Set-up Microsoft Authentication App

1. Go to https://mysignins.microsoft.com/security-info
   or
   Go to https://myaccount.microsoft.com/, Under **Security Info**, click on **Update Info**
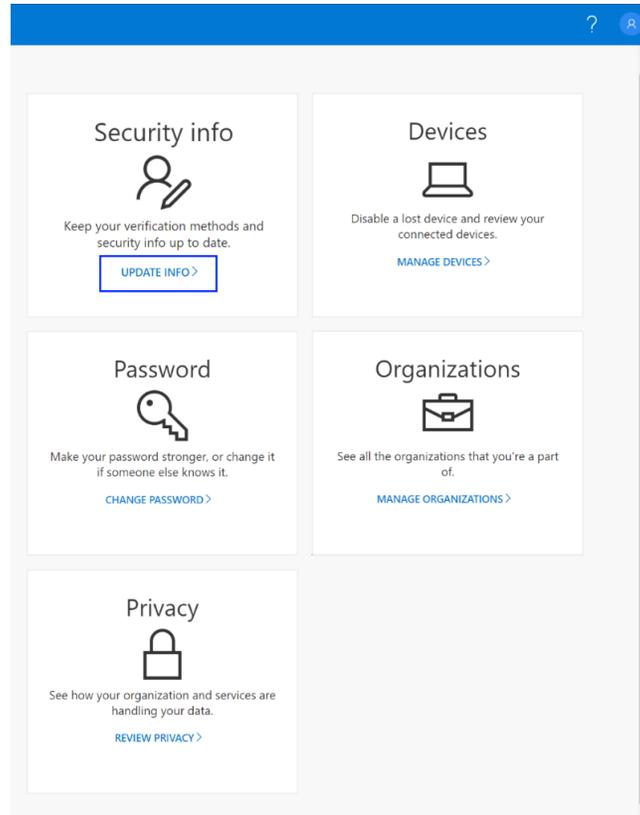
2. Click on **Add method** from the **Security info** page.
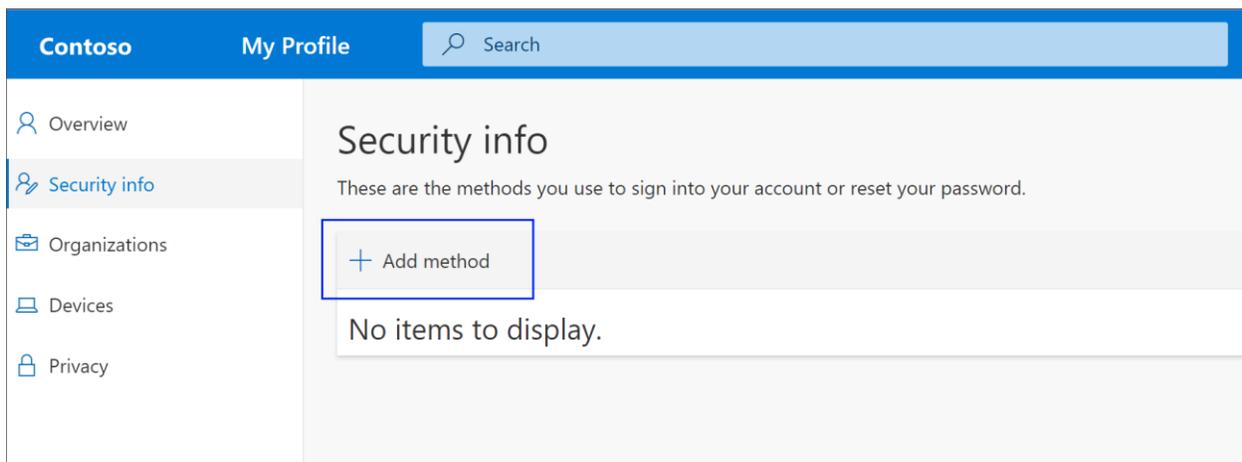
3. In the pop-up window, select **Authenticator app** from the drop-down list, and then select **Add**.
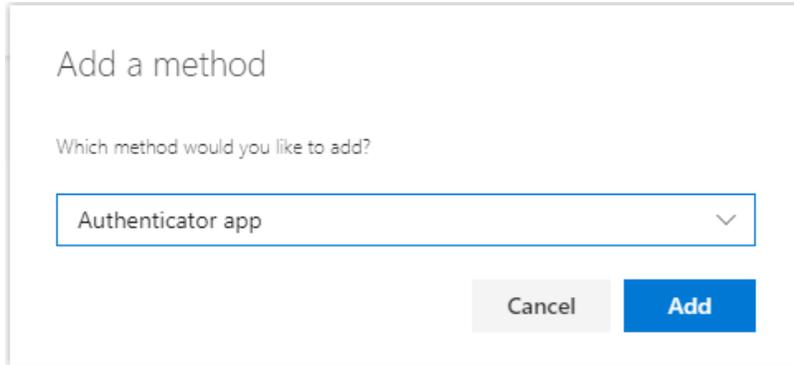
4. You will need to download the 'Microsoft Authenticator' to your device:
   Android - https://play.google.com/store/apps/details?id=com.azure.authenticator
   iOS - https://apps.apple.com/app/microsoft-authenticator/id983156458

5. Once the app is installed click on **Next o**n the **Start by getting the app** page
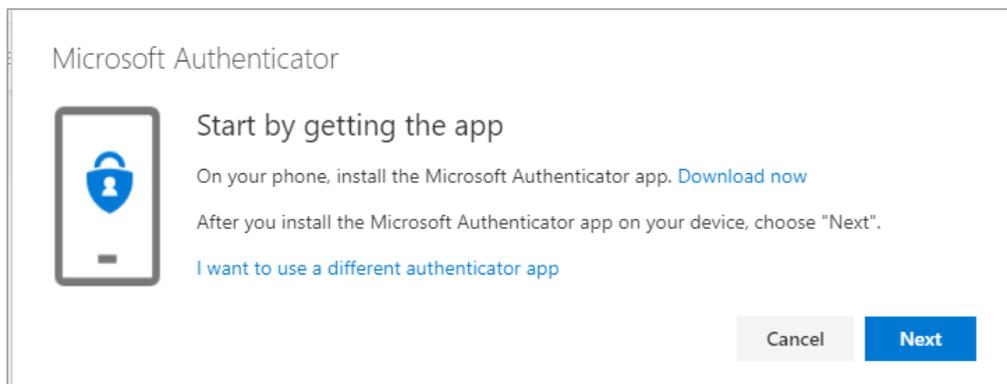
6. First time using the app you need to click '**I agree**' on the Privacy Policy screen and then choose **Scan a QR code**.

   You may be prompted to allow the app access to take pictures / allow access to your camera if not previously granted. You must select **Allow** to let the app take a picture of the QR code in the next step.

   Note
   If you don't allow the camera, you can still set up the authenticator app, but you'll need to add the code information manually.
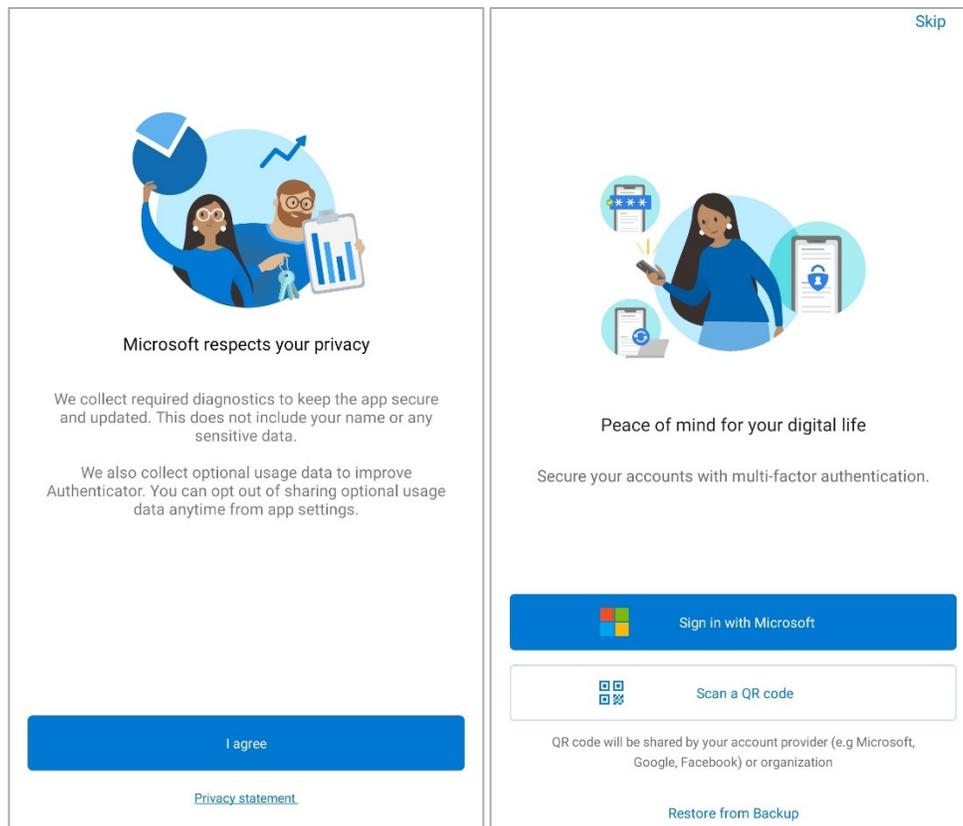
7. On the **Set up your account** page on your computer, if this is your first time using the Microsoft Authenticator app you can click on **Next**.

   If you already use the Authenticator app on your device you can add another account by clicking Three dots in the upper-right (Android) **or** three lines in the upper-left (iOS)
   Select **Add Account** and then select **Work or school account** and then click **Next.**
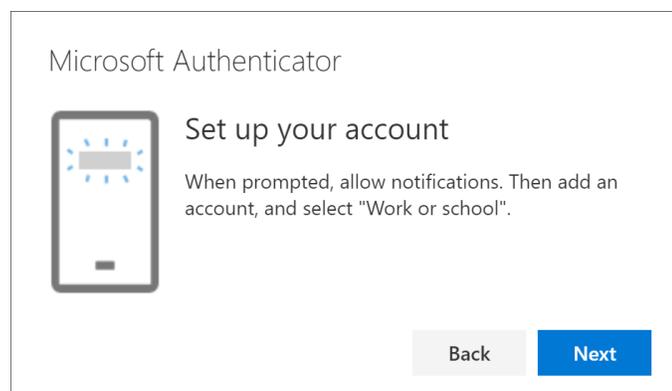
8. The **Scan the QR code** page appears.
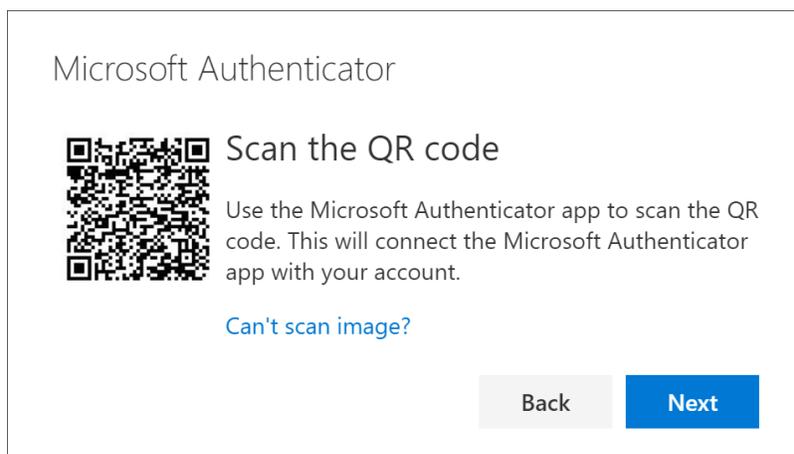
9. When you scan the QR code your account should appear automatically on your app.

   Note:
   You might get notified that an App Lock has been enabled. This will be the same method that you use to unlock your phone (code / pattern / password / fingerprint)
   So when you go to open the App or get a request to approve a sign in, you will also be asked to enter your screen lock for extra security.

   If the QR code reader can't read the code, you can select the **Can't scan the QR code link** and manually enter the code and URL into the Microsoft Authenticator app.

10. Select **Next** on the **Scan the QR code** page on your computer.

11. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.
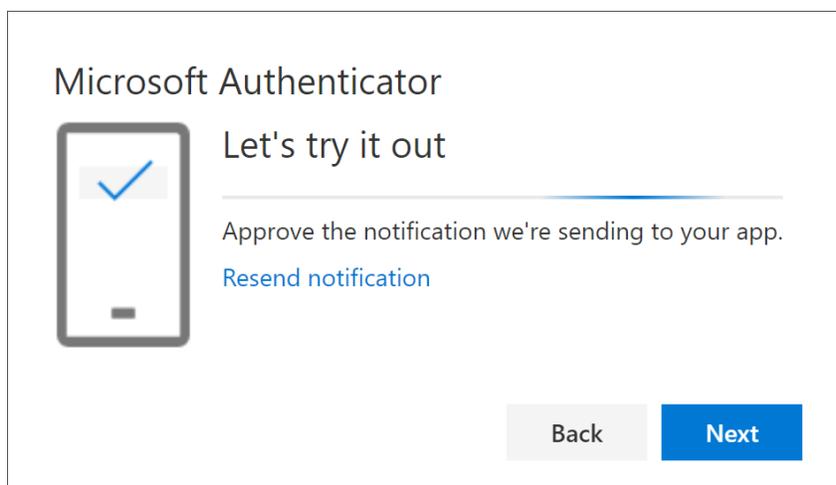
12. Approve the notification in the Microsoft Authenticator app, and then select **Next**.

Microsoft Authenticator

✓ Notification approved

Back   Next
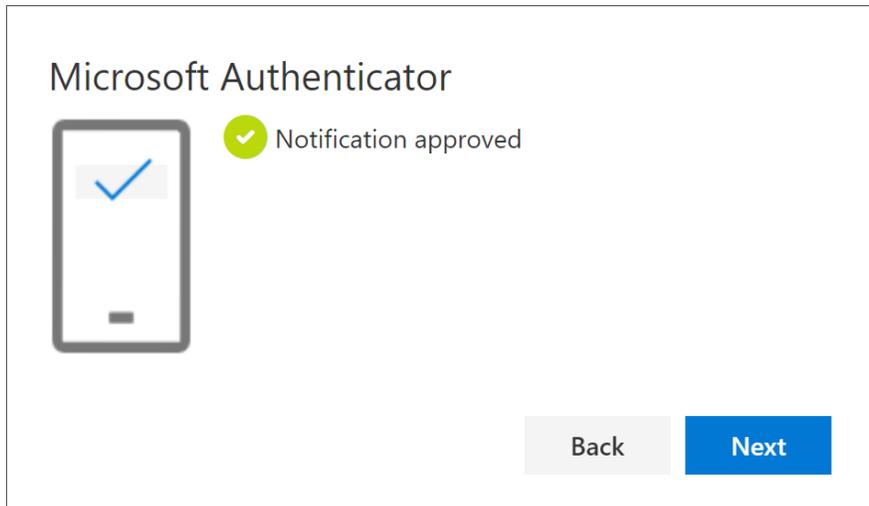
13. Once you can see Authenticator app listed under Security Info, you can set this as the default sign-in method.

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My Sign-Ins ∨

R Overview

ℛ Security info

📁 Organizations

🖥 Devices

🔒 Privacy

Security info

These are the methods you use to sign

Default sign-in method: Phone - text

＋ Add method

📞 Phone

☐ Authenticator app

Lost device? Sign out everywhere
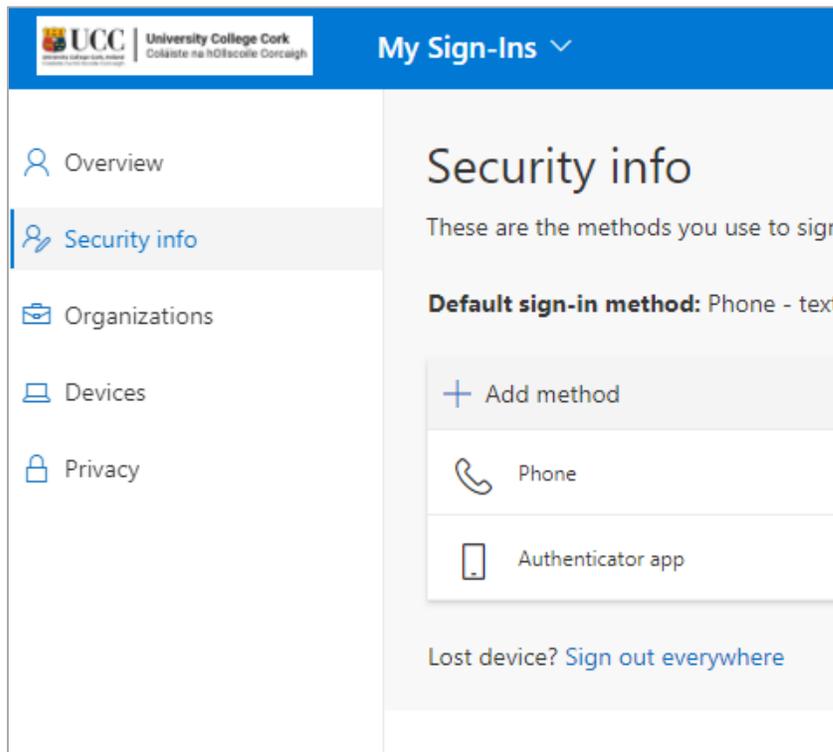
14. Click on **Change** (to the right of Default sign-in method)

15. From the drop down select **Microsoft Authenticator – notification** and click on **Confirm.**
    A green message in the top right will let you know that this has been changed.

Can I install the app on multiple devices?

Yes. When you log in a notification will be sent to all devices with the app.

You only need to approve the sign in from **one device**.

After you approve the sign from one device, if you try and approve the same request from another device you will get a notifications that it was denied , however this will not affect your account as you already approved the request through another device.