Setting Up The
Microsoft Authenticator App
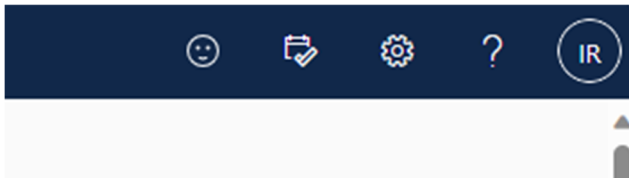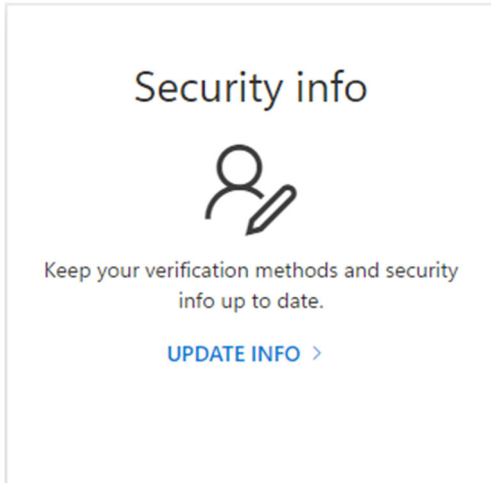
1. Log in to a PC, Laptop or use your mobile phone to login to **office.com**

2. Enter **office.com** in the address bar and press **Enter**.
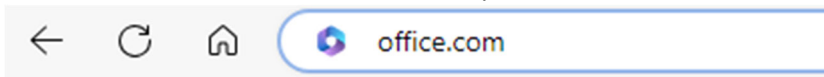
3. Click on the **Sign In** button to log in to your college Microsoft Account.

4. Click on your **initials** or avatar in the top-right corner of the page.

5. Click on **View Account.**

6. One the **Security Info** tile, click on **UPDATE INFO.**

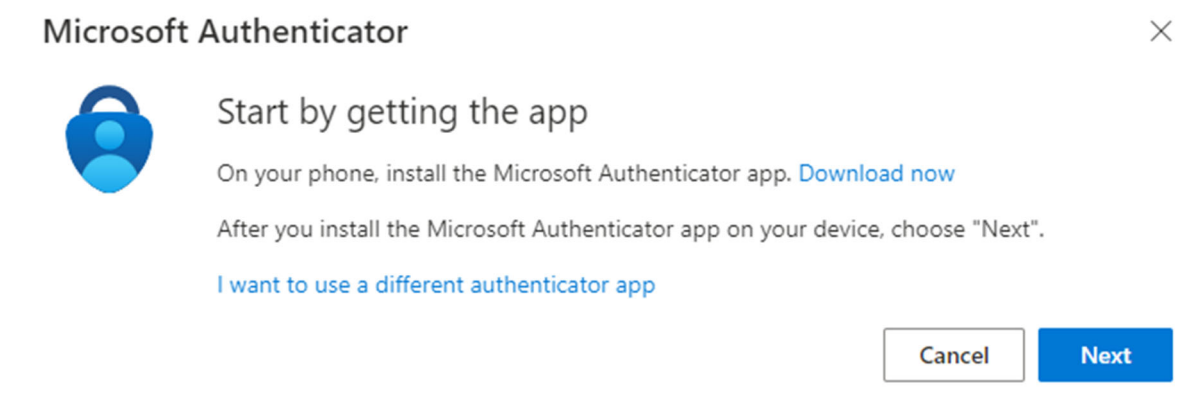7. Click on **Add sign-in method.**

8. From the drop-down box, select **Authenticator app.**
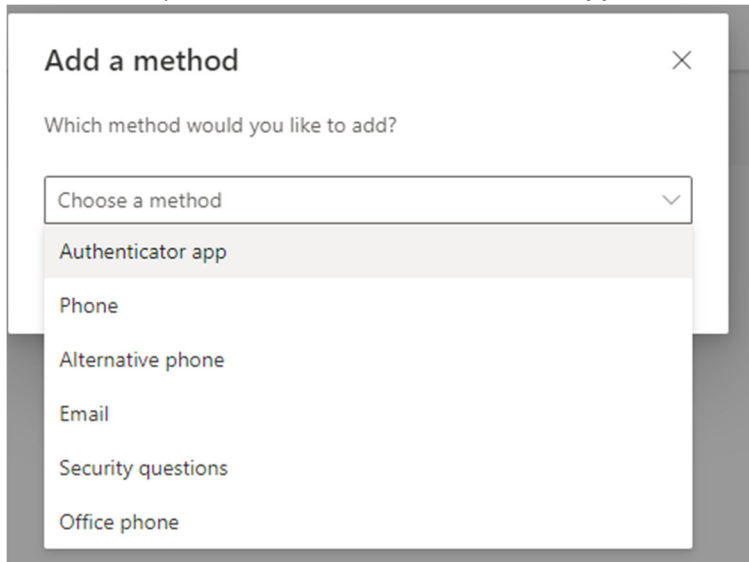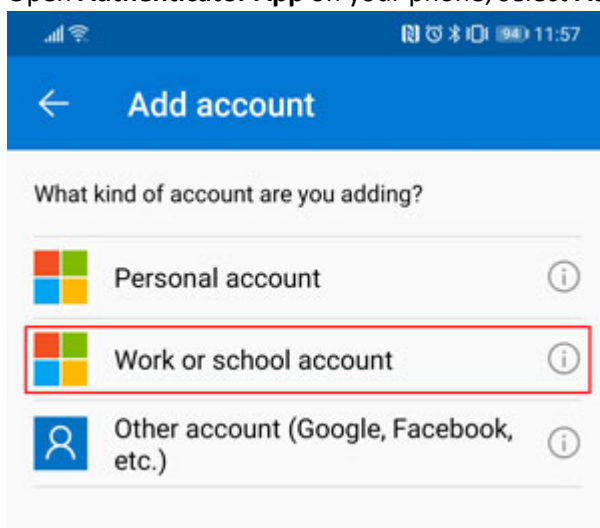

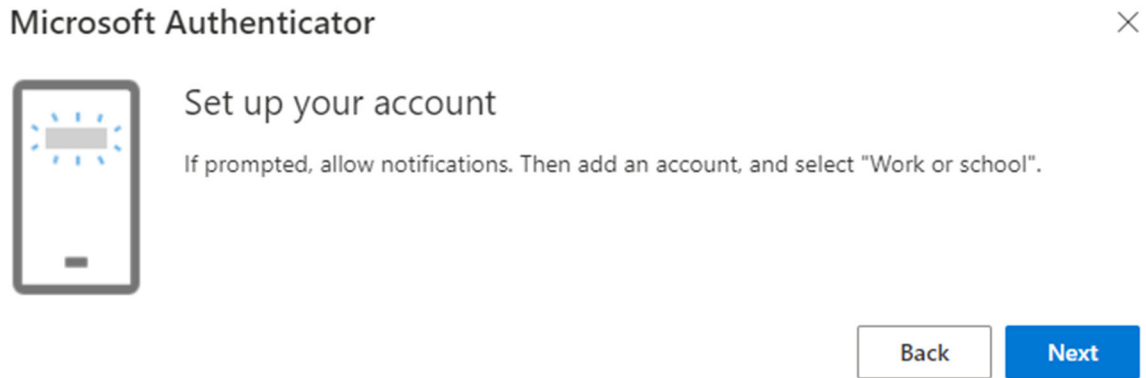9. Click on the **Add** button.
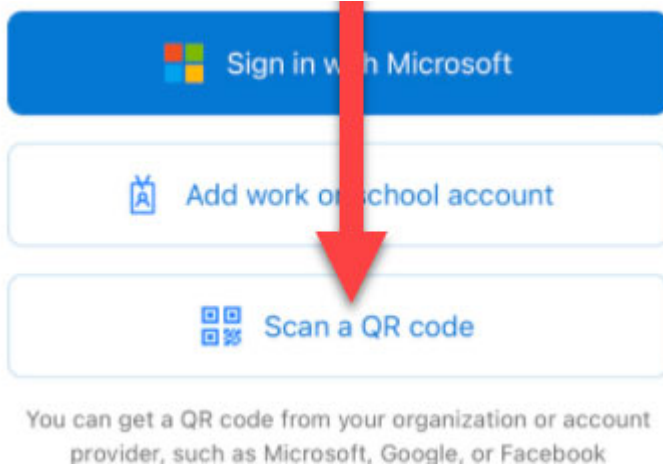

10. Click on **Next** in the pop-up window.

11. Open **Authenticator App** on your phone, select **Add an account**, and select "**Work or school**".
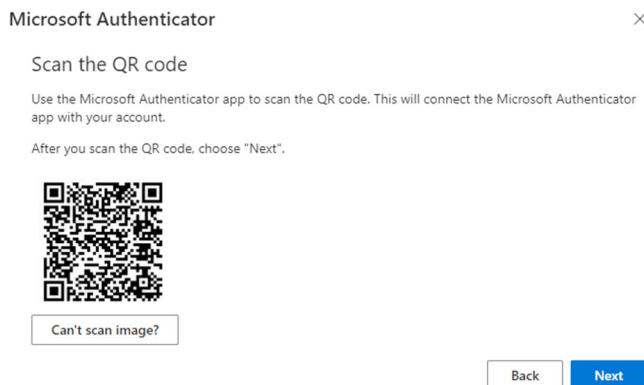
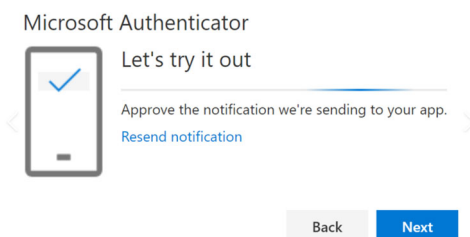12. Click on **Next** in the pop-up window on your PC or laptop.

Microsoft Authenticator   ✕

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   **Next**

13. On your phone, click on the **Scan a QR code** option.

Sign in with Microsoft

Add work or school account

Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

14. Scan the QR code from the PC / laptop that has popped up.

Microsoft Authenticator   ✕

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

15. Click on **Next** on the Let's try it out screen.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.
Resend notification

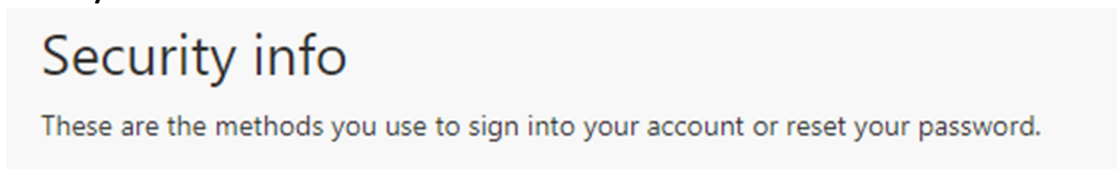Back   Next

16. Your **phone** will get a notification asking you to approve sign-in by entering the number displayed on screen. You will also be prompted to enter your phone's pin or biometric sign-in.
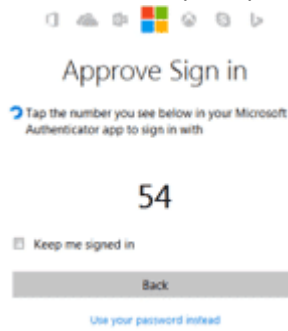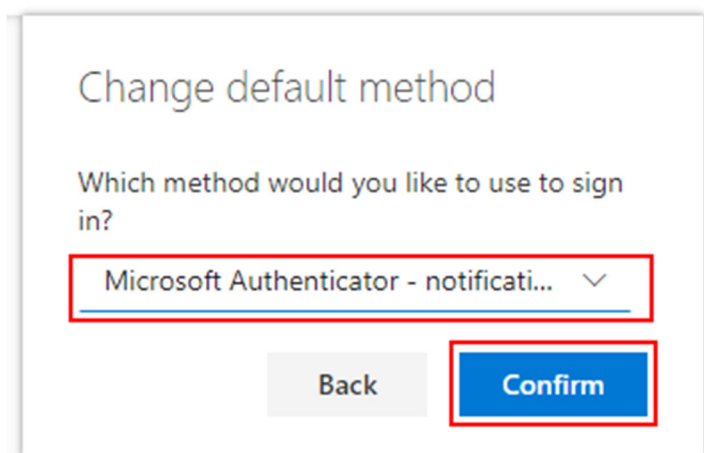

17. Click next on the information pop-ups to finish.
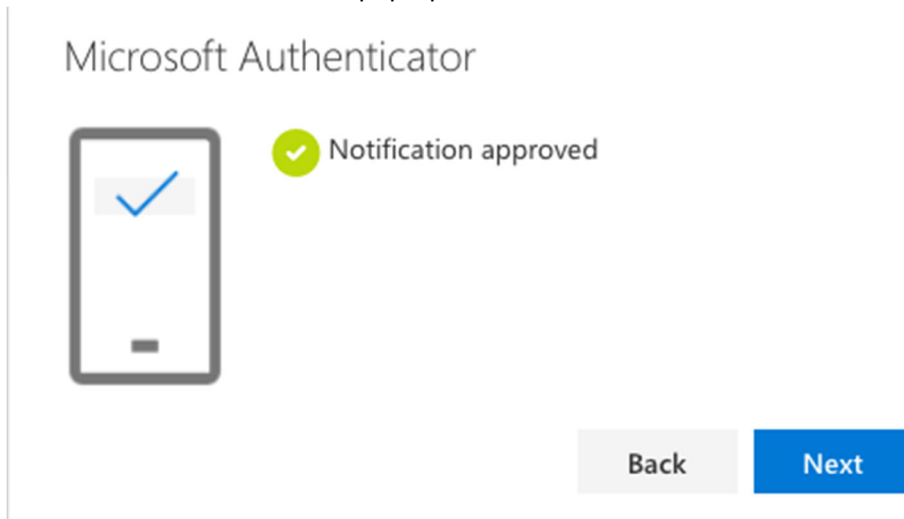
18. You now need to set Authenticator App as your default authentication method. Click on the link underneath **Security info**.

19. On the "Change default method" screen, select the option for Microsoft Authenticator to be set as your default from the drop-down list. Then click "Confirm."

20. Microsoft Authenticator set-up is now complete. You can now log out.