Setup Microsoft Multifactor Authentication

Download the following app to your mobile device:

- Microsoft Authenticator

You will need your mobile device with you at the same time as signing in using a company computer.

Configure Microsoft Authenticator

The Microsoft Authenticator app is required while setting up and using Outlook on your mobile device.

1. Load the Windows Authenticator app to your mobile device through your app store.

    Web links for reference:

   a. Android - https://play.google.com/store/apps/details?id=com.azure.authenticator
    b. Apple - https://apps.apple.com/app/azure-authenticator/id983156458

2. From a company workstation or VDI Desktop, <u>use IE</u> (Internet Explorer) (not Edge) and paste the URL: https://aka.ms/mfasetup
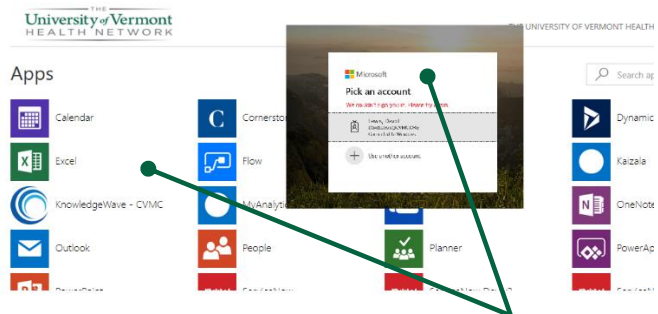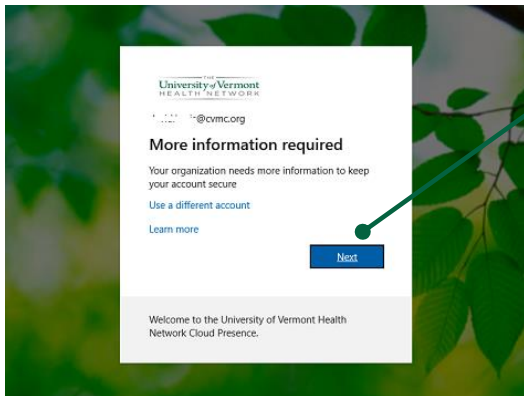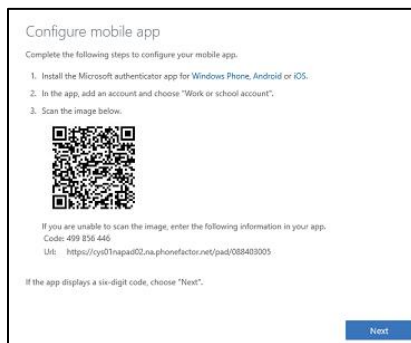

Either of these two screens will show if trying to use Edge. Close out and past into IE.

3. When the "More information required screen" appears, click on **Next**

4. On the "Additional security verification" screen:

    a. select **Mobile app** from the dropdown menu
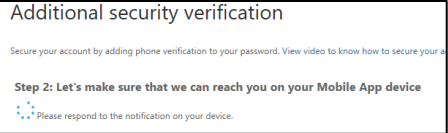   b. select **Receive notifications for verification**.
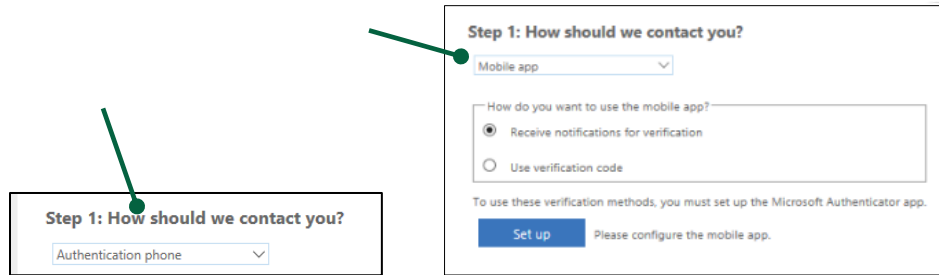
5. Click **Set up**.

6. Pause when the "Configure mobile app" screen opens

7. On your mobile device/smart phone, launch the **Microsoft Authenticator** (See step 1)

8. Follow the prompts to get started and add your account.

   a. Choose **Work or school account**. Enter your work email address and password.

   b. Tap **Allow** to allow Authenticator to take pictures and record video.

   c. Hold your mobile device camera up to scan the QR code on the computer.

9. Once the Authenticator app is set up on mobile device (Some intro text may appear, close that.)

10. Click **Next** on the desktop QR screen in step 6 above.

    a. Look for message on desktop screen "Mobile app has been configured for notifications and verification codes." Click **Next** button to continue.

11. The desktop screen will scroll through set up messages. Then Step 2 will ask to respond to notification on device.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your a

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

12. You will receive a notification on your mobile device to approve sign-in. Tap **Approve**.

13. Follow the prompts on the PC and phone to complete the setup. There will be multiple redirects as the set up completes. No action should be necessary.

    a.   The Step 3 screen can be set to a backup phone if desired.

14. Click **Done.**

    a.   And additional Approve request might be sent to your mobile device.

15. The final screen of the Additional security verification steps can be closed.

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign-in with just
View video to know how to secure your account

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. Learn more

☑ Authentication phone   United States (+1)   8160045330
☐ Office phone   Select your country or region   371-4576
                                                              Extension

☐ Alternate authentication phone Select your country or region

☑ Authenticator app or Token   Set up Authenticator app

Authenticator app - XT1575   Delete

restore multi-factor authentication on previously trusted devices

Restore