

Set Up Microsoft Authenticator



Set Up Microsoft Authenticator

1

Open your camera on your phone and scan the appropriate QR code for your phone type and download 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

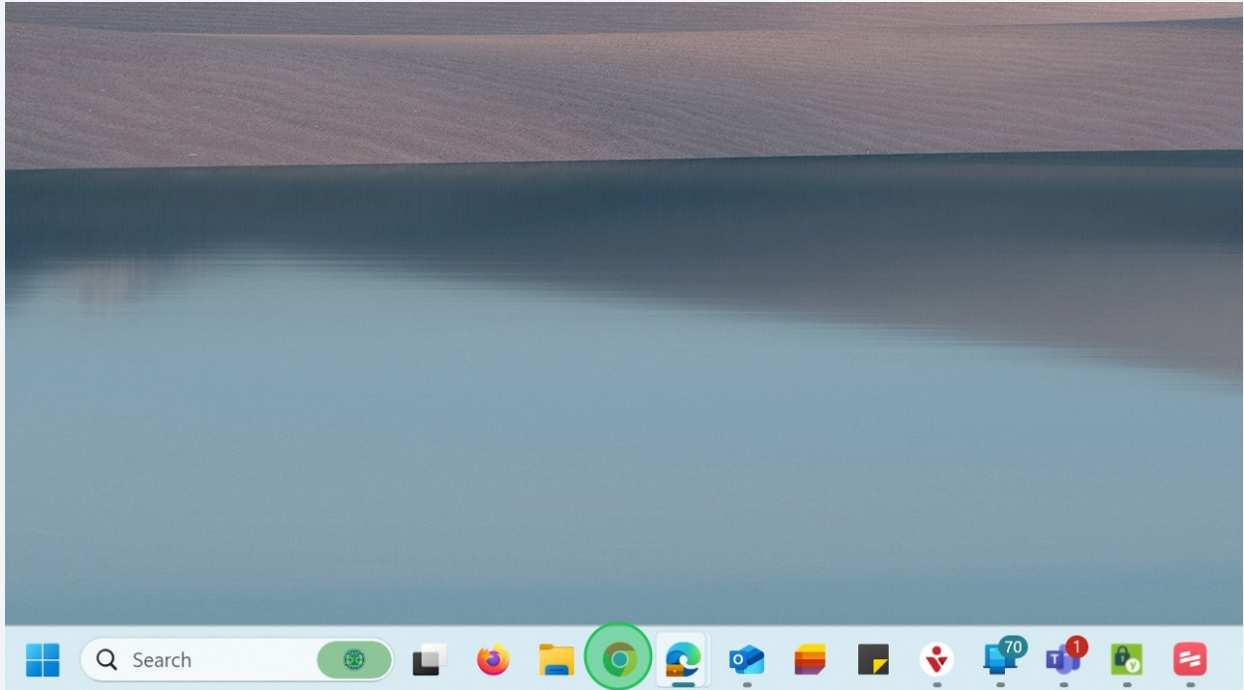
Get the app



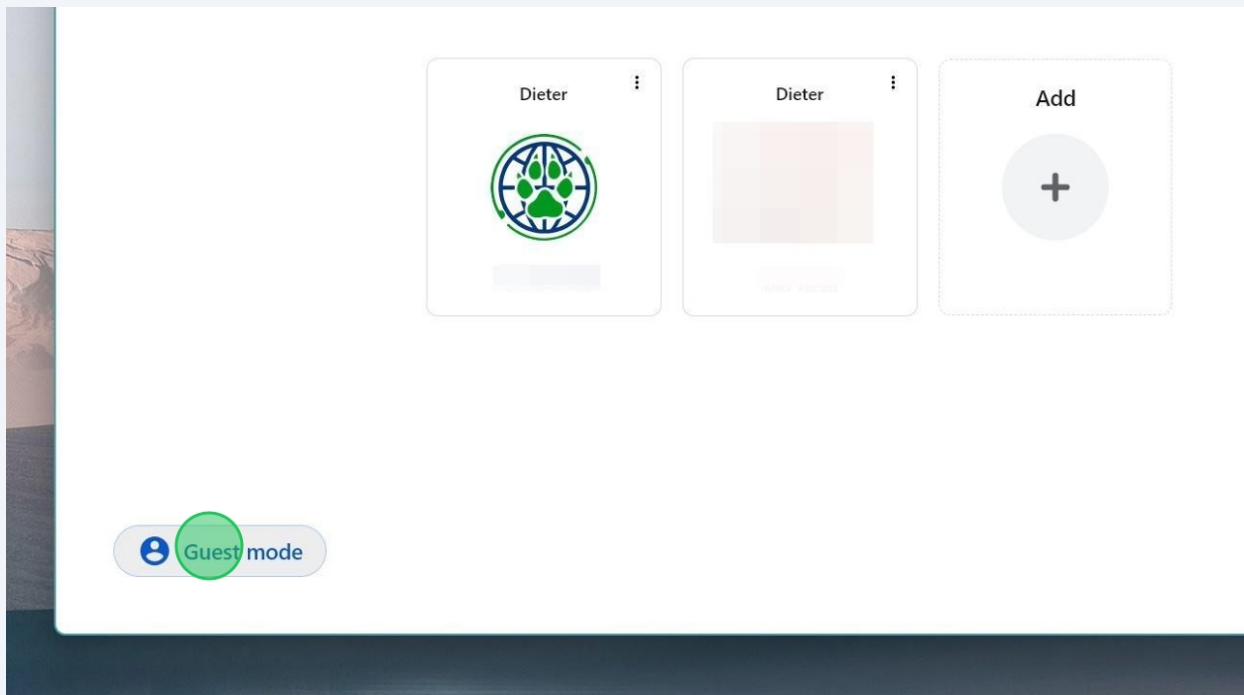
Once downloaded stop with the app. Don't do anything else with it until instructed to.

2

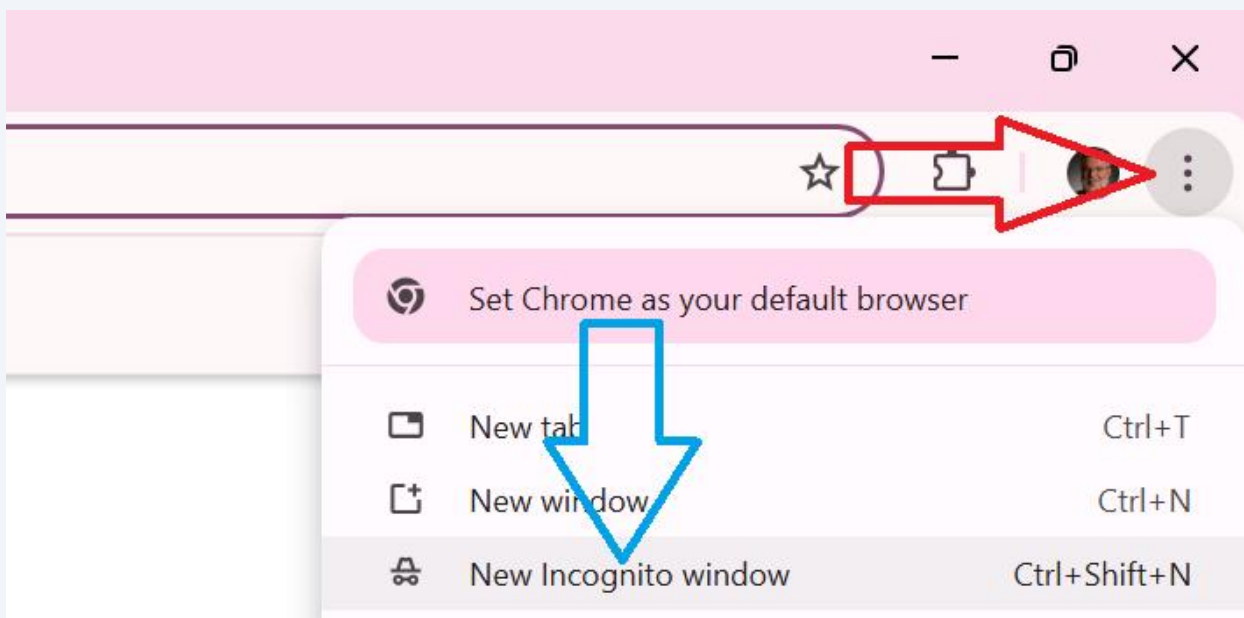
Open Google Chrome



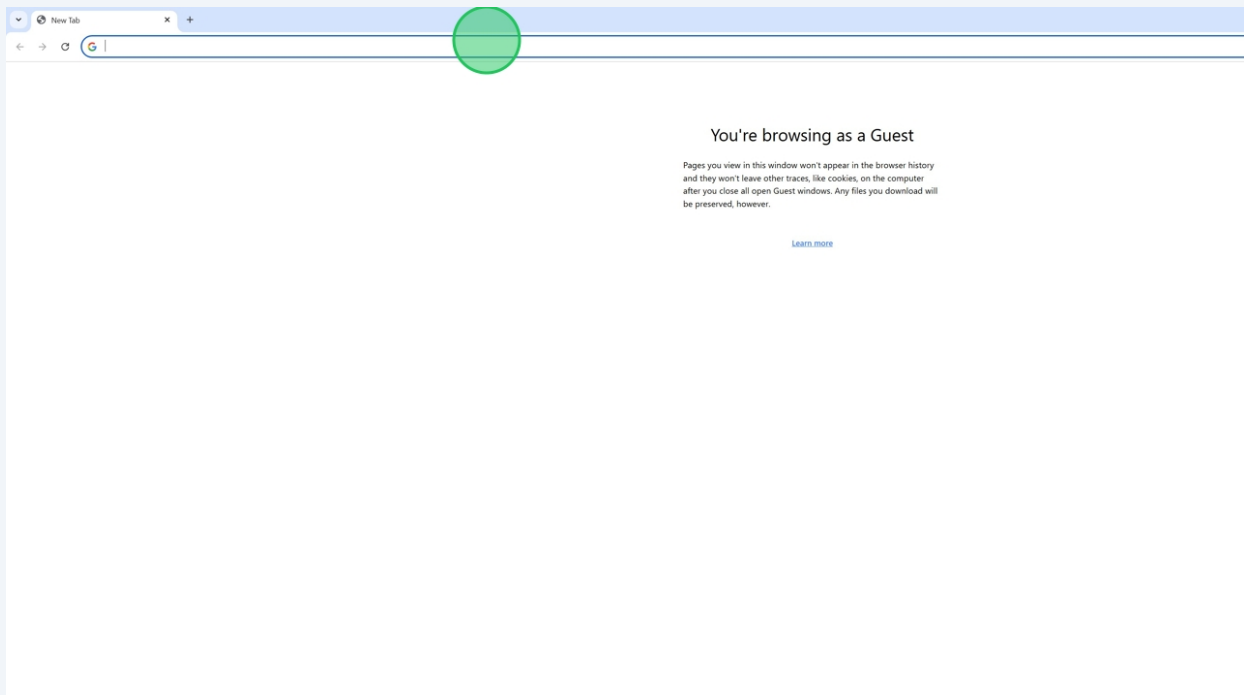
- 3 Select **GUEST MODE** down in the bottom right hand corner of the browser.



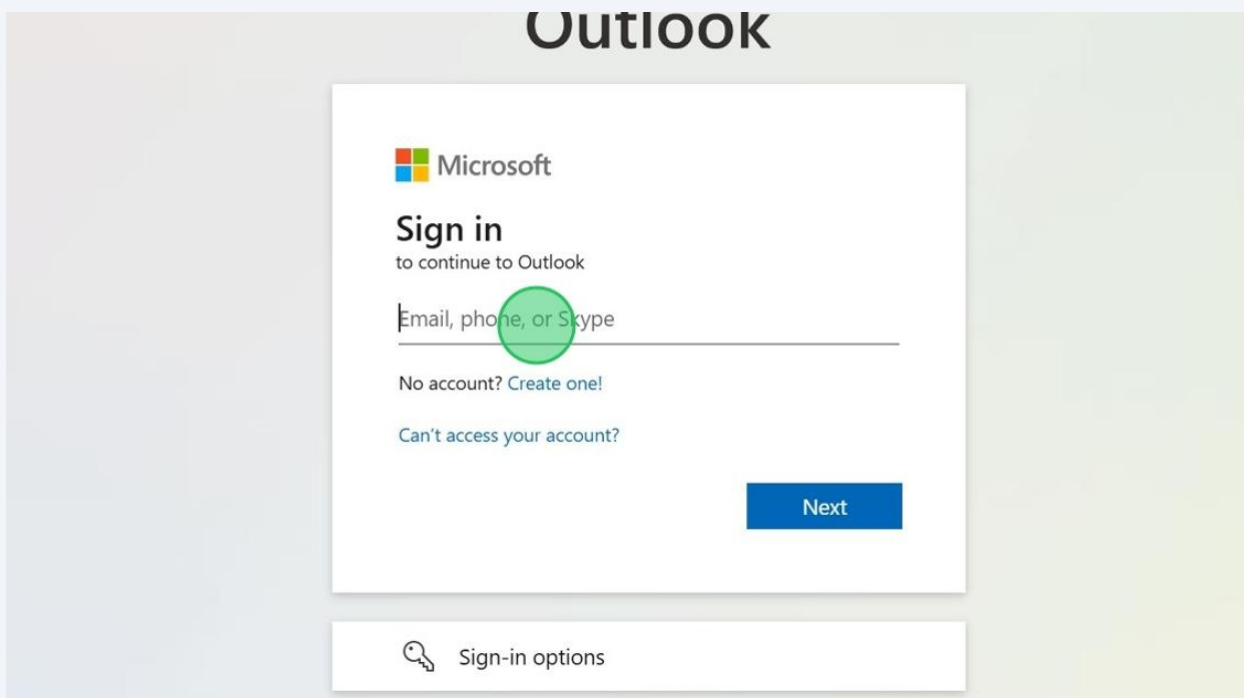
- 4 If you don't have **GUEST MODE** click on the **three dots** in the in top right-hand corner (red arrow). Then select **NEW INCOGNITO WINDOW** (blue arrow).



- 5 In the address bar type <https://outlook.office.com> and press **ENTER**




- 6 The following Microsoft sign-in prompt will appear.



7

Enter your email address in the sign-in prompt.

Outlook

 Microsoft


Sign in

to continue to Outlook

No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options

8

Now enter your password.



Enter password

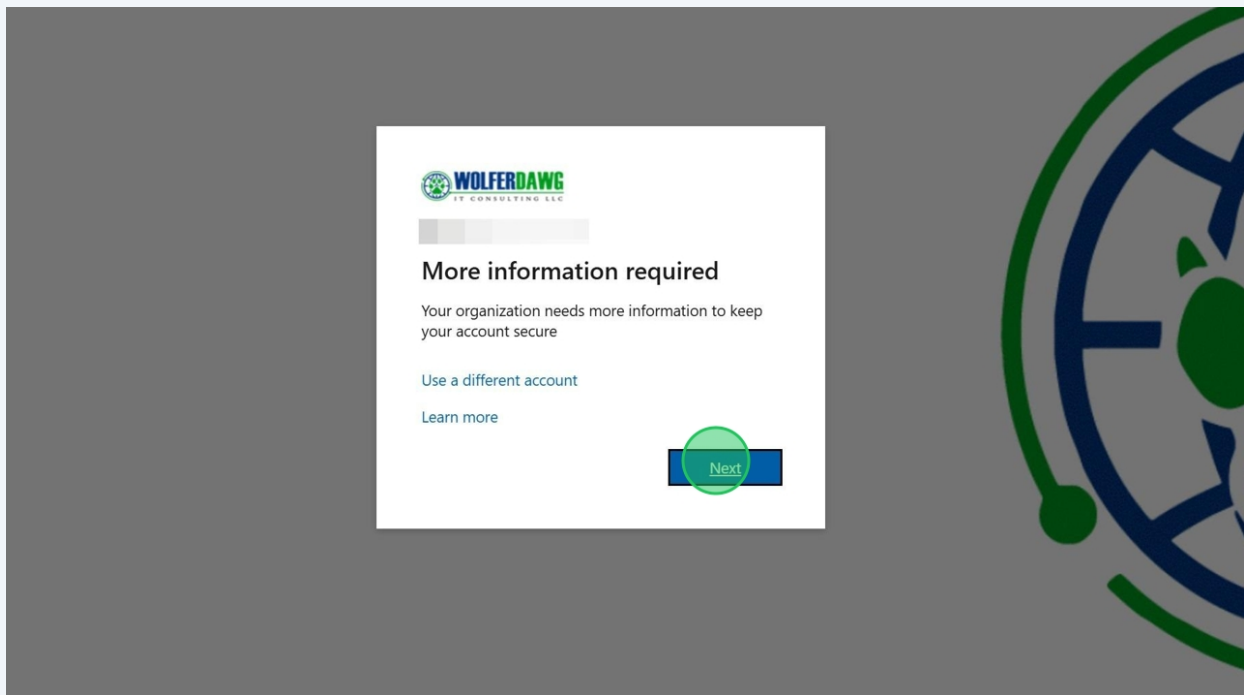
Password

[Forgot my password](#)

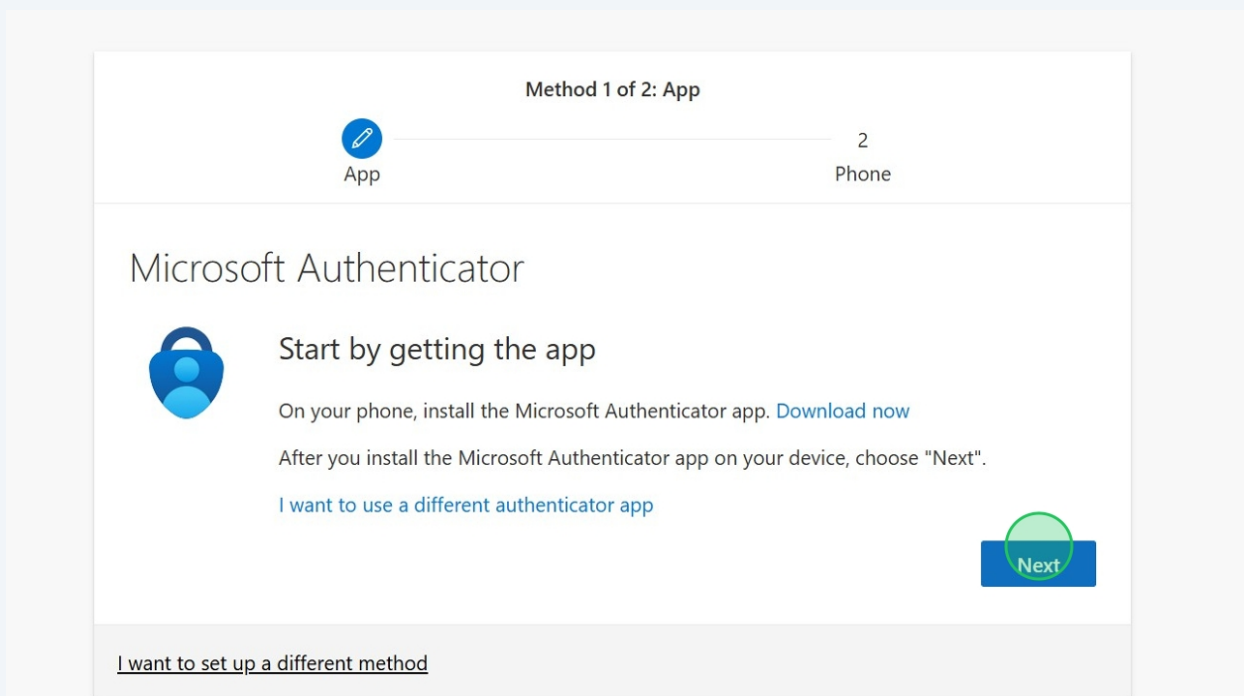
[Use your face, fingerprint, PIN, or security key instead](#)

Sign in

9 Click **NEXT** on this prompt.



10 Click **NEXT** on this prompt.




11 Click **NEXT** on this prompt.

Method 1 of 2: App

App 2 Phone

Microsoft Authenticator

 Set up your account

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

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

[Back](#) [Next](#)

12 Now open your **MICROSOFT AUTHENTICATOR** on your phone.


App 2 Phone

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".



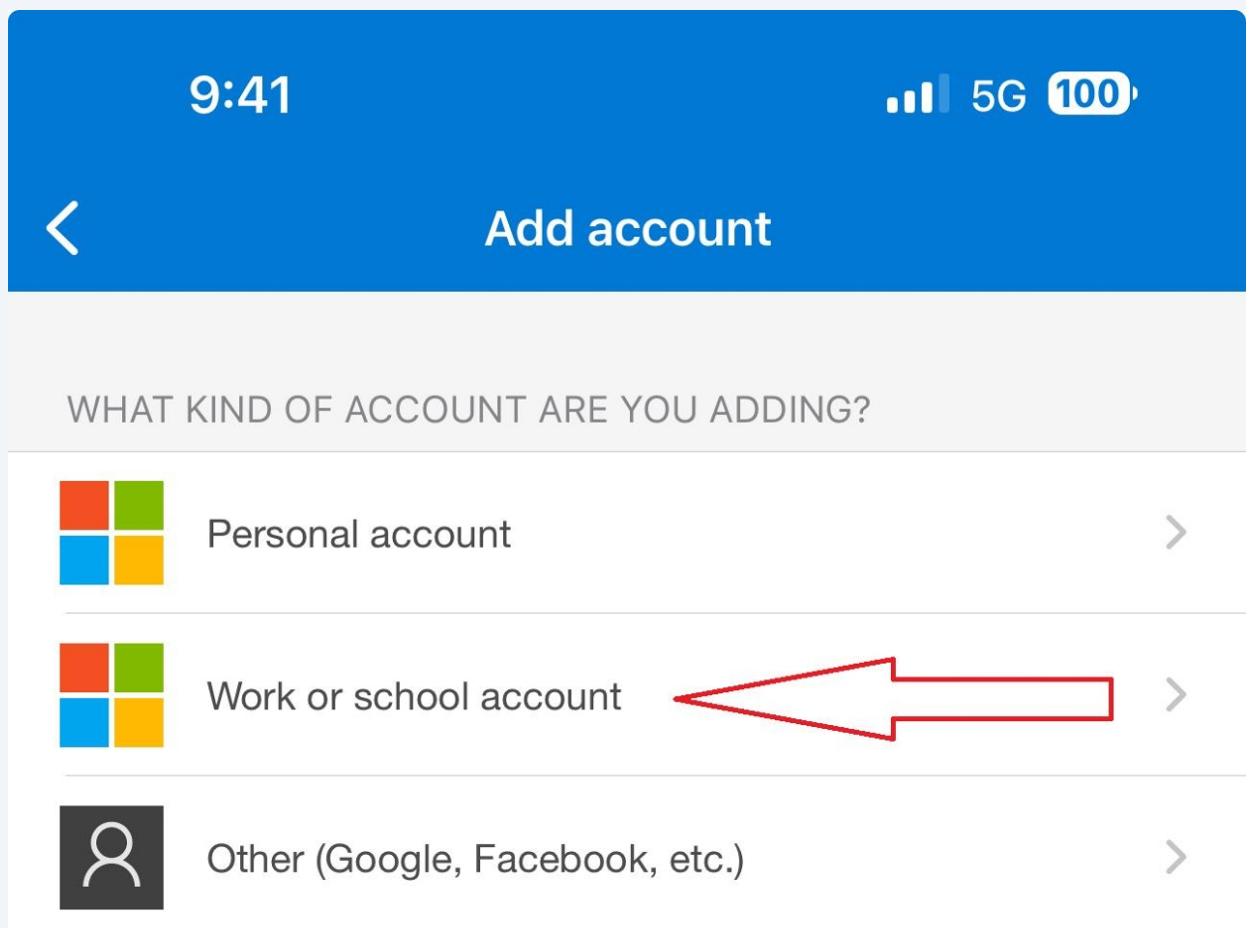
[Can't scan image?](#)

[Back](#) [Next](#)

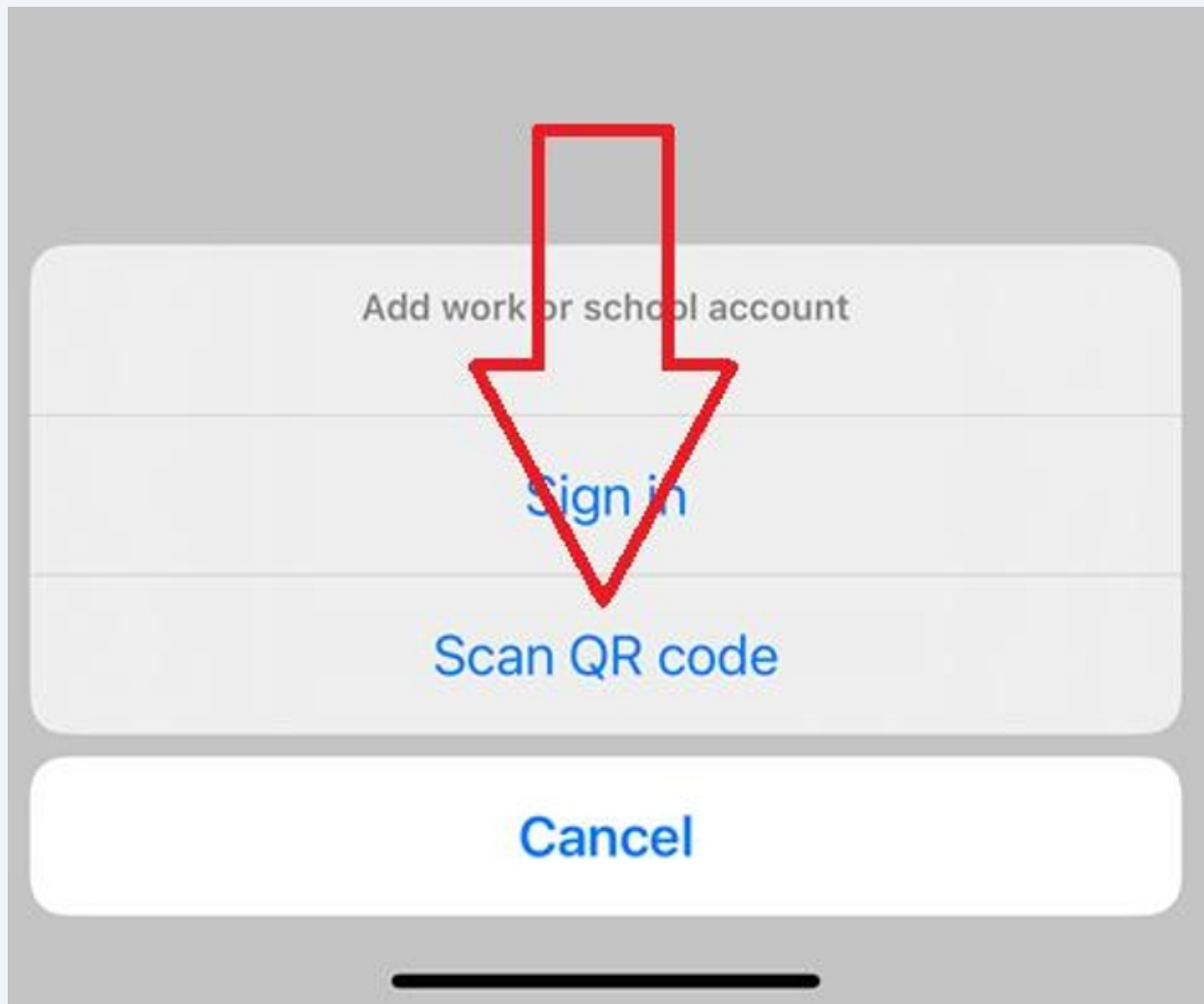
- 13 Select the + sign in the upper right-hand corner of the authenticator app.



- 14 Select **WORK OR SCHOOL ACCOUNT**

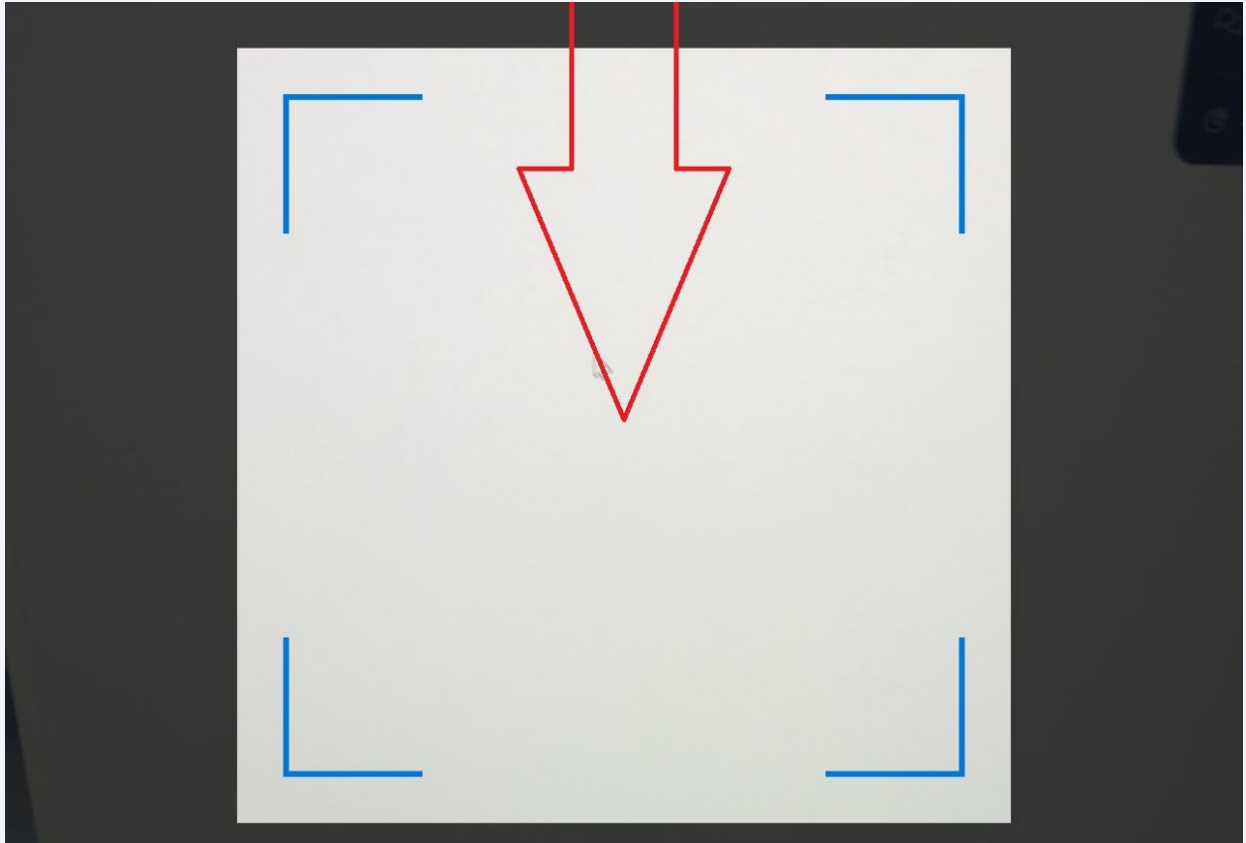


15 Select **SCAN QR CODE**



16

Place the scanning window over the **QR CODE** on your desktop or laptop computer screen.



Once the QR code has been scanned this window will close very quickly.

- 17** Once the scan window on your phone has closed, 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?

Back

Next

18

Approve the authentication prompt on your Microsoft Authenticator app by entering the two-digit number shown to sign in.

Approve sign in request



Open your Authenticator app, and enter the number shown to sign in.

34

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)



[More information](#)

- 19 Click **NEXT** on this prompt.

Method 1 of 2: App

App 2 Phone

Microsoft Authenticator

  Notification approved

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

[Back](#) [Next](#)

- 20 Enter your phone number for the second step of verification.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

☒ Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

- 21 Click **NEXT** on this prompt.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

United States (+1)

☒ Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

- 22 Enter the six-digit code you were received via text message.

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 5802845803. Enter the code below.

Enter code

Back Next

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

- 23 Click **NEXT** on this prompt.

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 5802845803. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

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

- 24 Click **NEXT** on this prompt.

Keep your account secure

Method 2 of 2: Phone

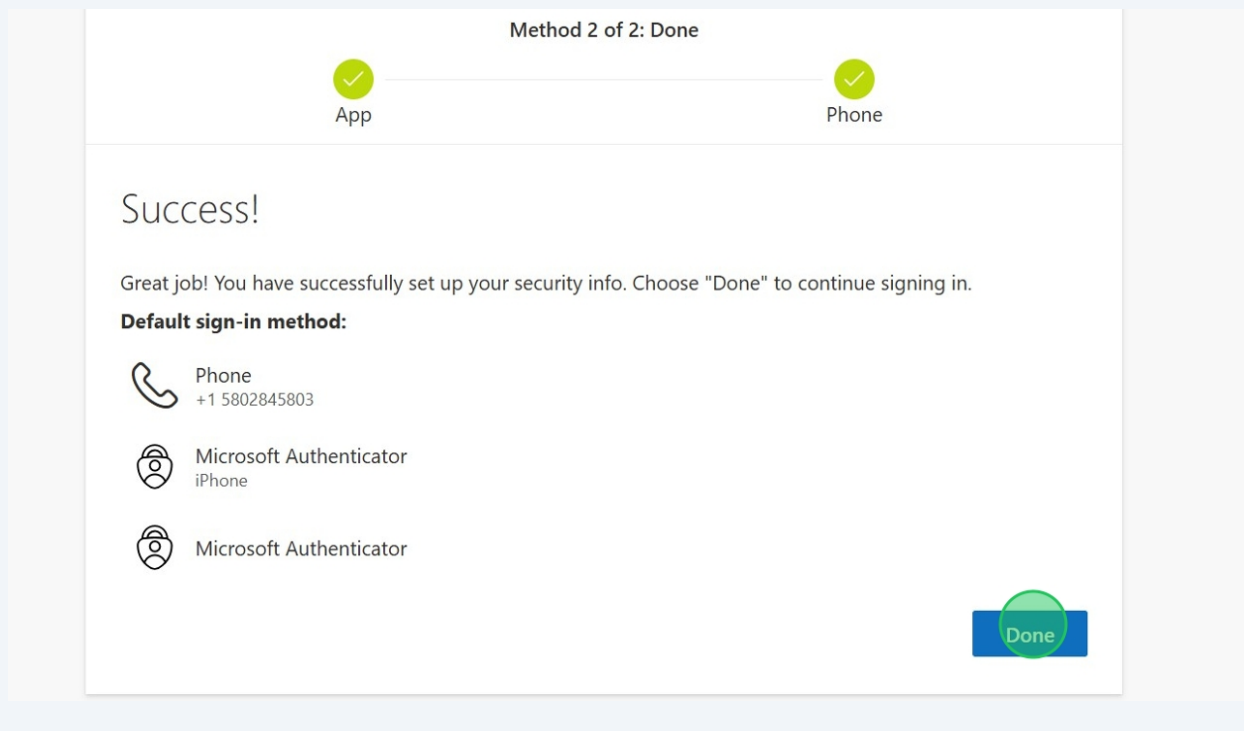
App Phone

Phone

✓ Verification complete. Your phone has been registered.

[Next](#)

- 25 Click **DONE** on this prompt.



- 26 If you haven't added your email account to Outlook yet, follow the instructions [here](#).



The first time you add your email account to Outlook, you will be prompted with another sign in approval. Approve the authentication prompt on your Microsoft Authenticator app by entering the two-digit number shown to sign in.

Approve sign in request



Open your Authenticator app, and enter the number shown to sign in.

34

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)