

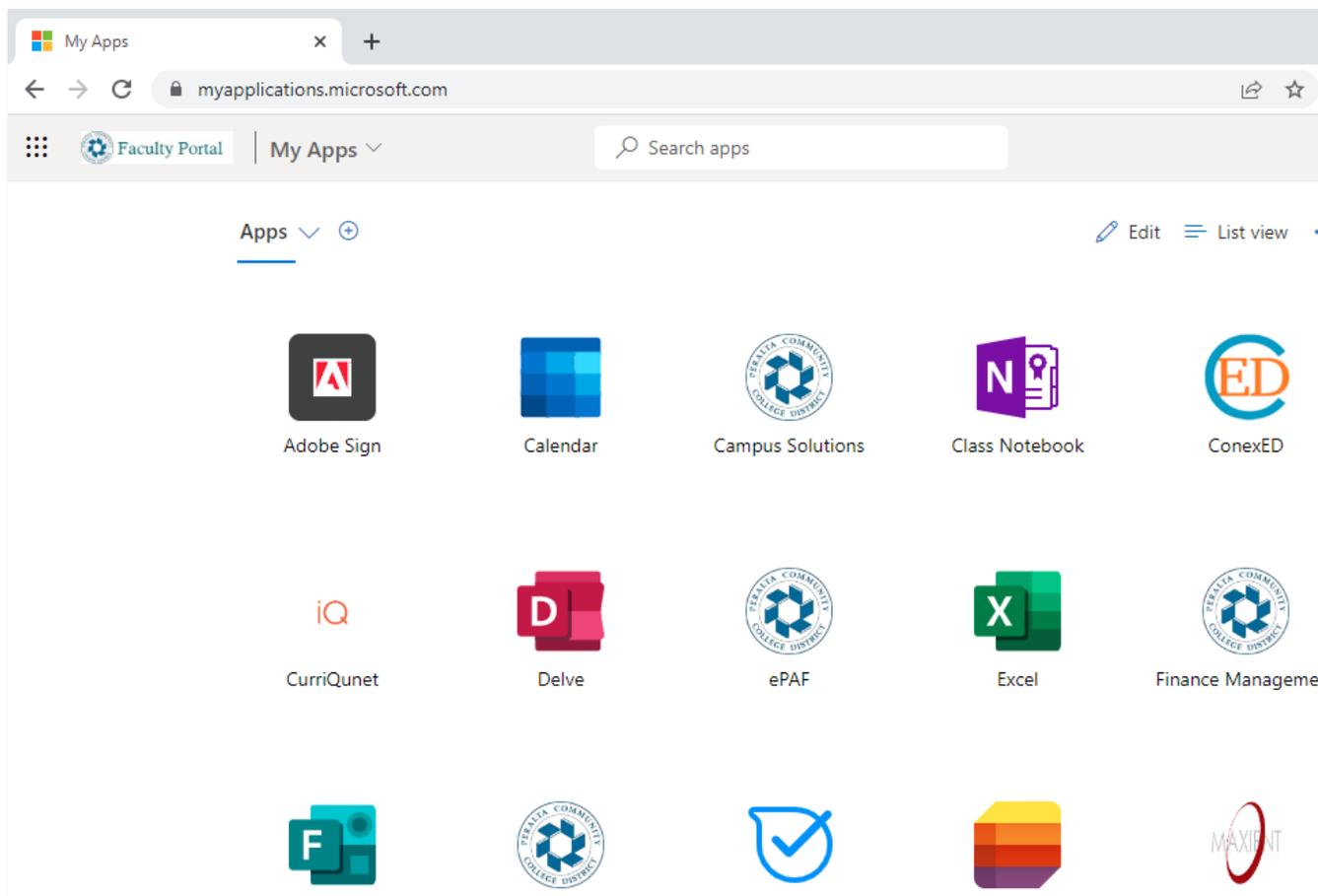
MULTI-FACTOR AUTHENTICATION SETUP INSTRUCTIONS - MICROSOFT AUTHENTICATOR – APPLE/IOS

This guide explains how to set up Microsoft Authenticator as an Authentication Method in your account using an iPhone. You can use Authenticator for multi-factor authentication.

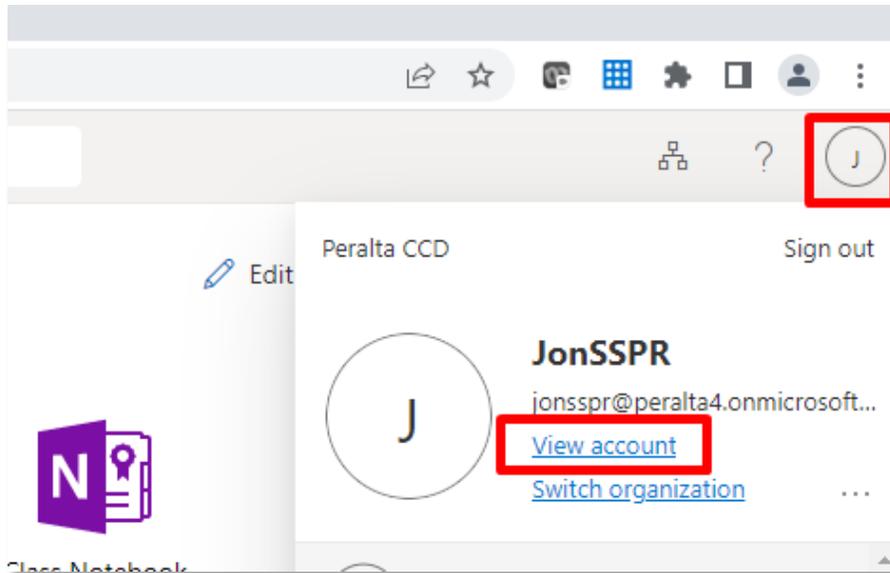
These instructions will require you to switch back and forth from your computer and your phone, so make sure you have both present and that both can connect to the internet. You will also need to access your Apple store account to install the App. When you need to switch between your computer and phone, it will be **denoted in red**.

On your computer:

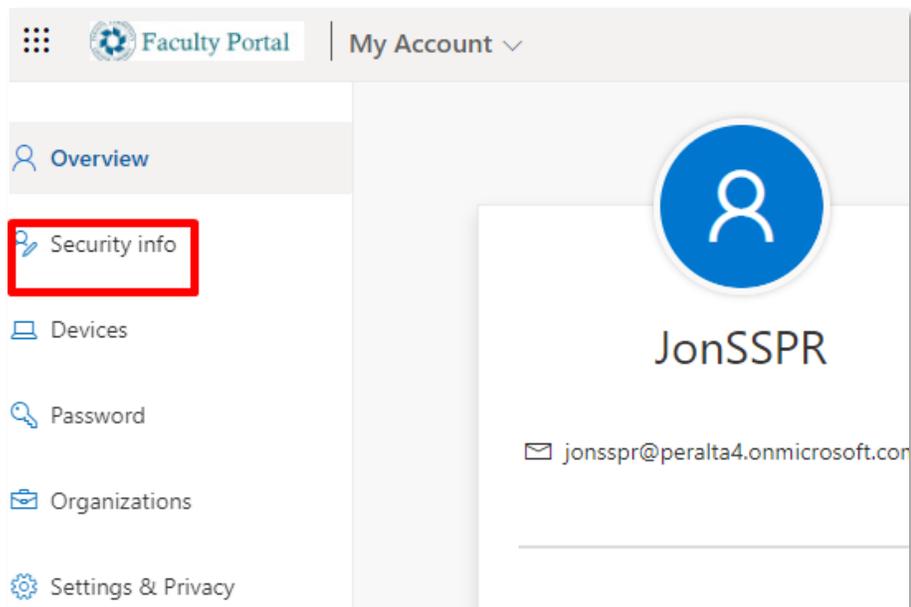
1. Log into the Web Portal at <https://myapplications.microsoft.com>



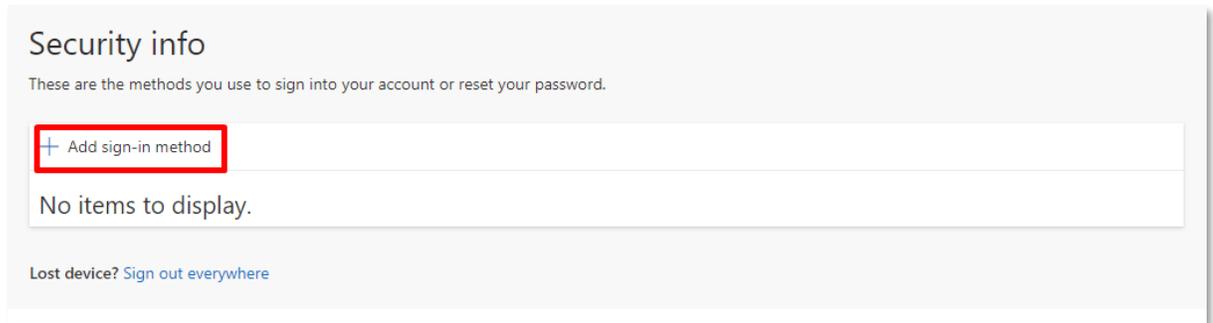
2. Click on your **account icon** in the upper-right hand corner. A menu appears. Click on **View Account**.



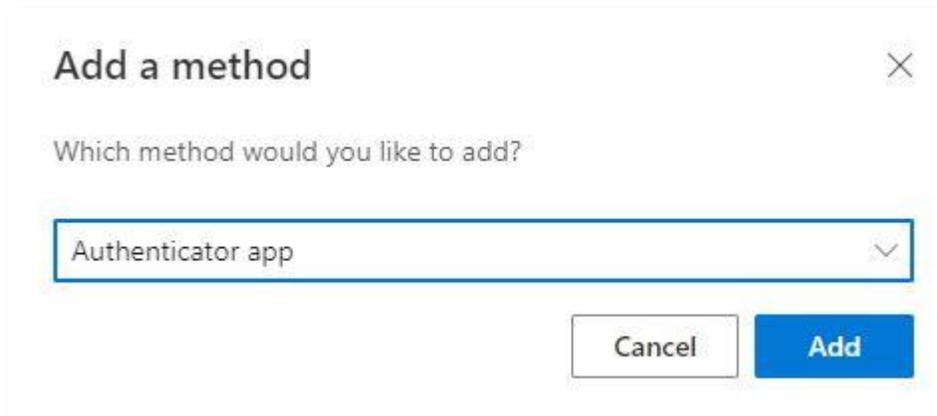
3. On the left navigation, click on **Security Info**.



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



5. Select **Authenticator app** and click **Add**.



6. Install Authenticator to your cell phone. You can do this by clicking on **Download now** which will take you to Google Play store where you can do a *push install* to your phone. Alternatively, you can do the install on your phone directly by opening the Google Play store and searching for "Microsoft Authenticator". This guide will use the push-install method.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On 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](#)

Next

[I want to set up a different method](#)

7. Click on **Get the app**

Get the app on your phone

Scan the QR code with your Android or iOS mobile device.



Google Play

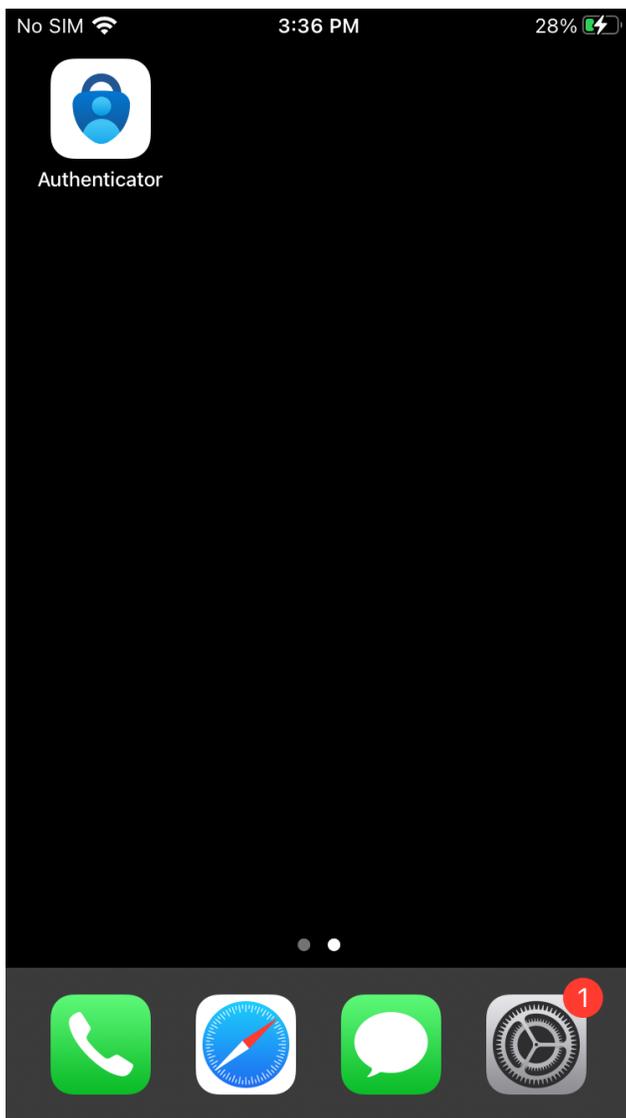
Get the app



App Store

Get the app

8. Install the app on your iPhone. If you are having trouble accessing the Apple App store or installing the app on your iPhone, you will need to contact Apple support.
9. After Authenticator installs, locate it in your Apps screen and open it.



10. You must **Accept** the data-sharing agreement, however, the checkbox to additionally share app usage data is optional and can be left unchecked.



Help us improve Microsoft Authenticator

We collect required basic diagnostics to keep the app secure and up to date. This does not include your name or any sensitive data.

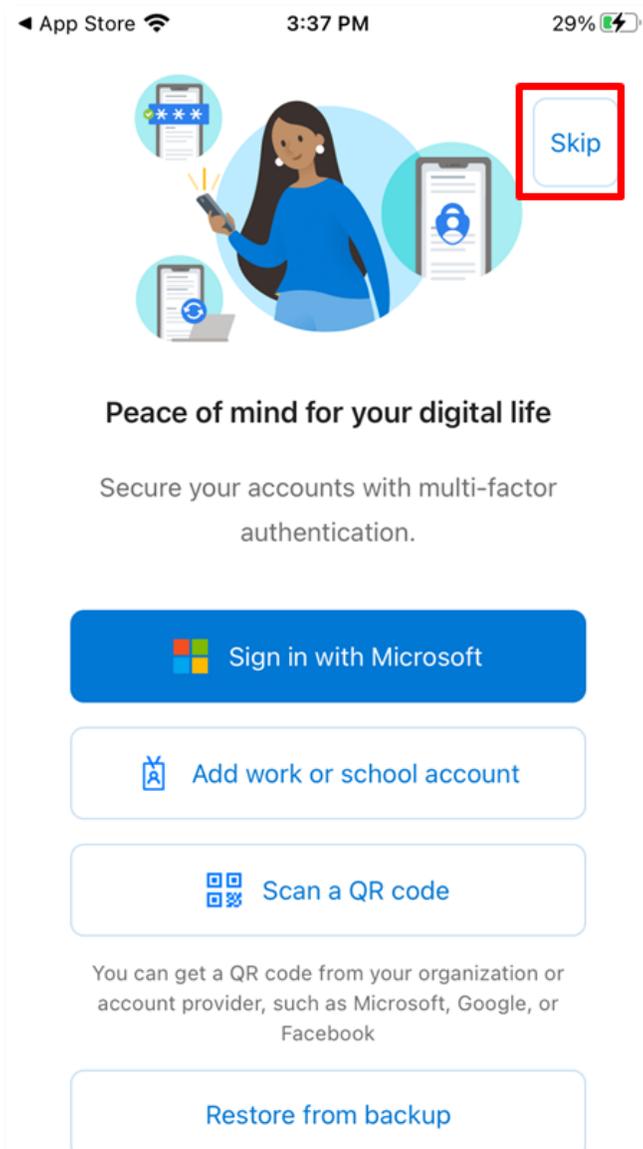
Improve the app by sharing your app use data

Decline

Accept

[Microsoft Privacy Statement](#)

11. By default, Authenticator will start with the Wizard. Click **Skip**



12. **Switch back to your computer.** Click **Next**.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On 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](#)

Next

[I want to set up a different method](#)

13. Click **Next** again.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Set up your account

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

Back

[I want to set up a different method](#)

14. A QR code will appear. Leave the QR code up on your computer screen.

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.

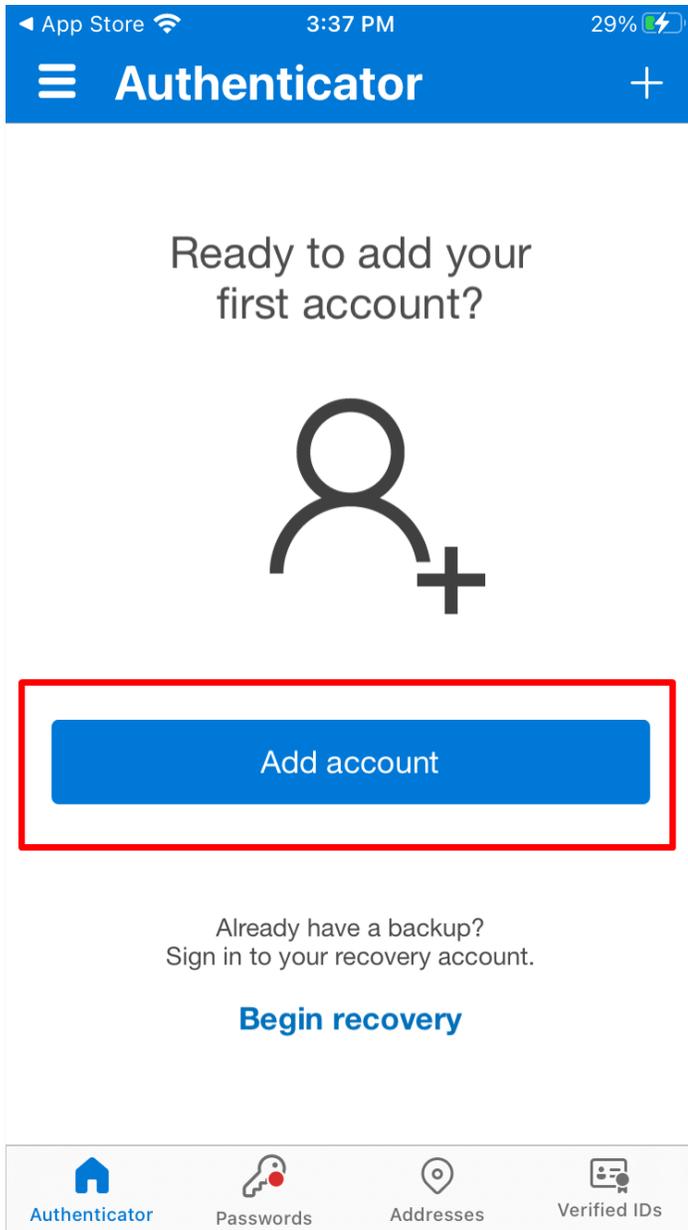
After you scan the QR code, choose "Next".



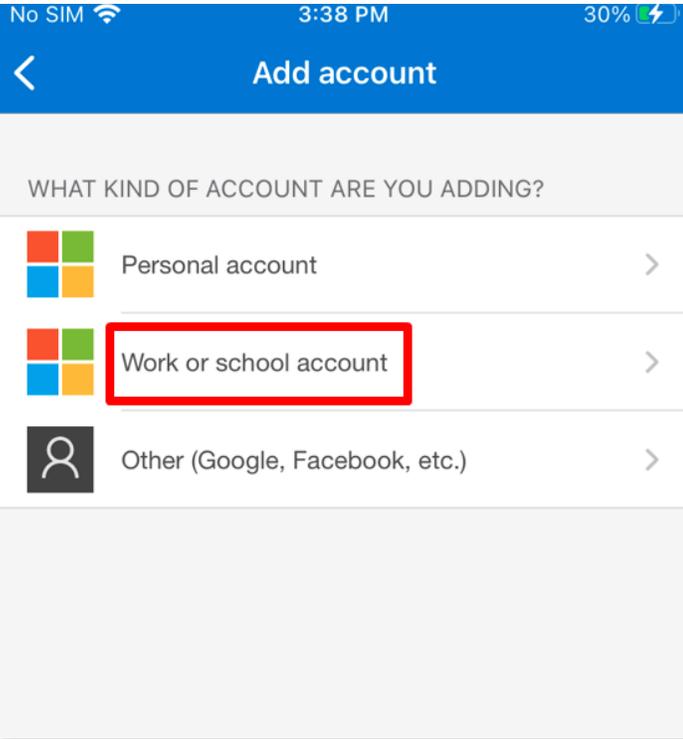
Can't scan image?

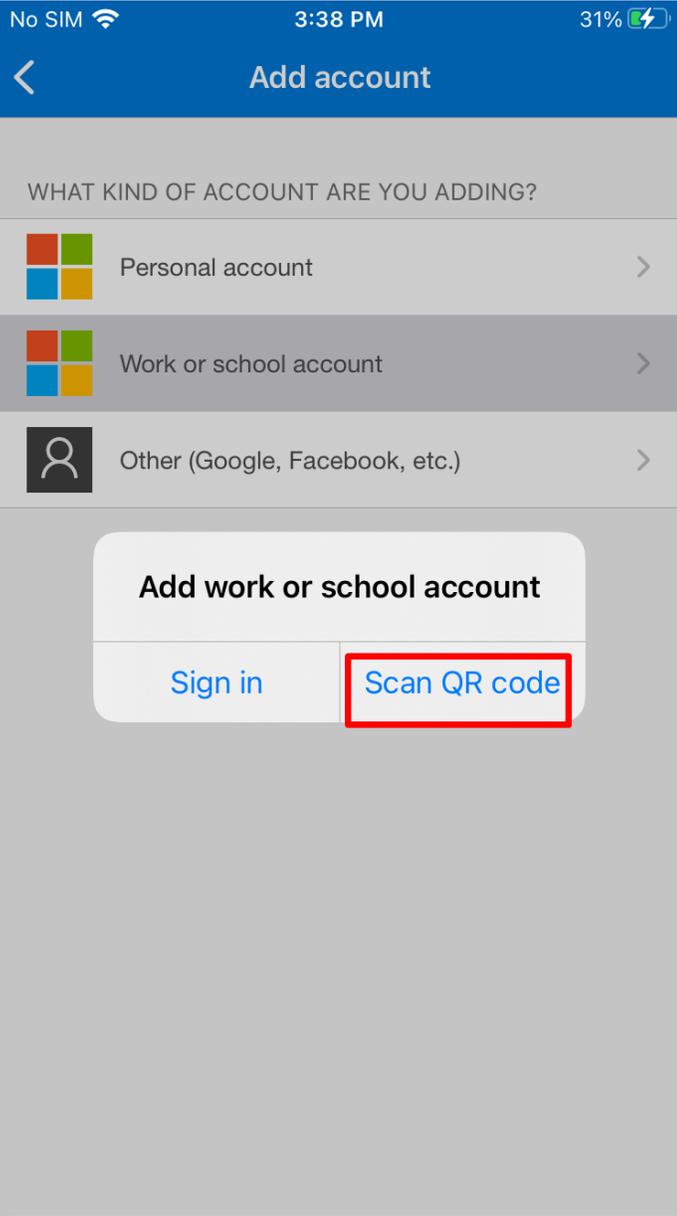
Back Next

15. **Switch back to your phone.** Click **Add Account**

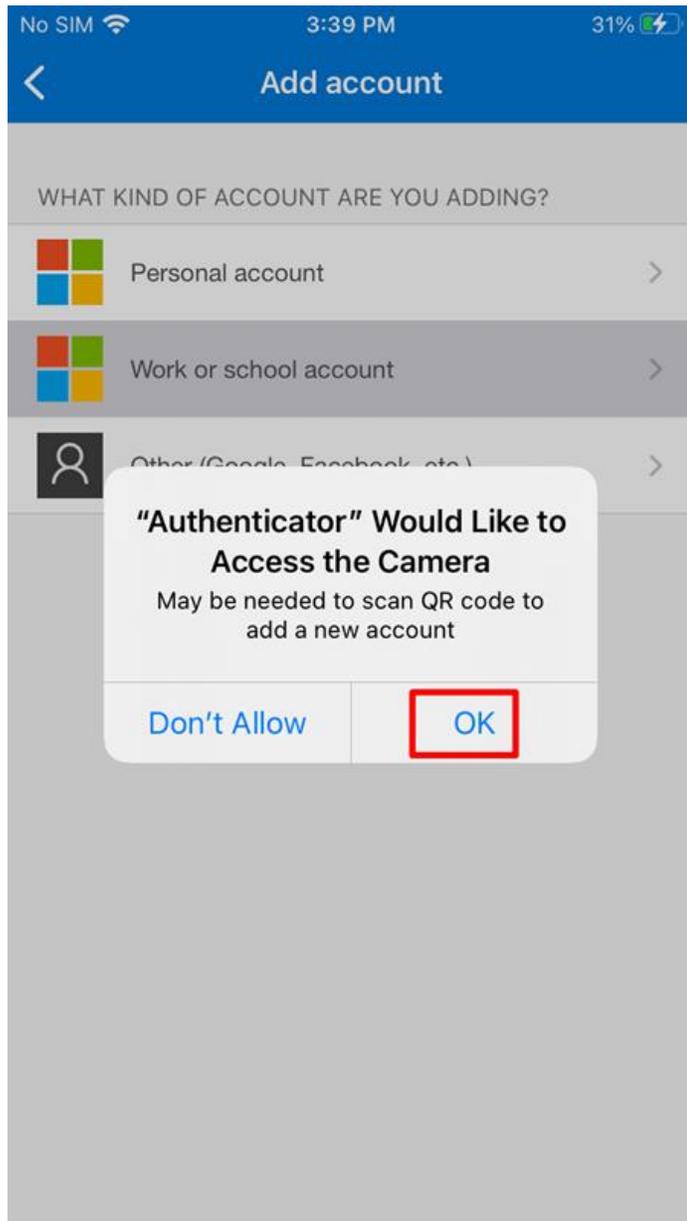


16. Click on **Work or school account** and then click **Scan a QR Code**





17. Authenticator may ask for permission to use your phone's camera. Click **Ok**.



18. Your phone's camera will turn on. Point your camera at the QR code **on your computer screen**. It will scan the QR code and complete the registration of your device.

Note: Do not use your phone's default camera application to scan the QR code. It must be scanned from within the Authenticator app only.

19. **On your computer**, click **Next**.

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?

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Next

20. On your phone, you'll be prompted to enter the code.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below

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Next

21. After you enter the confirmation code, the registration is complete. Click **Next** to close the window and return to the Security Info screen.

Microsoft Authenticator



 Notification approved

Back

Next

Congratulations, you can now use Microsoft Authenticator for multi-factor authentication.