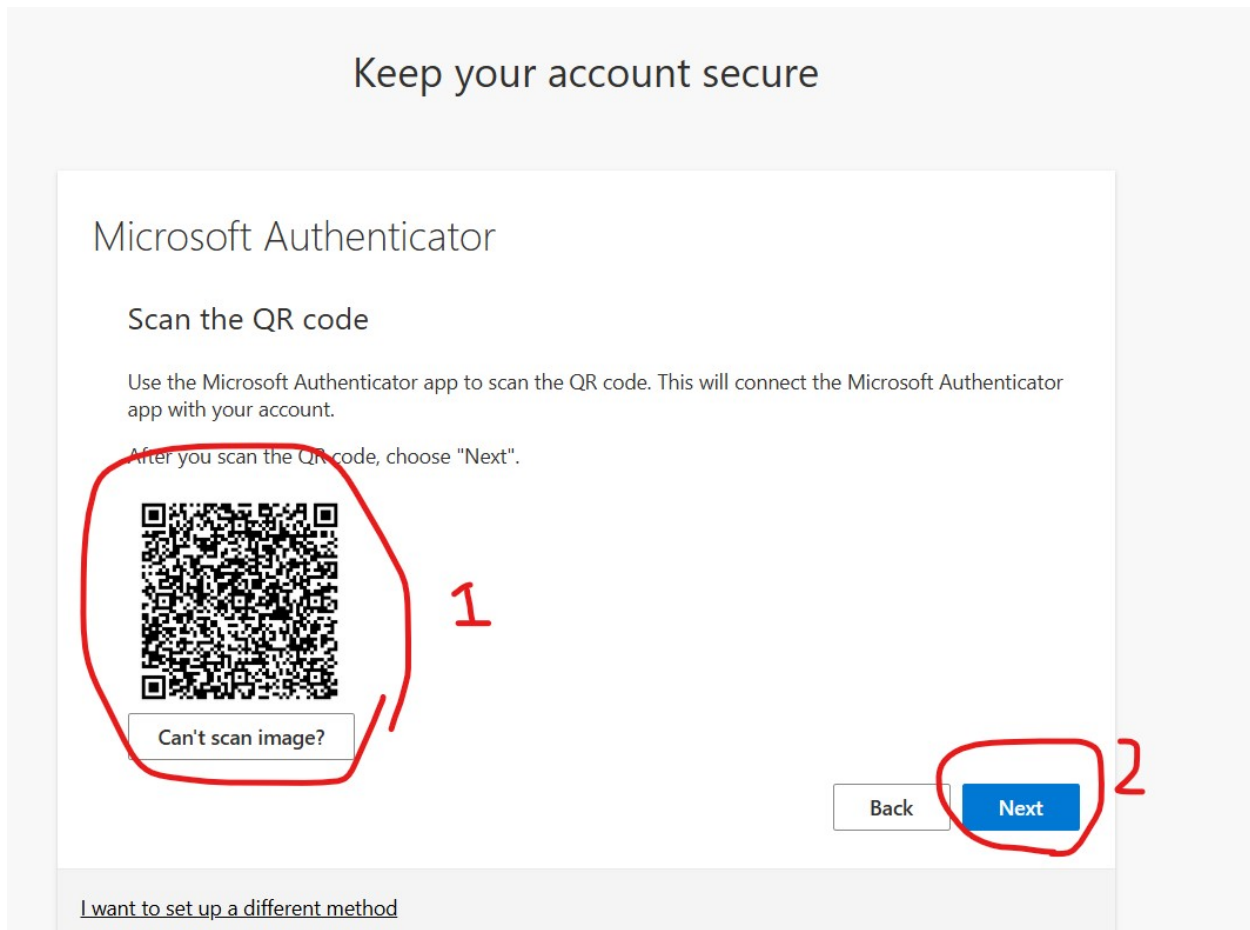
2:



3:



4:



5: Test the Authenticator APP and input the number in your phone.

Keep your account secure

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

53

Back

Next

[I want to set up a different method](#)

6:

Keep your account secure

Microsoft Authenticator



✔ Notification approved

Next

[I want to set up a different method](#)