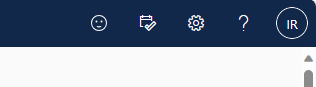
Setting Up The

Microsoft Authenticator App

If you have already installed Microsoft Authenticator, **delete the app and reinstall it.**

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.**

**A close up of a text

Description automatically generated**

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

**A screen shot of a computer screen

Description automatically generated**

**NB – If Office.com asks for Authenticator at this point, your account needs resetting. To reset Email** [**ITCallLogging@derby-college.ac.uk**](mailto:ITCallLogging@derby-college.ac.uk) **and request to reset your MFA account, include your student ID, Example 12345678@student.derby-college.ac.uk. Any changes will take up to 24 hours to take effect.**

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

**A close up of a sign

Description automatically generated**

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

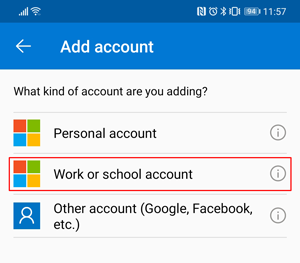
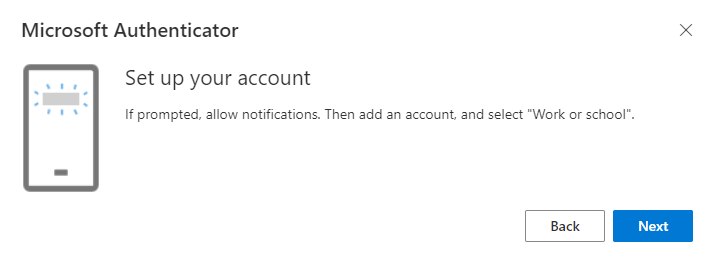
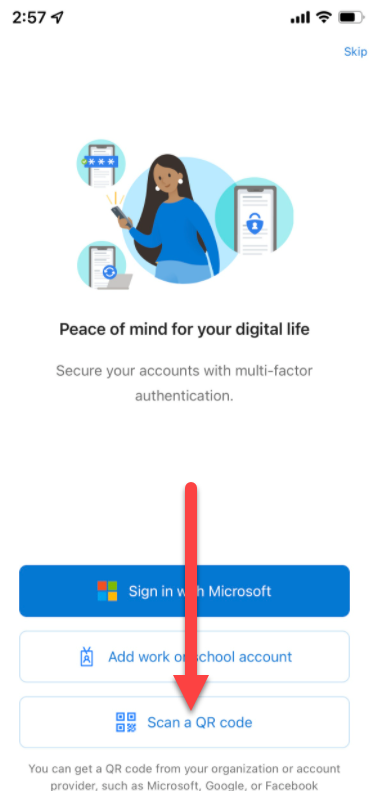
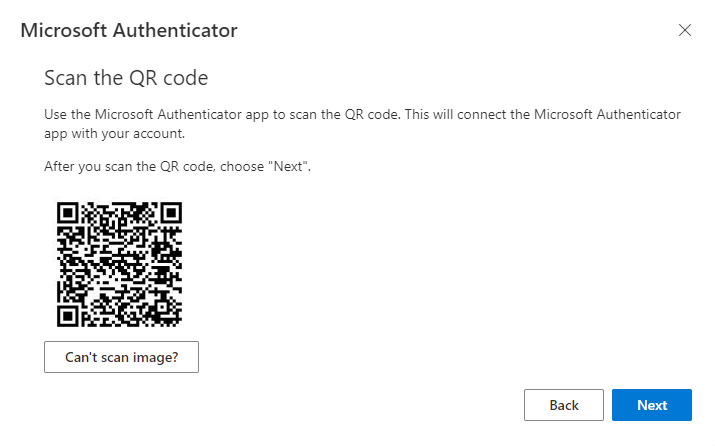
A screenshot of a computer

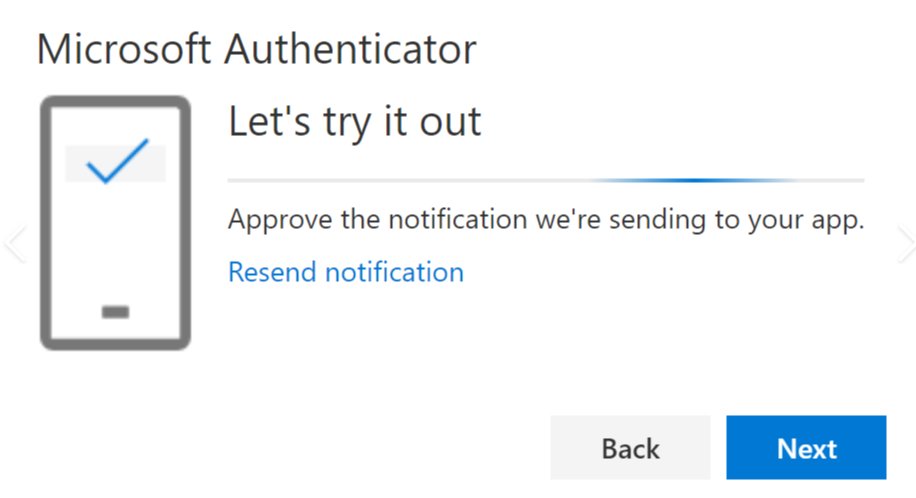
Description automatically generated

1. Click on the **Add** button.

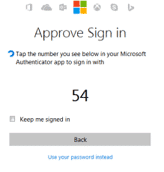


1. Click on **Next** in the pop-up window.A screenshot of a computer

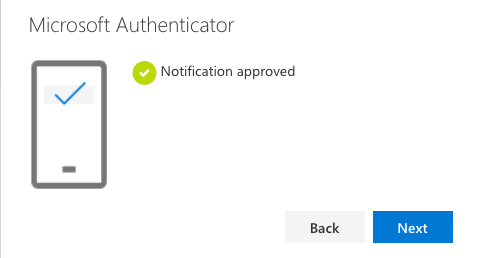
   Description automatically generated
2. Open **Authenticator App** on your phone, select **Add an account**, and select "**Work or school**".
3. Click on **Next** in the pop-up window on your PC or laptop.
4. On your phone, click on the **Scan a QR code** option. 
5. Scan the QR code from the PC / laptop that has popped up.
6. Click on **Next** on the Let’s try it out screen.



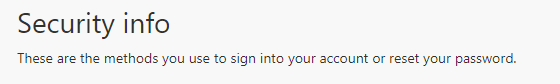
1. Your **phone** will get a notification asking you to approve sign-in by entering the number displayed on screen. You will also be prompted to enter your phone’s pin or biometric sign-in.



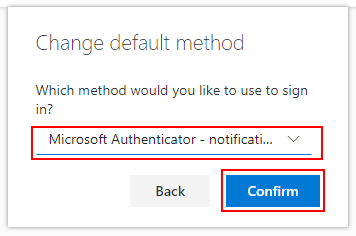
1. Click next on the information pop-ups to finish.



1. You now need to set Authenticator App as your default authentication method. Click on the link underneath **Security info**.



1. 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."



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