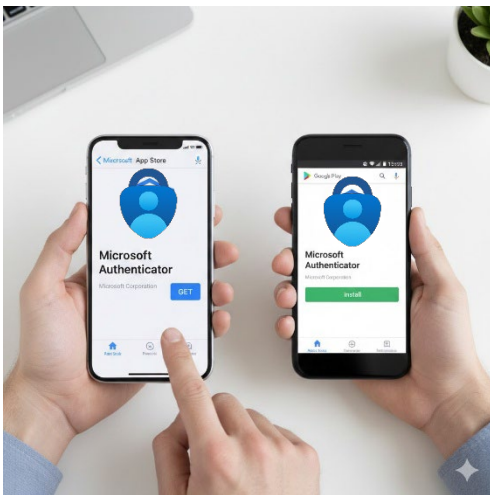


How to Set Up Microsoft Authenticator for Your Microsoft Account

Enhance the security of your Microsoft account with two-factor authentication using the Microsoft Authenticator app. This guide will walk you through each step, making the process simple and secure.

Step 1: Download the Microsoft Authenticator App

First, download the Microsoft Authenticator app on your smartphone. You can find it on both the Apple App Store for iOS devices and the Google Play Store for Android devices.



This is the Icon you need to look for



Step 2: Open the App and Allow Permissions

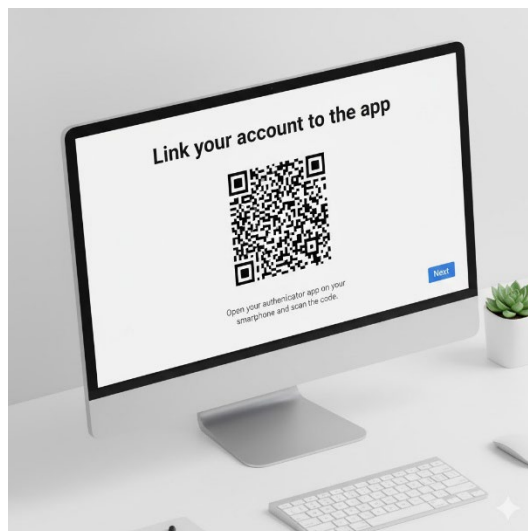
- Launch the app and grant any necessary permissions (camera, notifications).

Step 3: Sign in to Your Microsoft Account

- Tap **Add account (The big Plus Sign on the top right of the screen)**
 - Choose **Work or school account**.
 - Sign in using your Microsoft credentials.
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Step 4: Add Your Account

- On your computer, open a browser, Edge or Chrome and browse to <https://login.microsoft.com>. You should be prompted immediately to set up your security settings. Click through until your QR Code appears. If there is no QR Code then contact the IT Helpdesk to ask for your account to be reset.
- **After your account is reset or you want to use a different Authenticator:**
- Log in to your Microsoft Account (<https://login.microsoft.com>) using either Edge or Chrome and you will be prompted to scan a QR Code into the App on your mobile device.
- Click your icon and go to View My account.
- Select Security Info.
- Select Add Sign In Method.
- Choose Microsoft Authenticator App Or Google Authenticator.
- Select I want to see a different Authenticator App.
- Click Next, Next.
- A QR code will appear.



Step 5: Scan the QR Code

- In the app on your mobile device, tap **Scan QR code** and point your camera at the code.
- Your account will be added automatically.

Step 6: Confirm Setup

- The system will then send a test number for authentication.

- Approve the test notification on your mobile device to confirm everything works.
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Your account will then be set up to use the Microsoft Authenticator.

Troubleshooting

- **Issue:** QR code not scanning
Solution: Check camera permissions and internet connection.
 - **Issue:** Notifications not received
Solution: Enable push notifications in phone settings.
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Security Tips

- Enable **cloud backup** in the app for recovery.
- Keep the app updated.
- Never share your codes or screenshots.