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Information Technology Services
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MFA set up Manual for Microsoft Authenticator App

1. On the http://aka.ms/mfasetup page, under **Security Info** Click **+Add method** (Figure 1).

Figure 1

2. From the Choose a Method drop-down list, Select **Authenticator App** and then select **Add**. (Figure 2).
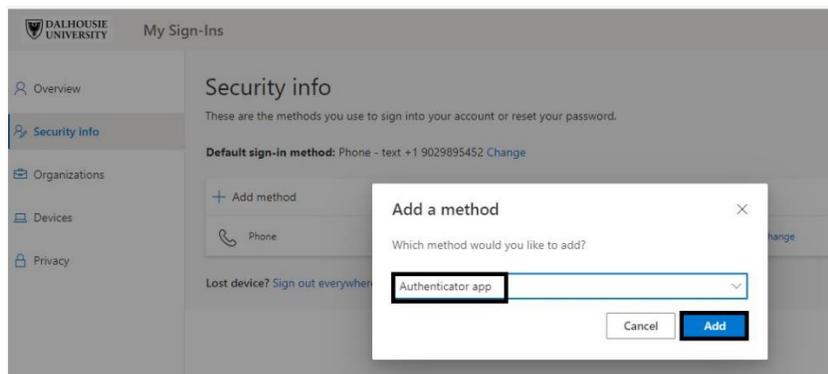

Figure 2

3.   On your phone, install the free Microsoft Authenticator app downloading from app store. After you install the Microsoft Authenticator app on your phone, return to computer and choose **"Next"** (Figure 3).
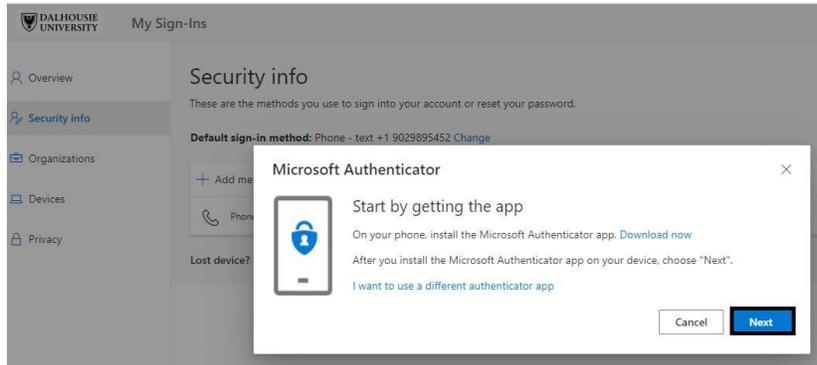

Figure 3

4.   On phone, open the Microsoft Authenticator App, if prompted allow notifications. Then add an account and **select "Work or School"** then "Scan QR code" and return to computer and select **Next** (Figure 4).
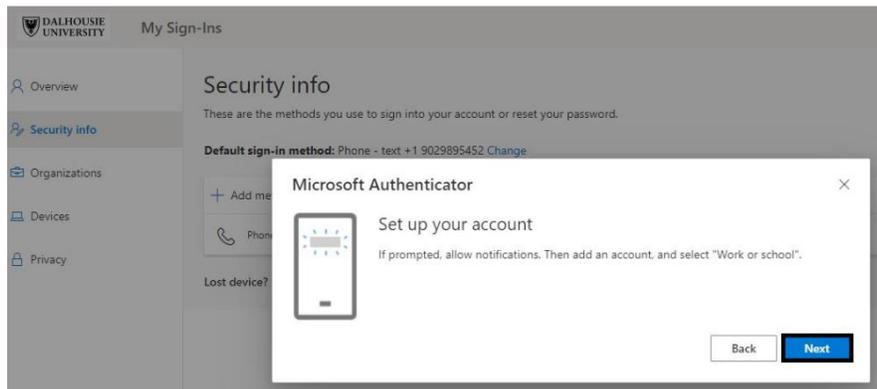

Figure 4

5. On phone, hold the phone up to the screen to scan the QR code. Select **Next** on the computer (Figure 5).
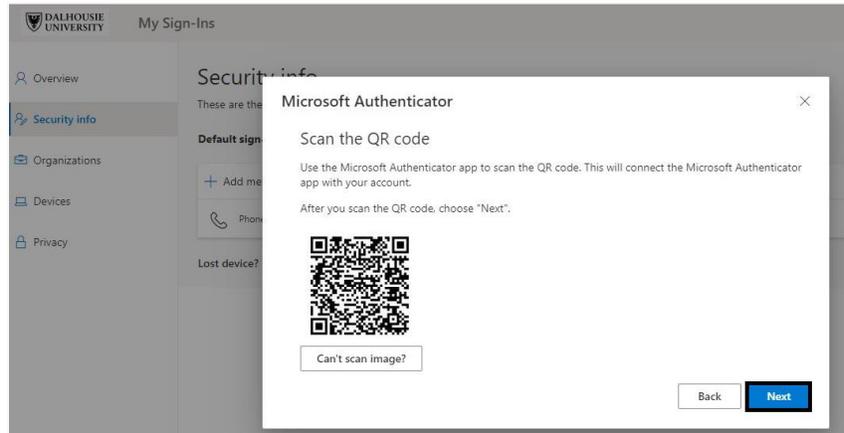

Figure 5

Note:
If this is the first time, you're setting up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step. 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.

6. Microsoft authenticator will send a notification as a test to your Microsoft Authenticator app in your mobile device. On your phone, select **Approve** (Figure 6).
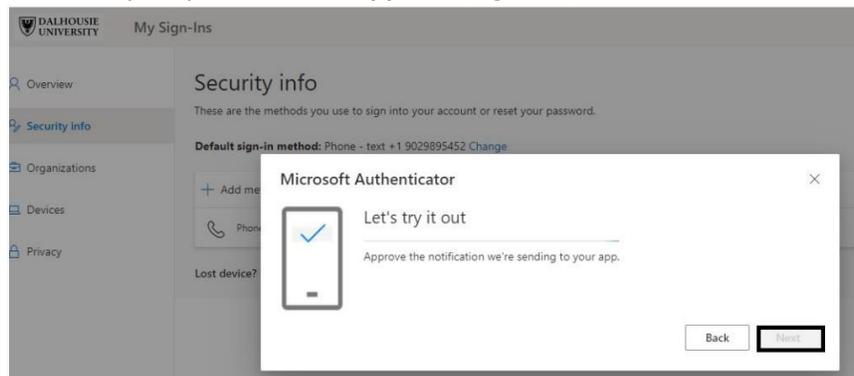

Figure 6

7. On phone, once you approve the notification, return to your computer and you will see the message "Notification Approved" and click **Next** (Figure 7).
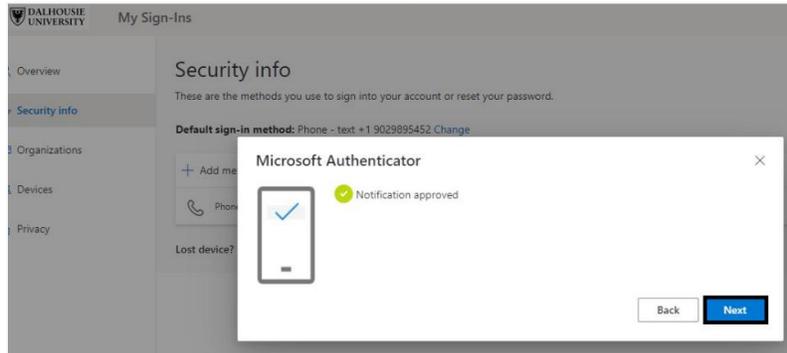

Figure 7

8. On the http://aka.ms/mfasetup page, under **Security Info** you will see the Microsoft Authenticator is listed as a method to be used to sign into your account.