

Information Technology Services Phone: (902) 494-4357

MFA set up Manual for Microsoft Authenticator App

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

DALHOUSIE UNIVERSITY	My Sign-Ins
A Overview	Security info
𝒫 Security info	These are the methods you use to sign into your account or reset your password.
Organizations	Default sign-in method: Microsoft Authenticator - notification Change



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

DALHOUSIE UNIVERSITY	My Sign-Ins		
Q Overview Age Security info Path Organizations	Security info These are the methods you use to Default sign-in method: Phone -	sign into your account or reset your password. text +1 9029895452 Change	
Devices Privacy	+ Add method	Add a method Which method would you like to add? Authenticator app Cancel	X kange

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).

DALHOUSIE UNIVERSITY	My Sign-Ins
Overview Security Info Organizations Devices Privacy	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Phone - text +1 9029095452 Change H Add me Phon Lost device? Lost device? Lost device? Do your phone. install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel Next
	Figure 3 GET IT ON Google Play
	Download on the App Store

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).

DALHOUSIE UNIVERSITY	My Sign-Ins
R Overview	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Phone - text +1 9029895452 Change
 Organizations Devices Privacy 	Add me Microsoft Authenticator X Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
	Back

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).

Overview	Security info	
Security info	These are the methods you use to sign into your account or reset your password. Default sign_in method: Phone - text +1 9029895452 Change	
Organizations	+ Add me Microsoft Authenticator	×
Devices	& Phone Let's try it out	
Privacy	Approve the notification we're sending to your app.	
	_	Back

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).

DALHOUSIE UNIVERSITY	My Sign-Ins
Coverview	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Phone - text +1 9023095452 Change
3 Organizations	+ Add me Microsoft Authenticator ×
Devices	Cost device?

Figure 7

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

4