# HOW TO CONFIGURE MULTI-FACTOR AUTHENTICATION FOR THE FIRST TIME

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If you decide to use the Microsoft Authenticator App as one of your authentication verification methods, please install the app, available for (https://itunes.apple.com/app/microsoft-authenticator/id983156458)**iOS** (https://itunes.apple.com/app/microsoft-authenticator/id983156458) (https://itunes.apple.com/app/microsoft-authenticator/id983156458) and (https://play.google.com/store/apps/details?id=com.azure.authenticator)**Android** (https://play.google.com/store/apps/details?id=com.azure.authenticator) (https://play.google.com/store/apps/details?id=com.azure.authenticator) prior to starting this process.

MFA configuration should be done from a laptop or desktop. Configuring the Microsoft Authenticator App requires scanning a QR code displayed on screen. You will not be able to scan the QR code if you are configuring MFA on the same device that has the Microsoft Authenticator App installed.

Multi-Factor Authentication Configuration

When your account is ready to be configured for MFA, you will receive a notification as you sign in informing you that more information is required. On this page, click "Next."

## More information required

Your organization needs more information to keep your account secure

Use a different account

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Next

After clicking "Next" on the screen above, you will be redirected to the MFA configuration page. Setting up the Microsoft Authenticator App is the default option on this page. Once you start the process of configuring the Microsoft Authenticator App, do not use your browser's "Back" button. If you need to stop configuration for any reason, use the "Back" buttons included as part of the configuration process.

Make sure you have the Microsoft Authenticator App installed on your mobile device. Once installed, click "Next."
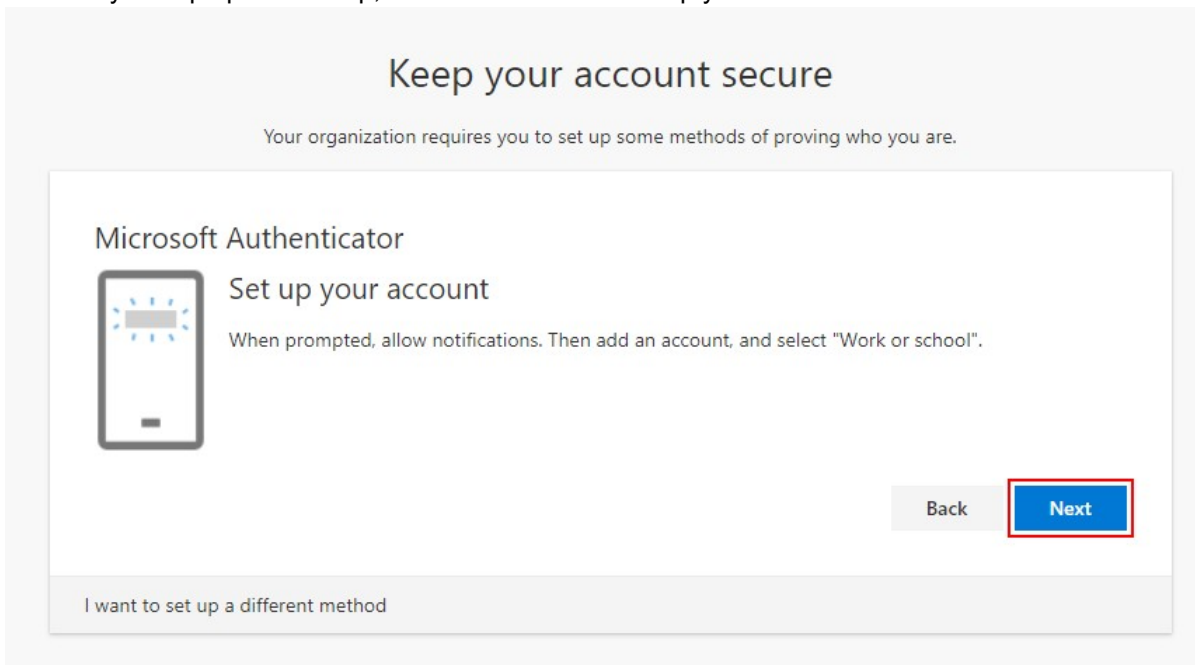
In the Microsoft Authenticator App on your phone, click the icon to add new accounts.



In the Microsoft Authenticator App, choose the "Work or School Account" option. This will open your camera with a box highlighted in blue. You will use this to scan your computer screen.
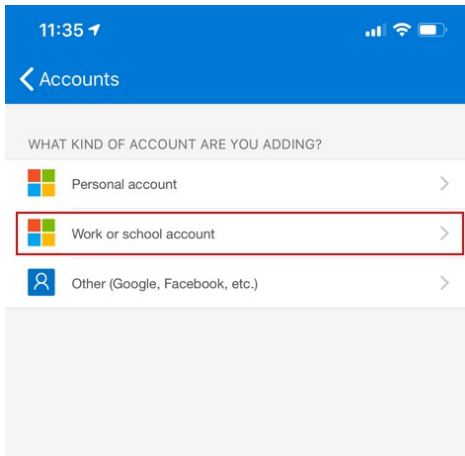
Back on your laptop or desktop, click "Next" on the "Set up your account" screen.



Scan the QR code displayed on your computer screen with the Microsoft
Authenticator App. After scanning the code, the view of your camera will disappear in the Microsoft Authenticator App. Click "Next" under the QR code displayed on your computer screen.

A notification will be sent to your phone to confirm that the Microsoft Authenticator App was configured successfully. Click "Approve" on the notification to complete setup of the Microsoft Authenticator App.

When you have approved the notification on your phone and configuration is successful, the page on your computer screen will update to indicate that you approved the notification. Click "Next" to review your MFA configuration.



Review the information you configured and click "Done" to complete MFA configuration.

These steps will configure your account to use the "Mobile App with a Notification" option by default.

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